

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 20

December 3, 2019

**SUBJECT: FUGITIVE WARRANT BOOKINGS AND VARIOUS RELATED
MANUAL SECTIONS – RENAMED AND/OR REVISED**

PURPOSE: This Order updates the Department Manual to reflect previous re-organizational changes into the Department Manual, as well as updates the service of wants and warrants for a person in Los Angeles County Custody.

PROCEDURE: All references in the Department Manual pertaining to the previous reassignment of Fugitive Warrant Section (FWS) from Detective Support and Vice Division to Gang and Narcotics Division have been updated accordingly. In addition, various Department Manual sections pertaining to the service of wants and warrants for a person in Los Angeles County custody have been updated to reflect current procedures. Attached are the revised Department Manual sections with the revisions indicated in italics.

AMENDMENTS: This Order amends Sections 4/218.60, 4/606.03, 4/606.07, 4/611.10, 4/715.70, 4/721.25, 4/725.09, 4/725.20, 4/725.40, 4/725.50, 4/725.55, 4/765.50, 4/765.52, 4/765.54, 4/775.20, 4/775.50, 4/775.54, and 4/775.58 of the Department Manual.

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.


MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

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218.60 APPROVAL FOR JUVENILE BOOKINGS. Prior to obtaining booking approval, the arresting officer shall:

- Attach a completed Juvenile Arrest Supplemental Report, Form 05.02.06, to the Arrest Report, Form 05.02.00, as the next to the last numbered page of the Arrest Report;
- If the juvenile is to be detained, include the reason for detention on the *Juvenile Arrest Supplemental Report*; and,
- Obtain a copy of the Juvenile Automated Index printout as the last numbered page of the Arrest Report.

Booking approval for all juvenile bookings shall only be obtained from the Area watch commander.

Advice for a juvenile booking shall be obtained from the concerned Area *detective division*. When that division is closed, the concerned Area watch commander shall be contacted.

Exception: When a juvenile is arrested for an out-of-state agency and this Department does not have a pending investigation pertaining to the juvenile, booking advice shall be obtained from the Fugitive Warrant Section, *Gang and Narcotics Division* (Department Manual Section 4/606.03).

Note: Discretion shall be exercised regarding the necessity for booking a juvenile. The basis for determining the advisability of booking a juvenile shall be the factual circumstances known to exist at the time of booking. A booking may be advised when the circumstances substantiate that a juvenile is the perpetrator of a specific crime.

606.03 TEMPORARY CUSTODY – OUTSIDE AGENCIES. Whenever jail personnel receive outside agency arrestees for temporary detention, they will not be booked or processed. The Short Arrest Report, Form 05.02.01, will be utilized to record the jail's acceptance of temporary outside agency detainees. The checkboxes marked, "Temporary Detention For" and "Charge" shall be marked whenever the concerned jail receives temporary detainees.

Note: Identification thumb and four fingers flat prints shall be obtained on the reverse side of the Short Arrest Report's Custody Record at the time of intake and when released to outside agency authorities. An arrestee identification band shall be completed and attached to the left wrist of the arrestee, as soon as practical, after the arrestee is received. The band shall include the arrestee's name, right thumb print, and property bag number (if appropriate).

Temporary outside agency detainees shall not otherwise be photographed, fingerprinted, or issued booking numbers.

When it is ascertained that a person *has been detained and is in temporary custody with a local want or warrant*, notification shall be made to the Fugitive Warrant Section, *Gang and Narcotics Division*, by the assigned *Identification Control Officer of Custody Services Division*.

Note: When Fugitive Warrant Section is closed, notification shall be made to the *Department Operations Center, Communications Division*.

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606.07 FUGITIVE WARRANT BOOKINGS.

In-State Fugitive Warrants. When a person is arrested in-state for another agency, and this Department does not have a pending investigation pertaining to the person, the Booking and Identification Record, Form 05.01.00, shall be completed as follows: Enter the criminal charge, followed by the word “*for*,” and the name and of the wanting agency.

Example: 211 P.C. (Robbery) for Fresno Police Department.
459 P.C. (Burglary) for San Diego Sheriff Department.

Out-of-State Fugitive Warrants. Officers obtaining a return on a want and warrant check indicating that an individual has an out-of-state fugitive warrant shall check to determine if the return contains the “**Limited**” extradition designator. This includes extradition warrants that **do not** list California as a state from which the issuing agency is willing to extradite.

Note: For “**Limited**” extradition cases, officers may lawfully arrest and book a suspect named on an out-of-state warrant even if California is not listed on the warrant as a state from which the suspect will be extradited. However, officers shall not contact the issuing agency for warrant or stolen vehicle information without prior approval from Fugitive Warrant Section (FWS), *Gang and Narcotics Division (GND)*, or when closed, *the Department Operations Center (DOC), Communications Division*.

Multiple Charges. If a suspect, who has been arrested on a local or in-state charge, is also wanted on an out-of-state fugitive warrant, or is an occupant in an out-of-state stolen vehicle, the local or in-state charge shall take precedence. The fugitive charge shall be placed supplementary.

Note: A Probable Cause Determination shall be completed whether California Penal Code (PC) Section 1551.1 is the primary or supplemental charge.

Exception: If the local charge is a Release From Custody (RFC) offense, an RFC shall not be issued. Instead, the suspect shall be booked for Section 1551.1 PC (Fugitive) and the elements of the RFC offense shall be included in the narrative portion of the *Arrest Report, Form 05.02.00*.

Booking Advice. Booking advice for out-of-state fugitive arrests shall be obtained from *an* investigative supervisor, FWS, or when closed, *the DOC*. Sworn personnel shall provide the FWS supervisor with the name of the fugitive, the identity of the requesting entity, the charge against the fugitive, any stolen vehicle information and the jurisdiction reporting the vehicle stolen.

No Extradition Out-of-State Warrants. Officers obtaining a return on a want and warrant check indicating that an individual has an out-of-state fugitive warrant shall check to determine if the return contains the “**NOEX**” (No Extradition) designator. If so, personnel shall not arrest the person based on the hit without independent probable cause. Booking advice and approval for out-of-state fugitive arrests shall be obtained from *an* investigative supervisor, FWS, or when closed, *the DOC*. Fugitive Warrant Section has the final authority on booking charges for out-of-state *warrants*.

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Out-of-State Stolen Vehicles. All occupants in an out-of-state stolen vehicle should be detained pending an investigation. Each occupant should be interviewed separately to determine whether he *or* she was directly or indirectly involved in the theft of the vehicle. When an occupant of an out-of-state stolen vehicle is unable to satisfactorily demonstrate legitimate cause for being in the vehicle, he *or* she (except for young children unable to operate a motor vehicle) shall be booked under Section 1551.1 PC. Occupants shall not be booked for California Vehicle Code Section 10851 or 487(D) PC.

Example: 1551.1 PC Fugitive Arizona – GTA.

Out-of-Country Warrants. Officers receiving information that a suspect may be wanted in another country shall not arrest the suspect without independent probable cause. Officers receiving this information should avoid contact with the suspect and obtain as much information as possible from the source. This information shall be given to the Foreign Prosecution Liaison Unit, FWS, *as soon as possible*, or when closed to the DOC.

Other Out-of-State Agency Arrest. When a person is arrested for an out-of-state agency and this Department does not have a pending investigation pertaining to the person, the Booking and Identification Record, Form 05.01.00, shall be completed as follows: Enter 1551.1 P.C., the *term* “FUGITIVE (*FUG*),” the name of the wanting state or country, followed by the criminal charge.

Example: 1551.1 P.C. *FUG* New York – Robbery.
1551.1 P.C. *FUG* Idaho – Burglary.

Note: When the person arrested is a juvenile, insert the proper Welfare and Institutions Code (*WIC*) section prior to the charge.

Example: 602 WIC/1551.1 P.C. *FUG* New York – Robbery.

611.10 POSITIVE RESPONSE TO COUNTYWIDE WARRANT SYSTEM INQUIRY – EMPLOYEE’S RESPONSIBILITIES. When a positive response is indicated for a *Countywide Warrant System (CWS)* inquiry, the requesting employee shall:

Pre-Arrest Procedures:

- Prior to arresting or transporting the suspect, compare the descriptors on the warrant to the suspect’s physical characteristics to determine if the suspect is the person described on the warrant.
- Officers presented with a Los Angeles Police Department (LAPD) Clearance Document, Form 08.20.00, or other similarly reliable document issued by another Los Angeles County law enforcement agency or court by the suspect, shall:
 - Review the number and issue date of the CWS warrant response via the Mobile Digital *Computer* or radio; and,
 - Compare that information to the warrant number and issue date on the LAPD or other Los Angeles County law enforcement agency or court clearance document.

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Note: The suspect shall not be arrested for the CWS warrant if the issuance date of the CWS warrant is more than 30 days prior to that of the LAPD or other Los Angeles County law enforcement agency or court clearance document.

- Once a determination has been made, either release or transport the suspect for booking.

Note: Officers obtaining a return on a want and warrant check indicating that an individual has an out of state felony warrant, shall check to determine if the return contains a “NOEX” (no extradition) designator. If so, officers shall not arrest the person based on the “hit” without independent probable cause. Booking advice and approval for out-of-state fugitive arrests shall be obtained from an investigative supervisor, *Fugitive Warrant Section (FWS)*, or when closed, *the Department Operations Center (DOC), Communications Division*. *The FWS* has the final authority on booking charges for out-of-state issues.

Pre-Booking Procedures:

- Immediately take the arrestee before the watch commander for an inspection and interview.
- Immediately conduct a search of all reasonably available records relating to the suspect or wanted person whenever a suspect claims **not** to be the person named on a CWS warrant.
- Obtain booking advice from an investigative supervisor.

Note: Booking advice is not required if the investigative entity responsible for the follow-up investigation is off-duty.

- Write the name of the arresting officer, the date, and the time the suspect reviewed the warrant(s) on the copy(ies) of the warrant information sheet(s).
- Record the following information, with respect to each warrant, in the Arrest Report, Form 05.02.00, when the arrestee claiming not to be a suspect of a CWS warrant is booked pursuant to the warrant:
 - List each of the specified records checked and not checked, and the reasons therefore. The arresting officer may discontinue the record search if positive identification of the suspect is established;
 - State that there are no other reasonably available records that are known to the officer that could have been reviewed which might identify or assist in identifying either the suspect or wanted persons; and,
 - Articulate the specific facts *that* give probable cause to believe the arrestee is the wanted person.
- Obtain booking approval from the Area watch commander. Booking advice and approval for out-of-state fugitive arrests shall be obtained from the investigative supervisor, FWS, or when closed, *the DOC*. Fugitive Warrant Section has the final authority on booking charges for out-of-state issues.

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Post-Booking Procedures:

- Write the booking number on the front, upper, right-hand corner of one copy of the abstract.

Note: In the case of an immediate cash bailout on a misdemeanor traffic warrant, a *Division of Records (DR)* number is used in place of the booking number (*Department Manual Section 4/682.15*).

- Return the abstract to the unit to which the abstract was teletyped and cause the appropriate booking information to be entered into the CWS.

Note: When a CWS warrant arrestee is booked into a jail facility other than the geographic Area where the warrant information sheet was received, officers responsible for the booking shall, without delay, telephonically advise the unit where the warrant information sheet was originally received and return the abstract to that unit when practicable.

When an Arrest Report is required for an arrestee who is also the subject of a CWS warrant information sheet, or when a CWS abstract is an element of the probable cause that brought about the arrest of a suspect for an offense other than that listed on the warrant information sheet, a copy of the CWS warrant information sheet shall be attached to a Continuation Sheet, Form 15.09.00, which shall be incorporated into the Arrest Report.

Jail personnel discovering a CWS warrant(s) on a booked suspect shall compare the physical descriptors of the warrant(s) with those of the suspect.

When a warrant information sheet does not arrive at the designated terminal within 15 minutes, the requesting officer shall telephonically notify the *Warrant and Teletype Unit*, Records and Identification Division.

715.70 HANDLING OF LOCAL AND FUGITIVE CHARGES. When it is ascertained that a person booked on a fugitive charge has a local felony or misdemeanor want or warrant, the local charge shall be placed supplementary.

Notification shall be made to the Fugitive Warrant Section, *Gang and Narcotics Division*, by:

- The Criminal Records Unit, Records and Identification Division, when the supplemental booking is on a warrant.
- The concerned investigating officer, when the supplemental booking is on a felony want.

Local charges against a fugitive shall be disposed of prior to releasing a fugitive to a demanding jurisdiction.

Exception: When it appears that separate prosecutions of a local and a fugitive charge may be prohibited by *California Penal Code Section 654 (Multiple Prosecutions)*, all charges shall be presented to the local prosecutor, who will determine jurisdictional responsibility.

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721.25 PREDICATE CRIMES AND GANG EXPERTISE IN THE CAL/GANG SYSTEM.

To make predicate crimes and gang experts available Countywide, it shall be the responsibility of every *Gang Impact Team employee* to also ensure that *his or her* gang expertise is documented in the CAL/GANG System. Successful prosecutions of gang enhancement cases shall be entered in the CAL/GANG Case Management System, including current and all predicate crimes related to the case. The CAL/GANG System can serve as an automated resource for easily obtaining gang experts and predicate crime information for specific gangs. Gang Support Section, *Gang and Narcotics Division*, will advise and assist in updating CAL/GANG user profiles and case management input for predicate crimes.

725.09 DUE DILIGENCE INVESTIGATIVE RESPONSIBILITY. When a felony arrest warrant is obtained, Fugitive Warrant Section (FWS), *Gang and Narcotics Division*, shall be responsible for making a systematic, continuing effort to apprehend the suspect. *The FWS* shall be responsible for the due diligence of narcotic warrants and those warrants obtained by area detective division investigators, with the exception of homicide and juvenile warrants. If Area detective investigators or investigating officers assigned to other Department entities wish to maintain responsibility for a warrant, they shall contact the Officer in Charge, FWS, and advise of such. This will prevent duplication of efforts and ensure officer safety. The officer attempting service of the warrant shall be responsible for updating the *Countywide Warrant System* on those due diligence efforts.

Note: The following Department entities are responsible for the due diligence and service of the warrants they generate:

- Traffic divisions;
- Detective Support and Vice Division;
- Commercial Crimes Division;
- Robbery-Homicide Division;
- Gang and Narcotics Division;
- Juvenile Division;
- Internal Affairs Group; *and*,
- Major Crimes Division.

Exception: *Major Crimes Division will assist the Los Angeles Fire Department Arson Unit with the due diligence of warrants involving special circumstance arson cases.*

Investigating officers assigned to a case shall not relinquish responsibility for the investigation of that case. However, *the* investigating officers will not have the primary responsibility for the service of the warrant. The investigating officer(s) who obtain a felony warrant shall be responsible for generating the felony warrant package.

Exception: *The FWS* shall be responsible for generating warrant packages and maintaining a felony warrant package file for all adult felony narcotic warrant suspects.

Note: The fact that FWS is responsible for the primary exercise of due diligence efforts does not relieve other Department officers from their duty to arrest warrant suspects as soon as possible.

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Due Diligence Coordinator. Due Diligence coordinators shall ensure that *California Penal Code Section 980* is adhered to (*Department Manual Section 4/728.16*).

725.20 RESPONSIBILITY FOR SERVICE OF WARRANTS.

California Adult Misdemeanor Warrants. *The Fugitive Warrant Section (FWS), Gang and Narcotics Division (GND), shall be responsible for ensuring that a systematic continuing effort is expended to apprehend California, adult, high-grade misdemeanor warrant suspects.*

Local Felony Warrants. *The FWS, GND, shall have primary responsibility for the service of adult felony warrants (Department Manual Section 4/725.09).*

Felony Bench Warrants. *The FWS shall have primary responsibility for the service of felony bench warrants issued in a superior court as a result of an LAPD case.*

Foreign Felony and Out-of-State Misdemeanor Warrants. *The FWS shall have primary responsibility for the service of foreign adult felony and out-of-state adult misdemeanor warrants.*

Note: *The FWS shall acknowledge receipt of a warrant to the requesting agency within 10 days of receipt of correspondence regarding wanted persons.*

725.40 ARREST ON WARRANTS – SPECIAL INSTRUCTIONS. *When an arrest is made on a foreign felony want or warrant, or on an out-of-state misdemeanor warrant, the Fugitive Warrant Section (FWS), Gang and Narcotics Division (GND), shall be responsible for completing the Investigator's Final Report, Form 05.10.00.*

Exception: *The arresting officer shall be responsible for completing the Release Information section of the Investigator's Final Report when an arrest made on any of the following constitutes a felony charge:*

- *Violation of California State parole under authority of California Penal Code Section 3056 or Welfare and Institutions Code Section 3151;*
- *Violation of probation bench warrant held by the Los Angeles County Sheriff's Department; and,*
- *"Failure to Appear" bench warrant held by the Los Angeles County Sheriff's Department.*

Upon completion, the Investigator's Final Report shall be delivered to the record clerk, Area of booking, who shall immediately forward it to the Criminal History Section, Records and Identification Division. One copy of the Investigator's Final Report shall be attached to the prisoner's custody record; and, the other copy shall be forwarded to the FWS, GND.

Note: *If any of the above violations constitute a misdemeanor charge only, the Investigator's Final Report is unnecessary.*

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725.50 SERVICE OF WANTS AND WARRANTS – PERSON IN LOS ANGELES COUNTY CUSTODY.

Investigating Officer's Responsibilities. When a prisoner in a Los Angeles County jail facility is wanted by this Department on a felony warrant, or is the subject of an additional filed or open charge, the concerned investigating officer shall:

- Determine the location and booking number, then confirm the identity of the prisoner from the Warrants and Detainers Section, *Men's Central Jail*; *and*,
- Using the original booking number, ensure the investigating (INV) format on the Network Communications System (NECS) is completed, including *sending* a Warrant Information Sheet (WIS) to the Warrants and Detainers Section, *Men's Central Jail*.

Exception: If an investigating officer wishes to serve a prisoner on an open charge, the investigating officer *shall* physically respond to *the Men's Central Jail* or the *Twin Towers Correctional Facility in Los Angeles*.

The following procedures and documentations are necessary for the warrant(s) or open charge to be recorded in the Department's Consolidated Criminal Analysis Database (CCAD), Detective Case Tracking System (DCTS); The State Automated Criminal History System (ACHS); and, the Federal Interstate Identification Index (III) Criminal History System:

- *Ensure the county booking number is entered in the Decentralized Arrest Booking Information System (DABIS) by Custody Services Division (CSD) personnel, which will generate an arrest booking form set;*
- *Ensure that the date of arrest entered in DABIS is the date when the arrestee was notified of the warrant(s) or open charge;*
- *Ensure that three Fingerprint Cards, Form FD 249, have been completed on the new charges;*
- *Forward the Fingerprint Cards, the Booking and Identification Record, Form 05.01.00, and the Criminal Investigations and Identification (CII) Arrest Notification, Form 05.01.02, to Criminal History Section, Records and Identification (R&I) Division;*
- *Complete the Arrest Report, Form 05.02.00, and narrative, and forward to the concerned Area Records Unit for established protocols for report distribution; and,*
- *Retain the Disposition of Arrest and Court Action, Form 05.09.00, and the Investigator's Final Report, Form 05.10.00.*

Note: Investigating officers assigned to Fugitive Warrant Section, *Gang and Narcotics Division*, need not respond physically to *the Men's Central Jail* or the *Twin Towers Correctional Facility* to rebook prisoners in custody for California Penal Code Section 1551.1, Fugitive Arrest Without a Warrant. This booking may be accomplished electronically for this charge only.

- Ensure a teletype is sent to the Warrants and Detainers Section, *Men's Central Jail*, including all booking information; *and*,
- Via telephone, ensure the Warrants and Detainers Section received the teletype and WIS and that the prisoner was served with the warrant or informed of the additional charges.

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Note: When a prisoner is confined at a location other than *Men's Central Jail* or the *Twin Towers Correctional Facility*, and the investigating officer wishes to physically serve the warrant(s) or open charge, the investigating officer shall send a teletype to the Watch Commander, Inmate Reception Center, requesting that the prisoner be immediately transferred to *the Men's Central Jail* or the *Twin Towers Correctional Facility*. Felony warrants and open charges shall be served only at *the Men's Central Jail* or the *Twin Towers Correctional Facility*.

- Ensure that three Fingerprint Cards, Form FD 249, *have been* completed on the new charges;
- *Forward the Fingerprint Cards, the Booking and Identification Record, and the CII Arrest Notification, to Criminal History Section, R&I Division;*
- *Complete the Arrest Report narrative, and forward it to the concerned Area Records Unit for report distribution; and,*
- *Retain the Disposition of Arrest and Court Action, and the Investigator's Final Report.*

Note: If an arrest warrant is served or previously filed charges are being added, forward the Disposition of Arrest and Court Action, to the appropriate arraignment court

Investigating officers serving felony warrants or preferring additional charges on a female prisoner in custody at the *Twin Towers Correctional Facility* shall comply with the procedure applicable at County Central system.

Local Misdemeanor Warrants. When notified that there are outstanding local misdemeanor warrants for a prisoner in the County Jail, the *Warrant and Teletype Unit, R&I*, shall:

- Obtain the prisoner's booking number; and,
- Forward a teletype of the WIS, including the prisoner's booking number, to the Warrants and Detainers Section, Inmate Reception Center, *Men's Central Jail*.

Foreign California Misdemeanor Warrant. When notified that there are outstanding foreign California misdemeanor warrants in the possession of this Department for a person in the County Jail System, the *Warrant and Teletype Unit, R&I*, shall:

- Obtain the person's booking number;
- Record the booking number on the top front of the warrant and forward it to the Warrant Detainer Section, Inmate Reception Center, *Men's Central Jail*; and,

Note: If the person is due to be released, a teletype abstract of the warrant shall be sent immediately to the same location prior to forwarding the warrant.

- Immediately notify the agency from which the warrant was received that the person is in the County Jail and that the warrant has been forwarded to the Sheriff's Department for service.

Foreign Felony and Out-of-State Misdemeanor Warrants. When it is ascertained that a person arrested by this Department has a foreign felony want or warrant, or an out-of-state

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misdemeanor warrant, notification shall be made to the Fugitive Warrant Section, *Gang and Narcotics Division*, without delay (*Department Manual Section 4/201.30*).

Note: When the Fugitive Warrant Section is closed, *the Department Operations Center, Communications Division*, shall be notified.

Suspect Released to LAPD – Not Booked. When an arrestee booked by another agency is released to LAPD custody and the arrestee is not subsequently booked by this Department, the concerned investigating officer shall:

- Complete the left portion of Section A of the *Disposition of Arrest and Court Action*;
- Insert the original arresting agency's booking number and the CII, FBI, and LA number, if available, in the appropriate spaces; and,
- Insert "BOOKED BY (agency – agency type) – RELEASED TO, NOT BOOKED, LAPD" in the remarks section.

The investigating officer shall forward the *Disposition of Arrest and Court Action* to the Report Services Section, *R&I Division*.

725.55 SERVICE OF OUT-OF-STATE MISDEMEANOR WARRANTS AND FOREIGN FELONY WARRANTS. When persons are arrested on foreign felony wants or warrants and out-of-state misdemeanor warrants, the arresting officer shall, *prior* to obtaining booking advice, notify the Fugitive Warrant Section (*FWS*), *Gang and Narcotics Division*, which shall handle notifications, correspondence, and obtain necessary court orders and complaints.

Note: When the *FWS* is closed, *the Department Operations Center, Communications Division*, shall be notified.

765.50 ARRESTEE SUSPECTED OF CRIMES IN THIS AND OTHER JURISDICTIONS – NOTIFICATIONS.

Jurisdiction Within the State. When an arrestee is believed to have committed crimes in this jurisdiction and in another jurisdiction within the State, the investigating officer shall:

- Notify the Fugitive Warrant Section (*FWS*), *Gang and Narcotics Division (GND)*; and,
- Notify the other jurisdiction.

Notifications shall include the information that a case is pending against the arrestee.

Jurisdiction Outside the State. When an arrestee is believed to have committed crimes in this jurisdiction and in another jurisdiction outside the State, the investigating officer shall notify the *FWS, GND (Department Manual Section 4/201.30)*.

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765.52 SUSPECT ARRESTED IN POSSESSION OF PROPERTY STOLEN OUTSIDE OF THE CITY.

Within the State. When a suspect is arrested for *possessing* property reported stolen outside the City, but within the State, the concerned investigating officer shall, in addition to other appropriate Department procedures:

- Notify and furnish a copy of the *Arrest Report* to the appropriate police agency in the jurisdiction of the theft;
- Attempt to confer with the concerned investigating officer of the outside police agency in order to evaluate which jurisdiction, if any, appears to have the stronger prosecutorial case;
- Make a recommendation to the respective prosecutors based *on an* evaluation of the case;
- Contact Fugitive Warrant Section (*FWS*), *Gang and Narcotics Division (GND)*, if the arrestee is to be extradited to another county; and,
- Contact the District Attorney's Office for advice if difficulties are encountered with any outside agency.

Outside the State. When a suspect is arrested within the City for *possessing* property stolen outside the State, the investigating officer shall notify *FWS*, *GND*, for advice.

765.54 OUTSIDE AGENCY ARRESTING SUSPECT IN POSSESSION OF PROPERTY STOLEN WITHIN THE CITY.

Outside Agency Within the State. When notified that an outside police agency within the State has arrested a suspect for *possessing* stolen property within the City of Los Angeles, the concerned investigating officer of this Department shall:

- Request a copy of the outside agency's arrest report of the suspect(s);
- Attempt to confer with the concerned investigating officer of the outside agency in order to evaluate which jurisdiction, if any, appears to have the stronger prosecutorial case;
- Make a recommendation to the respective prosecutors based *on an* evaluation of the case;
- Contact Fugitive Warrant Section (*FWS*), *Gang and Narcotics Division (GND)*, if extradition of the arrestee appears appropriate;
- Contact the District Attorney's Office for advice if difficulties are encountered with any outside agency; and,
- When the stolen property is a vehicle, notify the victim within 48 hours, excluding weekends and holidays, and inform the victim of the location and condition of the vehicle; and notify the registered and legal owners, in writing, concerning the status of the vehicle.

Out of State Agency. When notified that a police agency outside the State has arrested a suspect for *possessing* reported stolen property within the City of Los Angeles, the concerned investigating officer of this Department shall notify *FWS*, *GND*, for advice.

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Additionally, when the outside agency's recovered property is an LAPD reported stolen vehicle, the concerned investigating officer of this Department, after verifying the recovery and location of the vehicle, *shall*:

- Notify the victim within 48 hours, excluding weekends and holidays, and inform the victim of the location and condition of the vehicle;
- Notify the registered and legal owners, in writing, concerning the status of the vehicle; *and*,
- Document the notification information on the Vehicle Report, *CHP 180*, work copy.

775.20 INVESTIGATOR'S FINAL REPORT – COMPLETION RESPONSIBILITIES.

Officers assigned the follow-up investigation of a felony shall immediately complete both sides (Pages 1 and 2) of an Investigator's Final Report, Form 05.10.00, when a *filing* is obtained or refused, the charge is released, or the arrestee is released to another law enforcement agency.

The *Investigating Officer (I/O)* shall complete the *Booking Disposition Boxes (Part C)* section of the Investigator's Final Report, when an arrest made on any of the following constitutes a felony charge:

- Violation of California State parole under authority of *California Penal Code Section 3056* or *Welfare and Institutions Code Section 3151*;
- Violation of probation bench warrant held by the Los Angeles County Sheriff's Department; *and*,
- "Failure to Appear" bench warrant held by the Los Angeles County Sheriff's Department.

A Property Disposition/Update Request, Form 10.06.00, shall be attached to the *Investigator's Final Report* prior to the *I/O's* submission for supervisory approval. Upon completion, the Investigator's Final Report shall be delivered to the record clerk, division of booking.

Note: If any of the above violations constitute a misdemeanor charge only, the *Investigator's Final Report* is unnecessary.

When the arrestee for whom the *Investigator's Final Report* is completed has a *Modus Operandi (MO)* that is distinct and consistent, the *I/O* shall so indicate by checking the "Yes" box after the words "*MO Sheet*" on Page 2 of the *Investigator's Final Report*.

Exception: Regardless of the charge, an Investigator's Final Report, shall be completed on a juvenile whose *MO* is unusual, distinctive, or characteristic of that particular subject.

Fugitive Warrant Section Arrestees. Officers assigned to Fugitive Warrant Section (FWS), *Gang and Narcotics Division*, shall complete the Investigator's Final Report *upon receipt of an arrest report for a fugitive warrant arrest*. If the arrest occurs during normal duty hours, an attempt shall be made to contact the concerned detective(s) for interviewing and completion of the *Investigator's Final Report*.

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Fugitive Warrant Section officers may, in appropriate circumstances, admonish arrestees and attempt to obtain statements at the time of arrest, unless the assigned detectives have indicated otherwise. Additionally, FWS officers shall perform appropriate follow-up investigations, within a reasonable distance and time frame, when circumstances demand immediate action.

Felony Bail-Out Procedures. *The concerned detention officer processing the receipt of bail for a felony inmate confined in a Department jail facility shall:*

- *Process the receipt of the bail as outlined via current policy in the Jail Operations Manual; and,*
- *Save an electronic copy of the bail receipt, sequenced by the inmate's last name, first name and booking number, in the Custody Services Division drive on the LAPD Application Launcher, within the associated Bureau (Central, West, South or Valley) utilizing the corresponding Area of arrest.*

The Investigating Officer shall check the Custody Services Division drive on the LAPD Application Launcher and complete the following sections of the Investigator's Final Report:

- *The Completion of Descriptors – Part A, specifically the Arraignment Date;*
- *The Booking Disposition Boxes – Part C;*
- *The Disposition of Arrest Information – Part E; and,*
- *The Narrative – Part G.*

775.50 RELEASES TO OTHER AGENCIES. Investigating officers shall immediately notify the Fugitive Warrant Section (*FWS*), *Gang and Narcotics Division (GND)*, by teletype or telephone, when:

- It is learned that an arrestee is wanted by another agency on a felony charge; and,
- A local charge is to be dismissed and the arrestee is wanted by another agency on a felony charge.

Approval to release an individual who is arrested by this Department on a foreign felony want or warrant directly to the wanting agency, without being formally booked by this Department, shall be obtained from *FWS*.

Note: If the arrestee is wanted by more than one agency, *FWS* shall determine the agency to which he *or* she shall be released.

The name of the advising officer shall be noted in the Investigator's Final Report, Form 05.10.00.

Note: When *FWS* is closed, *the Department Operations Center* shall provide advice on release procedures.

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775.54 PLACING FELONY CHARGE PRIOR TO RELEASE TO WANTING AGENCY. Authorization to supplementary charge an arrestee with a felony for another agency (*Department Manual Section 4/775.50*) shall be indicated on the Investigator's Final Report, Form 05.10.00. All copies of the *Investigator's Final Report* shall be *forwarded* to the Fugitive Warrant Section (*FWS*), *Gang and Narcotics Division*. The *FWS* shall:

- Effect the release of the original charge;
- Cause the charge of the wanting agency to be placed against the prisoner;
- Record on the *Investigator's Final Report* that the felony charge has been placed;
- Complete a new Arrest Report, Form 05.02.00; and,
- Provide for the distribution of the *Investigator's Final Report* and the *Arrest Report*.

775.58 RELEASE TO WANTING AGENCY WITHOUT PLACING FELONY CHARGE. Upon authorization to release an arrestee to another agency without placing a felony charge (*Department Manual Section 4/775.50*), the investigating officer shall include in the Investigator's Final Report, Form 05.10.00:

- A full explanation of the circumstances of the release;
- The names of the officers, if known, and the jurisdiction to which the arrestee was released; and,
- The charge upon which the arrestee was wanted.

Two copies of the original Arrest Report, Form 05.02.00; and one copy of the *Investigator's Final Report* shall be sent to the Fugitive Warrant Section, *Gang and Narcotics Division*.