

OFFICE OF THE CHIEF OF POLICE

March 24, 2020

ADMINISTRATIVE ORDER NO. 6

SUBJECT: **FOUND ADULTS – SHELTER – REVISED; REQUEST FOR MENTAL EVALUATION, FORM 05.04.00 – DEACTIVATED; AND, MENTAL EVALUATION UNIT, FORM 12.60.00 – DEACTIVATED**

PURPOSE: A review of current documents available on LAPD E-Forms revealed that the Request for Mental Evaluation, Form 05.04.00; and, Mental Evaluation Unit, Form 12.60.00, were still available for use by Department personnel. These forms are no longer in use and will be removed from LAPD E-Forms. This Order deactivates both of these forms, and revises Department Manual Section 4/712.35, *Found Adults – Shelter*, in order to revise procedures to reflect the deactivation of these forms.

PROCEDURE:

- I. FOUND ADULTS – SHELTER – REVISED.** Department Manual Section 4/712.35, *Found Adults – Shelter*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.
- II. REQUEST FOR MENTAL EVALUATION, FORM 05.04.00 – DEACTIVATED.** The Request for Mental Evaluation, Form 05.04.00, had been deactivated. All copies of these forms shall be discarded and placed in the Area/divisional recycling bins.
- III. MENTAL EVALUATION UNIT, FORM 12.60.00 – DEACTIVATED.** The Mental Evaluation Unit, Form 12.60.00, has been deactivated. All copies of these forms shall be discarded and placed in the Area/divisional recycling bins.

AMENDMENT: This Order amends Section 4/712.35 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

Attachment

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**DEPARTMENT MANUAL
VOLUME IV**

Revised by Administrative Order No. 6 , 2020

712.35 FOUND ADULTS – SHELTER. When a lost adult is taken into protective custody and a release to a relative or other responsible person cannot be effected immediately, *a notification to Adult Protective Services shall be made by the investigating officer. If Department personnel suspect that the adult taken into custody suffers from a mental health disorder and needs to be transported to a health facility or hospital, they shall contact the Mental Evaluation Unit prior to transport (Department Manual Section 4/260.20, Taking Persons with a Mental Illness into Custody).*