

CHIEF OF DETECTIVES

NOTICE

May 21, 2019

1.8

TO: All Concerned Commanding Officers

FROM: Chief of Detectives

SUBJECT: REVISED PROCEDURES FOR RETRIEVAL, RETENTION AND
REQUESTS OF HOMICIDE CASE RECORDS

EFFECTIVE: IMMEDIATELY

The purpose of this Notice is to inform all Area Detective Commanding Officers, Homicide Table Coordinators, Bureau-level Homicide Unit Officers-in-Charge, Record Retention Coordinators, and Area Records Units on the revised procedures for requesting and the retrieval of archived homicide case records.

The Department has established the Homicide Library Unit (HLU) within Detective Bureau. The HLU has the responsibility of collecting, tracking, the digital scanning, storing and the retention of all homicide cases.

Effective immediately, all requests for an archived homicide/murder case book(s) should be made through the HLU. Archived cases are to be retrieved/accessed from archived facilities by HLU personnel only. Homicide Library personnel will make the homicide case book(s) available for pick-up at the HLU, located at the Ahmanson Recruit Training Center (ARTC). The HLU will track or 'checked-out' the homicide case to the requester. Any homicide case(s) 'checked-out' of the HLU must be returned to the HLU immediately upon completion of their use. Requests for homicide cases can be made via e-mail, at homicidelibrary@lapd.online, or by telephone, at (424) 393-4784.

In addition, any cases prior to the year of 2010, solved or unsolved, which have never been archived; or their archive status is unknown, may immediately be transferred directly to the HLU. The HLU will, on a rotating schedule, be collecting years 2010-current from all homicide units. Further direction on this matter will be forthcoming.

As a reminder, all personnel with oversight and management of these cases are requested to not archive any murder books. No murder cases (regardless of calendar year or case status of solved or unsolved) shall be approved for destruction until further notice.

All Concerned Commanding Officers

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Should you have any questions or concerns regarding this notice, please contact Detectives Olivia Chavez or Linda Heitzman, Homicide Library Unit, Detective Bureau, at (424) 393-4784.

APPROVED:

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BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

A handwritten signature in green ink, appearing to read 'Sean W. Malinowski', with a long horizontal line extending to the left.

SEAN W. MALINOWSKI, Deputy Chief
Chief of Detectives

Distribution "B"