

CHIEF OF DETECTIVES

NOTICE

May 28, 2020

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TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: ELECTRONIC FILING OF NON-CUSTODIAL MISDEMEANOR CASES

The Office of the Los Angeles City Attorney (CA) has established new policies and procedures for filing non-custodial misdemeanor cases. Effective immediately, all non-custodial misdemeanor cases shall be electronically filed (e-file) utilizing Evidence.com and the City Attorney's Criminal Case Management System (CCMS). This includes, but is not limited to, suspects identified from Investigative Reports (IR), arrestees released on their own recognizance (OR), arrestees that have bailed or bonded out, persons issued Release From Custody (RFC) citations, and persons/businesses issued City Attorney Complaint Applications.

INVESTIGATING OFFICER'S RESPONSIBILITIES: When submitting a misdemeanor case to the CA's Office for filing consideration, the investigating officers (I/O) **shall not** deliver or drop-off case filing packages to the CA's Office.

- Investigating Officers **shall** submit a case to the CA's Office via Evidence.com; Create a case identified with the appropriate twelve-digit incident number, attach all related reports and evidence and then share the case with the appropriate CA filing branch or group as delineated in Chief of Detective Notice dated April 24, 2020.
- Investigating Officers **shall** then create a case and add all pertinent information in the CA's CCMS and submit the case for e-filing review.
- Investigating Officers **shall** update the Evidence.com case file with any requested additional follow-up reports, new evidence, or discovery requests made by the CA.

COURT LIAISON OFFICER'S RESPONSIBILITIES: In addition to the existing responsibilities of Court Liaison Officers, when the CA's Office makes a filing determination on a case, the Court Liaison Officer **shall** provide the required physical copies of all case-related material and evidence to the appropriate CA.

COMMANDING OFFICER'S RESPONSIBILITIES: Commanding Officers whose personnel submit cases to the CA's Office or whose personnel are assigned to the Court Liaison Detail **shall** be responsible for compliance with this Notice.

DETECTIVE SERVICES GROUP'S RESPONSIBILITIES: Detective Services Group **shall** be the Department Administrator for the City Attorney's CCMS and provide CA e-filing guidelines and advice to I/Os responsible for filing misdemeanor cases.

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Any questions regarding this Notice should be directed to Investigative Analysis Section,
Detective Services Group at (213) 486-7010.

APPROVED:



KRIS E. PITCHER, Deputy Chief
Chief of Detectives



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