

**Los Angeles Police Department  
LD18 Investigative Report Writing  
EV1 Police Sciences  
S24 Investigative Report (IR)**

**Date Revised:** September/2019

**Course Goal:** To develop a basic knowledge of investigative report writing, interview skills, and crime scene investigation.

**Session Goal:** Recruit will have basic knowledge to properly complete an Investigative Report face-sheet.

**Learning Objectives:**

Recruit will learn how to complete an Investigative Report.

**Session Time:** 2 Hours

<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• Class room with tables.</li> <li>• Laptop with media software developed for this module.</li> <li>• I.R. Face-sheet</li> <li>• Incident number and DR handout</li> <li>• IR box by box Notebook Dividers Handout</li> </ul>	
<p><b>Module Summary:</b> Recruit will receive instructions to properly complete the face-sheet of the Investigative Report (IR.) The class will participate in a scenario where they will gather information from a victim and complete the face-sheet of the report.</p>	
Outline	Instructor Notes
<p>I. Incident number</p> <p style="padding-left: 20px;">A. 12digit incident number starts with PD</p> <ol style="list-style-type: none"> <li>1. First two digits represents the year</li> <li>2. Next two represents the month</li> <li>3. Next two represents the day</li> <li>4. Two zeros for placeholder</li> <li>5. Next six digits represent the incidents generated throughout the city.</li> </ol>	<p><b>Inform:</b> Recruits that they will need to keep reviewing for Pedestrian Stop Event.</p> <p><b>Distribute:</b> Incident and DR number Handout.</p> <p><b>Lecture:</b> Incident Number</p> <p><b>Note:</b> Incident# PDYYMMDD0000XXXX will need to be converted to YYMMDD00XXXX until further notice due to system issue with new incident number.</p>

**Los Angeles Police Department  
LD18 Investigative Report Writing  
EV1 Police Sciences  
S24 Investigative Report (IR)**

<p>6. RTO only gives the last four digits of the incident number on a radio call</p> <p>7. Example: <b><u>18-0120005150</u></b></p> <p>B. Incident Number generated</p> <ol style="list-style-type: none"><li>1. Observation Activities When officers go Code 6</li><li>2. Radio calls – Whenever Communication Division generates a call</li><li>3. Station call – whenever the Watch Commander or other officer generates a call</li></ol> <p>C. 9-digit Divisional Record (DR) Numbers</p> <ol style="list-style-type: none"><li>1. First 2 digits – represents the year</li><li>2. Next two digits represents the division</li><li>3. Next 5 digits represents the report in consecutive order</li><li>4. Example: <b>18-14-12345</b></li></ol> <p>D. How to obtain a DR number.</p> <ol style="list-style-type: none"><li>1. For Basic Crime Reports the records clerk inputs the information from the crime report and the computer responds with a DR number.</li><li>2. For autos, boats, Etc. VIPU will give you DR Number</li><li>3. Manual DR number from along in the records office.</li></ol> <p>II. Investigative Report (IR) LAPD Form 3.01</p> <ol style="list-style-type: none"><li>1. Victim Information</li><li>2. Witness Information</li><li>3. Document Crime</li><li>4. Book evidence</li><li>5. Aid Detective Invest.</li><li>6. Identify similar crimes</li></ol> <p>III. Investigative Report face-sheet</p> <p>A. Face sheet box by box 1-3</p>	<p><b>ASK:</b> How do you think incident number get generated?</p> <ul style="list-style-type: none"><li>• Radio calls; whenever communication Division generates a call.</li><li>• Observation Activities; when officers go Code 6.</li><li>• Station call; whenever the Watch Commander or other officer generates a call.</li></ul> <p><b>Lecture:</b> Divisional Record Numbers “<i>DR Numbers</i>”</p> <p><b>ASK:</b> How do you think you obtain a DR Number?</p> <ul style="list-style-type: none"><li>• Records Clerk</li><li>• Vehicle Information Processing Unit</li><li>• Manual DR Number from a log in records office.</li></ul> <p><b>[28:III:B:1,2,3,4,5,6]</b> <b>Lecture:</b> Investigative Report <b>Distribute:</b> IR box by box and IR Notebook Divider handout</p>
---	---

**Los Angeles Police Department  
LD18 Investigative Report Writing  
EV1 Police Sciences  
S24 Investigative Report (IR)**

<ol style="list-style-type: none"><li>1. The face sheet will always be page 1</li><li>2. Combined Evidence Report.</li><li>3. Multiple DR numbers</li></ol> <p>B. Case Screening Factors</p> <ol style="list-style-type: none"><li>1. Suspect / Vehicle not seen</li><li>2. Prints or evidence was not seen</li><li>3. Mo Not distinct</li><li>4. Property loss less than \$5000</li><li>5. No serious injury to the victim</li><li>6. Only one victim</li></ol> <p>C. Report of</p> <ol style="list-style-type: none"><li>1. Title of the crime report</li><li>2. Writ out the type of report/ crime</li><li>3. Do not use penal code sections for the title</li></ol> <p>D. Division</p> <ol style="list-style-type: none"><li>1. Write the appropriate abbreviation for the division</li><li>2. Do not use the corresponding number of the Division</li></ol> <p>E. Incident number</p> <p>F. DR number</p> <p>G. Victim information</p> <p>H. Location where the crime occurred</p> <p>I. ATM Machine</p> <p>J. License number / Social security number</p> <p>K. Language Spoken</p> <p>L. List the victim's occupation</p> <p>M. Entry</p>	<p><b>Lecture:</b> Investigative Report Boxes 1-44</p> <p><b>Display:</b> IR face-sheet on screen.</p> <ul style="list-style-type: none"><li>• Briefly go over box by box what information belongs in each space on the IR Face Sheet</li><li>• Do not spend a great amount of time on the boxes with (name, address, sex)</li><li>• Make sure recruit officers understand the proper format for each box</li><li>• For the purpose of this class, stop discussion at Box 44</li></ul>
--	--

**Los Angeles Police Department  
LD18 Investigative Report Writing  
EV1 Police Sciences  
S24 Investigative Report (IR)**

<ul style="list-style-type: none"><li>1. Only applies to Burglary, BFMV</li><li>2. Indicate POEntry</li><li>3. Indicate POExit</li><li>4. The method</li><li>5. Instrument / tools used</li></ul> <p>N. Location of occurrence</p> <ul style="list-style-type: none"><li>1. The crime occurrence is the same as the victim's residence, mark the small box with an "X"</li><li>2. RD</li><li>3. Preliminary latent print</li><li>4. Date and time occurred</li></ul> <p>O. Property stolen / Property recovered</p> <p>P. Vehicle Involved</p> <p>Q. Notifications</p> <p>R. Connected reports</p>	<p>When boxes 1-44 complete do learning activity 2</p> <p><b>Facilitate:</b> Learning Activity #2 Scenario role play victim of theft. This exercise allows R/O to gather enough information to complete boxes 1-44.</p> <p><b>Debrief:</b> scenario and allow the class to complete boxes 1-44.</p>
--	---