

**Los Angeles Police Department  
LD18 Investigative Report Writing  
EV1 Police Sciences  
S25 Investigative Report/ Modus Operandi (MO)**

**Date Revised:** October/2019

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

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

**Learning Objectives:**

- Understand Modus Operandi and how it is important to identify criminal patterns

**Session Time:** 2 Hours

**Resources:**

- Class room with tables.
- Laptop with media software developed for this module.
- IR Facesheet
- Notebook Divider Handout
- Marsy's Rights
- DV Vine Pamphlet

**Session Summary:** The recruits will receive learn to capture the pertinent information for completing a crime report.

Outline	Instructor Notes
<p>I. MO. Modus Operandi Box</p> <p style="padding-left: 20px;">A. What is Modus Operandi</p> <ol style="list-style-type: none"> <li>1. Latin term for Method of Operation.</li> <li>2. Manner of operating or working.</li> <li>3. A distinct pattern or method of procedure thought to be the characteristic of an individual.</li> <li>4. Helps to aid in the discovery, identification and elimination of suspects.</li> <li>5. Helps Detectives and Officer identify crime patterns.</li> <li>6. Criminals like all humans are creatures of habit.</li> </ol>	<p><b>Lecture: Modus Operandi [18.III.B.2]</b></p> <p><b>Ask:</b> Can someone explain "MO?"</p> <p><b>Ask:</b> Why or how does understanding what an MO is? How does it help during an investigation and after?</p>

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<p>7. Repetition (If you are successful doing something the first time, you are likely to repeat the act in the same manner.)</p> <p>B. Factors that help Identify an MO</p> <ol style="list-style-type: none"> <li>1. Type of crime (homicide, burglary, or robbery).</li> <li>2. Type of victim (occupation, sex, age/condition of victim).</li> <li>3. Type of premises (bar, store, office bldg., residence, street, alley, or parking lot).</li> <li>4. Where attacked (P.O.E. on burglary, rear or side door, window, first or second story).</li> <li>5. Date/Time crime committed</li> <li>6. Means of attack (weapon, tool, and physical factors such as pry marks).</li> <li>7. Type and location of injuries.</li> <li>8. Object of attack/ type of property taken (e.g. money, jewelry, selective in loot, etc.)</li> </ol> <p>C. Trademark (Distinctive)</p> <ol style="list-style-type: none"> <li>1. Characteristics that will help with identifying one criminal from another.</li> <li>2. Having the same technique in the commission of a crime.</li> <li>3. Actions before, during, and after the incident.</li> </ol> <p>II. Marsy's Rights</p> <p>A. Marsy's law mandates that the victim of any criminal act be notified of their rights and be provided with Marsy's Rights Card (Special Order 43 [August 24, 2009])</p> <ol style="list-style-type: none"> <li>1. Shall be given Marsy's Rights memo</li> <li>2. Indicate on report -- If a Marsy's Law memo was</li> </ol>	<p><b>Lecture:</b> Factors that help identify an MO</p> <p><b>Lecture:</b> Distinctive trademarks (Calling Card)  <b>Distribute:</b> MO Exercise Handout (1 Per Table)  <b>Facilitate:</b> Learning Activity #1  Assign one MO exercise per table. Allow 15 minutes for this exercise and have facilitate discussion.  <b>Debrief:</b> Each MO and allow recruits to obtain correct MO.  <b>Distribute:</b> MO Exemplar</p> <p><b>Distribute:</b> Marsy's Rights and Special Order 43</p> <p>Lecture Marsy's Rights</p>
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provided to the victim mark this box with an "X".

- III. Domestic Violence Vine Pamphlet
- A. Penal Code Section 13730 requires that: Each law enforcement agency shall develop a system for recording all domestic violence-related calls for assistance made to the department including whether weapons are involved.
    - 1. All domestic violence-related calls for assistance shall be supported with a written incident report.
    - 2. Department Manual 5/03.01.00J-10 requires that the DV box be checked for all DV related incidents
- IV. Face-sheet continue 46-96
- A. Officer's reporting
    - 1. Name serial number
    - 2. Partners info
    - 3. Unit number
  - B. Person reporting
    - 1. Name
    - 2. Signature
  - C. Suspect's Description / Vehicle description
  - D. Involved persona
  - E. Combined Evidence
  - F. Victim Indemnification Information.

**Distribute:** Vine Pamphlet  
**Lecture:** Vine Pamphlet

**Note:** HRTU will cover more in depth.

**Lecture:** IR Facesheet 46-96.