

**Los Angeles Police Department
LD18 Investigative Report Writing
EV9 Critical Incident
S3 211 investigation/Intro to Arrest**

Date Revised: November/2019

Course Goal: To develop a basic knowledge of investigative report writing, interview skills, crime scene investigation. The recruit officer will have a basic understanding of how to gather information during an investigation of a crime, properly document the facts and activity on a crime report.

Learning Objectives: None

Session Time: 1 Hour

Resources:

- Laptop with media software developed for this Session.
- LD 18
- Field Officer’s notebook
- Arrest report face sheet
- Report Writing Guide

Session Summary: Recruit will learn how to complete an arrest report.

Outline	Instructor Notes
<p>I. Arrest report face sheet</p> <p style="padding-left: 20px;">A. Booking Number (Box 1)</p> <p style="padding-left: 40px;">1. This number is supplied by the computer or the jailer.</p> <p style="padding-left: 40px;">2. It is a seven digit number.</p> <p style="padding-left: 20px;">B. If the arrest is an unusual occurrence (Box 2)</p> <p style="padding-left: 40px;">1. “Y” (yes) or</p> <p style="padding-left: 40px;">2. “N” (no).</p> <p style="padding-left: 20px;">C. The location where you booked the arrestee. (Box 3)</p> <p style="padding-left: 40px;">1. Not the division,</p> <p style="padding-left: 40px;">2. But it’s corresponding number.</p> <p style="padding-left: 40px;">3. This can be found in the records area or the jail.</p> <p style="padding-left: 40px;">4. Usually a four digit number beginning with 43-.</p> <p style="padding-left: 20px;">D. The driver’s license number of the arrestee.(Box 4)</p> <p style="padding-left: 40px;">1. The state that issued the Driver’s license. (Box 5)</p> <p style="padding-left: 40px;">2. Use only the two digit abbreviation.</p>	<p>Distribute: Arrest report face-sheet box by box.</p> <p>Lecture: Arrest report face-sheet box by box. Use arrest report face-sheet by the numbers handout.</p>

**Los Angeles Police Department
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<p>E. If the arrestee required medical attention indicate this by putting a (Box 6)</p> <ol style="list-style-type: none">1. "Y" (yes) or2. "N" (no). <p>F. The arrestee's full name (last, first middle). (Box 7)</p> <ol style="list-style-type: none">1. The address where the arrestee lives at the time of the arrest. (Box 8)2. If it is a transient try to obtain a location where they stay at night. <p>G. Enter "M" for male or "F" for female. (Box 9)</p> <p>H. The descent of the arrestee, use only the notebook divider descriptions. (Box 10)</p> <p>I. Hair color of arrestee, use only the notebook divider descriptions. (Box 11)</p> <p>J. Eye color of arrestee. (Box 12)</p> <p>K. Height of arrestee, same as documented on the crime reports. (box 13)</p> <p>L. Weight of arrestee, same as documented on the crime reports. (Box 14)</p> <p>M. Birthday of arrestee, same as documented on the crime. (Box 15)</p> <p>N. Age of arrestee, same as documented on the crime reports . (Box 16)</p> <p>O. If arrestee was in a vehicle at the time of arrest (Box 17)</p> <ol style="list-style-type: none">1. Put the license number of the vehicle here.2. Including the state. <p>P. The RD (reporting district) the arrestee was arrested in. (Box 18)</p> <p>Q. Put any aka's used by the arrestee in this box. Box (19)</p> <p>R. The birthplace (city / state) of the arrestee. (box 20)</p> <p>S. The probable investigative unit that will handle this investigation. (Box 21)</p>	
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<p>T. If you arrest a juvenile, put the location where the juvenile was detained (Box 22)</p> <ol style="list-style-type: none">1. Eastlake juvenile hall,2. Sylmar juvenile hall.3. This box is for a juvenile arrestee only. <p>U. If there is any additional charge, such as warrant. (Box 23)</p> <ol style="list-style-type: none">1. "Y" (yes) or2. "N" (no). <p>II. The division and detail of the officers making the arrest. (Box 24)</p> <ol style="list-style-type: none">A. Unit / detail making arrest (14a67). (Box 25)B. The date / time the arrestee was arrested. (Box 26)C. The time you booked the arrestee will automatically be assigned by the computer.D. Indicate the street address where you arrested the arrestee.E. (Box 27)F. Indicate the dollar amount of the charge for the arrest (Box 28)<ol style="list-style-type: none">1. Bail (\$5000.00).2. Total of combined bail if adding warrant charges.G. The DR (division of record) (Box 29)<ol style="list-style-type: none">1. Number is placed here2. And in space. (Box 36)H. A. Mark this box with an "x" if there were shots fired by either the victim/suspect only.I. B. Mark this box with an "x" if you were required to use force.J. C. Mark this box with an "x" if the crime involved gang members.K. Enter "f" (felony) or "m" (misdemeanor). (Box 30) <p>III. The charge section, (Box 31)</p> <ol style="list-style-type: none">A. Code and definition 245(a) pc ADW,B. 11550(a) h/s possible controlled substance.C. If you're booking a warrant arrest,	
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<p>include the warrant number here. (Box 32)</p> <p>D. If this is a combined crime and arrest report mark this box. (Box 33)</p> <p>E. Check this box if you are booking evidence. (Box 34)</p> <p>F. If multiple arrestees include the name of the person, to whom the evidence was booked to. (box 35)</p> <p>G. If you have a named victim, list the victim's name here. (Box 36)</p> <p>IV. The DR# is put here. (box 37)</p> <p>A. The la# is put here. (Box 38)</p> <p>B. This box only applies to a juvenile arrestee. (Box 39)</p> <p>C. The cii (criminal information index) number is put here. (Box 40)</p> <p>D. The main number is placed here. (Box41)</p> <p>E. #42. The FBI number is placed here. (Box 42)</p> <p>F. #43. The CDC number is placed here. (Box 43)</p> <p>G. #44. The probation number is place here. (Box 44)</p> <p>H. Note: Boxes 38, 39, 40, 41, 42, 43, 44 can be found during a record check.</p> <p>V. The name and serial number of the officer reading the Miranda (Box 45) Warning goes here.</p> <p>VI. Enter the social security number of the arrestee here. (Box 46)</p> <p>A. Complete street address of the location where the crime was committed. (Box 47)</p> <p>B. The corresponding RD number goes here. (Box 48)</p> <p>C. Enter the residence phone number, including area code, here. (Box 49)</p> <p>D. Enter the employer of the arrestee, include all related information here. (Box 50)</p> <p>E. Enter the occupation of the arrestee here.</p> <p>F. Observed physical oddities, (scars,</p>	
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**Los Angeles Police Department
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<p>tattoos, mustache, beard). (Box 52)</p> <p>G. Clothing worn by the arrestee. (Box 53)</p> <p>H. Exact location / disposition of the arrestee's vehicle (cared for by owner / parked at scene). (BOX 54)</p> <p>I. If the vehicle is to be held enter the name of the area detectives or special unit that the hold is for. (Box 55)</p> <p>J. List all connecting reports. (Box 56)</p> <p style="padding-left: 20px;">1. Same as crime reports.</p> <p style="padding-left: 20px;">2. If none use incident number.</p> <p>K. Vehicle used by the arrestee, (Box 57)</p> <p style="padding-left: 20px;">1. Include all related information.</p> <p style="padding-left: 20px;">2. The number of passengers, male / female. (Box 58)</p> <p>L. Complaints of injuries to arrestee only, not victim. (Box59)</p> <p>M. The driving location of the arrestee's vehicle (s/b Figueroa btwn 77th and 79th streets). (Box 60)</p> <p>N. Enter the names of all involved person, same as the crime report). (Box 61)</p> <p>VII. Use only name of crime, not pc section. (Box 62)</p> <p style="padding-left: 20px;">A. Enter the victim's occupation. (Box 63)</p> <p style="padding-left: 20px;">B. Date and time the crime occurred. (Box 64)</p> <p style="padding-left: 20px;">C. Enter the type of property taken. (Box 65)</p> <p style="padding-left: 20px;">D. Amount of property taken / lost. (Box 66)</p> <p style="padding-left: 20px;">E. Estimate damage for vandalism / arson only. (Box 67)</p> <p style="padding-left: 20px;">F. Same as crime report (specific). (Box 68)</p> <p style="padding-left: 20px;">G. Only for 459 / BFMV, point and method of entry. (Box 69)</p> <p style="padding-left: 20px;">H. Same as crime report (weapon / force / instrument used). (Box 70)</p> <p style="padding-left: 20px;">I. Use only if victim's vehicle is involved</p>	
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**Los Angeles Police Department
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<p>in a TFMV/ BFMV. (Box 71)</p> <p>J. Enter the Modis Operandi. (Box 72)</p> <ol style="list-style-type: none">1. A. Mark this box with an "x" if it was gang related.2. B. Mark this box with an "x" if the incident was motivated by hatred or prejudice.3. C. Mark this box with an "x" if domestic violence was involved.4. D. Mark this box with an "x" if victim was provided with a Marsy's rights card. <p>VIII. Enter the location the evidence was booked. (Box 73)</p> <ol style="list-style-type: none">A. 10.10 issued "yes" or "no". (Box 74)B. Same as crime report for listing evidence. (Box 75)C. Enter the name of the officer writing the report. (Box 76)D. Enter the division and detail of the arresting officers. (Box 77)E. Vacation – print the month of vacation, or use "past" if you have already had your vacation. (Box 78)F. Enter your partner's information. (Box79) <p>IX. Mark the yes or no box with an "X" if the rap sheet is attached or is not attached. (box 80)</p>	
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