

OFFICE OF THE CHIEF OF POLICE

September 16, 2020

NOTICE

8.4

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: INFORMANT INFORMATION FORM, FORM 03.23.00 – REVISED;
INFORMANT CONTACT FORM, FORM 03.23.05 – REVISED AND
RENAMED; AND, NON-CONFIDENTIAL INFORMANT ADMONISHMENT
AND CONSENT FORM – REVISED AND RENAMED

The following three Department informant forms (Informant Information Form, Informant Contact Form, and the Non-Confidential Informant Admonishment and Consent Form) have been revised in order to be consistent with the Department's Informant Manual.

I. INFORMANT INFORMATION FORM, FORM 03.23.00 – REVISED.

The Informant Information Form, Form 03.23.00, has been revised as follows:

- Number 16 has been changed from "Pager No." to "Mobile Phone."
- Number 20 has been changed from "Mobile Phone" to "FBI #."
- Number 24 has been changed from "ARN" to "Vehicle License No."
- Number 25 "Other #" has been deleted.
- Number 35 "SD Check (person contacted)" has been deleted.

As a result of the revisions listed above, the numbers throughout the document have been reassigned to different category fields.

The use, completion and distribution of this form remain unchanged.

II. INFORMANT CONTACT FORM, FORM 03.23.05 – REVISED AND RENAMED.

The Informant Contact Form, Form 03.23.05, has been revised and renamed as the Confidential Informant Contact Form. The form has been revised as follows:

- Number 3 "Confidential Informant" has been added.
- Number 5 "CI's Assigned Handler, Serial No., and Notified" check box has been added.
- Number 6 content has been re-arranged for clarity.
- Number 9 consolidates boxes 8 and 9 on previous form.
- Section 6 has been added and notes, "Does not apply to MCD."

The use, completion and distribution of this form remain unchanged.

III. NON-CONFIDENTIAL INFORMANT ADMONISHMENT AND CONSENT FORM – REVISED AND RENAMED.


The Non-Confidential Informant Admonishment and Consent Form has been revised and renamed as the Confidential Informant – Testifying Admonishment and Consent Form.

The new form now applies to confidential informants only.

The use, completion, and distribution of this form remain unchanged.

FORM AVAILABILITY: The Informant Information Form; the Confidential Informant Contact Form; and, the Confidential Informant – Testifying Admonishment and Consent Form are attached for immediate use and duplication and are also available in E-Forms on the Department’s Local Area Network. All other versions of these forms shall be marked “obsolete” and placed in the divisional recycling bin.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION “D”

INFORMANT INFORMATION FORM

Informant No.: _____

(1) Primary Name (Last, First, M.I.):							(2) Date:
(3) Home Address (Address, City, Zip Code):				(4) Previous Address:			(5) Residence Phone:
(6) Business Address:							(7) Business Phone:
(8) Sex:	(9) Descent:	(10) DOB:	(11) Hair:	(12) Eyes:	(13) Height:	(14) Weight:	(15) Observable Physical Oddities:
(17) Birthplace (City/State/Country):							(16) Mobile Phone:
(18) CDL #:				VALID: <input type="checkbox"/> Y <input type="checkbox"/> N			
(19) CII #:		(20) FBI #:		(21) Main #:		(22) SSN #:	
(23) Vehicle Description:							(24) Vehicle License No.:
(25) Registered Owner Info. (Last, First, M.I.):							(26) Relation to Informant:

(27) Relatives/Associates (R/A) CS=Common Law Spouse; S=Spouse; P=Parents; C=Child; B=Brother; S=Sister; O=Other			
R/A	Name	Age	Business Name/Address

(28) In Case of Emergency Notify (relationship and phone number):	(29) Informant's Occupation:
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(30) Informant's Previous Jobs/Employers:

(31) Military Service:
 Branch Army Marines Air Force Navy Coast Guard Other _____ N/A

(32) MOTIVATION (Check box that states motive):
 Monetary Compensation Letter of Accomplishment Revenge Other

(Explain if necessary):

(33) List all AKAs and monikers not posted in DMV, CCHRS, CII and FBI:	(34) Name of Gang (if applicable):
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(35) Officer's Checklist (Requires the name and serial number of the contact and the I/O making the inquiry):

UNDESIRABLE CHECK					
INVESTIGATING OFFICER:	SERIAL NO.:	PERSON CONTACTED:	SERIAL NO.:	DATE:	POS./NEG.:

LA CLEAR CHECK					
INVESTIGATING OFFICER:	SERIAL NO.:	PERSON CONTACTED:	SERIAL NO.:	DATE:	POS./NEG.:

(36) Investigating Officer (Print/Sign/Serial No./Date):		(37) Investigating Officer's Supervisor (Print/Sign/Serial No./Date):	
Print Name and Serial No.:	Date:	Print Name and Serial No.:	Date:
Signature:		Signature:	

(38) OIC Reviewing (Print/Sign/Serial No./Date):		(39) Commanding Officer (Print/Sign/Serial No./Date):	
Print Name and Serial No.:	Date:	Print Name and Serial No.:	Date:
Signature:		Signature:	

CONFIDENTIAL INFORMANT CONTACT FORM

SECTION 1 CONTACT/CASE INFO

(1) (Must check at least one box.):
 Meet
 Telephonic
 Administrative
 Date & Time: _____

(2) Supervisor Notified:
 Name/Rank/Serial No. _____
 Prior After N/A

(3) Confidential Informant:
 Testifying
 Non-Testifying

(4) (Must check at least one box.):
 Booking No. _____
 DR No. _____
 Prior connected contact
 Date: _____
 N/A

SECTION 2 I/O and SEARCH INFORMATION

(5) I/O Info:
 Controlling Officer: _____ Serial No.: _____ Partner Officer: _____ Serial No.: _____
 CI's Assigned Handler: _____ Serial No.: _____ Notified

(6) Search Information: CI Searched: Yes No (If Yes) CI: Male Female
 Searching Officer: _____ Serial No.: _____ Male Female
 Note: If opposite sex search, explain: _____
 CI Search: Pre: Strip Pat Down Visual Result: Positive Negative
 Post: Strip Pat Down Visual Result: Positive Negative
 Vehicle Search: Yes No Pre: Positive Negative Post: Positive Negative
 If vehicle used, does CI have a valid Driver's License? Yes No

SECTION 3 INFORMATION RECEIVED/FIELD OPERATION/PAYMENT

(7) Information Only: Narcotics Gangs Vice Firearms Robbery Homicide Other _____
 Brief Explanation: _____

(8) Field Operation: Controlled Buy(s) Narcotics Weapons Other _____
 Location(s): _____
 Results: Positive, Contraband Purchased: _____ Negative, Reason: _____

(9) Payment Info/Method (at conclusion of field operation):
 Amount spent on contraband: _____ CI Payment: _____ Total: _____
 See attached Payment Chit CI working for Letter of Accomplishment CI will be paid at the conclusion of the Investigation

(10) Met with CI for Payment only: Amount Paid: _____ N/A

SECTION 4 FOLLOW-UP RESULTS

(11) Date: _____ Location: _____
 S/W S/W Pending Consensual Stop Buy Bust Long Term Investigation Other _____

(12) Total Arrest: _____ Primary Name: _____ Booking No.: _____
 Seizure(s): Narco Guns Money Other _____ None

SECTION 5 APPROVAL SECTION

	Print Name/Serial Number	Signature	Date
Officer/Detective:			
Supervisor (SGT/DET):			
OIC/Lieutenant:			
Div C/O (Outside GND):			
GND C/O:			

SECTION 6 (DCIC ONLY – DOES NOT APPLY TO MCD)

Date Received: _____ Reviewed by: _____
 Change of Handler Deactivation Entered into CITSD Contact Form turned in Late (See Page 2)

CONFIDENTIAL INFORMANT – TESTIFYING ADMONISHMENT AND CONSENT FORM

This document memorializes the agreement between the Los Angeles Police Department (LAPD) and _____, who agreed to become a Confidential Informant – Testifying.

1. NAME OF THE CONFIDENTIAL INFORMANT – TESTIFYING (PRINTED): _____

2. Officer/Detective _____ acknowledges that he or she had advised _____ of the following:

- The Confidential Informant – Testifying shall not violate any criminal laws in providing services to the LAPD;
- The Confidential Informant – Testifying has no official status as an agent or employee of the LAPD; and,
- The Confidential Informant – Testifying shall not possess or buy any narcotics, guns, or other contraband without the supervision of an authorized LAPD investigating officer.

3. _____ agrees to be a Confidential Informant – Testifying and agrees:

- That any information provided by him or her may be used in a criminal investigation;
- His or her property and/or vehicle may be searched if, in the opinion of the investigating officer, a search is necessary to maintain the integrity of the investigation;
- He or she may be searched, strip-searched or given a visual body cavity search if, in the opinion of the investigating officer, a search is necessary to maintain the integrity of the investigation;
- To have the informant’s identity disclosed in court documents;
- To meet with prosecutors, defense attorneys, and judges to discuss his or her actions; and,
- To testify in court, if necessary.

4. By signing this document, I, _____, acknowledge that Officer/Detective _____ has explained the provisions in paragraphs 2 and 3 above to me. I understand that I will be compensated for providing the assistance described in paragraph 3 above. Officer/Detective _____ has answered all of my questions and I understand everything that he or she has explained to me. I also understand that should I assist the LAPD, I freely and voluntarily give up my rights to sue the City of Los Angeles, the Los Angeles Police Department, and any of its employees for any injuries I might suffer as a result of my voluntary participation in any investigation.

5. I have read this document and I am signing it of my own free will. I have not been given any promises or special treatment nor have I been threatened into signing this agreement.

Note: If the informant does not speak/understand English, an officer who is qualified to translate the form shall present it to the Confidential Informant – Testifying. The officer’s name, serial number, and date of translation shall also be documented on the form.

6. CONFIDENTIAL INFORMANT – TESTIFYING

SIGNATURE: _____ DATE: _____

7. OFFICER’S/DETECTIVE’S SIGNATURE: _____ SERIAL NO.: _____ DATE: _____

8. SUPERVISOR’S SIGNATURE: _____ SERIAL NO.: _____ DATE: _____

9. TRANSLATOR’S SIGNATURE: _____ SERIAL NO.: _____ DATE: _____

(If applicable)