

CHIEF OF DETECTIVES

NOTICE

1.8

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: NAMING OF CASES IN EVIDENCE.COM TO BE SHARED WITH DISTRICT ATTORNEY AND CITY ATTORNEY

PURPOSE: The purpose of this Notice is to delineate the guidelines related to the naming of cases created in Evidence.com to be shared with the District Attorney or the City Attorney.

PROCEDURES: Effective immediately, all cases created in Evidence.com that are meant to be shared with the District Attorney are to be named with the numeric DR number, with no additional characters.

Example: 201312345

Do not use: 2013-12345 or 20-1312345

All cases created in Evidence.com meant to be shared with the City Attorney are to be named with the 12-digit numeric incident number.

Example: 200405001234

Do not use: PD20040500001234 or 20040500001234

Should you have any questions regarding this Notice, please contact Detective Bureau at (213) 486-7000.

APPROVED:



KRIS E. PITCHER, Deputy Chief
Chief of Detectives



DOMINIC H. CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

Distribution "D"