

**OFFICE OF THE CHIEF OF POLICE**

**NOTICE**  
16.2

August 23, 2018

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** HIT AND RUN REWARD PROCEDURES - REVISED

This Notice revises the Hit and Run Reward procedure to comply with current Department procedures and provides updated Intradepartmental Correspondence, Form 15.02.00, exemplars for the Board of Police Commissioners and Fiscal Operations Division, applicable to the reward procedure concerning hit and run investigations.

**PROCEDURE:**

**I. HIT AND RUN REWARDS OFFERED BY THE CITY OF LOS ANGELES.**

On April 15, 2015, the City Council amended the Los Angeles Administrative Code and created a Hit and Run Reward Program Trust Fund. The City Council approved the following hit and run standing reward criteria:

- \$50,000 = Fatal
- \$25,000 = Permanent/Serious Bodily Injury
- \$5,000 = Injuries other than Permanent/Serious Bodily Injury
- \$1,000 = Property Damage Only

The aforementioned rewards will be given to community members who provide information leading to the offender's identification, apprehension, and conviction or resolution through a civil compromise. Community members interested in seeking a reward shall complete a "City of Los Angeles Application for Special Reward Payment" form (Attachment 1), which is available from the Office of the City Clerk. The claimant shall mail the completed form to the Department.

**Note:** Community members seeking a reward will not be guaranteed confidentiality.

**Eligibility Requirements for Reward.** Prior to a claimant receiving payment, the City Council requires verification from the Department that the claimant is eligible to receive payment pursuant to Los Angeles Administrative Code (LAAC), Section 19.129.16, which states in part that no reward shall be paid:

- To any corporation, business, club or other organization either directly or by virtue of any waiver or assignment on the part of a natural person who is the recipient of a reward;

- To a public officer or employee whose employment includes law enforcement duties. Verification of eligibility shall be provided by the Department;
- To any person who has already been or will be compensated by their employer or paid in any manner for engaging in the actions which form the basis for claiming the reward. Verification of eligibility shall be provided by the Department;
- To any person who committed or was involved in the hit-and-run. Verification of eligibility shall be provided by the Department; and,
- Without the provisions of the article having been first satisfied and the City Council having first adopted a motion, resolution or committee report providing for payment of the reward.

**Note:** Community members who wish to remain anonymous may provide information through the Los Angeles Crime Stoppers via telephone, text or email. The Crime Stoppers program is an independent, privately funded program that offers a \$1,000 reward for information leading to the arrest of criminal offenders. The Crime Stoppers program does not require that a conviction be obtained.

**II. INVESTIGATING OFFICER'S RESPONSIBILITIES.** An investigating officer who receives information that may lead to a reward claim shall:

- Document the date the information is received and the name and address of the potential claimant on a Chronological Record, Form 03.11.06, Detective's Case Progress Log, Form 01.44.00, Traffic Collision Arrest Status Report, Form 04.16.00, or Follow-Up Investigation, Form 03.14.00;
- Inform the claimant that claims will be processed when the case is adjudicated or otherwise concluded but an Information and Application for Reward form is available from the Office of the City Clerk, and must be submitted by claimant;
- Facilitate the presentation of reward posters on "Cityview" Channel 35, the City's cable channel; and,
- At the request of the involved Area or specialized detective division, prepare and publish "Reward" posters.

Claimants requesting information concerning payment of the reward shall be referred to the involved investigating officer. Claimants shall not be referred to the City Clerk's Office or Traffic Coordination Section (TCS). Investigating officers with questions on reward procedures should contact TCS for advice.

When a case involving a reward offer has been adjudicated or otherwise concluded and a claim for the reward has been made, the assigned investigating officer shall:

- Complete a City of Los Angeles Reward Claim Checklist form (Attachment 2), for each claimant;
- Submit the Application for Special Reward Payment form that was received from

the claimant, and Reward Claim Checklist to the involved Area or specialized detective division commanding officer; and,

- Notify TCS that the Application for Special Reward Payment and Reward Claim Checklist were submitted to the involved Area or specialized detective division commanding officer.

**III. COMMANDING OFFICER'S RESPONSIBILITY.** When a case involving a reward offer has been adjudicated or otherwise concluded, the involved commanding officer shall:

- Ensure that both a Reward Claim Checklist and an Application for Special Reward Payment are completed for each person submitting a claim;
- Review the completed Reward Claim Checklist(s) and evaluate the contribution of each claimant to the investigation;
- Submit an Intradepartmental Correspondence, Form 15.02.00 (see Attachment 3 for exemplar), through the chain of command and TCS from the Chief of Police to the Board of Police Commissioners, containing a recommendation regarding payment, with a completed Reward Claim Checklist(s) and Application(s) for Special Reward Payment attached. The recommendation supporting or opposing payment of the claim(s) shall include:
  - The name of the claimant;
  - Whether the claimant is eligible or ineligible to receive payment. If the claimant is ineligible to claim a reward, provide a brief explanation;
  - A brief explanation as to the value of the claimant's contribution to the investigation (e.g., claimant's contribution was vital, helpful but not essential, of no value); and,
  - In cases involving multiple claimants, include a statement as to which claimants should receive a part of the reward, briefly explain the assistance provided by each claimant and indicate the recommended percentage of the reward each claimant should receive.
- Notify TCS that a claim was made on the reward offer.

**IV. CONFIRMATION OF APPROVAL OF PAYMENT ON REWARDS CLAIMS.**

When payment for a reward offer has been approved by the City Council, TCS will notify the involved investigating officer. The Area or specialized detective division commanding officer shall submit a request for payment of a reward offer on an Intradepartmental Correspondence, Form 15.02.00, to the Commanding Officer, Fiscal Operations Division (see Attachment 4 for exemplar). The request for payment of a reward offer shall contain the following information:

- The date the reward offer was approved by the City Council;
- The reward offer's City Council File number;
- A brief synopsis of the case disposition, including the Court Case number;
- The date the City Council approved the reward payment and the amount of the

reward; and,

**Note:** The above information can be obtained from TCS.

- To whom the check should be made payable. If the claimant wishes to remain anonymous, Fiscal Operations Division will write a check to the investigating officer's Bureau Secret Service Fund account of the involved Area/division. The Bureau will forward the funds to the involved Area/division. The Area/division will then write a check to the claimant or arrange to pay the claimant in cash.

**V. TRAFFIC COORDINATION SECTION RESPONSIBILITIES.** Traffic Coordination Section shall:

- Confirm the status of reward offers by contacting the involved Area or specialized detective division to determine if reward claims have been made and/or submitted; and,
- Maintain the Department's Reward Offer Master Log.

Questions concerning this Notice may be directed to TCS. Master copies of the Reward Claim Checklist and Application for Special Reward Payment forms are attached to this Notice for duplication. Additional copies may be obtained from TCS, Police Headquarters Facility, Room 486.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

If you have any questions or require additional information, please contact Traffic Group, Traffic Coordination Section, at (213) 486-0690.



MICHEL R. MOORE  
Chief of Police

DISTRIBUTION "D"

Attachments



**CITY OF LOS ANGELES**  
**REWARD CLAIM CHECKLIST**

**This form must be submitted with the Department's recommendation concerning payment of the reward.  
One checklist must be submitted for each claimant.**

COUNCIL FILE NUMBER: _____	DR/AGENCY FILE NUMBER _____
TYPE OF CRIME/INVESTIGATION _____	REWARD AMOUNT: \$ _____
REWARD EFFECTIVE DATE: _____	REWARD EXPIRATION DATE _____
INFO RECEIVED WHILE REWARD IN EFFECT: <input type="checkbox"/> YES <input type="checkbox"/> NO (Check one)	DATE RECEIVED: _____
CLAIMANT: _____	CLAIMANT'S OCCUPATION _____
(Name or "Anonymous." If multiple anonymous claimants, indicate as "Claimant A, Claimant B," etc.).	
CASE INVEST BY: LAPD _____ (Div/Section)	OTHER CITY DEPARTMENT: _____
Investigator(s) Assigned: _____	Telephone: (    ) _____
_____	Telephone: (    ) _____
(Name and Serial No.)	

The above claimant is  ELIGIBLE  NOT ELIGIBLE to receive payment of a reward pursuant to the Los Angeles Administrative Code Division 18, Chapter 12, Sections 18.120 through 18.129.4.

**Reason(s) for claimant being NOT ELIGIBLE to receive payment**

- |  |   |
|--|---|
| <input type="checkbox"/> Claimant is a City Officer, employee, or public officer or employee whose employment includes duties of law enforcement.                    | <input type="checkbox"/> Claimant obtained information for a relative who is a City Officer, employee, or public officer or employee, and that person obtained the information in the course of his/her employment. |
| <input type="checkbox"/> Claimant is a dependent of a City Officer employee, or public officer or employee whose duties include law enforcement.                     | <input type="checkbox"/> Claimant has provided continued cooperation with the criminal justice system relative to the case for which the offer of reward is made.   |
| <input type="checkbox"/> Claimant has already been compensated by his/her employer in some other manner for the actions which are the basis for claiming the reward. | <input type="checkbox"/> Claimant is co-suspect in the crime for which the reward is offered.   |
| <input type="checkbox"/> The suspect would benefit from payment of the reward to the claimant.   | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> The claimant is acting as an agent for the suspect.   |   |

Explanation:

(If additional space is needed, use next page)

APPROVED BY \_\_\_\_\_ RANK/TITLE \_\_\_\_\_

Attachment #2

## INTRADEPARTMENTAL CORRESPONDENCE

[Date]

[Reference No.]

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** REQUEST FOR PAYMENT OF REWARD OFFER ON CITY COUNCIL  
FILE NO. 08-0110-S39

### RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE the attached Application for Special Reward Payment.
2. That the Board TRANSMIT to the Mayor and City Council the Application for Special Reward Payment for review and approval.

### DISCUSSION

It is requested that the Board approve and transmit to the City Council the recommendation that a previously approved reward offer be paid to Claimants in the sum of \$50,000. The Claimants provided information that was vital to the arrest and conviction of the suspects responsible for the murder of John Doe, City Council File No, 08-0110-S39. On March 25, 2008, John Doe was walking on the sidewalk located at 9100 Tobias Avenue in Panorama City when a male drove his vehicle off the road and collided with him. The male left the scene immediately following the collision and failed to stop, render aid, or otherwise identify himself. John Doe subsequently died from his injuries.

Valley Traffic Detectives Gene Steven and John Applegate conducted an extensive investigation. As a result of the reward offer, two individuals came forward and provided crucial eyewitness accounts of this crime. The Claimants testified in the preliminary hearing and the subsequent jury trial heard in Superior Court, Department 101, Case No. BA 123456. The information provided by the Claimants was critical to solving the investigation because (provide details).

It is the opinion of the investigating detectives and the Deputy District Attorney assigned to this case, that the information provided by the Claimants was vital in the arrest and conviction of the suspect, John Smith, making them eligible to receive payment.

Respectfully,

MICHEL R. MOORE  
Chief of Police

Attachment

Attachment #3

**INTRADEPARTMENTAL CORRESPONDENCE**

[Date]

[Reference No.]

**TO:** Commanding Officer, Fiscal Operations Division

**FROM:** Commanding Officer, Valley Traffic Division

**SUBJECT:** PAYMENT OF REWARD OFFER FOR CITY COUNCIL  
FILE NO. 08-0110-S39

On July 13, 2008, a \$50,000 reward was offered by the Los Angeles City Council for information leading to the arrest and conviction of the person or persons responsible for the fatal hit and run death of John Doe on March 25, 2008.

Information received from witnesses led to the arrest and conviction of John Smith, who was sentenced to seven years in State prison on April 13, 2010, Superior Court Case No, BA 123456. On July 15, 2010, the City Council approved payment of the reward to the witnesses. Attached is a copy of the City Council Motion approving payment of the reward.

It is requested that the check be made payable for \$50,000 to the Valley Traffic Division Secret Service Fund (or the witnesses name). The investigating detective will forward the reward to the witnesses. Detective Steven will bring a copy of this correspondence with him to pick up the check.

If you have any questions, please contact Captain Robert Smythe, Valley Traffic Detective Commanding Officer, at (phone number).

(NAME), Captain  
Commanding Officer  
Valley Traffic Division

Attachment