

OFFICE OF THE CHIEF OF POLICE

NOTICE
1.8

August 21, 2019

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: EMAILING OF ALL NARCOTICS ARREST AND MISDEMEANOR DIRECT FILING ARREST REPORTS

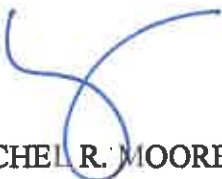
It is the current practice of the Department that personnel physically transport all narcotics arrest and misdemeanor direct filing arrest reports to the Special Report Distribution Unit (SRDU) at the Police Headquarters Facility or a pre-designated centralized records division on the day following the arrest. This process was in place to ensure that copies of the arrest paperwork were received in time to file the cases before a defendant's court appearance. This practice has caused patrol personnel to be removed from the field on a nightly basis to conduct transportation runs to SRDU. It also increased the number of copies Area Records Units had to produce on a daily basis.

Information Technology Division recently installed Konica Minolta copiers with scanning and email capabilities throughout the Department in support of the Department's commitment to leverage technology to increase productivity and efficiency, and to decrease the administrative burden on patrol resources. Area records personnel, after obtaining the Division of Records (DR) number, shall scan and email **all narcotics arrest reports to GNDfiling@lapd.online and all misdemeanor direct filing arrest reports to misd.straightcourt@lapd.online** during the normal report distribution process, **no later than the employee's end of watch**. The e-mail "Subject" line shall include the DR number and the arrestee's last name.

Note: In the event the Department's Local Area Network is not operational, all reports shall be faxed. Notifications and fax numbers shall be provided by the Department Operations Center, Communications Division, for appropriate arrest report distribution.

This new procedure will ensure that the Narcotics Filing Team and Detective Support and Vice Division Court Liaison Unit receive copies of the needed arrest reports in a timely manner. All other original arrest reports can be processed and distributed as normal by designated Area records personnel. If there are no Area records personnel available, the Watch Commander shall ensure scanned copies of the arrest reports are distributed appropriately, **no later than 0330 hours** on any given day.

Any questions regarding this Notice should be directed to Detective Bureau, at (213) 486-7000.



MICHEL R. MOORE
Chief of Police

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