

OFFICE OF OPERATIONS

NOTICE

1.11

March 20, 2018

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: SUBMITTING REPORTS FOR TIMELY APPROVAL — REMINDER

As part of the Department's commitment to continuously improve through data-driven policing, timely report submissions are essential for quality follow-up investigations and targeted crimefighting efforts. At the same time, the Department strives to make the most efficient use of all resources, including overtime allotments. As such, watch commanders may decide to allow less time-sensitive reports to be completed the following day. The following guidelines establish when reports may be held to the following day and when they are required to be completed immediately or by end of watch:

Reports that must be completed immediately include:

- Rape;
- Robbery;
- Homicide;
- Hate-motivated crime or hate-motivated incident;
- Human trafficking (commercial sex and involuntary servitude); and,
- Missing Persons, which shall be completed within two hours of establishing a person is missing.

Reports that must be completed by the end of an employee's watch:

- Any arrest report or crime report with a named suspect;
- Any Vehicle Report, CHP Form 180;
- Traffic Collision Reports, CHP Form 555, with a serious or fatal injury;
- Aggravated assault; and,
- Death reports.

For all reports completed on the same day, the authoring officer shall ensure that all efforts are properly attributed and documented in the report (e.g., observations made, statements obtained, photos taken, evidence located, recovered, or booked, searches conducted, if relevant video was reviewed, which officer can testify to the contents of the report, etc.). Additionally, as required by Department policy, the same attributable efforts must also be documented in all reports not completed on the same day.

Reports that may be completed the following day: All other reports may be held until the following day, at the watch commander's discretion, if the primary officers are scheduled to work the following day. Watch commanders should consider the following factors in permitting a report to be held until the following day:

- Report documents a crime versus a non-criminal incident (e.g., lost property);
- Seriousness of the offense;
- Presence of aggravating circumstances of a crime;
- Likelihood of immediate available follow-up;
- Relationship to emerging or ongoing crime trends;
- Officer wellbeing, including fatigue or important personal obligations; and,
- Commanding officer guidance.

To ensure accurate crime updates and timely daily reporting, if a watch commander permits one of the following report types to be held until the following day, a Division of Records (DR) number must be obtained prior to end-of-watch for the following crimes:

- Burglary; and,
- All thefts exceeding \$5,000.

Watch commanders shall request the employee to provide all important circumstances of the incident, complete the appropriate Crime Classification (CC) Code, and initial beside the CC Code to signify approval for DR number issuance. Additionally, if the report requires evidence to be booked, watch commanders shall ensure a DR number is obtained and officers complete the necessary portion of the report to allow booking of the property prior to the officers' end of watch (e.g., Combined Evidence Report on an Investigative Report, Form 03.01.00, or Property Report, Form 10.01.00).

After the DR is issued, employees shall return the original report to the watch commander for safekeeping and oversight. After completion of the report the following day, the report should be submitted for approval to the watch commander who provided approval for the issuance of the DR, if available.

Although some reports may be held, the Department's preference is for all reports to be completed by the end of an employee's watch. This will allow for the best recollection of relevant information and will ensure that reports are not misplaced. Submission of reports prior to end of watch also avoids the potential for the completing officer being unavailable to work the next day due to illness or emergency.

Note: Bureau or Area commanding officers may direct additional report types to be completed by end of watch due to individualized needs of the command.

If you have any questions regarding this Notice, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



MICHEL R. MOORE, First Assistant Chief
Director, Office of Operations

Distribution "D"