

OFFICE OF OPERATIONS

NOTICE
1.11

May 23, 2017

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: PRIVATE PERSON'S ARREST REPORT PROCEDURES

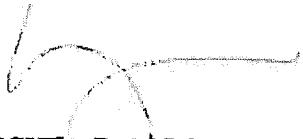
This Notice serves as a reminder to Department personnel to ensure Private Person's Arrest reports are prepared and numbered in accordance with the procedures set forth in Department Manual Section 4/216.30 – *Private Person's Arrest*.

Private persons desiring to make a lawful arrest for a misdemeanor not committed in an officer's presence may effect a physical arrest. If an individual makes a private person's arrest and requests that an officer take a person into custody, the officer shall do so if there is probable cause to believe a criminal offense has been committed or an arrest warrant has been issued for the person being arrested.

Officers shall include any written statement or report provided by the arresting person or witnesses, such as a loss prevention officer's report, as numbered pages to the arrest report. Officers shall also include a completed Private Person's Arrest form as a numbered page, as well as any statements of guilt signed by the arrestee. Officers do not need to rephrase all statements in an arresting person's report if one is provided, but must ensure all elements of the crime are included. If the arresting person does not provide any written statements, officers shall include a detailed statement of circumstances in their own narrative.

Prior to report approval, Watch Commanders shall ensure the arrest report includes numbered pages for the Private Person's Arrest form and any supplemental narratives or written statements by the arresting person. Watch Commanders should verify these are numbered in direct sequence following the last page of an officers' narrative portion of the report.

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



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

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