

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

December 17, 2020

**SUBJECT:** **REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE – REVISED; DISTRIBUTION GUIDE – FOR REPORTING EMPLOYEES/SUPERVISORS – IR, ARREST, AND PROPERTY REPORTS – RENAMED AND REVISED; ORGANIZATION AND FUNCTIONS OF THE LAPD – REVISED; HATE CRIME SUPPLEMENTAL REPORT, FORM 03.01.05 – REVISED; HATE CRIME/HATE INCIDENT END-OF-THE MONTH REPORT CHECKLIST, FORM 03.01.06 – ACTIVATED; HATE CRIME AND/OR HATE INCIDENT INVESTIGATIVE REPORT CRITERIA CHECKLIST, FORM 03.01.07 – ACTIVATED; HATE CRIME/HATE INCIDENT DETECTIVE REPORT REVIEW/CRITERIA CHECKLIST, FORM 03.01.08 – ACTIVATED; HATE CRIME RESOURCE PAMPHLET, FORM 15.91.00 – REVISED; HATE CRIME RESOURCE PAMPHLET, FORM 15.91.01 – REVISED; AND HATE CRIME/INCIDENT GUIDELINES, FORM 18.44.00 – RENAMED AND REVISED**

**PURPOSE:** The purpose of this Order is to revise Department policies and procedures pertaining to Hate Crimes as required by recent California legislation in regards to the investigation, reporting and coding of Hate Crimes.

**PROCEDURE:**

- I. REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE – REVISED.** Department Manual Section 4/203.25, *Reporting Incidents Motivated by Hatred or Prejudice*, has been revised. Attached is the revised Department Manual section with the revisions in italics.
- II. DISTRIBUTION GUIDE - FOR REPORTING EMPLOYEES/SUPERVISORS - IR, ARREST, AND PROPERTY REPORTS – RENAMED AND REVISED.** Department Manual Section 5/030.66, *Distribution Guide - For Reporting Employees/Supervisors - IR, Arrest, and Property Reports*, has been revised and renamed as *Distribution Guide - For Reporting Employees/Supervisors - Investigative, Arrest, and Property Reports*. Attached is the revised Department Manual section with the revisions in italics.
- III. ORGANIZATION AND FUNCTIONS OF THE LAPD – REVISED.** The Organization and Functions of the LAPD have been revised and are attached. The link for the same has also been updated on the Department's Local Area Network (LAN).
- IV. HATE CRIME SUPPLEMENTAL REPORT, FORM 03.01.05 – REVISED.** The *Hate Crime Supplemental Report*, Form 03.01.05, has been revised and is attached.
- V. HATE CRIME/HATE INCIDENT END-OF-MONTH REPORT CHECKLIST, FORM 03.01.06 – ACTIVATED.** The *Hate Crime/Hate Incident End-of-Month Report Checklist*, Form 03.01.06, has been activated and is attached.

- VI. **HATE CRIME AND/OR HATE INCIDENT INVESTIGATIVE REPORT CRITERIA CHECKLIST, FORM 03.01.07 – ACTIVATED.** The *Hate Crime and/or Hate Incident Investigative Report Criteria Checklist*, Form 03.01.07, has been activated and is attached.
- VII. **HATE CRIME/HATE INCIDENT DETECTIVE REPORT REVIEW/CRITERIA CHECKLIST, FORM 03.01.08 – ACTIVATED.** The *Hate Crime/Hate Incident Detective Report Review/Criteria Checklist*, Form 03.01.08, has been activated and is attached.
- VIII. **HATE CRIMES RESOURCE PAMPHLET, FORM 15.91.00 – REVISED.** The *Hate Crimes Resource Pamphlet*, Form 15.91.00 (English) has been revised and is attached. The revised *Hate Crimes Resource Pamphlet*, Form 15.91.01 (Spanish) is forthcoming and will be available on E-Forms on the LAN.
- IX. **HATE CRIME/INCIDENT GUIDELINES, FORM 18.44.00 – REVISED AND RENAMED.** The *Hate Crime/Incident Guidelines*, Form 18.44.00, has been revised and renamed as *Hate Crime/Incident Guidelines Field Notebook Divider*. Attached is the revised form with the revisions in italics.

**FORM AVAILABILITY:** The above forms are available in E-Forms on the Department's LAN and are attached for immediate use and duplication. The "Form Use" link applicable to these forms has also been updated and is accessible in E-Forms on the Department's LAN. All other versions of the aforementioned revised forms shall be marked "obsolete" and placed into the divisional recycling bin.

**AMENDMENTS:** This Order amends Sections 4/203.25 and 5/030.66 of the Department Manual. The Organization and Functions of the LAPD within the "Organization" link on the Department's LAN will be updated accordingly to reflect the changes.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE  
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL**  
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**203.25 REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE.**

*It is the policy of the Department to safeguard the rights of all individuals irrespective of their race or ethnicity, nationality, religion, sexual orientation, gender, gender identity or gender expression, disability (whether temporary, permanent, congenital, and no matter how it is acquired), and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence motivated by hate or bias, including property damage, harassment, intimidation, or other crimes shall be viewed very seriously and given high priority.*

**Hate Crime-Defined.** A hate crime is any criminal act or attempted criminal act directed against a person(s), public agency or private institution based *in whole or in part* on the victim's actual or perceived race *or ethnicity*, nationality, religion, sexual orientation, disability, gender, *gender identity* or *gender expression*; or, because the agency or institution is identified or associated with a person, or group of an identifiable *or perceived* race, nationality, religion, sexual orientation, disability, gender, *gender expression*, or *gender identity*.

*A "bias" is a pre-existing negative attitude toward actual or perceived characteristics referenced in California Penal Code Section 422.55 (see characteristics from Hate Crime Definition above). Depending on the circumstances of each case, bias motivation may include, but is not limited to, hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim's perceived protected characteristic, or association with a person who has an actual or perceived characteristic, including – but not limited to – disability or gender.*

A hate crime includes any willful act that by force or threat of force:

- *Injures, intimidates, interferes with, oppresses, or threatens any other person in the free exercise or enjoyment of any legal right(s) or privilege(s); or,*
- *Defaces, damages or destroys the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any legal right(s) or privilege(s), in whole or in part because of one or more of the actual or perceived characteristics of the victim, or the victim's association with a person as listed in subdivision (a) of Section 422.55 (see characteristics from Hate Crime Definition above).*

**Statutory Definitions.** *California Penal Code Section 422.56 further defines the below characteristics and circumstances:*

*'Victim' includes but is not limited to, a person, individual, family, group, entity, community center, educational facility, office, meeting hall, place of worship, private institution, public agency, library, or other victim or intended victim of the offense.*

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*'Association with a person or group with [the] actual or perceived characteristics,' includes advocacy for, identification with, or being on the property owned, rented by, or adjacent to the individual, family, community center, educational facility, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person which has, or is identified with the persons who have the characteristics targeted.*

*'In whole or in part because of' means that the bias motivation must be a cause in fact of the offense, whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that the crime would not have been committed but for the actual or perceived characteristic. This subdivision does not constitute a change in, but is declaratory of, existing law under In re M.S. (1995) 10 Cal. 4<sup>th</sup> 698 and People v. Superior Court (Aishman) (1995) 10 Cal 4<sup>th</sup> 735.*

*'Gender' means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.*

*'Nationality' includes citizenship, country of origin, and national origin.*

*'Race or ethnicity' includes ancestry, color, and ethnic background.*

*'Religion' includes all aspects of religious belief, observance and practice and includes agnosticism and atheism.*

*'Sexual orientation' means heterosexuality, homosexuality, or bisexuality.*

*'Disability' includes mental and/or physical disability regardless of whether said disability is temporary, permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.*

**Hate Incident-Defined.** A hate incident is any non-criminal act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability, gender, gender expression or gender identity that is not punishable under the California Penal Code or federal law. Hate incidents are differentiated from hate crimes because they do not violate criminal or civil law. Rather, such incidents are generally protected free speech under the First Amendment to the United States Constitution.

Hate incidents include, but are not limited to, epithets, distribution of hate material in public places, posting of hate material that does not result in property damage, and the display of hate material on one's own property. However, if over an extended period of time a person directs numerous bigoted, biased or prejudiced statements to the same person, such a pattern of conduct could rise to the level of unlawful criminal harassment or stalking under certain state laws, including but not limited to California Penal Code Section 646.9 - Stalking.



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*In compliance with California Penal Code Section 422.87, officers shall specifically evaluate the following when investigating a crime or incident of suspected disability-bias:*

- *Whether there is any indication that the suspect was motivated by hostility or other bias, occasioned by factors such as, but not limited to, dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore “deserving victims,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.*
- *Whether there is any indication that the suspect perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes, but is not limited to, if a suspect targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons such as inebriated persons or persons with perceived disabilities different than those of the victim, those circumstances could be evidence that the suspect’s motivations included bias against persons with the perceived disability of the victim and that the crime shall therefore be reported as a suspected hate crime and not a mere crime of opportunity.*

*The general underreporting of hate crimes, especially anti-disability and anti-gender crimes is an identified issue in California. Underreporting is caused by victims not reporting hate crimes or hate incidents due to a number of factors, including fear of reprisal and the belief that law enforcement will not properly investigate them. The Department recognizes the prevalence of underreporting of hate crimes in the City, and its commitment to vigilantly identify, document, investigate and pursue prosecution of hate crimes is one of its strategic enforcement goals.*

**Employee’s Responsibilities.** A Department employee, *either civilian or sworn*, who becomes aware of a crime or incident motivated by hatred or prejudice shall:

- Investigate the crime or incident in a timely manner *directly, or by way of notification to the appropriate personnel, entity and/or agency if:*
  - *Personally involved in the incident; or,*
  - *Made aware of the incident while off duty;*
- Notify the watch commander *of the* Area of occurrence;
- Notify Department Operations Center (DOC), *Communications Division* and document the notification in the related report;
- Complete the appropriate *incident*, crime or arrest report(s) and check the “MOTIVATED BY HATRED/PREJUDICE” box. If the incident does not constitute a specific crime, the Investigative Report (IR), Form 03.01.00, shall be titled “Hate Incident;”
- Complete the Hate Crime Supplemental Report, Form 03.01.05;
- Complete the Request for Confidentiality of Information, Form 03.02.00 (not required for Hate **Incidents**); and,

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- *Provide the victim with a Hate Crime Resource Pamphlet, Form 15.91.00, and a Marsy's Law pamphlet.*

**Investigation by Field Units.** Field units assigned to calls or discovering crimes or incidents motivated by hatred or prejudice shall:

- Investigate the crime or incident and take appropriate action;
- Telephonically notify *the watch commander* of the crime or incident;
- *Request a field supervisor to their location;*
- Complete an IR and/or Arrest Report, Form 03.01.00, on all crimes or incidents motivated by hatred or prejudice and check the "MOTIVATED BY HATRED/PREJUDICE" box;

**Note:** *An IR shall be completed whenever an officer becomes aware of any incident, whether criminal or non-criminal, which meets the criteria of an incident motivated by hatred or prejudice. The unwillingness of the victim related to an incident motivated by hatred or prejudice to sign a report, or the absence of a victim to the incident, does not exempt officers from the requirement to complete an IR regarding the incident.*

- Complete the Hate Crime Supplemental Report and attach it as the last two pages of the IR and/or Arrest Report;
- *Complete the Request for Confidentiality of Information, Form 03.02.00 (not required for Hate **Incidents**); and,*
- *Provide the victim with a Hate Crime Resource Pamphlet, Form 15.91.00, and a Marsy's Law pamphlet.*

If the circumstances of an incident do not provide the corpus delicti of a specific crime, *officers shall complete* a short form IR titled "Hate Incident." In cases where there is no specific crime, *officers shall not list persons possibly responsible for the incident as suspects, rather such persons shall be listed in the "Involved Persons" section of the IR.*

**Note:** *Absent reasonable suspicion of a crime, officers do not have the legal authority to detain persons involved in a hate incident, where the individual is exercising his or her constitutional right to free speech.*

**Note:** *When investigating a crime, officers should remain mindful that there are, at times, individuals who call the police and make false or ill-informed claims of misconduct about persons they dislike or are biased against (e.g., ethnic and religious minorities, disabled individuals, homeless people). California Assembly Bill 1775 (enacted on September 30, 2020), reiterates the Ralph Civil Rights Act of 1976, whereby it not only prohibits, but also assesses civil and criminal penalties for instances when an individual knowingly and willfully threatens to notify, contacts, or files false claim with law enforcement personnel in furtherance of his or her bias(es) against another.*

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*Therefore, Department personnel must be vigilant in their investigations with presumptive victims and witnesses, so as not to engage in bias-motivated detentions, interrogations or arrests. As in all situations, officers are reminded to act professionally and accurately evaluate the facts and risks of each individual case. A biased individual who makes a report to the police can generate accusatory claims by police and outraged denials of wrongdoing by the accused – all of which can lead to unjust outcomes.*

**Watch Commander's Responsibilities.** Upon notification that a crime or incident motivated by hatred or prejudice has occurred, the watch commander shall:

- Direct a sergeant to immediately respond to the scene of a crime or incident motivated by hatred, such as *where there* is major property damage involved, injury to a victim, or vandalism to a house of worship;
- *Notify the DOC, for inclusion of the crime or incident in the Chief of Police 24-Hour Occurrence Log;*
- *Notify Criminal Conspiracy Section (CCS), Major Crimes Division (MCD) of any incident involving a place of worship;*
- Review all reports for completeness *and accuracy (e.g., hate crime vs. hate incident):*
  - Ensure that the "MOTIVATED BY HATRED/PREJUDICE" box is checked;
  - Ensure that the Hate Crime Supplemental Report is completed;
  - *Ensure that the reporting officers have completed the Request for Confidentiality of Information, Form 03.02.00, where appropriate; and,*
  - *Ensure that the victim has been provided a Hate Crime Resource Pamphlet, Form 15.91.00, and a California Attorney General's Office Marsy's Law Resource pamphlet.*
- Make an entry regarding the matter in the Watch Commander's Daily Report, Form 15.80.00;
- Forward a copy of the Watch Commander's Daily Report entry along with a copy of the Sergeant's Daily Report, Form 15.48.00, documenting the contact with the victim to the Area Hate Crime Coordinator;
- Cause the reports to be distributed as soon as possible *via the Records Unit*, but no later than the end of watch;
- *Forward a copy of the report to the DOC; and,*
- *Notify the Community Relations Office (CRO) to liaison with the affected community in the Area.*

**Records Unit's Responsibilities.** Upon receipt of a crime or incident *report in which the suspect's actions were* motivated by hatred or prejudice, Area Records Unit personnel shall:

- Enter the information into the Consolidated Crime Analysis Database (CCAD);
- *Ensure that the appropriate crime code for a hate crime report/arrest, or a hate incident has been correctly denoted;*

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- Denote the appropriate corresponding *Modus Operandi (MO)* code of 0903 in CCAD for hate crime reports and arrests;
- Denote the crime code of 999 with an MO code of 0921 for Hate Incident reports;
- Denote the appropriate corresponding Bias and Sub Bias MO codes; and,
- Distribute the report(s) as soon as possible, but no later than 24 hours after the report is taken. In addition to the established distribution, an extra copy of the IR and Arrest Report shall be distributed to:
  - 1 – Detective Bureau;
  - 1 – CCS, MCD;
  - 1 – Community Outreach and Development Division; and,
  - 1 – Hate Crimes Coordinator's investigative designee, Robbery-Homicide Division (RHD).

***Crime Analysis Detail Unit's Responsibilities.*** *Crime Analysis Detail (CAD) personnel shall:*

- Review all area crime, arrest and follow-up reports to determine whether any incidents were motivated by hatred or prejudice;
- Verify that the information entered into CCAD for any incident motivated by hatred or prejudice is accurate;
- Ensure the appropriate crime code as well as the corresponding MO code for a hate crime report/arrest, or a hate incident has been correctly denoted in CCAD;
- Ensure the appropriate enhancement MO Codes for Victim Targeted and Bias have been correctly denoted in CCAD;
- Provide Crime Analysis Mapping System (CAMS) browser on hate crime report/arrest or a hate incident to the area Hate Crime Coordinator; and,
- Verify that all hate crimes and hate incidents are accurately reflected on the area COMPSTAT report based on date of occurrence.

**Detective's Responsibilities.** A detective assigned to investigate a crime or incident motivated by hatred or prejudice shall:

- Contact the victim within 10 calendar days of the crime or incident and assure the victim of the Department's commitment to identifying the suspect and obtain follow-up information;
- Provide the Department Hate Crime Coordinator or his or her designee with a copy of all reports related to the incident within 10 calendar days of completion;
- Enter the report information including the victim, suspect and location information into the Department of Justice database;
- If the crime/incident being investigated is determined to not have been motivated by hatred and/or prejudice, complete a Follow-up Investigation, Form 3.14.00, correcting/removing the CCAD MO code related to the hate crime or hate incident;
- Document any additional information on a Follow-up Investigation, and complete the follow-up within 10 calendar days;
- Present all felony hate crime investigations in which the suspect is identified to the

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Los Angeles County District Attorney's *Organized Crime Unit*, Hate Crime Section and, as appropriate, to the Civil Rights Division, Department of Justice (*DOJ*), for filing consideration; *and*,

- Present all misdemeanor hate crime investigations in which the suspect is identified to the *Special Trials Unit*, Office of the *Los Angeles* City Attorney, and as appropriate, to the *Civil Rights Liaison*, Office of the United States Attorney.

**Area Hate Crime Coordinator's Responsibilities.** The Commanding Officer, Area Detective Division, is the Hate Crime Coordinator (*HCC*) for his or her command and shall:

- Assign a specific detective supervisor to coordinate the investigation of all hate crimes and incidents *for the Area*;
- Ensure that a specific detective is assigned to investigate each crime or incident and that an appropriate response is provided to each victim including, but not limited to, compliance with the mandated 10 calendar day follow-up;
- Ensure that each crime or incident is entered into the CCAD properly;
- *Ensure that all hate crimes are entered into the Hate Crime Analysis Evaluation System DOJ database (i.e., HATE database) at the end of the month;*
- *Ensure that all hate crimes and hate incidents are placed on the COMPSTAT Profile;*
- *Prepare a detailed monthly summary of all hate crimes or incidents on an Intradepartmental Correspondence, Form 15.02.00, and forward the report to the commanding officer, RHD, via the Area commanding officer, within 10 calendar days of the following month. The Intradepartmental Correspondence shall include the number of hate crimes and/or hate incidents for the month, CCAD print outs for the hate crimes and hate incidents, and a DOJ Bias Motivation (Table 1) printout for the current month. Unredacted and redacted copies of each hate crime and hate incidents shall be attached to the Intradepartmental Correspondence, including investigative reports, arrest reports, follow-up reports, confidentiality reports, Detective Case Tracking System (DCTS) notes and Watch Commander's Daily Reports, Form 15.80.00. These reports shall be delivered, faxed and/or emailed to the RHD Hate Crimes Coordinator (HCC); and,*
- *Ensure the case has been entered into the DOJ database for each case in their command.*

**Note:** *The Area HCC shall be responsible for entering all incidents which occur in their Area into the DOJ system regardless of the investigating entity for the incident.*

**Note:** *Upon receipt of a Follow-up Investigation or investigative determination indicating that a previously reported incident has been determined to not, in fact, have been motivated by hatred or prejudice, that incident **shall not** be included in the Area's reporting statistics. The MO code 0921 and 0903 shall be removed from the CCAD.*

**Area Commanding Officer's Responsibilities.** The Area commanding officer shall:

- Use all available resources in responding to community needs in combating hate crimes and incidents; *and*,



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- Review and forward the monthly summary of hate crimes or incidents to the bureau commanding officer within two business days of receiving the monthly summary.

**Bureau Commanding Officer's Responsibilities.** The bureau commanding officer shall:

- Review each subordinate command's monthly summary of hate crimes or incidents;
- Forward a copy of the monthly summaries to Detective Bureau (DB), CCS, MCD, and RHD within two business days of receiving the reports; and,
- Initiate a semi-annual *inspection* to verify the accuracy of each monthly hate crime summary submitted by subordinate commands and forward a copy of the audit to DB.

***Department Hate Crime Coordinator.*** *The Department HCC is the Commanding Officer of Detective Bureau, or his or her designee.*

***Department Hate Crime Coordinator's Responsibilities.*** *The Chief of Police has directed the Department HCC to ensure the Department produces and disseminates a Hate Crime Brochure as required by California Penal Code Section 422.87(a)(8) and to ensure that all officers are trained to distribute the brochure to all suspected hate crime victims and all other interested persons. In addition, the Department HCC designee shall:*

- *Provide a quarterly hate crime report to the CO of Detective Bureau;*
- *Provide copies of reports and documents to any agencies working in partnership with the Department via a Memorandum of Understanding (MOU);*
- *Provide quarterly training for all Area HCCs;*
- *Ensure all hate crime cases are entered into the DOJ hate crime database;*
- *Ensure that copies of all hate crime reports are forwarded to DOJ; and,*
- *Liaise between Department training entities to ensure hate crime training accuracy and uniformity.*

***Community Outreach and Development Division's Responsibilities.*** *The Community Outreach and Development Division (Codd) shall:*

- *Continually meet with the public to build and strengthen relationships with the community;*
- *Liaise and engage with each communities' most vulnerable individuals to hate crimes (especially anti-disability and anti-gender hate crimes) and the groups representing those communities, and in-turn inform the Department about the issues and concerns specific to those communities;*
- *Provide the public with information regarding Department policy and enforcement efforts;*
- *Provide the public with information regarding safety, security, and crime prevention; and,*
- *Provide the public with cultural diversity training.*

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*In the aftermath of a hate crime or hate incident, CODD shall work constructively with segments of the larger community, who have also been impacted. Their focus in those circumstances shall be to: reduce fear, stem possible retaliation, prevent additional hate crimes and encourage any other previously victimized individuals to come forward and report such incidents.*

***Department Operations Center's Responsibilities.*** *The DOC shall:*

- *Ensure notification has been made to MCD for all hate crimes or incidents involving a place of worship;*
- *Document all hate crimes and hate incidents in the Chief of Police 24-Hour Occurrence Log; and,*
- *Notify the Department HCC or his or her designee and forward a copy of the report to him or her.*

***Professional Standards Bureau's Responsibilities.*** *Professional Standards Bureau shall:*

- *Assume primary investigative responsibility of all criminal complaints against sworn personnel alleging a hate crime under Color of Authority;*
- *Audit complaints against Department personnel for instances of alleged biased policing and alleged criminal misconduct under Color of Authority pursuant to California Penal Code Sections 149 and 422.6, or Title 18 United States Code Section 242; and,*
- *Notify the Chief of Police, Inspector General's Office and Los Angeles City or District Attorneys' Offices of all complaints of alleged hate crimes under Color of Authority by sworn personnel occurring within the city limits, or in the course of their duties.*

***Personnel and Training Bureau's Responsibilities.*** *Personnel and Training Bureau is responsible for providing Department personnel with training pertaining to the distribution of the Hate Crimes Resource Pamphlet. Through the Department's Learning Management System (LMS) and in conjunction with the Commission on Peace Officer Standards and Training's (POST) continuing education requirements, personnel are also regularly provided training on state, federal and Department policy as they relate to hate crime investigations.*

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**030.66 DISTRIBUTION GUIDE - FOR REPORTING EMPLOYEES/SUPERVISORS -  
INVESTIGATIVE, ARREST, AND PROPERTY REPORTS.**

- EXTRA COPIES -

ABC licensed premises, any arrest on - ABC  
Alcohol, untaxed - United States Department of Treasury  
Aircraft, Operating under-the-influence of alcohol or drugs - ASD  
Airline tickets or validation equipment involved - CCD (Not required if forgery arrest)  
Air Support assists with arrest - ASD  
Altercation, Department employment a factor - Check box or print ALTERCATION  
Asian involved as suspect or victim - Asian Crime Unit, GND  
Attack on police officer, firefighter, or public building - MCD  
Badge or ID card, Department, Involved - Personnel Division (PCU)  
Badge, Special Officer's, involved - CID  
Bank involved - Specialized Report Distribution Unit FBI  
Bullet or cartridge case, discharged, booked as evidence - FSD  
Checks, *check writing* equipment, credit card involved - (Not required if forgery arrest)  
Counterfeiting (IR or Property Report with no arrest) - Secret Service  
County property stolen - LASD  
Consular officers and property - COS, CTSOB, MCD, Media Relations and Community Affairs Group - OCOP  
Crimes involving property in the care of an OPG - CID  
Cruelty to animals - DSVD  
Department property lost/stolen/recovered - Supply Section, FOD  
Destructive devices (illegal), possession of bombs, incendiary devices, etc. - MCD  
Disturbing peace of public meetings or schools - MCD  
DUI, refused chemical tests - Traffic Auditor  
Failing to register (290 PC) - Registration Enforcement and Compliance Team Coordinator for 290 PC; and, Custody Services Division for 11590 H& S  
Firearms (illegal), possession of - MCD  
Firearms, lost/stolen/booked - R&I Division, Automated Vehicle and Property Section  
Supervisor, and DSVD, Gun Unit. If Department issued, also indicate copy for Armory, Training Division.  
Five thousand dollars, property in excess of involved - FBI  
Gypsy involved as suspect or victim - CCD  
Hatred or prejudice crime or incident - CCS-MCD, *RHD*  
Identifiable property lost/stolen - CCD  
Impersonating an officer involved - CCD  
Labor dispute/strike involved - Labor Relations Unit - EOD  
Los Angeles County Metropolitan Transportation Authority-involved, report taken by LAPD- MTA  
Lost Report where pickpocket is probable crime - CCD  
Lottery-related crimes - Area vice unit  
Metropolitan Division, any arrest & related reports - Metro  
Narcotics, stolen or booked - Area Narcotics Enforcement Detail (NED)

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Police Commission permittee arrested or premises involved (pay parking lot, pawn shop, second hand dealer, etc.) - CID  
 Prescription forms, blank, lost/stolen/recovered - (Same as Checks)  
 Public Utilities Driver (include taxi) arrested for any charge (on or off-duty) - Department of Transportation  
 Racial, religious, ethnic overtones - MCD  
 Reserve Officer arrested - Personnel Division (with Department equipment)  
 Sex crime with juvenile victim or suspect - Juvenile Division (SECU)  
 Sex involved, adult or juvenile (not prostitution) - RHD  
 Shots Fired - Check box or print SHOTS FIRED  
 Special Officer arrested - CID (with ID)  
 Threats against California State public officials - California Highway Patrol  
 Workplace Violence reports (IR or Arrest report) - Threat Management Unit - DSVD and SECS  
 Youth serving agency employee (school teacher, scout leader, etc.) involved in sex crime, or involved in any crime with juvenile victim - Juvenile Division

**INVESTIGATIVE UNITS** other than geographic detectives. These units handle both adults and juveniles, unless otherwise indicated. *California Vehicle Code Section 10851 – Grand Theft Auto (GTA)*, arrests are handled by detectives in *the Area* stolen; juvenile runaways are handled by detectives in *the Area* of residence.

Arson - Arson Unit, LAFD	Narcotic (Adult felony) - Area Narcotics Enforcement Detail
Bombing, or threat of - DSVD, MCD	Narcotic (Juv. felony/misd.) - Juv. Unit of occurrence
Bookmaking - VICE (or geographic vice if Harbor, WLA, Pacific or OVB occurrence.)	Threat against elected City official - DSVD
Child abuse - suspect is parent, guardian, etc. - Juvenile Division (ACU)	Traffic (Adult felony or juvenile felony/misdemeanor) - Detective Section
Counterfeiting - CCD	Vice felony (other than bookmaking in Metropolitan area) - Geographic vice
Forgery - CCD	Warrant, felony (other than LAPD warrant) - GND (Fugitive)
Fugitive - GND	

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**SPECIALIZED DETECTIVE DIVISION**

Auto Theft and Attempt GTA - CCD	<i>Hate Crimes and</i> Homicide - RHD
Bunco/Fortune Telling - CCD	Narcotics, Adult Furnishing to Minor - Juvenile Narcotic Unit
<i>Hate Crimes/Place of Worship</i> Failing To Disperse - MCD	Narcotic Arrests, Felony & Misd. Area Narcotics Enforcement Detail
Carrying Concealed Weapon (Ex-con) - RHD	Pickpocket - CCD
Extortion - RHD	Pimping, Pandering IRs - VICE
Burglary (2 copies) - CCD	Receiving Stolen Property - CCD
Forgery (if handled by OVB, WLA, Harbor) - CCD	Riot, Rout & Robbery (Incl. 211 Purse Snatch) - RHD
Grand Theft (All types) - CCD	Shoplift - CCD

**OUTSIDE AGENCIES**

ABC	ABC
California State Police	California State Police Executive Protection Bureau 107 South Broadway, Rm. 7012 Los Angeles, CA 90012
	<i>DCFS</i>
DCFS (Child Abuse)	DCFS MacLaren Hall, 4024 No. Durfee Av. El Monte, CA 91732 Attn: Inquiry & Referral
Department of Transportation	DOT, Investigation & Enforcement Chief Inspector, Stop 725
FBI	FBI



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LASD	LASD Detective Division 211 W. Temple St. Los Angeles, CA 90012
Secret Service	US Secret Service 725 S. Figueroa St., Ste 1300 Los Angeles, CA 90017
Treasury Department	US Treasury Department ATF Bureau, Main Office P.O. Box 1991 Los Angeles, CA 90053

**ALTERCATIONS**

Copy to employee's commanding officer, employee's bureau commanding officer, and Commanding Officer, Training Division. If Special Officer involved, also send copy to Police Commission.

**SHOTS FIRED**

Copy to Detective Division, Area of Occurrence; Commanding Officer, *In-Service Training Division*, PLUS:

- If LAPD officer involved, commanding officers of officer and officer's Bureau; Internal Affairs Group; Office of Operations, Detective Bureau; and OCOP.
- If Special Officer involved, Police Commission.
- If Homicide involved and not distributed above, concerned bureau commanding officer and Director of Office of Operations; Detective Bureau.

**EXTRA COPIES**

Forward one copy as designated in left margin; except:

- If *Metropolitan Division*, forward *two* (2) full Arrest Reports plus one Face Sheet; and one (1) copy of other reports.
- If Asian Task Force, *two* (2) copies.

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**DETECTIVE SUPPORT AND VICE DIVISION, DETECTIVE SERVICES SECTION.**

Detective Services *Section* is comprised of:

- Court On-Call Unit;
- District Attorney Liaison Unit;
- City Attorney Liaison Unit; and,
- Traffic Court Liaison Unit.

**COURT ON-CALL UNIT.** The Court On-Call Unit is responsible for:

Court-On-Call:

- Monitoring Municipal and Superior Court cases for which officers are on-call;
- Daily delivery of subpoenas to concerned Areas;
- Contacting subpoena control personnel when officers are ordered to court;
- *Communicate with prelim District Attorneys and divisional watch commander and/or subpoena control officers to ensure on duty on-call personnel are available;*
- *Communicate with Information Technology Division (ITD) to ensure E-subpoena system is running properly;*
- *Providing in-service training; and,*
- Maintaining statistics relative to on-call cases.

Court Check-In:

- Documenting arrival and departure times of officers appearing for court at the Criminal Courts Building;
- Providing overtime reports for off-duty officers and recording the arrival and departure on the report;
- Monitoring officers' court attire;
- Subpoena Control Facilitator;
- *Communicating with and training Area subpoena control personnel;*
- Conducting audits pertinent to court activities; and,
- *Maintaining a close working relationship with the Judicial Liaison Officer.*

**DISTRICT ATTORNEY LIAISON UNIT.** The District Attorney Liaison Unit is responsible for:

- Maintaining liaison with the Deputy District Attorney's filing criminal cases;
- Organizing and presenting criminal cases submitted through the video/fax filing program;
- Retrieving criminal records through the County archives for filing of video/fax cases;
- Monitoring the felony arraignment court, Division 30;
- Releasing felony changes on defendants in Division 30 when the charges were rejected or transferred (*via California Penal Code Section 17b4 – Motion to Reduce a Felony Charge to a Misdemeanor*) to the City Attorney;

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- Re-filing felony cases that are dismissed at the preliminary hearings, at the direction of a Deputy District Attorney;
- Assisting Los Angeles Police Department detectives and detectives from other jurisdictions with case organization;
- Maintaining statistics pertinent to duties;
- *Submitting cases to the Los Angeles County Department of Probation, in lieu of filing or in addition to current filing charges;*
- *Maintaining disposition logs of daily “here-body” arraignment court cases;*
- *Coordinating with Deputy District Attorneys and Los Angeles Police Department detectives and officers to ensure efficient follow-up investigations for proper filings; and,*
- *Accessing the Los Angeles Police Department, Detective Case Tracking System; Los Angeles County Consolidated Criminal History Reporting System; Los Angeles County Adult Case Management System; and, the State of California and Federal criminal history computer systems to ensure that cases are thorough and filed in a timely manner.*

**Special Liaison.** Maintain liaison with *the Los Angeles District Attorney’s Office* to assist in processing complaints, warrants, and writ lists and to regularly provide Department directives affecting complaint procedures.

**CITY ATTORNEY LIAISON UNIT (CALU).** The City Attorney Liaison Unit is responsible for:

- *Staffing the 17(b)(4) DA Referral Details, Custody and Non-Custody Straight Misdemeanor Details and Body Worn Video Desk;*
- *Processing misdemeanor and Release from Custody (RFC) arrest reports;*
- *Processing misdemeanor cases that are not routinely assigned to a detective;*
- *Reviewing and processing 17(b)(4) PC arrest reports, where the defendants are in custody, have bailed out or were released on their own recognizance;*
- *Organizing and presenting misdemeanor criminal cases received through the video/fax filing program;*
- *Processing arrest reports from designated geographic Custody Services divisions;*
- *Updating the Criminal Case Management System (CCMS) with misdemeanor arrest reports that are submitted to the City Attorney for filing consideration;*
- *Processing Non-Traffic Notice to Appear arrest reports;*
- Reviewing and processing misdemeanor reports for the following entities:
  - Central, Rampart, Hollenbeck, Northeast, Newton, Hollywood, Olympic, Wilshire, Southwest, 77<sup>th</sup> Street, and Southeast; and,
  - *Gang and Narcotics Division, Metropolitan Division, Juvenile Division, Operations-Central Bureau Gang Enforcement Detail, Operations-West Bureau Gang Enforcement Detail, Central Traffic Division, West Traffic Division, South Traffic Division and Commission Investigation Division; and,*

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- *Reviewing and processing misdemeanor arrest reports from outside law enforcement agencies.*

**Special Liaison.** *The CALU will maintain liaison with:*

- **City Attorney's Office and City Attorney's Staff.** Regarding the processing of complaints, City Attorney Request for Petitions, warrants, and *DA Referrals* and to regularly provide Department directives affecting complaint procedures;
- **Clara Shortridge Foltz Criminal Justice Center.** *Special liaison shall be maintained for the release of misdemeanor inmates; and,*
- **Outside law enforcement agencies and jurisdictions.** *Special liaison with outside law enforcement entities regarding City Attorney filing policy and guidelines.*

**TRAFFIC COURT LIAISON UNIT (TCLU).** *The Traffic Court Liaison Unit is responsible for:*

- *Receiving, reviewing, and filing all Department traffic citations;*
- *Returning deficient traffic citations to the issuing division for corrections;*
- *Receiving all Department Absentee Parking Citations and forward to the Los Angeles Department of Transportation;*
- *Receiving and filing all misdemeanor Driving Under the Influence and other traffic-related misdemeanor cases from Operations-South Bureau (except Harbor Area), Operations-Central Bureau, West Traffic Division, and Wilshire Area;*
- *Conducting Follow-up Investigations for the City Attorney's Office;*
- *Receiving and processing all documentation related to Trials by Declaration for Metro Branch;*
- *Conducting officer check-in and case tracking for misdemeanor cases assigned to the Misdemeanor Trial Courts at Metro Branch;*
- *Issuing citation copies to officers appearing in Division 67 Court (traffic citation court);*
- *Issuing Court Notices to divisional Subpoena Control Officers for officers appearing at the Metro Branch on misdemeanor cases;*
- *Issuing Court Notices to divisional Subpoena Control Officers for officers appearing in Department 67 at Metro Branch;*
- *Receiving and processing all Department Citation Cancellation Requests;*
- *Coordinating revisions to Department traffic citation forms and with Judicial Council of California, the Los Angeles Superior Court, and,*
- *Coordinating revisions to the Citation Guide (Form 16.65.0) with the Los Angeles Superior Court and Risk Management and Policies Division.*

**CRISIS RESPONSE SUPPORT SECTION.** The Crisis Response Support Section is comprised of:

- Threat Management Unit.
- Mental Evaluation Unit:

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- Triage Desk,
- Systemwide Mental Assessment Response Team (SMART);
- Case Assessment Management Program (CAMP); *and*,
- *Administrative-Training Detail.*

**Special Duties:** The officer-in-charge is the Department's Mental Illness Project Coordinator.

**THREAT MANAGEMENT UNIT.** The Threat Management Unit (TMU) is responsible for:

- *Providing advice to officers and detectives handling stalking investigations;*
- *Providing training to City employees on threat assessment, stalking, and threat related crimes;*
- *Staffing the City's Threat Assessment Team, which manages workplace violence cases perceived to present an immediate danger to City employees;*
- Assuming all investigative responsibility for selected cases wherein an individual demonstrates an abnormal fixation and generates a long-term pattern of threats, stalking, or unsolicited acts of threatening communication directed toward another person within the City of Los Angeles;
- Reviewing cases involving individuals who become victims of specific acts or behavior which have been identified as fitting the criteria required by TMU;
- Investigating all written and verbal threats of harm to Los Angeles City government officials; *and*,
- Assuming responsibility for criminal investigation of workplace violence incidents involving any City department wherein:
  - The suspect requires mental evaluation pursuant to 5150 of the Welfare and Institution Code;
  - The suspect meets the criteria for an arrest; or,
  - An officer obtains an Emergency Protective Order for workplace violence involving a City employee as the protected person.

**Exception:** Robbery-Homicide Division (RHD) maintains investigative responsibility for threats to sworn police personnel that arise as a result of their position or law enforcement related activities.

**Note:** Professional Standards Bureau will assume investigative responsibility for all administrative aspects of incident(s) involving Department employees when misconduct is alleged.

**MENTAL EVALUATION UNIT.** The Mental Evaluation Unit (MEU) is responsible for:

- *Conducting or assisting with preliminary investigations of persons who, during a contact with police, are suspected of having a mental illness;*
- Investigating persons suspected of being wanted escapees from mental institutions;
- Coordinating the assignment of apprehension and transportation orders;



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- Arranging, upon request, for uniformed officers to assist Lanterman-Petris-Short Act (LPS) designated Psychiatric Mobile Response Teams or court designated conservators in the apprehension of persons suffering from a mental illness, who are being placed on a mental health hold;
- Maintaining, amending, and distributing the Department's "Incidents Involving Persons Suspected of suffering from Mental Illness," Notebook Divider;
- Providing advice to officers on the confiscation and disposition of firearms or other deadly weapons confiscated from persons with a mental illness;
- Providing information on attempt suicide, barricaded suspect, or hostage incidents involving persons with a mental illness;
- Assisting field officers with intervention, referral, or placement of a person with *suspected* mental illness, which aids in the prevention of unnecessary incarceration and/or hospitalization of persons with a mental illness;
- Providing roll-call training relative to MEU and System-wide Mental Assessment Response Team (SMART) responsibilities;
- Maintain liaison with the Missing Persons Unit to determine if a reported missing person has been *hospitalized due to a suspected mental illness*;
- Providing staff support for the *Mental Health Community Reintegration Program* (MHCRP) Coordinator and Advisory Committee;
- Maintaining liaison with the Department of Health Services, Los Angeles County Department of Mental Health, and hospitals regarding policies and procedures involving the detention and involuntary *hospitalization* of persons *of suffering from a mental illness*;
- Providing analysis of state and federal legislation pertinent to law enforcement encounters with persons suspected *of suffering from a mental illness*;
- Providing expertise and support to *Personnel and Training Bureau* regarding all training in the area of *police contacts with persons suspected of suffering from mental illness*;
- Conducting audits of filed Categorical and Non-Categorical Use of Force reports with *persons suspected of suffering from a mental illness*, maintained by *Critical Incident Review Division*;
- Assisting the MHCRP Coordinator with the review of completed Use of Force reports with *persons suspected of suffering from mental illness*;
- Coordinating data collection to effectively measure all mental health crisis responses by the Department; and,
- Review, initiate and coordinate Department training courses involving the response to and handling of *calls for service* involving persons *suspected of suffering from mental illness*.

**Note:** Mental Evaluation Unit is no longer responsible for conducting preliminary investigations of officers who are suspected of being mentally ill, nor of making the appropriate notifications concerning all mentally ill employees.

**Special Liaison.** The MEU will maintain liaison with Psychiatric Hospitals and Mental Health Agencies to assist in the proper placement of persons suspected of having mental illness.

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**Special Files:** The MEU will maintain files of the following:

- *Mental Evaluation* reports, *with supporting documents*; and,
- Unserved apprehension and transportation orders.

**SYSTEM-WIDE MENTAL ASSESSMENT RESPONSE TEAM (SMART).** The *System-wide Mental Assessment Response Team (SMART)* is responsible for:

- Assisting field police officers whenever they come into contact with persons *suspected of suffering from* a mental illness;
- Providing intervention, referral, or placement for a person with a *suspected* mental illness allowing field officers to quickly return to other field duties;
- Preventing unnecessary incarceration and/or hospitalization of persons *suspected of suffering from* a mental illness;
- Providing alternate care in the least restrictive environment through a coordinated and comprehensive system wide approach;
- Assisting with *gathering and providing pertinent mental health related information* at critical incidents; and,
- Assisting with *persons suffering from a mental health crisis* at disaster scenes.

**CASE ASSESSMENT MANAGEMENT PROGRAM (CAMP).** The Case Assessment Management Program is responsible for:

- Managing cases involving persons with a history of violent criminal activity *who are suspected of suffering from* a mental illness;
- Managing cases involving persons with a history of mental illness that have resulted in numerous responses by law enforcement and the use of substantial police resources;
- Preventing unnecessary incarceration and/or hospitalization of persons *suspected of suffering from* a mental illness;
- Providing alternate care in the least restrictive environment through a coordinated and comprehensive system wide approach;
- Maintain files of *Receipts and Notice of Rights for Confiscated Firearms/Other Deadly Weapons*; and,
- *Other high-risk cases involving persons suspected of suffering from a mental illness including*, but are not limited to:
  - Subjects that attempt suicide by cop;
  - High utilization of emergency services by abuse of the 911 system;
  - Subjects that initiate the response of SWAT and/or high-profile tactical operations;
  - Returning veterans suffering *from* Post Traumatic Stress Disorder, or other mental illnesses;
  - Persons involved in acts of targeted school violence;
  - The seizure of firearms from the mentally ill prohibited possessors; and,
  - Persons enrolled in the State of California, Conditional Release Program (ConRep).

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**SPECIAL ENFORCEMENT SECTION.** The Special Enforcement Section is comprised of:

- *Citywide Nuisance Abatement Unit/Piracy Team;*
- *Field Evaluators Unit; and,*
- *Operations ABC Unit.*

*Special Enforcement Section is responsible for:*

- *Monitoring and evaluating Area vice unit investigations to ensure adherence to Department's standard procedures and policies;*
- *Maintaining liaison with Area commanding officers and vice officers in charge;*
- *Coordinating and distributing vice-related Conditional Use Permit hearing notices; and,*
- *Providing formal training at the Department's Vice School and to any local police agencies when asked.*

**Special Liaison.** *The Special Liaison of Special Enforcement Section is responsible for:*

- *Maintaining liaison with the Motion Picture Association of America; and,*
- *Maintaining liaison with the Recording Industry of America.*

**CITYWIDE NUISANCE ABATEMENT UNIT/PIRACY TEAM.** *The Citywide Nuisance Abatement Unit/Piracy Team is responsible for:*

- *Identifying problem establishments suitable for abatement procedures;*
- *Providing assistance and functional supervision to vice/narcotic personnel in abatement proceedings;*
- *Maintaining files on all establishments subject to abatement proceedings;*
- *Maintaining liaison with the City Attorney's Office regarding abatement proceedings;*
- *Maintaining statistical information on abatement proceedings;*
- *Advising and training Department employees on Conditional Use Permits and nuisance abatement revocations;*
- *Investigating any organized manufacturing of illegal replicated music CDs and DVD movies;*
- *Assisting Area vice units conducting piracy task force operations;*
- *Investigation of persons involved in shipping and handling of pirated goods via the Ports of Los Angeles. This also includes working in partnership with Major Crimes Division, ICE, US Customs and Border protection, and District Attorneys toward the successful arrest and prosecution of these cases; and,*
- *Proactive arrests of illegal street sales of counterfeit goods.*

**FIELD EVALUATORS UNIT.** *The Field Evaluators Unit is responsible for:*

- *Monitoring and training Area Vice units regarding vice policies, procedures, and best practices;*

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- *Conducting inspections of Area Vice units, correcting deficiencies and providing training;*
- *Providing expertise and guidance on vice investigations;*
- *Maintaining a database of Confidential Vice Report, Form 03.18.00 vice investigations;*
- *Auditing and updating Vice Reports, correcting deficiencies and providing training;*
- *Providing training to vice operators participating in Trick Task Forces and Disrobing Operations, as defined in the Department's Vice Manual;*
- *Assisting Bureau Vice Coordinators with Area vice audits;*
- *Providing advice and feedback on vice performance regarding investigations, arrests, Zoning Hearings, Alcohol Beverage Control inspections, and mandatory minor decoy operations;*
- *Assisting Area vice units obtain necessary resources to conduct investigations; and,*
- *Providing Citywide vice training.*

**OPERATIONS ALCOHOL BEVERAGE UNIT (ABC).** *The Operations ABC Unit is responsible for:*

- *Monitoring and supporting Area ABC/Tobacco operations;*
- *Responding to Commanding Officer requests for assistance at problem ABC locations;*
- *Conducting Standardized Training for Alcohol Retailers (STAR);*
- *Conducting inspections at ABC locations;*
- *Training and supporting Minor Decoy operations;*
- *Maintaining a Liaison with the State ABC; and,*
- *Managing State ABC Grant.*

**EXPLOITATION AND INVESTIGATIVE SECTION.** *The Exploitation and Investigative Section is comprised of:*

- *Missing Persons Unit;*
- *Human Trafficking Unit; and,*
- *Animal Cruelty Task Force.*

**MISSING PERSONS UNIT.** *The Missing Persons Unit is responsible for:*

- *Citywide investigation of missing and found adults;*
- *Ensuring that follow-up reports are completed and cancellation teletypes are sent when missing adults are located;*
- *Providing advice to Department employees to secure a *Division of Records* (DR) number for use on a Missing Persons Investigation Report, Form 03.16.00;*
- *Investigating reports of missing adults received from outside sources;*
- *Assisting the coroner in the identification of unidentified bodies;*
- *Answering all correspondence received by the Department pertaining to alleged missing persons; and,*

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- Completing the appropriate notifications when advised by an outside agency that a resident of the City of Los Angeles has been reported missing, *or when located, if reported missing in the Missing and Unidentified Persons System (MUPS)/National Crime Information Center.*

**Special Files.** *Special Files personnel are responsible for maintaining files of the following:*

- Missing adult formal reports; *and,*
- Major disaster victims.

**HUMAN TRAFFICKING UNIT.** The Human Trafficking *Unit (HTU)* is responsible for:

- *Monitoring street level prostitution, pimping/pandering, and organized prostitution rings;*
- *Monitoring massage parlors and escort services to verify they are not fronts for prostitution;*
- *Investigating and/or coordinating strategies of all human trafficking cases involving minor victims (17 years or younger).*
- *Investigating prostitution-related offenses as they connect to organized crime;*
- *Identifying and arresting individuals involved in human trafficking for the purpose of prostitution;*
- *Partnering with the FBI, U.S. State Department, and the Los Angeles County District Attorney's Office to investigate and prosecute cases of human trafficking;*
- *Investigating and prosecuting pimp organizations involved in domestic trafficking, with a strong emphasis on individuals who traffic in minors;*
- *Conducting computer-based investigation to identify and apprehend suspects who use the internet as a means of enticing and/or coercing young people into prostitution, via the Internet Crimes Against Children (ICAC) Unit;*
- *Assisting Area Vice units in conducting prostitution related investigations and/or task force operations;*
- *Assisting Area Vice units in identifying and removing problem/nuisance locations; and,*
- *Providing expert testimony in pimping/pandering and prostitution related cases in Superior and Federal Courts.*

**Note:** *The HTU may assume investigative responsibility for the following crimes against a victim of any age when the:*

- *Victim is kidnapped by being forced into a vehicle and taken to a secondary location for the sole purpose of commercial sex acts;*
- *Victim is admitted to a hospital due to injuries caused by a trafficker (Pimp) or purchaser (John);*
- *Victim is transported from another state or country for the purposes of commercial sex acts; or,*
- *All cases of involuntary servitude.*



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**Exception:** The vice unit of the Area making the arrest is responsible for obtaining the complaint for violations of *California Penal Code* Sections 266 – *Carnal Abuse of Children*, through 266(i) – *Rape, Abduction, Carnal Abuse of Children and Seduction*.

**Training.** Personnel assigned to the Human Trafficking Unit teach the following courses at Vice School:

- Prostitution and Task Force Operation;
- Pimping and Pandering;
- Escort Services;
- Massage Parlors; and,
- Human Trafficking.

Because of their expertise, these same instructors have been asked to provide training to other law enforcement agencies and to members of the media.

**Task Force Operations.** Personnel assigned to the unit *participate in various local, state and federal task forces as directed by the Chief of Police, or his or her designee.*

**ANIMAL CRUELTY TASK FORCE (ACTF).** *The ACTF is responsible for:*

- *Investigating any malicious and intentional maiming, mutilating, torturing, or wounding of a living animal or malicious and intentional killing of an animal;*
- *Investigating animal cruelty, neglect, poisoning, mutilation or sacrifice, bestiality, cockfighting and dog fighting; and,*
- *May assist or handle an investigation, or arrest, when requested by first responders, who are conducting an animal cruelty investigation.*

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**CHIEF OF DETECTIVES.**

**CHIEF OF DETECTIVES - FUNCTIONS.** Chief of Detectives is responsible for conducting investigations and providing investigative services necessarily performed on a Citywide basis.

**DETECTIVE BUREAU - ORGANIZATION.** *Detective Bureau* is comprised of *Detective Services Group*, which consists of:

- Commercial Crimes Division;
- Detective Support and Vice Division;
- Juvenile Division;
- Robbery-Homicide Division;
- Gang and Narcotics Division;
- Forensic Science Division;
- Technical Investigation Division; and,
- *Homicide Library*.

**CHIEF OF DETECTIVES.** The Chief of Detectives *oversees Detective Services Group* and performs the following functions:

- Exercises line command over the operations of Detective Bureau;
- Coordinates criminal investigation functions throughout the Department;
- Maintains liaison with the courts, District Attorney, and City Attorney;
- Is designated as the Department Coordinator to the following positions: Detectives; *Hate Crimes*; Domestic Violence/Victim Info Notification Everyday (VINE); and Judicial Liaison; and,
- Maintains the Undesirable Informant File.

**CHIEF OF DETECTIVES - SPECIAL LIAISON.** The *Commanding Officer of Detective Bureau* will maintain liaison with:

- Criminal Justice System; and,
- Federal Law Enforcement Investigators.

**DOMESTIC VIOLENCE/VINE COORDINATOR RESPONSIBILITIES.** The Chief of Detectives, is designated as the Department's Domestic Violence/VINE Coordinator and is responsible for:

- Coordinating the VINE program;
- Approving changes or modifications to the *Domestic Violence Victims* (DVV) pamphlet, *Form 15.42.01*;

**Note:** Request for updates to the DVV pamphlet *are* to be generated by, or routed through, the Domestic Violence Coordinator, Detective Bureau.

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- Maintaining liaison with the Los Angeles County Sheriff's Department and the VINE Company; and,
- Assisting on matters relative to investigative expertise for domestic violence crimes.

**JUDICIAL LIAISON – FUNCTIONS.** The *Commanding Officer of Detective Bureau* is the Department's Judicial Liaison Officer and is responsible for:

- Developing liaison and improving relations between the Department and the judiciary;
- Representing the Chief of Police on various bench and bar association committees;
- Maintaining liaison with the offices of the Los Angeles County Public Defender, District Attorney, Jury Commissioner, and Los Angeles City Attorney;
- Establishing and maintaining liaison with judges, commissioners and administrative officers of the Federal, Appellate, Superior, and Municipal Courts;
- Developing methods for improving relations with the judiciary and lawmakers; and,
- Maintaining liaison between the Department and the judiciary by consulting with judges of the Municipal, Superior, and Appellate Courts to enhance police-court relationships.

**COMMANDING OFFICER, DETECTIVE SERVICES GROUP.** The Commanding Officer, *Detective Services Group*, under the direction of the Chief of Detectives, performs the following functions:

- Exercises line command over the operations of the six specialized investigative divisions of the Chief of Detectives; and,
- Is designated as the Department Coordinator to the following positions:
  - California Witness Relocation and Assistance Program (CAL WRAP);
  - Narcotics;
  - Vice;
  - Department Narcotics/Nuisance Abatement and Conditional Use Permit; and,
  - Mental Health Crisis Response Program (MHCRP).

**ASSISTANT COMMANDING OFFICER - SPECIAL LIAISON.** The Commanding Officer, *Detective Services Group*, is responsible for maintaining liaison with:

- Corporate Security; and,
- Victim, Witness Assistance Programs.

**HATE CRIME RESPONSIBILITY.** The Commanding Officer, *Detective Services Group*, is the Department's Hate Crime Coordinator's *designee* and *shall*:

- Maintain liaison with the Police Commission, Media Relations Section, the Federal Bureau of Investigation Civil Rights Program (CRP) Coordinator, *United States*

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Attorney, Department of Justice, outside agencies, and community groups regarding crimes or incidents motivated by hate or prejudice;

- Maintain school and law enforcement partnerships, known as interagency safe school programs, to address the problem of hate crimes in schools;
- Monitor monthly hate crime and hate incident statistical reports;
- Meet with the Chief of Police to discuss hate crime and incident patterns and the status of major crimes and on-going investigations;
- Meet with Area Hate Crime Coordinators and conduct training on quarterly basis; and,
- Keep informed of all internal and external issues pertaining to hate crimes or incidents and, as appropriate, initiate changes to Department procedures to improve the Department's response.

**MENTAL HEALTH CRISIS RESPONSE PROGRAM (MHCRP).** The MHCRP is established as a function under Detective Bureau and the Assistant Commanding Officer, Chief of Detectives, is the MHCRP Coordinator and is responsible for:

- Maintaining, attending and supporting the MHCRP Advisory Board which meets quarterly, consisting of community stakeholders and persons in the mental health community;
- Maintaining liaison with the Los Angeles County Department of Mental Health;
- Providing information to outside agencies on Department procedures relating to the handling of persons with mental illness;
- Analyzing state and federal legislation affecting persons with mental illness;
- Maintaining liaison with County and private hospitals on issues relating to persons with a mental illness;
- Providing expertise and support to Training Division regarding all training in the area of mental illness;
- Conducting audits of filed non-categorical Use of Force reports with indicators of mental illness maintained by the *Critical Incident Review Division* of the Department;
- Coordinating data collection to effectively measure all mental health crisis responses by the Department; and,
- Meeting regularly with the Department's Mental Illness Project (MIP) Coordinator to review Department strategies, policies, and procedures relating to the handling of persons with mental illness.

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**COUNTER TERRORISM *GROUP*, MAJOR CRIMES DIVISION.**

**MAJOR CRIMES DIVISION - ORGANIZATION.** Major Crimes Division (MCD) will consist of:

- Office of the Commanding Officer;
- Anti-Terrorism Intelligence Section;
- Anti-Terrorism Liaison Section;
- Surveillance Support Section;
- Criminal Conspiracy Section;
- Criminal Investigation Section; and,
- Organized Crime Section.

**COMMANDING OFFICER, MAJOR CRIMES DIVISION.** The Commanding Officer, Major Crimes Division, under the direction of the Commanding Officer, Counter Terrorism *Group*, exercises line command over the operations of *MCD*.

**MAJOR CRIMES DIVISION - FUNCTIONS.** Major Crimes Division is responsible for:

- Collecting and analyzing information related to individuals and groups who may be planning, threatening, financing, aiding/abetting, attempting or performing unlawful acts, the results of which are intended to further their societal objectives, to influence societal action, or to harass on the basis of race, religion, national origin or sexual orientation;

**Note:** Threat Management Unit, Detective Support and Vice Division (DSVD), is responsible for the investigation of threatening letters directed toward the Mayor, public officials and City entities. The Area detective division is responsible for the investigation of other threatening letter incidents. A copy of these types of correspondence are to forwarded to the Commanding Officer, DSVD.

- Investigating all bombings, attempt bombings, bomb threats, facsimile devices, explosive devices, nuclear, chemical or biological material when used in the commission of a crime, or as it relates to terrorism;
- Assisting Areas/divisions with major crime investigations, when appropriate;

**Note:** The Commanding Officer, Counter Terrorism and Special Operations Bureau (CTSOB), *shall* coordinate and liaise with the Commanding Officer, Detective Bureau, on existing investigations. The Director, Office of Special Operations, will attempt to resolve any disagreement over investigative responsibility between CTSOB and Detective Bureau. The final reviewing authority will remain with the Chief of Police.

- Disseminating, via intradepartmental communication, information necessary for field operations;
- Investigating and/or assisting the Los Angeles Fire Department Arson Unit for

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arson-related crimes at houses of worship (e.g., a suspicious fire at a church, synagogue, mosque or temple);

- Assuming responsibility for investigations or providing assistance with investigations which exceed the resources of an Area/division;
- Maintaining liaison with other members of the Department, other law enforcement and governmental agencies, and business and residential communities in the region for matters related to terrorism;
- Coordinating, procuring, retaining and maintaining a file of undercover driver licenses of MCD personnel; *and*,
- Investigating electronic 911 abuse incidents.

The Commanding Officer, MCD, is designated as the Department's Terrorism Liaison Officer Program (TLOP) Coordinator. The Department TLOP Coordinator will exercise Citywide oversight of Area/specialized divisions Terrorism Liaison Officers (TLOs) and ensure that effective communication is maintained between the area TLOs and MCD.

**MAJOR CRIMES DIVISION - TERRORISM LIAISON OFFICER PROGRAM.** Major Crimes Division is responsible for the following:

- Authorizing terrorism-related advisories, alerts and warnings;
- Maintaining liaison with Area and divisional TLOs;
- Coordinating regular meetings for information sharing meetings and training for TLOs; *and*,
- Acting as a conduit for information provided by the TLOs to the Joint Regional Intelligence Center (JRIC).

In addition, MCD will act as an intake center for the following:

- Information pertaining to possible terrorism or a terrorist related activity; *and*,
- Dignitary security issues.

**MAJOR CRIMES DIVISION COMMANDING OFFICER'S RESPONSIBILITIES.** The Commanding Officer, MCD, is designated as the Department's TLO Program Coordinator.

- The Department TLO Program Coordinator will exercise Citywide oversight on Area/division TLOs; *and*,
- Ensure that effective communication is maintained between all TLOs and MCD.

**MAJOR CRIMES DIVISION, ANALYSIS SECTION.** Analysis Section collects, maintains, analyzes, tracks and shares information involving incidents that may have a potential nexus to terrorism. The Analysis Section identifies patterns, trends and/or clusters of activity which may identify potential targets, such as specific persons, locations or critical infrastructures. The Analysis Section provides Suspicious Activity Report (SAR) data and terrorism-related information to the terrorism liaison officers.

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Analysis Section is responsible for:

- Coordinating all SARs initiated by the Department, community and business sources;
- Application of appropriate Behavior/Activity codes (Based on The Office of the Director of National Intelligence, (ODNI) Functional Standards;
- Conducting preliminary follow-up *investigations* of SARs;
- Vetting of *SARs*;
- Suspicious Activity Report case assignment, tracking, mapping and assessments;
- Coordinating the Department's TLOP;
- Coordinating the Department's Regional Public/Private Infrastructure Collaboration System (RPPICS);
- Coordinating the Department's Trap Wire/iWatch system;
- *Liaising* with local government agencies and officials in exchange of terrorism alerts; and,
- Initiating and maintaining contacts with local community and business members regarding terrorism awareness.

**MAJOR CRIMES DIVISION - SPECIAL LIAISON.** Major Crimes Division maintains *responsibility* for providing protective intelligence information *to*:

- United States Secret Service, for the purpose of providing investigative and intelligence liaison about persons who pose a potential threat to the safety of the President of the United States or other persons under the protection of the Secret Service;
- United States Department of State, for the purpose of providing investigative and intelligence liaison about persons who pose a threat to the safety of visiting dignitaries;
- United States Department of Homeland Security;
- Foreign consulates;
- Federal Bureau of Investigation (FBI); and,
- Central Intelligence Agency (CIA).

**MAJOR CRIMES DIVISION, ANTI-TERRORISM INTELLIGENCE SECTION.**

Anti-Terrorism Intelligence Section is responsible for:

- Investigating individuals and groups who may plan, threaten, finance, aid/abet, attempt or perform unlawful acts, the results of which are intended to further their societal objectives, to influence societal action, or to harass *persons* on the basis of their race *or ethnicity, gender, gender identity or expression, disability*, religion, national origin or sexual orientation;
- Assisting Criminal Investigative Section (CIS), Major Crimes Division (MCD), personnel in investigating individuals and groups who may be involved in electronic 911 abuse incidents to further their personal or political action, harass on the basis of race *or ethnicity, gender, gender identity or expression, disability*, religion, national origin or sexual orientation; and,
- Coordinating Protective Intelligence Details with the United States Secret Service.

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**JOINT REGIONAL INTELLIGENCE CENTER SECTION.** The JRIC is a multi-agency operation consisting of federal, state and local law enforcement agencies. The primary mission of the JRIC is the intake, analysis and dissemination of terrorism related information. As part of a national network of fusion centers, the JRIC serves as the fusion center for the seven county regions consisting of Los Angeles, Orange, Riverside, San Bernardino, San Louis Obispo, Ventura, and Santa Barbara counties. In addition, the JRIC is one of four Regional Terrorism Threat Assessment Centers (RTTAC) *in the state of California*.

Personnel from MCD are assigned full time to the JRIC to facilitate the processing of SAR information, conduct analysis of intelligence and criminal investigations, and to facilitate the overall sharing of terrorism intelligence information with federal, state and local law enforcement agencies. Personnel also participate in JRIC programs related to information sharing including but not limited to critical infrastructure and the Terrorism Liaison Officer Program.

**JOINT REGIONAL INTELLIGENCE CENTER SECTION – RESPONSIBILITIES.** The JRIC Section is responsible for:

- Publishing formal Threat Assessments for major events as directed by the Commanding Officer, *MCD*; and,
- Facilitate the sharing of Department SAR data with the JRIC.

**SURVEILLANCE SUPPORT SECTION.** The Surveillance Support Section is responsible for providing both physical and technical surveillance capabilities for Department-wide operations.

Physical Surveillance Section is responsible for:

- Providing support to investigations through physical surveillance; and,
- Gathering intelligence and criminal information through physical surveillance activity.

Technical Support Unit (TSU) is responsible for:

- Providing criminal and intelligence investigative support when the investigations involves, or can be aided by the use of, technical surveillance;
- Deploying electronic equipment that can locate, track and observe criminal and intelligence activities to aid in the successful resolution to the investigation; and,
- Assisting CIS, MCD, in expediting the service of a search warrant to telephone companies and internet providers.

**CRIMINAL CONSPIRACY SECTION.** Criminal Conspiracy Section (CCS) is responsible for:

- Investigating all bombings, attempted bombings and bomb threats where an actual device or facsimile device is used, and/or as it is related to terrorism;



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**Note:** Criminal Conspiracy Section will investigate all crimes related to the threat of a bomb.

- Investigating all crimes in which an explosive device, chemical, nuclear, radiological or biological materials are used or threatened to be used in the commission of a crime, including homicides by bombing;
- Investigating selected hate crimes and hate incidents involving explosives, terrorism or arson;

**Note:** The Commanding Officer, Detective Bureau, *or his or her designee*, is the Department's Hate Crime Coordinator. *Robbery Homicide Division's Hate Crime Coordinator* has the responsibility for collecting, maintaining, analyzing and disseminating information on all incidents motivated by hatred or prejudice.

Criminal Conspiracy Section will continue to provide assistance on selected hate crimes and incidents after approval involving the Commanding Officer, *CTSOB*, the appropriate bureau chief and the Commanding Officer, Detective Bureau. However, *Area/division detectives will* continue to be responsible for the investigation of routine hate crimes unrelated to terrorism.

- Investigating crimes of extortion or threats of extortion when the extortion elements involve real or implied reference to explosives, explosives/destructive devices or any type of nuclear, radiological, chemical or biological material;
- Participating in the interagency "House of Worship Taskforce"; and,
- Providing assistance to *the Area detective division* on investigations when the scope of the investigations exceeds the resources of the *Area detective division* and/or if terrorist-related.

**CRIMINAL INVESTIGATION SECTION.** Criminal Investigation Section (*CIS*) is responsible for:

- *A general threat or specific crime of hate directed at a church or place of worship, with or without the use of an explosive device;*
- Investigating individuals or groups that are involved in criminal activity that have a domestic or international terrorist nexus;
- Investigating and arresting individuals involved in electronic 911 abuse incidents;
- Investigating incidents deemed an eminent threat to public safety; and,
- Upon approval from the Commanding Officer of *CTSOB*, *CIS* may be tasked with assisting Area detectives on cases that require additional resources and/or specific expertise.

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**ORGANIZED CRIME SECTION – FUNCTIONS.** The Organized Crime Section is responsible for:

- Suppressing and preventing organized crime through gathering, recording, and investigating individuals and organizations whose backgrounds, activities, or associates identify them with, or are characteristics of organized crime;
- Maintaining liaison with other appropriate city, state, federal, and international agencies to assist in their investigations on organized crime activities;
- Providing oversight, training, and support to all Department entities regarding organized crime activities as directed by the Chief of Police.
- Collecting, recording, maintaining, and disseminating intelligence information relevant to individuals or groups involved in major organized criminal groups and enterprises;
- Coordinating Protective Intelligence Details with the Department of State; *and*,
- Liaising with foreign consulates.

**SOURCE DEVELOPMENT UNIT – FUNCTIONS.** The Source Development Unit is responsible for:

- Providing a group of subject matter experts to provide training and advice to officers handling informants and sources;
- Providing experienced officers trained in a proven methodology of source development and handling. These officers act as a resource to other units within MCD, to proactively recruit or deploy informants/sources of information on active investigations; and,
- Maintaining a pool of informants and sources of information. This pool is available to provide valuable and timely information regarding current and ongoing situations that will affect the City of Los Angeles.

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**DETECTIVE BUREAU, ROBBERY-HOMICIDE DIVISION.**

**ROBBERY-HOMICIDE DIVISION – FUNCTIONS.** Robbery-Homicide Division (RHD) is responsible for:

- Investigating the following on a Citywide basis:
  - Bank robberies, and other selected robberies, extortions, threats of extortion, homicides, sexual assaults and kidnaps;

***Exception:** The vice unit of the Area making the arrest is responsible for obtaining the complaint for violations of California Penal Code Sections 266 – Carnal Abuse of Children, through 266(i) – Rape, Abduction, Carnal Abuse of Children and Seduction.*

- Illegal Abortions;
- Non-traffic related officer-involved incidents which result in death or serious injury;
- Incidents where an employee is killed or seriously injured as a result of being the victim of, or suspect in, a crime;
- The death or injury of an employee as a result of a suicide or attempted suicide caused by a gunshot;
- The accidental death or injury of an employee caused by a gunshot;
- Arson homicides; and,
- Verifying the eligibility of claimants when a reward is offered by the City for a crime investigated by an outside agency (e.g., *Los Angeles* Fire Department Arson Unit or *Los Angeles* City employee victimized outside the City).

**ROBBERY-HOMICIDE DIVISION – SPECIAL FUNCTIONS.**

- Notifying *the* Department Operations Center (DOC) if a Blue Alert is needed;
- Once *the* DOC receives a Blue Alert approval from the *California Highway Patrol* (CHP), the assigned RHD investigator *shall* contact Media Relations Section personnel;
- The assigned RHD investigator is responsible for contacting *the* DOC to cancel the CHP's Blue Alert and Communications Division broadcasts; *and*,
- *Department Hate Crime Investigative Coordinator.*

**ROBBERY-HOMICIDE DIVISION – ORGANIZATION.** Robbery-Homicide Division is comprised of:

- Robbery Special Section;
- Homicide Special Section;
- Cold Case Special Section;
- Special Assault Section; and,
- Special Investigation Section

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**COMMANDING OFFICER, ROBBERY-HOMICIDE DIVISION.** The Commanding Officer (CO), RHD, under the direction of the CO, Detective Services Group (DSG), exercises line command over the operations of Robbery-Homicide Division (RHD).

When an employee is killed or seriously injured and RHD is the primary investigating entity, *the CO of RHD shall determine which investigative entity within RHD should be responsible for the investigation, assign primary investigative responsibility to that entity, and determine if additional expertise from outside of RHD is required.*

**Note:** The decision to use additional investigative entities will take into consideration such factors as the cause of injury or death, the employee's duty status, and the possibility of misconduct or criminal activity.

**COMMANDING OFFICER, ROBBERY-HOMICIDE DIVISION.** *The CO, RHD may assume investigative responsibility for any crime in the City of Los Angeles, with the approval of the Commanding Officer, DSG or at the direction of the Chief of Police.*

**ROBBERY-HOMICIDE DIVISION, SPECIAL LIAISON TO THE CORONER'S OFFICE.** The CO, RHD is responsible for:

- Maintaining contact and a proactive ongoing relationship with the Coroner's Office;
- Mediating issues between the Coroner's Office and Department personnel as needed;
- Having quarterly contact with the Coroner's Office to ensure that topics of mutual concern are addressed and handled; and,
- Providing liaison between the Coroner's Office and Department personnel who maintain responsibility for death investigations.

**ROBBERY-HOMICIDE DIVISION, ROBBERY SPECIAL SECTION.**

**ROBBERY SPECIAL SECTION – FUNCTIONS.** The Robbery Special Section is responsible for investigating the following on a Citywide basis:

- Illegally Smuggled Aliens;
- Extortions or threats of extortion when a prolonged investigation is required, and the extortion does not involve a juvenile as the suspect or victim and the suspect has threatened to do unlawful injury to the person or property of another;
- Selected robberies where a prolonged investigation is required or the investigative manpower required exceed geographic Area detective divisions resources;
- Kidnappings, when:
  - There is the potential for serious bodily injury or death; or,
  - The facts indicate a connection to a major Citywide problem; or,
  - A prolonged investigation is required or the investigative resources required exceed geographic Area detective division capabilities; *or,*

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- *A ransom demand is anticipated or has been made.*
- Smuggled, undocumented persons when kidnapping and extortion are involved;
- Robberies of banks, bank employees, bank messengers, credit unions, savings and loan institutions, or armored car facilities; and, the investigation of ATM robberies, and customers followed from banks; *and*,
- Extortions, by any means, including explosives, involving an adult or juvenile victim or suspect, and the extortion is directed against a bank, bank employee, bank messenger, federally-insured credit union, savings and loan institution, or armored car facility.

**Exception:** Criminal Conspiracy Section, Major Crimes Division, *shall* investigate kidnappings involving extortion, when adults or juveniles are victims or suspects, **and** when there is any real or implied reference to an explosive device or any type of nuclear material.

**ROBBERY SPECIAL SECTION - SPECIAL DUTIES.** The Robbery Special Section is responsible for the following special duties:

**Line-Ups.** Scheduling and coordinating “Line-ups” of felony prisoners at Custody Services Division, and Department Line-ups held at the Los Angeles County *Men’s* Central Jail.

**Reviewing Reports.**

- Reviewing all arrest and crime reports pertaining to robberies;
- Selecting and forwarding any pertinent crime trends or modus operandi information to geographic detective divisions.

**Special Files.** Maintaining files of the following:

- Police impersonators;
- Names, aliases, and modus operandi of robbery suspects committing robbery against jewelry salespersons; and,
- Names, aliases, and modus operandi of bank robbers.

**ROBBERY-HOMICIDE DIVISION, HATE CRIME COORDINATOR.** *The primary responsibilities of the RHD Hate Crime Coordinator are to collect, maintain, and disseminate statistics on all incidents motivated by hate or prejudice. The Hate Crime Coordinator analyzes the data for identification of patterns, trends, modus operandi, and responsible parties to assist the Department to respond appropriately. The Hate Crime Coordinator provides hate crime education, prevention, and enforcement where designated as part of the Annual Work Plan.*

*Additional Responsibilities include:*

- *Conducting Quarterly Hate Crime Coordinator’s meetings;*

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- *Forwarding copies of Hate Crime or Incident Reports to the Los Angeles County Commission on Human Relations, Los Angeles County District Attorney's Office/ Los Angeles City Attorney's Hate Crime Units, and to the United States Attorney's Office, Civil Rights Section;*
- *Providing investigative training on handling of hate crimes or incidents and the California Department of Justice (DOJ) Hate Crime Computer System;*
- *Conducting audits on the usage of the California DOJ Hate Crime Computer System; and,*
- *Maintaining liaison with community organizations and commissions.*

**ROBBERY-HOMICIDE DIVISION, HOMICIDE SPECIAL SECTION.**

**HOMICIDE SPECIAL SECTION – FUNCTIONS.** The Homicide Special Section is responsible for:

Investigating the following on a Citywide basis:

- Arson homicides;
- Illegal abortions;
- Certain major homicide cases;
- *Criminal investigations involving assault against officers resulting in great bodily injury;*
- Incidents where officers are shot at and did not return fire;
- Outside agencies shootings in the City of Los Angeles (on and off duty);
- Conspiracies to commit murder;
- Solicitation for murder;
- Officer threat assessments;
- High-profile homicides; and,
- Any cases assigned by the Chief of Police.

**HOMICIDE SPECIAL SECTION – SPECIAL DUTIES.** The Homicide Special Section is responsible for the following special duties:

- ***Very Important Persons (VIP) Duties.*** Providing personnel *investigative expertise for incidents involving a violent crime committed against a visiting VIP in the City;*
- ***Reviewing Reports.*** Reviewing all death, arrest, and crime reports pertaining to homicides. Inputting and maintaining the Homicide Information Tracking Management Automation Network (HITMAN); and,
- ***Perkins Team.*** *Robbery-Homicide Division has taken the lead in conducting all Perkins Operations for the Los Angeles Police Department. The Perkins Team consists of four detectives committed to ensuring the appropriate use of this important investigative tool while safeguarding the constitutional rights of all defendants. Thus, RHD shall be notified of all Perkins Operations.*

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**ROBBERY-HOMICIDE DIVISION, COLD CASE SPECIAL SECTION.**

**Cold Case Special Section is comprised of:**

- Cold Case Homicide Unit; *and,*
- *Homicide Library*

**COLD CASE SPECIAL SECTION FUNCTIONS.** Cold Case Special Section is responsible for investigating Cold Case Homicides.

**COLD CASE SPECIAL SECTION, HOMICIDE UNIT – SPECIAL DUTIES.** The Cold Case Homicide Unit (CCHU) will assume the investigative responsibility for all cold homicide cases where there is scientific evidence not limited to prints, ballistics, a DNA offender hit and/or a DNA case-to-case hit. The CCHU has identified most of the unsolved cold homicide cases in the City of Los Angeles, dating back to the year 1969, and will reopen and assume investigative responsibility, based on solvability factors, which include, but are not limited to, the following:

- Cold homicide cases that originally lacked sufficient evidence for a criminal filing, but could now be proven through the application of DNA processing techniques;
- Cases with latent print evidence that were never processed or can be resubmitted to the Los Angeles Automated Fingerprint Identification System (LAFIS) and/or the Federal Bureau of Investigation's (FBI) Integrated Automated Fingerprint Information System (IAFIS), which did not exist or was not available when the crime occurred;
- Cases with ballistic evidence that were never processed and can now be submitted to CROSSFIRE/National Integrated Ballistics Information Network (NIBIN);
- Cases with modus operandi and/or signature aspects that were sufficiently unique to match with other cases captured in the FBI's Violent Crime Apprehension Program (ViCAP); and,
- Cases that were not prosecuted because identified suspects and/or witnesses could not be located or were uncooperative at the time of the initial investigation.

**Note:** If a homicide is still within the initial five-year period from the date of occurrence, RHD will have the authority to selectively assume the investigative responsibility for certain cases. If the case is assumed by RHD, a Follow-Up Investigation Report, Form 03.14.00, will be completed in accordance with Detective Operations Manual (DOM), Volume I, Section 120.00, and all protocols for the transfer of an investigation will apply.

**ROBBERY-HOMICIDE DIVISION, SPECIAL ASSAULT SECTION.**

**SPECIAL ASSAULT SECTION – FUNCTIONS.** The Special Assault Section is responsible for investigating selected sexual assault and cold sexual assault cases at the direction of the CO, RHD.

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**SPECIAL ASSAULT SECTION – SPECIAL DUTIES.** The Special Assault Section is responsible for the following duties:

- **Liaison with Hospitals.** Maintaining liaison with hospitals to facilitate and ensure proper collection of evidence in sexual assault cases. Distributing analyzed evidence envelopes, tags, and forms to hospitals;
- **Special Assault Investigations.** Coordinating rape investigations on a Citywide basis and providing rape investigation training as required;
- **Cold Sexual Assaults.** Assuming the investigative responsibility for cold sexual assault cases where there is a DNA offender hit or a case-by-case hit, and the case is more than two years old;

**Note:** If a sexual assault case is still within the initial two-year period from the date of occurrence, RHD will have the authority to selectively assume the investigative responsibility for certain cases (DOM Section 1/120.00);

- **Reviewing Reports.** Reviewing all death, arrest, and crime reports pertaining to sex crimes. Selecting and forwarding any pertinent crime trend or modus operandi information to the Investigative Analysis Unit, Detective Bureau, via the Police Bulletin Request/Cancellation, Form 15.32.00; and,
- **Special File.** Maintaining a file of Citywide forcible rape crime reports.

*The Special Assault Section is also responsible for the following investigations:*

- *Sexual assault related homicides;*
- *Sexual assault during:*
  - *Hot prowl burglary;*
  - *Business burglary;*
  - *Home invasion robbery; and,*
  - *Business robbery,*
- *Sexual assaults committed by a stranger when a firearm is seen;*
- *Sexual assaults committed by a stranger where the victim is admitted to a hospital due to injuries sustained during the assault;*
- *Sexual assaults committed by a stranger where the victim is kidnapped by being forced into a vehicle and transported to a secondary location;*
- *Sexual assaults where the identity of the victim or suspect is of a high-profile nature; and,*
- *Serial sexual assaults.*

**DEOXYRIBONUCLEIC ACID (DNA) Tracking Unit.** *The DNA Tracking Unit is responsible for:*

- *Tracking DOJ Combined DNA Index System (CODIS) Hits;*



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- *Disseminating information to investigating officers Department-wide; and,*
- *Ensuring all Sexual Assaults and Evidence Kits (SAEKs) submitted are tested in a timely manner.*

***Registration Enforcement and Compliance Team (REACT) Coordinator.*** *The REACT Coordinator oversees the Department's sex offender program including Citywide enforcement teams.*

**SPECIAL INVESTIGATION SECTION – FUNCTIONS.** The Special Investigation Section is responsible for the following:

- Assisting entities in the investigation of all kidnappings, extortion, and/or serious felonious crimes when approved; and,
- Providing tactical surveillance for serious crimes when approved.

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<b>VICTIM</b>	<p><b><u>Victim Type:</u></b></p> <p><input type="checkbox"/> Individual    Legal name: (Last, First) _____</p> <p>Other Names used (AKA): _____</p> <p><input type="checkbox"/> (Optional) Transgender/Non-Binary/Gender Non-conforming.</p> <p><input type="checkbox"/> School, business or organization    Name: _____</p> <p style="margin-left: 150px;">Type: _____ Type of Organization _____</p> <p>Address: _____</p> <p><input type="checkbox"/> Faith-based organization    Name: _____</p> <p style="margin-left: 150px;">Faith: _____</p> <p>Address: _____</p>	<p><b><u>Target of Crime (Check all that apply):</u></b></p> <p><input type="checkbox"/> Person    <input type="checkbox"/> Private property    <input type="checkbox"/> Public property</p> <p><input type="checkbox"/> Other: _____</p> <p><b><u>Nature of Crime (Check all that apply):</u></b></p> <p><input type="checkbox"/> Bodily injury    <input type="checkbox"/> Threat of violence</p> <p><input type="checkbox"/> Property damage</p> <p><input type="checkbox"/> Other crime: _____</p> <p>Property damage - estimated value: _____</p>
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<b>BIAS</b>	<p><b><u>Type of Bias:</u></b></p> <p><b>(Check all characteristics that apply):</b></p> <p><input type="checkbox"/> Disability</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> Gender identity/expression</p> <p><input type="checkbox"/> Sexual orientation</p> <p><input type="checkbox"/> Race</p> <p><input type="checkbox"/> Ethnicity</p> <p><input type="checkbox"/> Nationality</p> <p><input type="checkbox"/> Religion</p> <p><input type="checkbox"/> Significant day of offense (e.g., 9/11, holy days)</p> <p><input type="checkbox"/> Association with: _____</p> <p>Specify disability (be specific): _____</p> <p>_____</p> <p>_____</p>	<p><b><u>Actual or Perceived Bias - Victim's Statement</u></b></p> <p><input type="checkbox"/> Actual bias [Victim actually has the indicated characteristic(s)].</p> <p><input type="checkbox"/> Perceived bias [Suspect believed victim had the indicated characteristic(s)].</p> <p>If perceived, explain the circumstances in narrative portion of Report.</p> <hr/> <p><b><u>Reason for Bias:</u></b></p> <p>Do you feel you were targeted based on one of these characteristics?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    Explain in narrative portion of Report.</p> <p>Do you know what motivated the suspect to commit this crime?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    Explain in narrative portion of Report.</p> <p>Do you feel you were targeted because you associated yourself with an individual or a group?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    Explain in narrative portion of Report.</p> <p>Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    Describe in narrative portion of Report.</p> <p>Are there Indicators the suspect is affiliated with a criminal street gang?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    Describe in narrative portion of Report.</p>
	<p><b><u>Bias Indicators (Check all that apply):</u></b></p> <p><input type="checkbox"/> Hate speech    <input type="checkbox"/> Acts/gestures    <input type="checkbox"/> Property damage    <input type="checkbox"/> Symbol used</p> <p><input type="checkbox"/> Written/electronic communication    <input type="checkbox"/> Graffiti/spray paint    <input type="checkbox"/> Other: _____</p> <p>Describe with exact detail in narrative portion of Report.</p>	

<b>HISTORY</b>	<p><b><u>Relationship Between Suspect &amp; Victim:</u></b></p> <p>Suspect known to victim?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Nature of relationship: _____</p> <p>Length of relationship: _____</p> <p>If Yes, describe in narrative portion of Report.</p>	<p><input type="checkbox"/> Prior reported incidents with suspect? Total # _____</p> <p><input type="checkbox"/> Prior unreported incidents with suspect? Total # _____</p> <p>Restraining orders?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If Yes, describe in narrative portion of Report.</p> <p>Type of order: _____ Order/Case #: _____</p>
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<b>WEAPONS</b>	<p>Weapon(s) used during incident?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    Type: _____</p>
	<p>Weapon(s) booked as evidence?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
	<p>Automated Firearms System (AFS) Inquiry attached to Report?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

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DR # \_\_\_\_\_

<b>EVIDENCE</b>	Witnesses present during incident? <input type="checkbox"/> Yes <input type="checkbox"/> No				Statements taken? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Evidence collected? <input type="checkbox"/> Yes <input type="checkbox"/> No				Recordings: <input type="checkbox"/> Video <input type="checkbox"/> Audio <input type="checkbox"/> Booked			
	Photos taken? <input type="checkbox"/> Yes <input type="checkbox"/> No				Suspect identified: <input type="checkbox"/> Field ID <input type="checkbox"/> By photo			
	Total # of photos: _____ D #: _____				<input type="checkbox"/> Known to victim			
Taken by: _____ Serial #: _____								

<b>OBSERVATIONS</b>	<u><b>VICTIM</b></u>	<u><b>SUSPECT</b></u>
	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____	<input type="checkbox"/> Tattoos <input type="checkbox"/> Shaking <input type="checkbox"/> Unresponsive <input type="checkbox"/> Crying <input type="checkbox"/> Scared <input type="checkbox"/> Angry <input type="checkbox"/> Fearful <input type="checkbox"/> Calm <input type="checkbox"/> Agitated <input type="checkbox"/> Nervous <input type="checkbox"/> Threatening <input type="checkbox"/> Apologetic <input type="checkbox"/> Other observations: _____

**ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):**

Has suspect ever threatened you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has suspect ever harmed you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does suspect possess or have access to a firearm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you afraid for your safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other information that may be helpful?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Resources offered at scene:** ☐ Yes ☐ No Type: \_\_\_\_\_

<b>MEDICAL</b>	<u><b>Victim</b></u>	<u><b>Suspect</b></u>	
	<input type="checkbox"/>	<input type="checkbox"/>	Declined medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Will seek own medical treatment
	<input type="checkbox"/>	<input type="checkbox"/>	Received medical treatment
Authorization to Release Medical Information, Form 05.03.00, signed? <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Paramedics at scene?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Unit #: _____ Name(s)/ID #: _____ Hospital: _____ Jail Dispensary: _____ Physician/Doctor: _____ Patient #: _____

Reporting Officer (Name/Rank)	Date	Serial #	Division/Detail
Reporting Officer (Name/Rank)	Date	Serial #	Division/Detail
Supervisor Approving (Name/Rank)	Date	Serial #	Division/Detail

**HATE CRIME/HATE INCIDENT**  
**END-OF-MONTH REPORT**  
**CHECKLIST**  
*(For use by the Area Hate Crime Coordinator)*

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- ☐ **Intradepartmental Correspondence, Form 15.02.00, to Commanding Officer, RHD**
  - *Include the number of hate crimes and/or hate incidents.*
  - *Reconcile numbers with the CCAD numbers for hate crimes (Code 903) and hate incidents (Code 921).*
- ☐ **Hate Crimes (Code 903) CCAD Printout for the Current Month**
  - *Include even if no hate crimes were reported during the month.*
- ☐ **Hate Incidents (Code 921) CCAD Printout for the Current Month**
  - *Include even if no hate incidents were reported during the month.*
- ☐ **Ensure LAPD Hate Crime Codes match DOJ Hate Crime Codes**
- ☐ **DOJ Hate Crime System Bias Motivation (Table 1) Printout for Current Month**
- ☐ **Copies of Hate Crime Report Package**
  - *Investigative Report and/or Arrest Report*
  - *Follow-up Investigative Report(s)*
  - *Victim's Request for Confidentiality of Information form*
  - *Watch Commander's Daily Report (with or without the hate crime entry)*
- ☐ **Copies of Hate Incident Reports**
  - *Include Follow-up Investigation Report (if one was completed or DCTS notes).*
- ☐ **Email copy of Monthly Hate Crime Report to the Hate Crimes Unit: [Hatecrimesunit@lapd.online](mailto:Hatecrimesunit@lapd.online)**

FOR REFERENCE ONLY – SEE CCAD MANUAL FOR COMPLETE CODES

When MO codes of **0903 (Hate Crime)** or **0921 (Hate Incident)** is used, additional codes for Bias and corresponding Sub-Bias code is required.

1. Crime or Incident	MO CODE: 0903 – Hatred/Prejudice OR 0921 – Hate Incident					
2. Bias ↓ ↓	2057  Victim targeting based on Disability	2056  Victim targeting based on Gender	2058  Victim targeting based on Gender Non-Conforming	2055  Victim targeted based on Race/Ethnicity/Ancestry	2053  Victim targeted based on Religion	2054  Victim targeted based on Sexual Orientation
3. Sub-Bias	<b>1505</b> Bias: Mental disability  <b>1506</b> Bias: Physical disability	<b>1507</b> Bias: Anti-female  <b>1508</b> Bias: Anti-male	<b>1509</b> Bias: Anti-Gender non-conforming  <b>1510</b> Bias: Anti-Transgender	<b>1511</b> Bias: Anti-American Indian/Alaskan Native  <b>1512</b> Bias: Anti-Arab  <b>1513</b> Bias: Anti-Asian  <b>1514</b> Bias: Anti-Black or African American  <b>1515</b> Bias: Anti-Citizenship Status  <b>1516</b> Bias: Anti-Hispanic or Latino <b>1517</b> Bias: Anti-Multiple Races (Group) <b>1518</b> Bias: Anti-Native Hawaiian or Other Pacific Islander <b>1519</b> Bias: Anti-Other Race/Ethnicity/Ancestry  <b>1520</b> Bias: Anti-White	<b>1521</b> Bias: Anti-Atheism/Agnosticism  <b>1522</b> Bias: Anti-Buddhist  <b>1523</b> Bias: Anti-Catholic  <b>1524</b> Bias: Anti- Eastern Orthodox (Russian/Greek/Other)  <b>1525</b> Bias: Anti- Hindu  <b>1526</b> Bias: Anti-Islamic (Muslim) <b>1527</b> Bias: Anti-Jehovah's Witness <b>1528</b> Bias: Anti-Jewish  <b>1529</b> Bias: Anti-Mormon  <b>1530</b> Bias: Anti-Multiple Religions Group  <b>1531</b> Bias: Anti-other Christian  <b>1532</b> Bias: Anti-other Religion  <b>1533</b> Bias: Anti-Protestant  <b>1534</b> Bias: Anti-Sikh	<b>1535</b> Bias: Anti-Bisexual  <b>1536</b> Bias: Anti-Gay (Male)  <b>1537</b> Bias: Anti-Heterosexual  <b>1538</b> Bias: Anti-Lesbian  <b>1539</b> Bias: Anti-Lesbian/Gay/Bisexual or Transgender (Mixed Group)
	<p align="center"><b><u>QUESTIONS</u></b></p> <p align="center">Please contact your Divisional Hate Crime Coordinator Or Robbery Homicide Division Hate Crime Coordinator (213) 486-6840</p>					

## HATE CRIME AND/OR HATE INCIDENT INVESTIGATIVE REPORT CRITERIA CHECKLIST

**THE CHECKLIST SHALL BE ATTACHED AS A PAGE OF THE INVESTIGATIVE REPORT, FORM 03.01.00, AND *THE* ARREST REPORT, FORM 05.02.00**

REPORTING OFFICERS AND APPROVING SUPERVISORS **SHALL** ENSURE THAT ALL TASKS ON THE CHECKLIST HAVE BEEN COMPLETED **PRIOR** TO REPORT APPROVAL.

- ☐ Request a field supervisor to their location;
- ☐ Notify the watch commander for the Area of occurrence;
- ☐ Notify *the* Department Operations Center (DOC), *Communications Division* and document the notification in the related report;
- ☐ Complete the appropriate crime or arrest report(s) and check the “MOTIVATED BY HATRED/PREJUDICE” box. If the incident does not constitute a specific crime, the Investigative Report (IR), Form 03.01.00, shall be titled “Hatred Incident;”
- ☐ Complete the Hate Crime Supplemental Report, Form 03.01.05;
- ☐ Complete the Request for Confidentiality of Information, Form 03.02.00;
- ☐ Provide the victim with a Hate Crime Resource Pamphlet, Form 15.91.00, and a Marsy’s Law pamphlet;
- ☐ Notify the DOC, for inclusion of the crime or incident in the Chief of Police 24-Hour Occurrence Log;
- ☐ Notify Major Crimes division of any incident involving a church or place of worship;
- ☐ Review all reports for completeness and accuracy (e.g., hate crime vs. hate incident);
- ☐ Forward a copy of the Watch Commander’s Daily Report, *Form 15.80.00*, entry along with a copy of the Sergeant’s Daily Report, Form 15.48.00, documenting the contact with the victim to the Area Hate Crime Coordinator;
- ☐ Cause the reports to be distributed as soon as possible via the *Area* Records Unit, but no later than the end of watch;
- ☐ Forward a copy of the report to the DOC.

\_\_\_\_\_  
OFFICER’S NAME\_\_\_\_\_  
SERIAL NO.\_\_\_\_\_  
DATE\_\_\_\_\_  
APPROVING SUPERVISOR’S NAME\_\_\_\_\_  
SERIAL NO.\_\_\_\_\_  
DATE

**HATE CRIME/HATE INCIDENT  
DETECTIVE REPORT REVIEW/CRITERIA  
CHECKLIST**  
(For use by the Investigating Detective)

DR NO.	TITLE OF REPORT			
INVESTIGATING OFFICER'S (I/O) LAST NAME/SERIAL NO.		DATE		
<b>CHECKLIST</b>		YES	NO	N/A
Investigative Report Titled Correctly <small>&gt; If not, complete a Follow-up Investigation Report, Form 03.14.00 and correct the report title.            &gt; Forward a copy to the Hate Crimes Unit, RHD.</small>				
"Hate Crime/Incident" Box is Checked.				
Hate Crime Resource Pamphlet Provided to Victim(s) <small>&gt; If not, I/O shall mail pamphlet to Victim(s) and document on a Form 03.14.00.            &gt; Forward copy of Form 03.14.00 to Hate Crimes Unit, RHD (213) 486-6888.            &gt; Check the appropriate box on the Request for Confidentiality Form 03.02.00. Hate Crimes only.</small>				
<b>FOR HATE CRIMES ONLY</b>				
Watch Commander Advised of Hate Crime				
DOC Notified <small>&gt; DOC shall be advised of all hate crimes.            &gt; DOC will make notifications to Command Staff, as deemed appropriate.</small>				
Request for Confidentiality of Information Form Completed <small>&gt; If not completed, I/O shall complete one and document on a Form 03.14.00            &gt; Forward copy of Follow-up Investigation Report to Hate Crimes Unit, RHD.</small>				
Hate Crime Documented on the Watch Commander's Daily Report, Form 15.80.00 <small>&gt; Forward copy of Watch Commander's Daily Report to Hate Crimes Unit, RHD.</small>				
Contact or Attempts to Contact Victim within ten (10) Calendar Days Documented in Follow-up Investigation Report.				
Follow-up Investigation Report Completed within ten (10) Business Days <small>&gt; Forward copy of Form 03.14.00 to Hate Crimes Unit, RHD.</small>				
Hate Crime (Code 903) or Hate Incident (Code 921) and Victim Targeted and Bias codes properly coded?				
Case Submitted to District Attorney Hate Crime Unit or City Attorney Crime Suppression Unit?				
Hate Crime Report was Entered in Department of Justice (DOJ) Hate Crime Database.				

# LOS ANGELES POLICE DEPARTMENT COMMUNITY POLICE STATIONS

## Area Detectives Hate Crime Coordinators

**Central Area** (213) 833-3750  
251 E. 6th Street, Los Angeles, CA 90014

**Devonshire Area** (818) 832-0609  
10250 Etiwanda Ave., Northridge, CA 91325

**Foothill Area** (818) 834-3115  
12760 Osborne St., Pacoima, CA 91331

**Harbor Area** (310) 726-7900  
2175 John S. Gibson Blvd, San Pedro, CA 90731

**Hollenbeck Area** (323) 342-8900  
2111 E. 1st Street, Los Angeles, CA 90033

**Hollywood Area** (213) 972-2967  
1358 N. Wilcox Ave., Los Angeles, CA 90028

**Mission Area** (818) 838-9810  
11121 N. Sepulveda Blvd., Mission Hills, CA 91345

**Newton Area** (323) 846-5363  
3400 S. Central Avenue, Los Angeles, CA 90011

**Northeast Area** (323) 561-3421  
3353 San Fernando Road, Los Angeles, CA 90065

**North Hollywood Area** (818) 754-8410  
11640 Burbank Blvd., North Hollywood, CA 91601

**Olympic Area** (213) 382-6628  
1130 S. Vermont, Los Angeles, CA 90006

**Pacific Area** (310) 482-6313  
12312 Culver Blvd., Los Angeles, CA 90066

**Rampart Area** (213) 484-3450  
1401 West 6th St., Los Angeles, CA 90017

**77th Street Area** (323) 786-5420  
7600 S. Broadway, Los Angeles, CA 90003

**Southeast Area** (213) 972-7813  
145 W. 108th Street, Los Angeles, CA 90061

**Southwest Area** (213) 485-6570  
1546 W. Martin Luther King Blvd.  
Los Angeles, CA 90062

**Topanga Area** (818) 756-4820  
21501 Schoenborn St., Canoga Park, CA 91304

**Van Nuys Area** (818) 374-0040  
6420 Sylmar Ave., Van Nuys, CA 91401

**West Los Angeles Area** (310) 444-1580  
1663 Butler Ave., Los Angeles, CA 90025

**West Valley Area** (818) 374-7730  
19020 Vanowen St., Reseda, CA 91335

**Wilshire Area** (213) 922-8205  
4861 W. Venice Blvd., Los Angeles, CA 90019

## RESOURCES

Government and Community Based  
Organizations that provide assistance to  
victims of hate crimes.

**Los Angeles County  
Commission on Human Relations** (213) 738-2788

**Human Services Department  
Human Relations Commission** (213) 978-1660

**U. S. Department of Justice  
Community Relations Service** (213) 894-2941

**Anti-Defamation League** (310) 446-8000

**Asian American Advancing Justice-  
Los Angeles** (213) 977-7500

**Coalition for Humane  
Immigrant Rights of Los Angeles** (213) 353-1333

**L. A. Gay and Lesbian Center** (800) 373-2227

**Muslim Public Affairs Council  
Hate Crimes Hotline** (800) 898-3558

**National Association for the  
Advancement  
of Colored People (NAACP)** (310) 397-1171

**Simon Wiesenthal Center's Tools  
for Tolerance** (310) 553-9036

**South Asian Network** (800) 281-8111  
or (562) 403-0488

## IN CASE OF EMERGENCY DIAL 911

For non-emergencies, you may contact the  
Los Angeles Police Department at  
1-877-ASK-LAPD (1-877-275-5273) or  
TTY 1-877-275-5273 for the hearing impaired.

You may also obtain additional information  
on this subject, along with additional  
crime prevention tips, by visiting the  
Los Angeles Police Department's Web site  
at [www.lapdonline.org](http://www.lapdonline.org) and clicking on  
"Crime Prevention."

Should you have information regarding a  
criminal investigation or activity, please  
contact your local police station or "Crime  
Tips" at 1-877-LAPD247 (1-877-527-3247).

**WWW.LAPDONLINE.ORG**  
**WWW.JOINLAPD.COM**



PRODUCED BY:

**LOS ANGELES POLICE DEPARTMENT  
Robbery-Homicide Division**

100 W 1st Street, Room 584, Los Angeles, CA 90012  
(213) 486-6840

[hatecrimesunit@lapd.online](mailto:hatecrimesunit@lapd.online)

**Community Outreach Development Division  
Crime Prevention Unit**

100 West First Street, Room 250, Los Angeles, CA 90012  
(213) 486-6000


As a covered entity under Title II of the Americans with Disabilities  
Act, the City of Los Angeles does not discriminate on the basis  
of disability, and upon request, will provide reasonable  
accommodation to ensure equal access to its programs, services,  
and activities.

LOS ANGELES POLICE DEPARTMENT

# HATE CRIMES RESOURCE PAMPHLET







## THE SIX PROTECTED CLASSES UNDER THE CALIFORNIA HATE CRIME LAW ARE:

NATIONALITY  
RACE  
SEXUAL ORIENTATION  
GENDER  
DISABILITY

The City of Los Angeles has a unique and culturally diverse population. Its residents represent nearly every culture, nationality, race, and religion on earth. This diversity has significantly contributed to making Los Angeles the vibrant and dynamic City it is today. There are people and groups who commit crimes and acts against members of specific groups. These crimes and acts are called "Hate Crimes" and "Hate Incidents."

It is important to know the facts about hate crimes and hate incidents. Knowing the facts places the community in a better position to recognize hate crimes and hate incidents as a very serious community problem.

### HATE INCIDENTS

A hate incident is any noncriminal action or behavior motivated by bias, but legally protected by the First Amendment right to freedom of expression.

Examples of hate incidents include:

- Epithets.
- Distribution of hate material in public places.
- Posting of hate material that does not result in property damage.
- The display of offensive material on one's own property.

The U.S. Constitution allows hate speech as long as it does not interfere with the civil rights of others. If a hate incident starts to threaten a person or property, it may become a hate crime.

### HATE CRIMES

A hate crime is any criminal act or attempt act, directed against a person(s), public agency, or private institution based on the victim's actual or perceived:

- race, nationality, or ethnicity
- religion,
- sexual orientation,
- disability,
- gender,
- or because the victim, agency, or institution is identified or associated with a person or group of with one or more of these protected characteristics.

Examples of hate crimes include:

- Acts that result in injury,
- Threats of violence,
- Vandalism and other destructive acts,
- Harassment, including anonymous telephone calls, threatening letters, and interruptions of religious services.
- Threats made verbally, in writing, and by means of electronic communication devices
- Murder.

### HOW TO SPOT A HATE CRIME:

Here are signs of a possible hate crime:

- The criminal chose the victim or property because they belonged to a protected group, like a certain religion or gender.
- The criminal made written or verbal comments showing a prejudice.
- The crime happened on a date that is important for the victim's protected group.
- There is a lot of organized hate activity in the area.

## IF YOU HAVE KNOWLEDGE ABOUT THE PERPETRATOR OF A HATE CRIME

You are encouraged to contact the LAPD's Crime Tip Hotline. Public cooperation is often essential in solving hate crimes.

CRIME TIP HOTLINE:

877-LAPD247 or 877-527-3247  
800-222-TIPS (8477)  
<https://www.lacrimestoppers.org/>

## IF YOU ARE A VICTIM OF A HATE CRIME

- Contact the local police or sheriff right away!
- Get medical attention (if you need it).
- Write down the exact words that were said.
- Make notes about any other facts so you don't forget them.
- Save all evidence (e.g., graffiti, egg shells, writing on victim's vehicle). If safe, wait until law enforcement arrives and takes photos.
- Get the names, addresses, phone numbers, and emails of other victims and witnesses.
- Try to get a description from any eyewitnesses of the criminal or the vehicle.
- Call community organizations in your area that respond to hate crimes.

Victims of hate crimes may be eligible for assistance under California's Crime Victim Compensation Program. For information go to <http://www.vcgcb.ca.gov/> or call (800) 777-9229 or contact: Los Angeles County District Attorney's Victim Assistance Program (800) 380-3811 or Los Angeles City Attorney's Office Victim Assistance Program LGBTQ Advocacy & Outreach program (213) 978-2097.

15.91.00 (10/2020)

LOS ANGELES POLICE DEPARTMENT



DEPARTAMENTO DE POLICÍA  
DE LOS ÁNGELES ESTACIONES  
POLICIALES DE LA  
COMUNIDAD

Detectives De La Área  
Coordinadores De Crimenes De Odio

- Central Area (213) 833-3750  
251 E. 6th Street, Los Angeles, CA 90014
- Devonshire Area (818) 832-0609  
10250 Etiwanda Ave., Northridge, CA 91325
- Foothill Area (818) 834-3115  
12760 Osborne St., Pacoima, CA 91331
- Harbor Area (310) 726-7900  
2175 John S. Gibson Blvd, San Pedro, CA 90731
- Hollenbeck Area (323) 342-8900  
2111 E. 1st Street, Los Angeles, CA 90033
- Hollywood Area (213) 972-2967  
1358 N. Wilcox Ave., Los Angeles, CA 90028
- Mission Area (818) 838-9810  
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- Newton Area (323) 846-5363  
3400 S. Central Avenue, Los Angeles, CA 90011
- Northeast Area (323) 561-3421  
3353 San Fernando Road, Los Angeles, CA 90065
- North Hollywood Area (818) 754-8410  
11640 Burbank Blvd., North Hollywood, CA 91601
- Olympic Area (213) 382-9450  
1130 S. Vermont, Los Angeles, CA 90006
- Pacific Area (310) 482-6313  
12312 Culver Blvd., Los Angeles, CA 90066
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1401 West 6th St., Los Angeles, CA 90017
- 77th Street Area (213) 786-5420  
7600 S. Broadway, Los Angeles, CA 90003
- Southeast Area (213) 972-7813  
145 W. 108th Street, Los Angeles, CA 90061
- Southwest Area (213) 485-6570  
1546 W. Martin Luther King Blvd.  
Los Angeles, CA 90062

- Topanga Area (818) 756-4820  
21501 Schoenborn St., Canoga Park, CA 91304
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1663 Butler Ave., Los Angeles, CA 90025
- West Valley Area (818) 374-7730  
19020 Vanowen St., Reseda, CA 91335
- Wilshire Area (213) 922-8205  
4861 W. Venice Blvd., Los Angeles, CA 90019

RECURSOS

Organizaciones Gubernamentales y  
Comunitarias que proporcionan ayuda a  
víctimas de crímenes de odio.

- Los Angeles County (213) 738-2788  
Commission on Human Relations
- Human Services Department (213) 978-1660  
Human Relations Commission
- U. S. Department of Justice (213) 894-2941  
Community Relations Service
- Anti-Defamation League (310) 446-8000
- Asian American Advancing Justice- (213) 977-7500  
Los Angeles
- Coalition for Humane (213) 353-1333  
Immigrant Rights of Los Angeles
- L. A. Gay and Lesbian Center (800) 373-2227
- Muslim Public Affairs Council (800) 898-3558  
Hate Crimes Hotline
- National Association for the (310) 397-1171  
Advancement  
of Colored People (NAACP)
- Simon Wiesenthal Center's Tools (310) 553-9036  
for Tolerance
- South Asian Network (800) 281-8111  
or (562) 403-0488

EN CASO DE EMERGENCIA  
MARQUE 911

Si no hay emergencia, puede contactar el Departamento de Policía de Los Ángeles en 1-877-ASK-LAPD (1-877-275-5273) o TTY 1-877-275-5273 para personas con discapacidad auditiva.

Usted también puede obtener información adicional en este tema, junto con información sobre prevención del crimen, visitando el sitio Web del Departamento de Policía de Los Ángeles y haga clic en “Crime Prevention.”

Si tiene información con respecto a una investigación o actividad criminal, por favor contacte su estación policial local o la línea telefónica de crímenes de LAPD 1-877-LAPD247 (1-877-527-3247).

WWW.LAPDONLINE.ORG  
WWW.JOINLAPD.COM



PRODUCIDO POR:  
EL DEPARTAMENTO DE POLICÍA DE LOS ÁNGELES  
Division de Robo y Homicidio  
100 West First Street, Room 584  
Los Angeles, CA 90012  
(213) 486-6840  
hatecrimesunit@lapd.lacity.org

División de Extensión Desarrollo Comunitario  
Unidad de Prevención de Crimen  
100 West First Street, Room 250  
Los Angeles, CA 90012  
(213) 486-6000

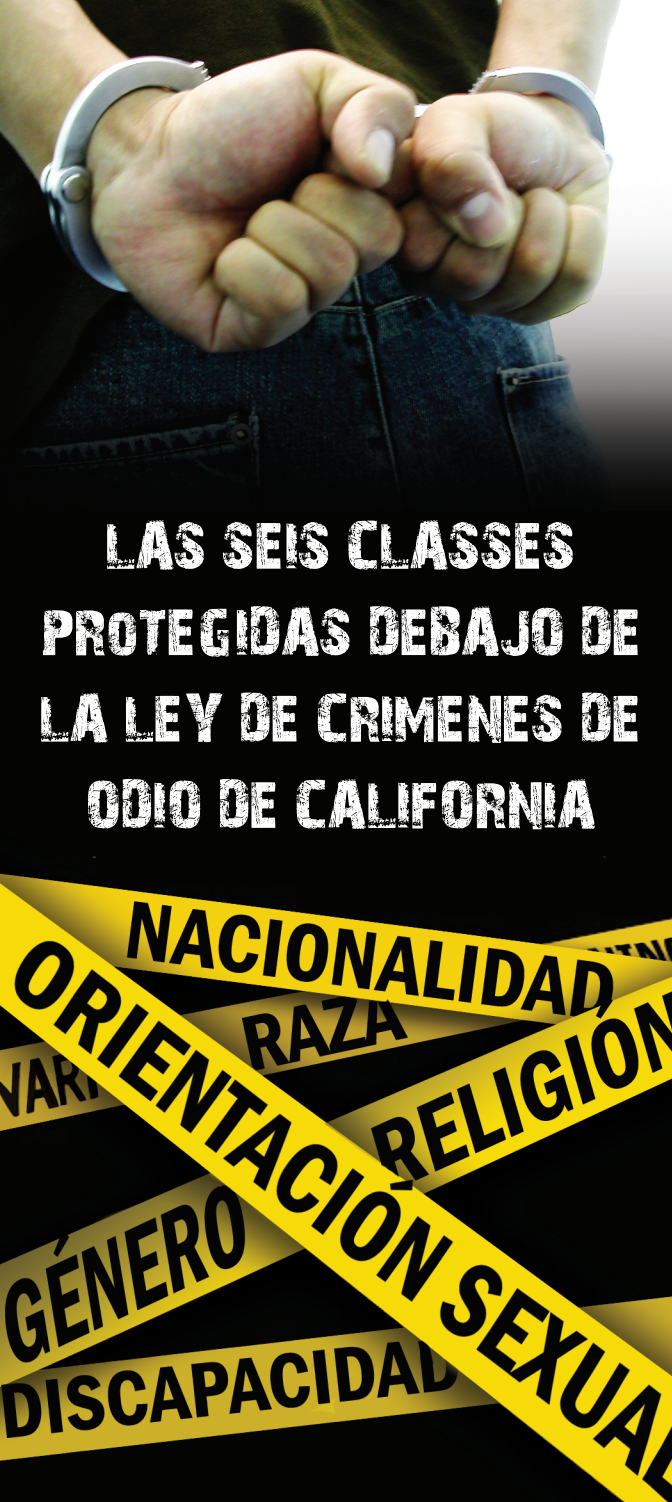
Como una entidad cubrida bajo el Título II del Acto de Estadounidenses con Discapacidades, la ciudad de Los Angeles no discrimina por incapacidad, y sobre la petición, proporcionará acomodar razonable para asegurar acceso igual a sus programas, servicios, y actividades.

CRIMENES  
DE ODIO

FOLLETO DE RECURSOS







**LAS SEIS CLASSES  
PROTEGIDAS DEBAJO DE  
LA LEY DE CRIMENES DE  
ODIO DE CALIFORNIA**

La Ciudad de Los Ángeles tiene una población única y culturalmente diversa. Sus residentes representan casi cada cultura, nacionalidad, raza y religion en la Tierra. Esta diversidad ha contribuido significativamente en hacer Los Ángeles la ciudad que es hoy, vibrante y dinámica. Hay gente y grupos que comiten crímenes y actos contra miembros de grupos específicos. Estos crímenes y actos se llaman “Crímenes de Odio” y “Incidentes de Odio.”

Es importante saber los hechos sobre crímenes y incidentes de odio. Sabiendo los hechos pone la comunidad en una mejor posición para reconocer que crímenes y incidentes de odio son problemas comunitarios serios.

**INCIDENTES DE ODIO**

Un incidente de odio es cualquier acción o comportamiento no criminal motivado por prejuicios, pero legalmente protegido por el derecho a la libertad de expresión de la Primera Enmienda.

Ejemplos de incidents de odio incluye:

- Epítetos
- Distribución de material de odio en lugares públicos.
- Anuncios de materiales de odio que no provoquen autolesiones.
- Exhibición de material ofensivo propiedad de uno mismo.

La Constitución de los Estados Unidos permite el discurso de odio siempre que no interfiera con los derechos civiles de los demás. Si un incidente de odio comienza a amenazar a una persona o propiedad, puede convertirse en un crimen de odio.

**CRIMENES DE ODIO**

Un delito de odio es cualquier acto criminal o acto de intento, dirigido contra una persona(s), agencia pública o institución privada en función de la víctima real o percibida de la víctima:

- religión,
- orientación sexual,
- discapacidad,
- género,
- o porque la víctima, agencia o institución está identificada o asociada con una persona o grupo con una o más de estas características protegidas.

Los ejemplos de crímenes de odio incluyen:

- Actos que causan lesiones.
- Amenazas de violencia.
- Vandalismo y otros actos destructivos.
- Acoso, incluidas llamadas telefónicas anónimas, cartas amenazadoras e interrupciones de servicios religiosos.
- Amenazas hechas verbalmente, por escrito y por medio de dispositivos de comunicación electrónica.
- Asesinato

**CÓMO ENCONTRAR UN  
DELITO DE ODIO**

Aquí hay signos de un posible crimen de odio:

- El delincuente eligió a la víctima o la protección porque atacaron a un grupo protegido, como una determinada religión o género.
- El criminal hizo comentarios escritos o verbales que muestran un prejuicio.
- El crimen ocurrió en una fecha que es importante para el grupo protegido de la víctima.
- Hay mucha actividad de odio organizada en el área.

**SI TIENE INFORMACIÓN  
SOBRE EL SOSPECHOSOS DE  
UN DELITO**

Le recomendamos que se comuniquen con la línea directa de información sobre delitos de

LAPD. La cooperación pública es a menudo esencial para resolver crímenes de odio.

**LÍNEA DIRECTA DE CONSEJOS  
SOBRE DELITO:**

77-LAPD247 o 877-527-3247;  
800-222-TIPS (8477)  
<https://www.lacrimestoppers.org/>

**SI ERES VÍCTIMA DE UN  
DELITO DE ODIO**

- ¡Póngase en contacto con la policía local o el sheriff de inmediato!
- Obtenga atención médica (si la necesita).
- Escriba las palabras exactas que se dijeron.
- Haga notas sobre otros hechos para que no los olvide.
- Guardar toda la evidencia (por ejemplo, graffiti, cáscaras de huevo, escribir en el vehículo de la víctima). Si es seguro, espere hasta que llegue la policía y tome fotos.
- Obtener los nombres, direcciones, números de teléfono y correos electrónicos de otras víctimas y testigos.
- Trate de obtener una descripción de cualquier testigo ocular del sospechoso o vehículo.
- Llame a las organizaciones comunitarias en su área que responden a crímenes de odio.

Las víctimas de crímenes de odio pueden ser elegibles para asistencia bajo el Programa de Compensación de Víctimas de Crímenes de California. Para obtener información, visite <http://www.vcgcb.co.gov/> o llame al (800) 777-9229 o comuníquese con: Programa de Asistencia a las Víctimas del Fiscal de Distrito del Condado de Los Ángeles al (800) 380-3811 o Asistencia a las Víctimas de la Oficina del Fiscal de la Ciudad de Los Ángeles Programa LGBTQ Advocacy and Outreach program al (213) 978-2097.

# HATE CRIME/INCIDENT GUIDELINES

## FIELD NOTEBOOK DIVIDER

These guidelines shall be followed for investigations of Hate Crimes and Hate Incidents.

### DEFINITIONS:

#### HATE CRIME

A Hate Crime is any criminal act or attempted criminal act *rooted in bias and directed against a person(s), public agency or private institution based in whole or in part on the victim's actual or perceived race, ethnicity, nationality, religion, sexual orientation, disability, gender, gender identity or gender expression* or because the agency or institution is identified or associated with a person or group of an identifiable or perceived race, nationality, religion, sexual orientation, disability, gender, gender identity or gender expression. A Hate Crime includes an act which results in injury, however slight; a verbal threat of violence which apparently can be carried out; an act which results in property damage; and property damage or other criminal act(s) directed against a public or private agency.

#### HATE INCIDENT

A Hate Incident is any non-criminal act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability, gender, gender expression or gender identity that is not punishable under the California Penal Code or federal law. Hatred incidents are differentiated from hate crimes because they do not violate criminal or civil law. Rather, such incidents are generally protected free speech under the First Amendment to the U.S. Constitution.

Hate Incidents include, but are not limited to, epithets, distribution of hate material in public places, posting of hate material that does not result in property damage, and the display of hate material on one's own property. However, if over an extended period of time a person directs numerous bigoted, biased or prejudiced statements to the same person, such a pattern of conduct could rise to the level of unlawful criminal harassment or stalking under certain state laws.

### I. ARRIVAL AT SCENE

- \* Determine location/condition of victim;
- \* Obtain medical treatment as needed;
- \* Determine if suspect is still at scene;
- \* Locate and identify witnesses;
- \* Request witnesses remain for questioning; and,
- \* Determine if a Hate Crime or Hate Incident has occurred.

### II. INVESTIGATIVE REPORT, FORM 03.01.00

- \* Investigate the crime or incident in a timely manner;
- \* Interview victims/witnesses separately;
- \* Notify the watch commander, Area of occurrence;

- \* Notify the Department Operations Center (DOC), Communications Division at (213) 484-6700 for inclusion of the crime or incident in the Chief of Police 24-hour occurrence log and document the notification in the related report;
- \* Complete the appropriate crime or arrest report(s) and check the "MOTIVATED BY HATRED/PREJUDICE" box;
- \* Complete the Request for Confidentiality of Information, Form 03.02.00 (not required for Hate Incidents);
- \* Complete the Hate Crime Supplemental Report, Form 03.01.05, and attach it to the IR and/or Arrest Report as the last two pages of the report;
- \* If the incident does not constitute a specific crime, the IR shall be titled "Hate Incident;"
- \* Collect all evidence including that which verifies motive; and,
- \* Provide support/resources for the victim (Marsy's Law pamphlet and Hate Crimes Victim Pamphlet).

### III. INTERVIEW VICTIMS/WITNESSES

- \* Interview victims/witnesses separately;
- \* Establish the elements of the crime and other details relating to who, what, when, where, why and how; and,
- \* Questions to consider:
  - ✓ Do you (victim/witness) perceive the action of the offender to be motivated by bias or bigotry (regardless of the victim's actual inclusion in that protected group), why?
  - ✓ Do you think you were targeted, why?
  - ✓ Who do you think is responsible, why?
  - ✓ Were there any offensive symbols, words or acts associated with hate groups used?
  - ✓ Are you the only member (or one of a few) of a protected characteristic who lives in the area?
  - ✓ Have there been any prior incidents?
  - ✓ Has there been any recent public activity that would make you (victim) a target?
  - ✓ Did the suspect carry any literature regarding a particular group?
  - ✓ Did the incident occur on a holiday or day of significance to the victim's or offender's group?
  - ✓ Did the suspect have tattoos or clothing that stand out in your mind?

**Note: Victims may be reluctant to be identified with a protected group. Witnesses may fear retaliation and therefore feel fearful or hesitant to get involved.**

### IV. IF SUSPECT IS TAKEN INTO CUSTODY

- \* Prevent communication between suspect and victim/witnesses;

## HATE CRIME/INCIDENT GUIDELINES FIELD NOTEBOOK DIVIDER

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- \* Record spontaneous statements made by the suspect (many times hate crime suspects will be proud of their actions and anxious to talk) *including statements made prior, during, and after the incident;*
- \* Administer Admonition of Rights; and,
- \* Questions to consider (only after Admonition of Rights):
  - ✓ Why did you pick this person?
  - ✓ How do you feel about this person/group?
  - ✓ Did you go looking for this person or group?
  - ✓ Did you select the victim at random?
  - ✓ Do you belong to a group or organization?
  - ✓ Are any others involved in the crime?
  - ✓ Do they have a mission or agenda directed toward this person or a particular group?

### VI. EVIDENCE

- \* Photograph any evidence that substantiates the motive, e.g., hate graffiti, cross burning, swastikas, suspect's attire, *tattoos*, etc;
- \* Recover weapons and book or photograph; and,
- \* Identify, retrieve or photograph other evidence, e.g., bloody clothing, destroyed property, hate material, suspect's attire if appropriate.

### VI. COMPLETING CRIME REPORT

- \* Complete a Request for Confidentiality of Information, Form 03.02.00;
- \* Title the report according to the criminal violation and add "HATE CRIME" to the title, e.g., BATTERY/HATE CRIME;
- \* Check the "MOTIVATED BY HATRED/ PREJUDICE" box in the MO section;
- \* Complete the Hate Crime Supplemental Report, Form 03.01.05, and attach it to the IR and/or Arrest Report as the last two pages of the report;
- \* Notify the *DOC* telephone (213) 484-6700 and enter the name of the person contacted in the notification box;
- \* Ensure that elements of all involved crimes are included in the report; and,
- \* Document the following in the narrative:
  - ✓ Motivation or the lack of motivation;
  - ✓ Any photographs that were taken;
  - ✓ MT obtained;
  - ✓ If the victim and suspect(s) are members *or perceived as members* of different groups;
  - ✓ Describe the manner and means of attack;
  - ✓ Describe any relevant ongoing neighborhood events; *and,*
  - ✓ *Statements or activities prior to and following incident.*

**Note:** In crime reports, Penal Code Section 422.6 or 422.7 will be identified as additional offenses. The underlying crime (i.e., battery, vandalism, assault) should be listed as the main offense.

### VII. COMPLETING INCIDENT REPORT (NON-CRIMINAL INVESTIGATIONS)

- \* Officers shall complete an IR titled "HATE INCIDENT";
- \* Include the motivation of the suspect;
- \* Check the "MOTIVATED BY HATRED/PREJUDICE" box in the MO section;
- \* Complete the Hate Crime Supplemental Report, Form 03.01.05, and attach it to the IR and/or Arrest Report as the last two pages of the report; and,
- \* List persons possibly responsible for the incident in the "INVOLVED PERSONS" section of the IR as "witnesses".

**Note:** The unwillingness of the victim of an incident motivated by hatred or prejudice to sign a report, or the absence of a victim to an incident, does not exempt officers from the requirement to complete an IR, Form 03.01.00.

### VIII. FOLLOW-UP INVESTIGATIONS

#### Watch Commander

- \* Direct a sergeant to immediately respond to the scene of a major crime or incident motivated by hatred such as major property damage involved, injury to victim, or vandalism to a house of worship;
- \* Review all reports for completeness, including the notification to the *DOC* and cause the reports to be distributed as soon as possible, but no later than the end of watch;
- \* *Ensure that the correct crime code as well as MO code 0903 for hate crime and 999 non-crime and MO code 0921 are denoted on the report and placed into the Consolidated Crime Analysis Database (CCAD);*
- \* Make an entry regarding the matter in the Watch Commander's Daily Report, Form 15.80.00; Forward a copy of the Watch Commander's Daily Report entry along with a copy of the Sergeant's log documenting the contact with the victim to the Community Police Station Hate Crime Coordinator; *and,*
- \* *Forward a copy of the report to the DOC.*

#### Area Detectives

- \* Contact the victim within 10 calendar days of the crime or incident and assure the victim of the

## HATE CRIME/INCIDENT GUIDELINES FIELD NOTEBOOK DIVIDER

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Department's interest in identifying the suspect and obtain follow-up information;

- \* Document any additional information on a Follow-up Investigation, Form 03.14.00;
- \* Present all felony hate crime investigations in which the suspect is identified to the District Attorney Hate Crime Unit and, as appropriate, to the Office of the United States Attorney, Civil Rights Liaison for filing consideration;
- \* Present all misdemeanor hate crime investigations in which the suspect is identified to the Special *Trials Unit*, Office of the City Attorney, and as appropriate, to the Office of the United States Attorney, Civil Rights Liaison;
- \* Contact appropriate Victim Impact Program Coordinator if applicable per Operations Notice No. 2, dated 5/14/2002; and,
- \* Provide the command's Hate Crime Coordinator with a copy of all reports related to the incident within 10 working days of completion. This includes all reclassified reports. *Ensure that if a case is deemed to not be a Hate Crime then the MO code (0903 Hate Crime) shall be removed from the CCAD.*

### **POLICY STATEMENTS:**

The City of Los Angeles values the great diversity of its people and recognizes that a threat against any portion of our community is truly a threat against our diverse way of life. Acts or threats of violence motivated by hatred or prejudice are serious acts, often vicious in nature, which tear at the fabric of our community. These occurrences generate fear and concern among victims as well as the entire community and have the potential of recurring, escalating and possibly causing counter-violence.

It is the policy of the Los Angeles Police Department to ensure that the rights of all people, as guaranteed by the Constitutions of the United States and the State of California, are protected. Among those constitutional guarantees is the right of all people to live without fear of attack by or threat from an individual or group due to hatred or prejudice. An act or a threat of violence motivated by hatred or prejudice threatens this constitutional guarantee and generates fear and concern among victims and the public. When any act motivated by hatred or prejudice occurs, the Department will ensure that it is dealt with on a priority basis and use every necessary legal resource to rapidly and decisively identify the suspects and bring them to justice.