

OFFICE OF OPERATIONS

NOTICE NO. 10

February 26, 1997.

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: DOCUMENTING LOS ANGELES FIRE DEPARTMENT PERSONNEL
INFORMATION IN POLICE REPORTS

EFFECTIVE: Immediately

PURPOSE

The purpose of this Notice is to remind Office of Operations (O.O.) personnel of the procedures to be followed when including Los Angeles Fire Department (LAFD) personnel information in Department reports (i.e., crime, arrest, injury, etc.).

INFORMATION

On many occasions, insufficient witness information makes it difficult for the prosecuting attorney to contact and/or subpoena potential witnesses. Failure to provide such information can lead to some cases being rejected or dismissed. Most often, LAFD personnel (i.e., paramedics, fire-fighters, etc.) are more qualified to testify in court to the extent of injuries and/or medical condition of a victim during treatment. Therefore, the need to accurately include their information in reports as potential witnesses is essential.

NOTE: Although this Notice specifically addresses LAFD personnel, officers are reminded that when completing any Department report, all witness information shall be as complete and concise as possible.

PROCEDURE

Officers' Responsibilities:

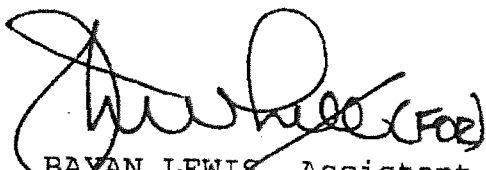
Officers investigating crimes and/or other reportable incidents, where the investigation discloses a need to include LAFD personnel information in the report as a potential witness, shall document such information as follows: first initial, last name, serial number and station number (e.g., R. Smith, Serial No. 3112, Station No. 66).

Supervisors' Responsibilities:

Supervisors reviewing and approving reports which list LAFD personnel as potential witnesses shall ensure that the aforementioned information is properly documented in the report as indicated.

NOTE: Detective commanding officers at the Area level should conduct routine audits to monitor compliance with the outlined procedures.

Questions regarding the procedures outlined in this Notice should be directed to the Evaluation and Administration Section, O.O., at extension 5-4111.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"