

OFFICE OF OPERATIONS

NOTICE

1.11

October 1, 2018

TO: All Personnel

FROM: Director, Office of Operations

SUBJECT: DUTY TO ACCEPT CRIME REPORTS FROM THE PUBLIC –
REMINDER

The Department has established the Community Online Reporting System (CORS) for completion of specific Investigative Reports online. The reports currently capable of being accepted via CORS are listed below:

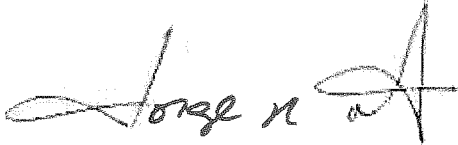
- Vandalism;
- Burglary/Theft from Motor Vehicle (BTFMV);
- Annoying/Harassing Phone Calls;
- Lost Property; and,
- Thefts.

The primary purpose of CORS is to enhance the Department's service delivery system by affording community members the convenience of completing these Investigative Reports from any location and without the need to wait for traditional police response.

During a recent review of several reports filed on CORS, several of the narratives have indicated that the community member (report filer) was in direct contact with an officer and attempted to complete a report but was instead directed to return home and complete the report online. Although CORS allows for at-home filings, it is detrimental to the Department's efforts to build community trust and maintain public approbation when community members are discouraged from seeking in-person service.

All personnel are reminded that when an individual makes direct contact with a member of the Department—in person or telephonically—and wishes to make a report, officers should make every effort to accommodate the community member at that time. While officers are not prohibited from educating community members about additional reporting options, especially for telephonic requests, officers may not mandate a community member to use online reporting.

Should you need any additional information, please contact the
Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

A handwritten signature in black ink, appearing to read "Robert N. Arcos". The signature is stylized with a large, sweeping initial "R" and a distinct "A".

**ROBERT N. ARCOS, Assistant Chief
Director, Office of Operations**

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