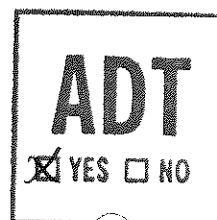


OFFICE OF OPERATIONS



OPERATIONS NOTICE NO. 3

January 28, 2008

SUBJECT: INVESTIGATIVE ACTION/STATEMENT FORM

EFFECTIVE: IMMEDIATELY

On January 23, 2006, Special Order No. 3, established a revised Investigative Action/Statement Form (IASF), Form 03.11.20, and a revised Field Notebook Divider, Form 18.30.00. A recent audit, and subsequent Department-wide survey, revealed that the Department was not in full compliance with Special Order No. 3, 2006, due to widespread misunderstandings on how and when to use the IASF. Additional roll call training in the use of the IASF shall be conducted to address these and other issues.

Roll call training shall include the following:

- * A redistribution of Special Order No. 3, 2006; and,
- * A viewing of the Training Division video, "Investigative Action/Statement Form" (File No. 13D19). This six-minute video clearly describes how to properly utilize the IASF and addresses many of the current misunderstandings.

Additionally, the training should stress the following points:

- * The IASF is a multi-purpose statement form and should be used for all statements, including officer, witness, victim, and suspect statements. The IASF is intended to be included as a page of the report, with only a brief summary of the contents and a page reference in the main body of the report.

Example: "Officer Jones recovered the gun discarded by the suspect." See page 7 of 10.

It is not necessary for the reporting officer to rewrite the entire statement or information contained in an IASF into the narrative of the report. In addition, the IASF should normally be completed in the field and presented to the primary unit prior to leaving the scene of the investigation.

- * The IASF shall be used to document an officer's significant contributions to an investigation. "Significant" actions or contributions are defined in the video as activities that are crucial to the investigation including, but are not limited to, the results of a field show-up, witness statements, spontaneous statements, recovery of evidence, foreign language translation, and officer's observations.

January 28, 2008

Exception: Officers who are the first responders at homicide scenes may document their statements on the "Officer's Crime Scene Statement Form," from the Department Homicide Manual. Officers at traffic collisions may document statements on the CHP 556 Form (Attachments 1 and 2).

- * The Miranda portion of the IASF should only be completed when documenting a suspect's statements, which are obtained when the suspect is in custody, and an interrogation is conducted. It should be crossed out for all other statements; and,
- * Supervisors approving reports shall ensure the proper use and inclusion of the IASF and provide additional training as necessary.

Bureau commanding officers are directed to audit compliance with this directive and with Special Order No. 3, 2006. Additionally, the audit should be used to identify best practices for discussion during COMPSTAT inspections.

Any questions regarding this Notice can be directed to Investigative Analysis Section at (213) 485-2676.



EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

Attachments

DISTRIBUTION "A"

**LOS ANGELES POLICE DEPARTMENT
INVESTIGATIVE ACTION / STATEMENT FORM**

Page _____ of _____

Tape No.		If recording an officer's action, complete shaded areas and statement section only.		Inc. No.		DR or Bkg. No.			
Witness No.				Date/Time of Interview		Location of Interview			
Residence Address				City		Zip Code		Phone	
Business Address				City		Zip Code		Phone	
Sex	Descent	Hair	Eyes	Height	Weight	DOB	Age	Driver Lic. No/Other ID	State
Interviewing/Reporting Officer						Serial No.		Division	

MIRANDA ADMONITION

1. You have the right to remain silent.

Do you understand? _____

2. Anything you say may be used against you in court.

Do you understand? _____

3. You have the right to the presence of an attorney before and during any questioning.

Do you understand? _____

4. If you cannot afford an attorney, one will be appointed for you, free of charge, before any questioning if you want.

Do you understand? _____

If a waiver is desired: _____

Do you want to talk about what happened? _____

Officer Completing

Serial No.

Statement: Include who, what, when, where, why, and how.

NARRATIVE/SUPPLEMENTAL

CHP 556 (Rev 7-90) OPI 042

DATE OF INCIDENT/OCCURRENCE		TIME (2400)	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER	
X ONE <input type="checkbox"/> Narrative <input type="checkbox"/> Supplemental		*X* ONE <input type="checkbox"/> Collision report <input type="checkbox"/> Other:		TYPE SUPPLEMENTAL (*X* APPLICABLE) <input type="checkbox"/> BA update <input type="checkbox"/> Hazardous materials <input type="checkbox"/> Fatal <input type="checkbox"/> School bus <input type="checkbox"/> Hit and run update <input type="checkbox"/> Other:		
CITY/COUNTY/JUDICIAL DISTRICT				REPORTING DISTRICT/BEAT	CITATION NUMBER	
LOCATION/SUBJECT				STATE HIGHWAY RELATED <input type="checkbox"/> Yes <input type="checkbox"/> No		
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PREPARER'S NAME AND I.D. NUMBER			DATE	REVIEWER'S NAME		DATE