

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 6

March 1, 2006

SUBJECT: SENDING OUT COURTESY LETTERS TO RENTAL PROPERTY OWNERS

EFFECTIVE: IMMEDIATELY



PURPOSE: It has come to the Department's attention that in an effort to reduce multiple calls for service to rental properties, Area Senior Lead Officers (SLOs) have been sending out courtesy letters to property owners requesting their assistance in reducing the number of calls for service, and abating problems that plague their properties. However, many of these letters reference codes that the Department has no authority to enforce. Some letters have referenced California Penal Code (PC) Section 372 (Maintaining a Public Nuisance) and/or Los Angeles Municipal Code (LAMC) Section 47.50 (Narcotics, Violent Crime and Gang-Related Crime Eviction Program), which are both enforced by the City Attorney's Office. In fact, (LAMC) Section 47.50 clearly states that "the City Attorney or his or her designee, shall promulgate administrative procedures necessary to implement the provisions of this section." Therefore, courtesy letters should not reference codes that cannot legally be enforced by the Department. The Citywide Nuisance Abatement Program (CNAP) of the City Attorney's Office has the responsibility to enforce this particular statute, and, in fact works in conjunction with the Department on these matters.

This Notice establishes procedures for sending out courtesy letters to rental property owners.

PROCEDURE: Area/divisions may send out courtesy letters to property owners, if a rental property has been identified as a problem location requiring officers to respond to multiple calls for service. The letters shall not reference any type of codes. If an arrest is not made, letters shall not include specific apartment numbers. However, with respect to calls for service, the letters may provide the following information:

- * The property's street address;
- * The date and time of the call(s);
- * The type of call(s);
- * The responding unit(s);
- * The disposition of the call(s); and
- * The Senior Lead Officer's name (or other contact person) and contact number.

March 1, 2006

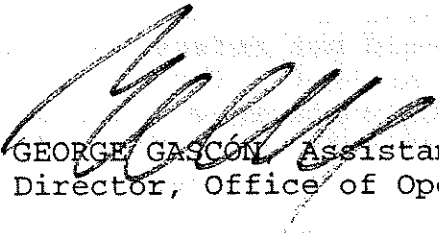
An exemplar of a properly formatted courtesy letter to a property owner is attached to this Notice.

Note: If an arrest is made, commanding officers may customize the courtesy letter and include specific information (e.g., search warrant executed, specific apartment number, name of arrestee, charge, etc.).

If it has been determined that the location is a public nuisance, the owner is unwilling to voluntarily cooperate in solving the problem, and standard law enforcement efforts have proven to be unsuccessful, the provisions of Department Manual Section 4/720.79 should be reviewed.

AUDIT RESPONSIBILITY: Geographic bureau commanding officers shall monitor compliance with this Notice in accordance with Department Manual Section 0/080.30.

Any questions regarding this Notice should be directed to the Officer in Charge, Evaluation and Administration Section, Office of Operations, at (213) 473-8826.


GEORGE GASCON, Assistant Chief
Director, Office of Operations

Attachment

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT



WILLIAM J. BRATTON
Chief of Police

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone: (213) 485-4185
TDD: (877) 275-5273
Ref #:

ANTONIO R. VILLARAIGOSA
Mayor

E X E M P L A R

September 12, 2005

Mr. John Smith
1234 Main Street
Los Angeles, California 90012

RE: The Property located at 1234 Central Avenue, Los Angeles

Dear Mr. Smith:

A check of public records indicates that you are the owner of the property located at 1234 Central Avenue, Los Angeles. As a courtesy, the Los Angeles Police Department (LAPD) is notifying you of multiple repeat calls for service to your property's location.

In an effort to reduce the repeat calls for service to your property, the LAPD is seeking your assistance and cooperation. It is our request that you contact and work with your Area's Senior Lead Officer in addressing this problem. Please contact Officer _____, 77th Street Area at (213) 485-4185, at your earliest possible convenience.

Very truly yours,

WILLIAM J. BRATTON
Chief of Police

PATRICK M. GANNON, Captain
Commanding Officer
77th Street Area