

OFFICE OF OPERATIONS

September 18, 2014

NOTICE
11.2

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: REQUIREMENT TO USE THE ARREST REPORT APPROVAL CHECKLIST AND THE UPDATED REPORT HEADING OF "PHOTOS, RECORDINGS, VIDEO, DICV AND DIGITAL IMAGING"

A recent audit revealed that the Arrest Report Approval Checklist is not consistently being attached to arrest reports. This checklist plays a critical role in ensuring that Department reporting standards are maintained at their highest level. Therefore, personnel must ensure that an Arrest Report Approval Checklist is attached to every arrest report submitted to the watch commander for review.

The audit also revealed that officers are using an out of date heading for the photograph section in arrest report narratives. The "Photographs" heading in report narratives has been updated to the more descriptive "Photos, Recordings, Video, DICV and Digital Imaging" heading. Personnel are instructed to make use of the current version and to discontinue use of the former version.

Watch commanders, in particular, have the responsibility of ensuring an Arrest Report Approval Checklist is included in all submitted arrest reports and that the updated heading of "Photos, Recordings, Video, DICV and Digital Imaging" is used in all appropriate report narratives.

Should you have any questions, please contact Commander Matt Blake, Office of Operations, at (213) 486-0110.


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

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