

CHIEF OF DETECTIVES

NOTICE

1.8

August 26, 2021

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: EVIDENCE.COM CASE NAMING AND SHARING WITH THE DISTRICT ATTORNEY AND CITY ATTORNEY – REMINDER AND RESPONSIBILITIES FURTHER DELINEATED

On April 24, 2020, Detective Bureau (DB) originally published a Notice, *Naming of Cases in Evidence.com to be Shared with District Attorney and City Attorney*, delineating naming conventions for Evidence.com cases that investigating officers (I/O) share with the District Attorney (DA) and the City Attorney (CA).

As a reminder, I/Os sharing Evidence.com cases with the DA's Office **SHALL** name those cases **ONLY** using a 9-digit Division of Records (DR) number, with **NO** additional characters, blank spaces, or qualitative description (**Example: 200112345**).

Investigating officers sharing Evidence.com cases with the CA's Office **SHALL** name those cases **ONLY** using a 12-digit incident number, with **NO** additional characters, blank spaces, or qualitative description (**Example: 200804001234**).

Note: Detective Bureau refers to 12-digit incident numbers as “legacy” since the Department implemented a new Computer Aided Dispatch (CAD) system, which produces a 14-digit incident number prefixed with the letters “PD” (**Example: PD20080400001234**). It is the responsibility of an I/O to recognize and convert newer incident numbers to legacy format when naming Evidence.com cases. The CA's Criminal Case Management System (CCMS) only recognizes legacy 12-digit incident numbers.

Investigating officers incorrectly naming Evidence.com cases shared with the DA's Office using incident numbers continues to be an ongoing issue, which may result in a delayed criminal charge evaluation or an outright case filing rejection.

Note: The DA's Office and their data systems do not use or support incident numbers, only DR numbers, nor do they have access to any Department data system to attribute an incident number to a DR number. The DA's Office cannot link or attribute any shared Evidence.com cases named with an incident number to any felony case that an I/O submits for filing consideration.

When the DA's Office refers a case to the CA's Office for filing consideration, it is the I/O's responsibility to rename the Evidence.com case to an incident number, then share the Evidence.com case with the CA's Office. Investigating officers do not need to create an additional Evidence.com case with an incident number and share it for DA referred cases.

Note: I/Os **MUST** correctly name or rename Evidence.com cases before sharing them with the DA or the CA. Changes to Evidence.com case names will **NOT** update with another Evidence.com partner once shared with them.

Furthermore, it is the responsibility of an I/O to share Evidence.com cases with the DA and the CA correctly by **ONLY** using the Evidence.com case sharing method. Investigating officers shall not use any other sharing method within Evidence.com, such as sending an email download link.

Note: Sharing cases using Evidence.com's case sharing method creates an exact duplicate copy for a particular partner that also uses Evidence.com, ensuring the evidence chain of custody.

Detective commanding officers and supervising table coordinators shall ensure I/Os correctly name and share Evidence.com cases with the DA and the CA as delineated within this Notice.

Direct any questions regarding this Notice to the Investigative Analysis Section, Detective Bureau at (213) 486-7000.



KRIS E. PITCHER, Deputy Chief
Chief of Detectives

APPROVED:



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
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