

CHIEF OF DETECTIVES

NOTICE
1.8

September 21, 2021

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: PROHIBITION ON USING BLANKET INCIDENT NUMBERS

For certain types of investigative and enforcement efforts, such as the completion of investigative reports (IR), prostitution, human trafficking, narcotics, or driving under the influence (DUI) checkpoints, using “blanket” incident numbers has been common practice. The practice involves using a single incident number for multiple IRs, or an entire investigative/enforcement operation, including all detentions and arrests made therein.

Using “blanket” incident numbers creates evidentiary issues for the Department, the District Attorney’s (DA), and City Attorney’s (CA) Offices when investigating officers (I/O) share evidence using Evidence.com. Those entities cannot easily differentiate and separate shared evidence between suspects, detainees, arrestees, and defendants when multiple IRs or investigative/enforcement operations use a single incident number. The inability to easily differentiate evidence specific to each criminal case places the DA, CA, and the Department in the position to inadvertently share evidence via the discovery process with unentitled parties involved in separate criminal cases that use the same incident number.

Effective immediately, this Notice prohibits the use of “blanket” incident numbers for multiple IRs, investigative, or enforcement operations. Department entities conducting such operations shall obtain a unique (master) incident number for any investigative/enforcement operation. Furthermore, involved personnel shall obtain a new unique incident number for each IR, detention, or arrest and document all evidence captured through body worn video (BWV) recordings or evidence uploaded into Evidence.com using the corresponding 12-digit incident number.

The following examples represent the expected use of unique incident numbers for IRs, investigative efforts, or enforcement operations:

Example No. 1. The front desk officer of a geographic Area completes multiple IRs in person or via telephone throughout the day. Each investigative report shall have a unique incident number assigned and documented on the form.

Example No. 2. Traffic Group conducts a DUI checkpoint. The checkpoint shall have a master incident number (i.e., **210810001234**) for the command post and administrative operations. Each investigative detention that expands into a standardized field sobriety test (SFST) shall have a unique incident number (i.e., **210810005432**), different from the master incident number regardless of whether the detention results in an arrest.

Example No. 3. A vice unit conducts a prostitution operation at a hotel using two rooms; one for command post purposes and the other to conduct undercover enforcement operations. The command post room shall have a master incident number (i.e., **210704006789**) assigned, and each operation conducted (from the other room) shall have a unique incident number (i.e., **210704009876**) different from the master incident number for recall purposes.

Example No. 4. A narcotics enforcement unit conducts a buy/bust operation on multiple streets. The supervisor who uses an unmarked vehicle as a mobile command post at various locations shall have a master incident number (i.e., **211031007530**) assigned. Additionally, each independent buy/bust operation shall have a unique incident number (i.e., **211031003578**), different from the master incident number.

Note: For single incidents involving multi-party arrests, the use of a single incident number is acceptable and appropriate. For example, a narcotics incident where personnel arrest both the seller and buyer can use a single incident number because the arrest of both individuals was contemporaneous.

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

APPROVED:



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Chief of Detectives



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