

## CHIEF OF DETECTIVES

**NOTICE**  
1.8

July 26,2021

**TO:** All Concerned Personnel

**FROM:** Chief of Detectives

**SUBJECT:** ACTIVATION OF AREA SUSPECTED ELDER/DEPENDENT ADULT ABUSE EMAIL ADDRESSES

The State of California 341 Department of Social Services form is used by mandated reporters in reporting suspected elder/dependent adult abuse, as required under Welfare and Institutions Code Sections 15630 and 15658(a)(1). This form will be referred by our Department as the Suspected Elder/Dependent Adult Abuse Report (SEAR). The form documents the information given by the reporting party on the suspected incident of abuse or neglect of an elder or dependent adult. Mandated reporters (i.e. law enforcement, employees of Adult Protective Services, personnel at private or public elder or dependent adult care facilities, and elder or dependent adult care custodians) shall complete a SEAR for each report of known or suspected elder or dependent adult abuse.

Effective immediately, the Department will receive SEARs from outside agencies by email only and not by fax. Transmittal by email will significantly improve the speed and reliability of their delivery, and allow direct communication between mandated reporters and concerned Area detectives. The Department has assigned each Area a generic email account that identifies the Area. For example, Central Area is assigned the account name "SEAR-01" and email address SEAR-01@lapd.online. The subject line of incoming emails will include the case file number and the victim's first and last name.

### **PROCEDURE:**

**AREA DETECTIVE COMMANDING OFFICER RESPONSIBILITIES.** Each Area Detective Division Commanding Officer shall ensure there is a designated Area Elder Abuse Coordinator and backup coordinator to assume responsibility in the event of the Area Elder Abuse Coordinator's absence from within their detective command. The primary coordinator shall be of supervisory rank while the backup coordinator may be a sworn or civilian employee of any rank.

**AREA ELDER ABUSE COORDINATOR RESPONSIBILITIES.** Each Area Elder Abuse Coordinator shall access their respective Area email account **at least once each day, Monday through Friday**, to check for SEARs and ensure that SEARs are retrieved, printed, entered into the Detective Case Tracking System (DCTS) as an X number and assigned for further investigation, as necessary.

**Note:** Adult Protective Services policy states their personnel telephone "911" whenever the reports [SEARs] indicate a life-threatening situation is occurring of the type that

requires immediate law enforcement/paramedic intervention. Their policy also states ALL cases of abuse or neglect by another that appear to involve criminal activity be cross reported to the Department.

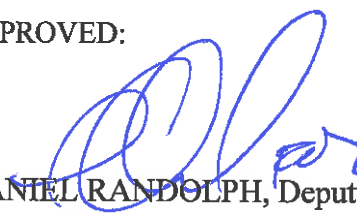
**DEPARTMENT ELDER ABUSE COORDINATOR, DETECTIVE BUREAU, RESPONSIBILITIES.** The Department Elder Abuse Coordinator shall maintain a roster of designated Area Elder Abuse Coordinators.

If you have any questions, please contact the Department Elder Abuse Coordinator, Detective Bureau, at (213) 486-7000.



KRIS E. PITCHER, Deputy Chief  
Chief of Detectives

APPROVED:



DANIEL RANDOLPH, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

DISTRIBUTION "A"