

OFFICE OF CONSTITUTIONAL POLICING AND POLICY

NOTICE

August 31, 2018

1.14

TO: All Department Personnel

FROM: Director, Office of Constitutional Policing and Policy

SUBJECT: ACCEPTANCE OF LEGAL DOCUMENTS FOR THE CHIEF OF POLICE-
REVISED

The purpose of this Notice is to update a previous Notice entitled *Acceptance of Legal Documents for the Chief of Police – Revised, dated December 17, 2009*, which indicated that Risk Management Division (RMD) was the designated agent for legal documents for the Chief of Police.

This Notice clarifies that all legal documents for the Chief of Police shall be directed to Legal Affairs Division (LAD). Legal documents consist of legal notifications, summons, subpoenas, writs, etc., delivered via courier, private messenger, and/or process servers.

The Commanding Officer of LAD is the designated agent for acceptance of legal documents on behalf of the Chief of Police. Department personnel should direct individuals to LAD for the purpose of serving the Chief of Police with legal documents related to his employment with the City of Los Angeles. All persons seeking to serve the Chief of Police with legal documents shall be directed to contact:

Legal Affairs Division
Discovery Section
200 North Spring Street,
Nineteenth Floor, Main City Hall
Los Angeles, California 90012
(213) 847-3615

For questions regarding this Notice, please contact LAD at (213) 978-4640.



ARIF ALIKHAN, Director
Office of Constitutional Policing and Policy

APPROVED:



BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

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