

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 7

September 20, 2022

SUBJECT: CONSENT TO SEARCH FORM – USE, REVIEW AND STORAGE CLARIFICATION; AND, CONSENT TO SEARCH FORM TRACKING LOG, IN HOUSE FORM 16 – ACTIVATED

PURPOSE: This Order activates the Consent to Search Form Tracking Log, In House Form 16, and augments Administrative Order No. 22, *Field Officer's Notebook, Form 15.03.00 Revised; and, Consent to Search Verbal Advisement, Form 15.05.00 – Activated*, dated November 20, 2020.

BACKGROUND: The Consent to Search Form allows for the written documentation of consent provided to sworn personnel to search a premises, person, personal property (e.g., cellular devices and computers), or vehicle of an individual. The Consent to Search Form – otherwise known as In House Form 11 (English) and In House Form 12 (Spanish), **shall only be completed when the (verbal) consent is not captured on Body Worn Video (BWV) or Digital In-Car Video (DICV) and independent probable cause for a search does not exist.** Effective immediately, every Consent to Search Form and the Consent to Search Form Tracking Log shall be processed as described herein.

PROCEDURE:

- I. CONSENT TO SEARCH FORM TRACKING LOG, IN HOUSE FORM 16 – ACTIVATED.** The Consent to Search Form Tracking Log, In House Form 16 is located within LAPD E-Forms on the Department's Local Area Network (LAN). It is attached for reference.

Form Use and Completion:

- A. Use of Form.** This form shall be used by an Area/division to chronicle the instances in which sworn personnel within its command have completed a Consent to Search Form (i.e., In House Form 11 or 12).
- B. Completion.** The completion of the Consent to Search Form Tracking Log is self-explanatory. It shall be updated by the Area/division Warrant Review Officer (WRO) weekly.
- C. Distribution.**
1 – Original, maintained by the Detective Commanding Officer.
1 – **Total**

- II. SWORN EMPLOYEE'S RESPONSIBILITIES.** Any sworn employee completing a Consent to Search Form shall ensure that the associated Automated Field Data Report (AFDR) Number is denoted on the form. The completed Consent to Search Form shall be submitted to the on-duty Area/division watch commander (WC), or Officer in Charge where appropriate, no later than the end of watch.

III. WATCH COMMANDER'S RESPONSIBILITIES. The WC shall ensure proper completion and submission of all Consent to Search Forms received during his or her watch to the Area Records Unit.

IV. AREA RECORDS UNIT'S RESPONSIBILITIES. The Area Records Unit shall be responsible for:

- Maintaining all Consent to Search Forms submitted by the Area/division's watch commanders; and,
- Making all Consent to Search Forms available for the Area/division WRO's review.

V. WARRANT REVIEW OFFICER'S RESPONSIBILITIES. The Area/division WRO shall be responsible for:

- Completing a Consent to Search Form Tracking Log denoting all Consent to Search Forms submitted during the prior week (Sunday through Saturday), every week by Monday at 0900 hours; and,
- Submitting the completed Consent to Search Form Tracking Log to the Detective Commanding Officer in a timely manner.

FORM AVAILABILITY: The Consent to Search Form Tracking Log, In House Form 16 is available within LAPD E-Forms on the Department LAN.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

CONSENT TO SEARCH FORM TRACKING LOG

No.	Area / Div.	Type of Search Performed				Person Giving Consent		Sworn Employee Information				AFDR No.	
		Premises	Person	Personal Property	Veh.	Person (Last Name, First Name)	Date	Officer-1 (Last Name, First Name)	Officer-1 (Serial No.)	Officer-2 (Last Name, First Name)	Officer-2 (Serial No.)		Date
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Completed By (Last Name, First Name):						Rank:		Serial No:		Date:			