

## OFFICE OF THE CHIEF OF POLICE

### **NOTICE**

8.1.3

May 1, 2023

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** TRAFFIC COLLISION AND ARREST STATUS REPORT, FORM 04.16.00 – REVISED; AND, ARREST DISPOSITION NOTIFICATION – REVISED

The purpose of this Notice is to revise the Traffic Collision and Arrest Status Report, Form 04.16.00, and the Arrest Disposition Notification, Form 335. Revisions to these forms have been made to improve functionality and efficiency.

The following revisions have been made to the Traffic Collision and Arrest Status Report, Form 04.16.00:

- “IMP.?” has been revised to “IMPOUND?”;
- “VICTIM’S NAME” has been revised to “PARTY NO. 2 OR VICTIM”;
- “17(b)4 PC SUPV. NAME AND SERIAL #” has been revised to “17(B)4 PC SUPERVISOR NAME AND SERIAL No.”;
- “V-1 DMV” has been revised to “V-1 INFORMATION FROM DMV”;
- “LICENSE No.” and “STATE” in one box has been revised to two separate boxes;
- The “DATE” column was removed;
- Under “DRIVER ID’D?” the “yes” and “no” boxes were removed and replaced with a drop down box on E-Forms but not on paper form;
- RD box was added;
- Check boxes were added to “CASE STATUS”; and,
- An additional blank line was added under “INVESTIGATING OFFICER(S) NAME(S) AND SERIAL No.” and “DETAIL.”

The following revisions have been made to the Arrest Disposition Notification, Form 335:

- “Temporary Form 335 (08/00)” has been revised to “Form 335 (02/2023)”;
- “Supervisor Approving Arrest Report” line was moved to below the second “Arresting Officer” line;
- “Booking No.” has been revised to “Booking No./DR No.”;
- “Filed” has been revised to “Charges Filed?”;
- A line was added to record the suspect/arrestee’s “name” and “date of birth”; and,
- “This form shall be stapled to a copy of Form 05.10.00” has been revised to “This form is to be emailed to the arresting officers upon disposition of investigation.”

The use, completion, and distribution of these forms remain the same.

**FORM AVAILABILITY:** The Traffic Collision and Arrest Status Report, Form 04.16.00, and Arrest Disposition Notification, Form 335, are attached for immediate use and duplication. In addition, these forms are available in E-Forms on the Department's Local Area Network. All other versions of these forms shall be marked "obsolete" and placed in the Area/divisional recycling bin.

Should you have any questions regarding this Notice, please contact Traffic Group, at (213) 213-486-0680.



MICHEL R. MOORE  
Chief of Police

Attachments

DISTRIBUTION "D"

Los Angeles Police Department  
**TRAFFIC COLLISION AND ARREST STATUS REPORT**

DATE & TIME OCCURRED:				CATEGORY:				DR No.:			
H & R		DUI		EVADING?	DEATH?	TYPE CPI	IMPOUND?	DATE HOLD RELEASED:	TYPE EVIDENCE BOOKED:	DATE RELEASED:	
<input type="checkbox"/> F	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> M								
PARTY No. 2 OR VICTIM:						LOCATION OF OCCURRENCE:				RD	
PARTY No. 1 OR ARRESTEE (DOB IF KNOWN):						BOOKING No.:		COURT CASE No.:			
<b>H &amp; R ONLY</b>	DRIVER ID'D?			DRIVER'S DESCRIPTION INCLUDE NAME IF KNOWN:							
	H & R VEHICLE DESCRIPTION:							LICENSE No.:		STATE:	
	REGISTERED OWNER'S NAME AND ADDRESS:										
17 (B) 4 PC SUPERVISOR NAME AND SERIAL No.:				V-1 INFORMATION FROM DMV:				RECLASSIFIED TO:			
DATE OF DEATH:		CLASSIFICATION OF DEATH:		CORONER'S CASE No.:		DECEASED'S TOXICOLOGY:		NOTIFICATIONS:			
OCCURRENCE SUMMARY:								DATE:			
<b>ACTIVITIES AND NOTES</b>											
CHARGES FILED:											
CASE STATUS:		<input type="checkbox"/> 1. CLEARED BY ARREST		<input type="checkbox"/> 2. CLEARED OTHER		<input type="checkbox"/> 3. DET. ARREST		<input type="checkbox"/> 4. INV. CONTINUED		<input type="checkbox"/> 5. UNFOUNDED	
I/C DATE:		CLOSED DATE:		SUPV. APPROVING NAME AND SERIAL No.:			INVESTIGATING OFFICER(S) NAME(S) AND SERIAL No.:			DETAIL:	

04.16.00 (3/2023)

Los Angeles Police Department  
**TRAFFIC COLLISION AND ARREST STATUS REPORT**

<b>PAGE 2 OF</b>	<b>TRAFFIC COLLISION AND ARREST STATUS REPORT CONTINUATION</b>	<b>DR No.:</b>

# Arrest Disposition Notification

## Feedback to Arresting Officers

Form 335 (03/2023)

Arresting Officer (Last, First)	Serial No.	Booking No./DR No.		
Arresting Officer (Last, First)	Serial No.	Charge		
Supervisor Approving Arrest Report (Rank - Last, First)	Serial No.	Charges Filed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Suspect/Arrestee's Name		Date of Birth		
What could have been done by the arresting officer(s) to improve the filing results?				
What was particularly well done by the arresting officer(s) in this case?				
Investigating Officer	Serial No.	Date	Detective Supervisor Approving	Serial No.

NOTE: This form is to be emailed to the arresting officers upon disposition of investigation.