

OFFICE OF OPERATIONS

NOTICE

December 7, 2022

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TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: COMMUNITY ONLINE REPORTING SERVICE – VICE AND NARCOTICS TIPS, AND 12-DIGIT INCIDENT TRACKING NUMBER – ESTABLISHED

PURPOSE. The purpose of this Notice is to notify Department personnel of the expansion of the Community Online Reporting Service (CORS). This expansion will add Vice and Narcotics Tips activity reports to augment the existing tips methods. In addition, this Notice also establishes a 12-digit Incident tracking number for all CORS reports.

BACKGROUND. In 2016, CORS was established to allow community members to file online reports. From its inception until the present, CORS has experienced a significant growth by allowing 20 types of online reports to be filed as the primary method of reporting, providing a Department-wide alternative to dispatch.

PROCEDURES. As a result of continuous alternatives to dispatch discussions, once a community member completes a Vice or Narcotics Tips activity report on CORS, an automatic system-generated email will be sent to the respective Vice or Narcotics Unit based on the location of occurrence.

Vice and Narcotics Unit responsibilities and procedures will include, but are not limited to the following:

- Daily continuous monitoring of CORS;
- Log into CORS, using a Department serial number and Local Area Network (LAN) password;
- Select a Tips activity report from the queue;
- If follow-up is needed, then do NOT reject or approve until follow-up has been conducted;
- Complete a Los Angeles Police Department (LAPD), Vice Report, Form 03.18.00 or a Narcotics Report, Form 03.19.00, respectively;
- Select the “Reject” or “Approve” icon; and,
- CORS Tips activity report will be dispositioned once the “Reject” or “Approve” icon is selected.

Continuing forward, all CORS reports have a 12-digit Incident tracking number mirroring the standard Department Incident number system. The following is the CORS Incident tracking

number format established:

- 12 digits;
- Formatted YYMMDD9xxxxx (all numeric);
- The number 9 in the middle will distinguish that it is a report generated from CORS;
- Auto-generated by CORS application; and,
- Re-generates each day at midnight, the numeric sequence will begin with the new number and current date – YYMMDD900000.

SUMMARY. The expansion of CORS will continue to improve efficiencies and allow for the Department to continue moving into the future with alternatives to dispatch solutions.

If you have any questions or require additional information, please contact the Evaluation and Administration Unit, Office of Operations, at (213) 486-6050.



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Director, Office of Operations

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