

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

January 23, 2025

SUBJECT: **TELEPHONIC REQUESTS FOR FORENSIC SCIENCE DIVISION AND/OR TECHNICAL INVESTIGATION DIVISION UNITS – REVISED; OBTAINING DR NUMBERS – REVISED; LATENT PRINT INVESTIGATION REQUEST, FORM 12.01 – REVISED; LATENT PRINT ENVELOPE, FORM 5.16.00 – REVISED; LATENT PRINT UNIT BACKING CARD, FORM 5.21.00 – REVISED**

BACKGROUND: On March 7, 2024, the Los Angeles Police Department implemented the Records Management System (RMS) to help enhance the Department's operational efficiency and data management practices. Due to the replacement of Division of Records (DR) numbers with Case Numbers, various instruction manuals and forms used by the Department will require revision.

PURPOSE: The purpose of this Order is to revise Department Manual Section 4/212.25, *Telephonic Requests for Forensic Science Division and/or Technical Investigation Division Units*; Department Manual Section 4/212.30, *Obtaining DR Numbers*; Latent Print Investigation Request, Form 12.01; Latent Print Envelope, Form 5.16.00; and, Latent Print Unit Backing Card, Form 5.21.00, to reflect current Department policies and procedures.

PROCEDURE:

- I. TELEPHONIC REQUESTS FOR FORENSIC SCIENCE DIVISION AND/OR TECHNICAL INVESTIGATION DIVISION UNITS – REVISED.** Department Manual Section 4/212.25, *Telephonic Request for Forensic Science Division and/or Technical Investigation Division Units*, has been revised. The Department Manual section is attached with the revisions in italics.
- II. OBTAINING DR NUMBERS – REVISED.** Department Manual Section 4/212.30, *Obtaining DR Numbers*, has been revised. The Department Manual section is attached with the revisions in italics.
- III. LATENT PRINT INVESTIGATION REQUEST, FORM 12.01 – REVISED.** The Los Angeles Police Department *Latent Print Investigation Request*, Form 12.01, has been revised. The revised form is attached.
- IV. LATENT PRINT ENVELOPE, FORM 5.16.00 – REVISED.** The Los Angeles Police Department *Latent Print Envelope*, Form 5.16.00, has been revised. The revised form is attached.
- V. LATENT PRINT UNIT BACKING CARD, FORM 5.21.00 – REVISED.** The Los Angeles Police Department *Latent Print Unit Backing Card*, Form 5.21.00, has been revised. The revised form is attached.

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AMENDMENT: This Order amends Sections 4/212.25 and 4/212.30 of the Department Manual.

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.

A handwritten signature in blue ink, appearing to read 'HM McDonnell', is written over a circular official stamp.

HM McDONNELL
Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME IV
Revised by Administrative Order No. 5, 2025

212.25 TELEPHONIC REQUESTS FOR FORENSIC SCIENCE DIVISION AND/OR TECHNICAL INVESTIGATION DIVISION UNITS. A telephonic request shall be made by calling the desired unit directly and supplying the following information:

- *The Case number;*
- Unit making the request;
- Type of crime or incident to be investigated;
- Type of assistance required;
- Location of where service is requested; and
- All other pertinent information.

DEPARTMENT MANUAL

VOLUME IV

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212.30 OBTAINING *CASE NUMBERS*. Prior to making a telephonic request for a unit of Forensic Science Division and/or Technical Investigation Division, a *Case Number* shall be secured for the concerned report(s).

INSTRUCTIONS: COMPLETE A SEPARATE FORM FOR EACH TYPE OF REQUEST

DATE/TIME OF REQUEST		ENTERED BY		TYPE OF CRIME <div style="border: 1px solid black; height: 15px; width: 100%; text-align: center;">▼</div>		CASE# <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
<input type="checkbox"/> POWDER <input type="checkbox"/> CHEMICAL PROCESSING		CHARGE		<div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
CRIME SCENE LOCATION, VEHICLE or EVIDENCE PROCESSING REQUEST (MUST SUBMIT CASE# FOR ALL EVIDENCE TO BE PROCESSED)							
VICTIM LAST NAME, FIRST NAME, NAME OF BUSINESS OR EVIDENCE ITEM NUMBER(S) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>						DIV. OCC'RD <div style="border: 1px solid black; height: 15px; width: 100%; text-align: center;">▼</div>	R.D. <div style="border: 1px solid black; height: 15px; width: 100%;"></div>
ADDRESS WHERE LATENT PRINT UNIT SHOULD RESPOND TO (IF VEH IMPOUND, PROVIDE TOW YARD ADDR) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>							
						APT# <div style="border: 1px solid black; height: 15px; width: 40px;"></div>	
VICTIM/BUSINESS CONTACT NUMBER <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				ALTERNATE CONTACT # <div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
VEH INFO	YEAR	MAKE/MODEL	COLOR	TYPE	VEH LICENSE NO.	LAST 4 OF VIN	IMPOUND DATE
<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>
REQUESTED BY (NAME, SERIAL NO., DIVISION, AND EXT.) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>							
<div style="border: 1px solid black; height: 15px; width: 100%;"></div>							
(LPU USE ONLY) APPOINTMENT DATE / TIME				<div style="border: 1px solid black; height: 15px; width: 100%;"></div>			
REMARKS OR SPECIAL INSTRUCTIONS						INCIDENT#:	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>							
INVESTIGATOR (NAME, SERIAL NO.) <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				DATE & TIME COMPLETED <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		NO. OF LIFTS/PHOTOS/OTHER <div style="border: 1px solid black; height: 15px; width: 100%;"></div>	

12.01 (1/25)

LATENT PRINT INVESTIGATION REQUEST

Date	Time	Crime
Victim		
Address		
Prints Lifted From		
Prints Lifted By		Serial No
<div><div>CASE NO.</div><div>SKETCH</div></div>		
<div>05/21/00 (1/2025)</div> <div></div>		