

VOLUME 5

Clerical Operations

CLERICAL OPERATIONS

010. NUMBERING SYSTEM USED IN VOLUME 5. The modified decimal system is used in Volume 5. In addition, numbering of each section in each chapter of Volume 5 is accomplished by using form title numbers in numerical sequence. To illustrate, the Personal Summary, Form 01.02.00, will be found in Volume 5, Chapter 1.

020. INDEXING OF FORM TITLES. Each form title is listed alphabetically in the Department Manual Appendix.

030. REPORT PROCEDURE.

030.05 DUTY OF EMPLOYEE.

General. An employee shall complete all reports necessary to the efficient performance of his/her job.

Felony Crimes. Appropriate reports shall be completed when there is reasonable cause to believe a felony has occurred, regardless of whether complete information pertaining to each element of the crime is initially available.

Courtesy Reports. Courtesy reports shall only be completed when the following conditions exist:

- The person reporting is a Los Angeles City resident; and,
- Exigent circumstances exist (e.g., there is an active mutual aid task force in operation; travel distance to the concerned jurisdiction is extreme); and,
- The concerned jurisdiction does not complete a telephonic report; and,
- Prior approval is obtained from a supervisor or detective.

Note: Courtesy reports shall not be taken telephonically.

030.10 OBTAINING PRIVATE PERSON'S SIGNATURE. The signature of the person reporting the crime or making the complaint is desirable on the original of all crime reports. When officer's complete reports using forms in the Officer's Field Book, the person reporting the crime or incident or making the complaint should read and sign the report. When the person is unable to sign or place a "mark" on the report, the reporting officer shall make the notation that the person is unable to sign. When a handwritten copy is attached and distributed, it shall be considered the original.

Exception: The reporting person's signature is not required on a Combined Crime and Arrest Report.

Note: The above exception does not affect the requirement to obtain the signature of an arresting private person in the body of an Arrest Report (Manual Section 4/216.33).

030.15 RECORD CLERK NOT AVAILABLE. An employee desiring to make a report when the record clerk is not available shall write the report upon the proper form, sign it, and secure the approval of a supervisor. The record clerk typing the report from the handwritten copy shall type in signatures as they appear on the handwritten copy. When the reporting employee does not sign the typed original, the record clerk shall staple the handwritten copy to the typed original and distribute the two as provided for the original copy of the form.

030.20 EMPLOYEE'S NAME WITHIN BODY OF REPORT. An employee who refers to another employee of the Department in a report shall use the name of that employee as it appears on the payroll roster, complete with rank and serial number.

030.25 DETERMINING AREA OF OCCURRENCE. The area of occurrence is the Area in which the incident occurred, except:

- In missing-person reports, the missing person's area of residence shall be considered the Area of occurrence.
- In cases of death, unconsciousness, mental incapability, in the absence of other proof, the area in which the victim is found shall be considered the Area of occurrence.
- In cases of money-switch thefts, including pigeon drop, bank-examiner theft, Jamaican switch, and Latin-charity switch, the Area of occurrence shall be determined by, in the following order:
 - The Area in which the suspect first contacts the victim. If unknown;
 - The Area in which the money is exchanged from the victim to the suspect. If unknown; and,
 - The Area in which the money is obtained or withdrawn by the victim.

When it is not known definitely in what Area the crime occurred, the Area of occurrence shall be determined by the following, in the order given:

- Area in which crime probably occurred, determined by where the victim was most exposed to the occurrence, such as parking lots, in cases of theft from auto, crowded areas in cases of articles missing from the person.
- Victim's area of residence, or a corporation's Area of business, when probability cannot be determined.
- Reporting District and Geographic Area Boundaries. For reporting purposes, reporting district and geographic Area boundaries shall be the center of the dividing streets unless otherwise indicated on reporting district maps.

030.26 GEOGRAPHIC AREA STATION REPORTING DISTRICT

DESIGNATIONS. The reporting district number of a geographic Area station shall be composed of the geographic Area numerical designation, followed by two zeros.

Exception: The reporting district designation for Central Area station is 110.

The only non-geographic Area facility bearing a reporting district designation is Police Administration Building. The reporting district designation for Police Administration Building is 100.

030.28 INVESTIGATING DIVISION ON CRIME REPORTS. Employees completing crime reports shall record the investigating division in the space provided.

If an investigating division is changed after the crime report has been distributed, the commanding officer of the investigating division from which the case is being reassigned shall ensure completion of a Follow-up Investigation, Form 03.14.00, indicating such change.

030.30 USE OF "X" BOX ON FORM. The box beside the Phone No. box on Department forms shall be marked to indicate where the individual may be contacted during the day.

030.35 PROPERTY DESCRIPTION. Clothing. Give name of article to be described. Indicate size, color, maker's label, laundry or cleaner's marks, kind of materials. Give valuation.

- Men's Suits: State whether double or single breasted; whether two or three piece (coat, vest and pants, or coat and 2 pairs of pants); whether evening, street, or sport; color and type of lining.
- Men's Coats: State whether overcoat, short jacket, raincoat; single or double breasted. Indicate type of trimming, lining; also, if belted
- Women's Dresses: State whether evening, street, or house; kind of trimming, such as fur, lace, metallic, contrasting or self trim; one or two piece.
- Women's Suits: State type of suit (dressmaker, man-tailored, or swagger); color and type of lining; number, color and kind of buttons; kind of trimming. If a three-piece suit (coat, skirt and topcoat matching set), so state.
- Women's Coats: State whether full length or short; princess type, box type, swagger; whether evening sport or dress type. Give full description of trimming and buttons. Indicate color and type of lining. Give complete and full description of fur coats, kind of fur and lining.
- Children's and Infant's Clothing: Follow general descriptions as given for men's and women's clothing.
- Furniture: State what article is. Give complete description (kind of wood or metal, color, kind of material covering, and trimming). If sets, such as bedroom, dining or living room furniture, give number of pieces in set and number of pieces stolen.

- Pianos, Radios, and Television: Pianos-document maker's label and serial number; state if upright, baby grand, spinet. Radios and Television-document maker's label, serial number, model number, number of tubes; whether console, table model, midget, portable low or highboy type; size of screen. Describe kind of wood or metal, color, and trim.
- Lamps: State kind (floor, bridge, or table); give kind of wood or metal of the standard; number of globes and whether reflector type. If it has a base light, describe kind, color, and size of shade. If table or boudoir lamps, state whether statuary, glass, china, pottery, or metal base.

Firearms. The description of a firearm shall include the serial number, maker's name, model, caliber or gauge, color of metal, barrel length, type of grips or stocks, any marks or inscriptions. The type of firearm shall be described by the following appropriate categories; automatic, bolt action, carbine, derringer, double barreled, flare gun, gas or air gun, flintlock, semiautomatic, jet propulsion, blank pistol, lever action, machine, launcher, over and under, pump action, antique, revolver, single shot, recoilless, percussion, three barrels, or four or more barrels. State whether revolver, automatic pistol, pump gun, rifle, or shotgun. If shotgun, give number of barrels. Under description of guns may be shown holsters, cartridge belts, cartridges, etc.

Tires. List size, maker's name, color, tread, serial numbers and if mounted alone or on rim with wheel and tube.

Drugs. List actual amount and/or weight in grams or pounds (state whether gross or net), kind, valuation, and any other description.

Cash Registers, Adding Machines, Typewriters, Bookkeeping Machines, Calculators, Check Protectors, and Other Office Machines. Give maker's name, size, model number, serial number, color, and any other marks or inscriptions.

Cameras and Equipment-Projectors and Cases. List maker's name, model number, serial number, lens numbers, and names. Type of camera (movie, Graphlex, box, folding), film size. On projectors, give bulb size and type of cooling system. State kind of material (wood, metal, or leather) of camera projector and case.

Electrical Equipment. List kind of material, size, color, model and serial numbers, wattage, voltage, maker's name, and any initials or other marks or inscriptions.

Jewelry. After listing name of the article to be described, include the following when it is part of the description:

- Color(s) and kind(s) of metal(s).
- Number, kind, color, and size of stones.
- Type of mounting: filigree, plain, engraved.
- Type of setting: basket, tiffany, sunken box. Inscriptions, dates, engravings, initials, serial numbers, and jeweler's marking.

- Type of set: costume, antique, or modern.
- Rings: State kind of metal, kind and number of stones; whether plain, engraved or filigree; and any jeweler's marks, inscriptions, or initials.
- Watches: State make, movement, case, and jewel numbers; size of watch; type of case (open faced or hunting); number of adjustments; whether plain or engraved or set with stones. If it has chain or wrist band attached, describe, giving type, color, material, and length.
- Necklaces: State length; whether 1, 2, 3, 4, or 5 strand; whether matched or graduated stones or beads; whether strung on thread, or chain (give kind and color); describe clasp.
- Pendants: Show size, shape; if strung on chain, ribbon, cord or thread; give color and type; describe clasp.
- Brooches and Bar Pins: State size and shape; whether plain, engraved or filigree; whether pin has safety clasp.
- Stickpins: State shape and size; kind of stones; whether safety clasp attached.
- Bracelets: State width; whether link, filigree, solid, flexible, or half-clasp type; whether plain or engraved, or stone set. State whether safety chain attached and type of clasp.
- Earrings: State styles; lengths; whether screw, clasp, or pierce type; color of stones.
- Emblems, Charms, Organizational Type Pins: Show size and shape of pin and name of organization.

Household Articles: Give the name of the article being described.

- Rugs: Give size; color or combination of colors; plain or design; whether domestic or oriental; type of weave; maker's name; cleaners' marks; whether fringed or bordered; also all other marks, such as stains, tears, mends.
- Bedding: State what article is, then give a complete description of size, color, material, cleaner or laundry marks, and any monograms.
- Dishes and Glassware: State whether complete sets; give pattern and number of pieces (both china and glass); state whether porcelain, pottery, cut glass, blown glass, plain china, or glass. Give maker's label or mark, monograms or other marks.
- Silverware: List maker's label, kind of silver (sterling, plated or pewter); owner's initials or other inscriptions; type of pattern, and number of pieces to set.
- Clocks: List kind, color, size, movement and case number; whether china, porcelain, bronze, iron, wood, plastic, glass, leather. State whether mantel, kitchen, boudoir, grandfather, travel. Give maker's label; whether 8-day type, chime type (kind of chimes, Westminster).

Building Equipment. List size, color, maker's name, number, or amount of articles lost or stolen, and any serial numbers.

Books. List name of book, publisher's name, author's name, color and kind of material of binding, approximate size of book, as well as any written inscriptions, such as owner's name, bookplates, or author's signature.

Optical Goods. List maker's name, color, material of article and case; serial and model numbers (power number or size of binoculars and telescopes), and initials or other marks of identification.

Doctor's and Dentist's Instruments. Give maker's name, size, serial numbers, model numbers, material, color and marks of identification. Show case size and color.

Musical Instruments. Give color, material, maker's name, number or other marks of identification. Describe carrying cases.

Knives (Other Than Table). Hunting, pocket, butcher. Give color, material of handles; numbers, maker's name, inscriptions. Describe carrying cases.

Pens and Pencils. Give maker's name, color, size, whether man's or woman's, numbers, initials or other marks of identification.

Smoking Equipment. Give color and size of pipes; amount of tobacco; number of cigars or cigarettes (box or package or humidor jar); maker's name.

Sewing Machines. Give maker's name, brand name, serial number of both machine and motor (if electric); whether wood or metal; table, desk, portable, treadle type, and any marks or inscriptions.

Sporting Goods. Give maker's name, numbers, color, kind of material, initials or other inscriptions.

Groceries. Give kind of article; brand label, number of kind lost or stolen, and any other general description available.

Toilet Articles and Cosmetics. Give size, color, material, maker's or brand name, initials, numbers or other marks of identification.

Tools. Give kind of tool, size, serial number, maker or brand name, initials or other identification, and number of tools lost or stolen.

Animals. State kind of animal, size, color, name, age, license number, and any other description available.

Automobile Supplies and Equipment (Other Than Tires). Give size, color, maker's name, serial numbers, number of articles, and other marks of identification.

Leather Goods. List size, color, maker's name, serial numbers, initials, or other marks of identification.

Bicycles. The make, frame number, serial number, gender, and speed of the bicycle must be included on the report. Additional descriptors may include: Color, wheel and tire size, condition, and any other special equipment or marks.

When recovering, impounding, or booking a bicycle, officers shall query the Automated Property System to determine if a bicycle is stolen and document the results of the query on the appropriate report. If a bicycle does not have a make or frame number, that fact shall be included in the report.

Coin and Stamp Collections. Indicate type, date, mint or issue, and condition of individual coins and stamps. Indicate how they are packaged or contained, if applicable. However, when a collection of one type of coin is involved, indicate the type and number of coins in the collection; e.g., "1 set Jefferson nickels, 1940 through 1971, containing coins (show number)." Itemize each coin in the collection, indicating date, mint, and condition, if known. The estimated market value shall be included with the description of the coin(s) or stamp(s). The face value of the coin(s) or stamp(s) shall be indicated in the value column. In the case of foreign coins, currency, or stamps, face value shall not be indicated in the value column but shall be indicated with the description.

Paper money of collection value shall be described in the same manner as coins, including the serial number, if known.

Note: On all articles listed, the maker's or brand name, serial and model numbers, size and color, and valuation shall be shown. Initials or other marks of identification which may have been added after purchase of articles shall be shown.

030.40 LISTING PROPERTY. General. Employees conducting a preliminary investigation where property is taken or lost shall mark the appropriate check box of the Investigative Report, Form 03.01.00, indicating whether or not the property was marked with an owner applied identification number. If the property was marked, the reporting employee shall explain how the property was marked in the narrative portion of the Investigative Report. All items, including items in suitcases or other containers, shall be listed on the appropriate report. Each item listed shall be numbered.

Initial Reports. Items of property, listed on the following reports, bearing the same DR number, shall be numbered consecutively, beginning with No. 1:

- Crime reports.
- Lost Report (IR), Form 03.01.00.
- Property Report, Form 10.01.00.
- Release from Custody Report Continuation, Form 05.02.08.
- Arrest Report, Form 05.02.00.

Note: The number used to identify an item on a crime or lost report is not required to correspond with the number assigned to the article on an evidence or property report.

Additional Reports. Items of property listed on the following additional reports, bearing the same DR number, shall continue the sequence of numbers used on the previous report:

- Field reports.
- Follow-up Report, Form 03.14.00.
- Continuation Sheet, Form 15.09.00.
- Victim's Supplemental Property Loss Report, Form 03.04.00.

Note: When using the Follow-up Report, Form 03.14.00, the correct name of the item and the item number shall be obtained from the Crime and Traffic Reports Unit, Records and Identification Division, when such information is not otherwise available. Both the name of the item and the item number shall be listed in the body of the report.

Reports Requiring Identical Item Numbers. On the following reports, the item number used to identify an article shall be identical to the number assigned to the article on the related report:

- Follow-up Report, Form 03.14.00.
- Property Court Receipt, Form 10.03.00.

Property Sequence. Property shall be listed on all reports in the following sequence:

- **Item Number.** Item numbers shall be listed in the column provided.
- **Quantity.** A quantity column shall be maintained to the right of the item number column.
- **Article.** The type of property being reported shall be listed in this column, located to the right of the quantity column.
- **Serial Number.** The serial number, if known, shall be listed next.
- **Brand.** The brand name, if any, shall be listed in this column.
- **Model Number.** The model number shall be listed to the right of the brand column.
- **Miscellaneous Description.** Miscellaneous descriptors shall be listed in this column.
- **Dollar Value.** A value column shall be maintained at the right side of the body of the report. The actual or estimated value of each item shall be shown. Depreciation shall be allowed; however, purchase prices or inflated values shall be listed after the miscellaneous descriptors and a dash placed in the value column. Values shall be totaled, excluding purchase prices, inflated values, or unknown values.

Note: When it is impossible to estimate the value, "Value Unk" shall be placed in the value column of concerned reports. If all items have an unknown value, the words "Value Unk" shall be placed where the total figure would normally appear.

Example:

1 1- wrist watch -#J6986 - "Omega" -#5557- men's yel/met with Roman numeral dial numbers and the initials "R.M.H." on the back-\$250.00

When narcotics are taken, they shall be listed first, followed by money, firearms, identifiable property, and other items.

Note: For the purposes of this section, identifiable property shall be that property marked with serial numbers and/or other inscription.

Exception: No value shall be shown on the Property Report, Form 10.01.00.

030.45 DESCRIPTION OF SUSPECTS. The following shall be used for all types of reports:

Suspects: This is used as a general classification. If a juvenile is involved, indicate by "Juv."

Number: Exact number of suspects; if over 9, use "Gang."

Sex: Male or female.

Vehicle Used: If obtainable, describe year, make, body type, color(s), license number, and identifying characteristics.

Individual Description of Suspect:

- Name or Alias - If nickname is used, specify in this item. Descent.
- Age - If exact age is unknown, state between what years, such as 19 to 24.
- Height - If unknown, give approximate.
- Weight - If unknown, give approximate.

Identifying Marks and Characteristics:

- Amputations - Specify portion amputated: arm, finger, hand, leg.
- Marks - Birthmarks, pockmarks, moles, tattoo marks; specify location and describe.
- Scars - Specify location: left cheek, right cheek, left arm, right arm.

Abnormalities:

- Ear - Cauliflower ear.

- Eye - Cast, crossed, squints, glasses-thick lens, glasses-dark.
- Cleft lip, cleft palate.
- Extreme curvature of the spine.
- Limps.
- Skin Defects - Pimples, boils, acne.
- Teeth - Bad, protruding, missing, false, gold.

Speech:

- Foreign accent, state kind.
- Southern accent.
- Impediment.
- Deaf mute.
- Uses profane language.

Miscellaneous:

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|-------------|---------------------------|
| Amateur | Chewed Tobacco |
| Calm | Drug user |
| Intoxicated | Handkerchief over Face |
| Nervous | Cynical, Callous |
| Smoked | Holds Hand over Face |
| Talkative | Mask over Face (describe) |

Clothing: Type and color (Manual Section 5/030.35).

Miscellaneous Clothing-Characteristics:

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|--------------|----------------------|
| Wore Hat | Cap or Hat over Eyes |
| Wore Glasses | Coat in Summer |
| Wore Gloves | |

Occupation: State if known.

Witness: Statement of witness relating to the crime.

030.48 ABBREVIATION OF ROADWAY TYPES. Two-letter abbreviations of roadway types shall be limited to the following:

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|-------------|--------------|------------|
| Avenue - AV | Grove - GR | Road - RD |
| Alley - AL | Highway - HY | Route - RT |

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|-----------------|---------------|--------------|
| Boulevard - BL | Lane - LN | Square - SQ |
| Circle - CI | Motorway - MY | Street - ST |
| Corner - CR | Park - PK | Terrace - TR |
| Court - CT | Parkway - PY | Trail - TL |
| Drive - DR | Place - PL | View - VW |
| Expressway - EX | Plaza - PA | Walk - WK |
| Freeway - FY | Point - PT | Way - WY |

030.50 ABBREVIATIONS. The following abbreviations will be used to indicate the working details of concerned personnel on arrest and identification reports and other reports requiring that information:

Office of the Chief of Police

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| Chief of Police - COP |
| Chief of Staff - COS |
| Administrative Section - AS |
| Employee Relations Group - ERG |
| Office of Constitutional Policing & Policy - OCPP |
| Office of Operations - OO |
| Office of Special Operations - OSO |
| Community Safety Partnership Bureau - CSPB |
| Professional Standards Bureau - PSB |
| Detective Bureau - DB |
| Office of Support Services - OSS |

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|---|--|
| Police Commission | Professional Standards Bureau - PSB |
| Commission Investigation Division - CID | Internal Affairs Division - IAD |
| Executive Director - EXEC | Force Investigation Division - FID |
| Inspector General - IG | Special Operations Division - SOD |

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|---|---|
| Office of Constitutional Policing and Policy | Office of Special Operations |
| Risk Management and Legal Affairs Division - RMLAD | Counter Terrorism and Special Operations Bureau - CTSOB |

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|--|------------------------------------|
| Risk Management and Legal Affairs Division - RMLAD | Major Crimes Division - MCD |
| Audit Division (AD) | Emergency Services Division - ESD |
| Diversity, Equity and Inclusion Officer - DEI | Air Support Division - ASD |
| Department Risk Manager - DRM | Metropolitan Division - METRO |
| | Traffic Coordination Section - TCS |

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| Temporary Divisions (when activated) |
| Department Operations Center - DOC |
| Field Command Post - FCP |

Office of Support Services - OSS

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|---|---|
| Assistant to the Director, Office of Support Services | Communications Division - CD |
| Behavioral Science Services - BSS | Drug Recognition Expert Unit - DRE |
| Critical Incident Review Division CIRD | Recruitment and Employment Division - RED |
| Employee Assistant Unit - EAU | Administrative Services Bureau - ASB |
| Officer Representation Unit - ORU | Facilities Management Division - FMD |
| Training Division - TD | Motor Transport Division - MTD |
| Police Training and Education - PTE | Records and Identification Division - R & I |
| Personnel Division - PER | Hiring and Evaluation Section - HES |
| Department Operations Center - DOC | Application Development and Support Division - ADSD |
| Evidence and Property Management Division - EPMD | Fiscal Group - FG |
| Custody Services Division - CSD | Training Bureau - TRB |
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Office of Operations - OO

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| Assistant to the Director, Office of Operations |
| Special Olympics Planning Group |
| Operations - Central Bureau - OCB |
| Operations - South Bureau - OSB |
| Operations - Valley Bureau - OVB |

Operations - West Bureau - OWB

Detective Bureau - DB

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|--|---|
| Detective Support and Vice Division - DSVD | Commercial Crimes Division - CCD |
| Robbery-Homicide Division - RHD | Juvenile Division - JUV |
| Forensic Science Division - FSD | Information Technology Bureau - ITB |
| Technical Investigation Division - TID | Application Development and Support Division (ADSD) |
| COMPSTAT Division | Information Technology Division - ITD |
| Gang and Narcotics Division - GND | Detective Services Group - (DSG) |

Areas and Traffic Divisions

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|---|-------------------------------|
| Central Area - CENT | Rampart Area - RAMP |
| Central Traffic Division - CTD | 77th Street Area - 77th |
| Devonshire Area - DEV | South Traffic Division - STD |
| Foothill Area - FTHL | Southeast Area - SOE |
| Harbor Area - HARB | Southwest Area - SOW |
| Hollenbeck Area - HOBK | Topanga Area - TOP |
| Hollywood Area - HWD | Valley Traffic Division - VTD |
| Mission Area - MISN | Van Nuys Area - VNY |
| Newton Street Area - NEWT | West Los Angeles Area - WLA |
| North Hollywood Area - NHWD | West Traffic Division - WTD |
| Northeast Area - NOE | West Valley Area - WVAL |
| Pacific Area - PAC | Wilshire Area - WIL |
| Olympic Area - OLYM | |
| Areas shall use the Area symbol followed by the letter "A." | |
| Area Detective Division shall use the Area symbol followed by the letter "B." | |
| Examples: Central Area - CENT A | |
| Central Area Detective Division - CENT B | |

Sections, Units, and Details

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|---|---|
| Collision Investigation Unit - CIU | Abuse Child Section - ACS |
| One Officer Traffic Collision Investigation Unit - TL | Child Protection Section |
| Two Officer Traffic Collision Investigation Unit - T | Internet Crimes Against Child Unit – ICAC |
| Detective Section - DS | Investigative Control Unit - ICU |
| Fraud Section - CCD - FS | Sexually Exploited Child Unit Investigative Control Unit - ICU SECU |
| Auto Fraud Unit - CCD | Misdemeanor Injury Assault Team – MIAT |
| Automated Want/Warrant Unit, Records and Identification - CWS | Juvenile Unit - J |
| Robbery Special Section - RHD - RSS | Los Angeles International Airport Unit – LAX |
| Bunco Unit - CCD - BUNC | Special Assault Section - RHD - SAS |
| Burglary Section - BAS - BADB | Metropolitan Division Unit - R |
| Central (Downtown) Forgery Section – CCD - CFS | Motor Unit - M |
| Criminal Conspiracy Section - MCD – CCS | Motor Unit, Extra Enforcement Unit - MX |
| Desk Unit - DESK | Narcotics Division Central Bureau Unit – NDCB |
| Detective Unit - W | Narcotics Division Major Violators Section Unit - Team "A" - NDMA |
| Drug Recognition Expert Unit (DRE) DRE | Narcotics Division Major Violators Section Unit - Team "B" - NDMB |
| Emergency Vehicle Operations Course-TD - EVOG | Narcotics Division Major Violators Section Unit - Team "C" - NDMC |
| Evidence Control Unit-SID - ECU | Narcotics Division Major Violators Section Unit - Team "D" - NDMD |
| Field Supervisors - FS | Narcotics Division Major Violators Section Unit - LAX - NDMX |
| Finger Print Unit - F | Multi-Disciplinary Collision Investigation Team - MCIT |
| Footbeat - FB | Staff Duty Officer - SDO |
| Fugitive Section - DSVD - FUG | Station Detail Personnel - STA |

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| Gang Impact Team - GIT | Traffic Enforcement Unit, motorcycle - M |
| Gang Enforcement Detail - GIT, GED | Traffic Enforcement Unit, automobile - E |
| Narcotics Enforcement Detail - GIT, NED | Two Officer Basic Patrol Unit - A |
| Gang Support Section - GSS | Two Officer Extra Patrol Unit - X |
| Harbor Forgery Section - HFS | Two Officer Patrol Wagon - B |
| Homicide Special Section - RHD – HSS | Two Officer Special Assignment - Z |
| Cold Case Homicide Section - RHD – CCHS | Unusual Occurrence or Special Event Unit - Q |
| | Vice Unit - VICE |
| | Warrant Section, Records and Identification Division - WRT |
| | West Los Angeles Forgery Section - WFS |
| | Gang Homicide Unit - RHD - GHU |
| | Special Investigation Section - RHD - SIS |

Others

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|---|---|
| Police Reserve Corps - PR | Los Angeles County Regional Criminal Information Clearinghouse – LA CLEAR |
| All outside law enforcement agencies - OS | Los Angeles Harbor Department Port Warden - LHPW |
| California Highway Patrol - CHP | Los Angeles Housing Authority – LAHA |
| California Youth Authority - CYA | Los Angeles Unified School District – LAUSD |
| Citizen (private person) - CZN | Other Units - O |
| LAFD Arson - ARSN | |

030.55 HOW TO SIGN REPORTS. An officer completing a report which directly relates to field activities or which might result in the issuance of subpoenas shall print his or her first and middle initials, last name, serial number, unit of assignment, and unit designation or detail in the signature box.

Example: A. B. Smith 12345 CENT. A.

030.57 HANDWRITTEN REPORTS. Only pencils or ball-point pens containing black ink shall be used to complete handwritten crime or traffic reports.

Exception: Offset master forms which are completed by hand shall be printed with a ballpoint pen containing black or blue offset reproducing ink.

030.60 APPROVAL OF REPORTS. All reports which require approval shall be checked and approved by a concerned supervisor for propriety, essential information, clarity, and legibility. When available, or in complex arrests requiring additional review, the investigative supervisor giving booking advice shall review all related reports for required content and place his/her initials and serial number at the conclusion of the narrative portion of each report.

- When offset masters are used, the report shall be approved prior to the duplication process.
- When penciled reports are used, the approval shall be obtained prior to typing.
- When pre-stuffed reports are used, or the report is dictated, approval shall be obtained prior to distribution.

Duplicated or typed copies of original reports shall be checked and approved by a supervisor prior to distribution.

- Copies of offset master reports shall be checked for legibility and quality.
- Typed copies of reports shall be checked for accuracy and neatness.
- Carbon copies of reports shall be checked for legibility.

The supervisor who checks the copies shall indicate his/her approval by placing his/her initials on one copy, in the margin below the original approval signature. This copy shall be used as the divisional file copy.

Responsibility for compliance with this procedure shall rest with the watch commander in the division where the copies are made.

030.61 EXTRA COPY DESIGNATION. Prior to approval of a Investigative Report, Form 03.01.00, an Arrest Report, Form 05.02.00, or a Property Report, Form 10.01.00, the approving supervisor shall indicate appropriate extra copy distribution in the space provided on the form. (Manual Section 5/030.66)

030.63 OUT-OF-AREA CRIME REPORTS. When a crime report is completed in other than the Area of occurrence, the concerned officer shall place the words "Copies to (Area of occurrence)" in the left margin and circle the reporting district.

030.65 COURTESY REPORTS. A DR number shall be obtained and used on all reports where the location of occurrence is outside the jurisdiction of the Los Angeles Police Department.

Distribution. The distribution of courtesy reports, except vehicle reports (CHP Form 180), shall be as follows:

- 1 - Original, Records and Identification Division.
- 1 - Concerned law enforcement agency.
- 1 - Records unit, concerned Area.
- 1 - Concerned investigating officers, Area reporting.
- 4 - TOTAL**

**030.66 DISTRIBUTION GUIDE-FOR REPORTING
EMPLOYEES/SUPERVISORS - INVESTIGATIVE, ARREST, AND PROPERTY
REPORTS.**

- EXTRA COPIES -

ABC licensed premises, any arrest on - ABC
 Alcohol, untaxed - United States Department of Treasury
 Aircraft, Operating under-the-influence of alcohol or drugs - ASD
 Airline tickets or validation equipment involved - CCD (Not required if forgery arrest)
 Air Support assists with arrest - ASD
 Altercation, Department employment a factor - Check box or print ALTERCATION
 Asian involved as suspect or victim - GND
 Attack on police officer, firefighter, or public building - MCD
 Badge or ID card, Department, Involved - Personnel Division (PD)
 Badge, Special Officer's, involved - CID
 Bank involved - Specialized Report Distribution Unit FBI
 Bullet or cartridge case, discharged, booked as evidence - FSD
 Checks, check writing equipment, credit card involved - (Not required if forgery arrest)
 Counterfeiting (IR or Property Report with no arrest) - United States Secret Service
 County property stolen - LASD
 Consular officers and property - COS, CTSOB, MCD, Public Communications Group –
 OCOP
 Crimes committed within a Community Safety Partnership Neighborhood Engagement
 Area – (CSPB)
 Crimes involving property in the care of an OPG - CID
 Cruelty to animals - DSVD
 Department property lost/stolen/recovered - Supply Section, FG
 Destructive devices (illegal), possession of bombs, incendiary devices, etc. - MCD
 Disturbing peace of public meetings or schools - MCD
 DUI, refused chemical tests - Traffic Auditor
 Failing to register (290PC) - Registration Enforcement and Compliance Team
 Coordinator for 290 PC; and, Custody Services Division for 11590 H& S
 Firearms (illegal), possession of - MCD
 Firearms, lost/stolen/booked - R&I Division, Automated Vehicle and Property Section
 Supervisor, and DSVD, Gun Unit. If Department issued, also indicate copy for
 Armory, Training Division.
 Five thousand dollars, property in excess of involved - FBI
 Gypsy involved as suspect or victim - CCD
 Hatred or prejudice crime or incident - CCS-MCD, RHD

Identifiable property lost/stolen - CCD
 Impersonating an officer involved - CCD
 Labor dispute/strike involved - Labor Relations Unit - OO
 Los Angeles County Metropolitan Transportation Authority-involved, report taken by LAPD – Transit Services Division
 Lost Report where pickpocket is probable crime - CCD
 Lottery-related crimes - Area vice unit
 Metropolitan Division, any arrest & related reports - Metro
 Narcotics, stolen or booked - Area Narcotics Enforcement Detail (NED)
 Police Commission permittee arrested or premises involved (pay parking lot, pawn shop, second hand dealer, etc.) - CID
 Prescription forms, blank, lost/stolen/recovered - (Same as Checks)
 Public Utilities Driver (include taxi) arrested for any charge (on or off-duty) - Department of Transportation
 Racial, religious, ethnic overtones - MCD
 Reserve Officer arrested - Personnel Division (with Department equipment)
 Sex crime with juvenile victim or suspect - Juvenile Division (SECU)
 Sex involved, adult or juvenile (not prostitution) - RHD
 Shots Fired - Check box or print SHOTS FIRED
 Special Officer arrested - CID (with ID)
 Threats against California State public officials - California Highway Patrol
 Workplace Violence reports (IR or Arrest report) - Threat Management Unit - DSVD and SECS
 Youth serving agency employee (school teacher, scout leader, etc.) involved in sex crime, or involved in any crime with juvenile victim - Juvenile Division

INVESTIGATIVE UNITS other than geographic detectives. These units handle both adults and juveniles, unless otherwise indicated. California Vehicle Code Section 10851 – Grand Theft Auto (GTA) arrests are handled by detectives in the Area stolen; juvenile runaways are handled by detectives in the Area of residence.

| | |
|--|--|
| Arson - Arson Unit, LAFD | Narcotic (Adult felony) - Area Narcotics Enforcement Detail |
| Bombing, or threat of - DSVD, MCD | Narcotic (Juv. felony/misd.) - Juv. Unit of occurrence |
| Bookmaking - VICE (or geographic vice if Harbor, WLA, Pacific or OVB occurrence.) | Threat against elected City official - DSVD |
| Child abuse - suspect is parent, guardian, etc. - Juvenile Division (ACU) | Traffic (Adult felony or juvenile felony/misdemeanor) - Detective Section |
| Counterfeiting - CCD | Vice felony (other than bookmaking in Metropolitan area) - Geographic vice |
| Forgery - CCD | Warrant, felony (other than LAPD warrant) - GND (Fugitive) |

Fugitive - GND

SPECIALIZED DETECTIVE DIVISION

| | |
|---|---|
| Auto Theft and Attempt GTA - CCD | Hate Crimes and Homicide - RHD |
| Bunco/Fortune Telling - CCD | Narcotics, Adult Furnishing to Minor - Juvenile Narcotic Unit |
| Hate Crimes/Place of Worship Failing to Disperse - MCD | Narcotic Arrests, Felony & Misd. Area Narcotics Enforcement Detail |
| Carrying Concealed Weapon (Ex-con) - .RHD | Pickpocket - CCD |
| Extortion - RHD | Pimping, Pandering IRs - VICE |
| Burglary (2 copies) – CCD | Receiving Stolen Property - CCD |
| Forgery (if handled by OVB, WLA, Harbor) - CCD | Riot, Rout & Robbery (Incl. 211 Purse Snatch) - RHD |
| Grand Theft (All types) - CCD | Shoplift - CCD |

OUTSIDE AGENCIES

| | |
|------------------------------|---|
| ABC | ABC |
| | |
| California State Police | California State Police Executive Protection Bureau 107 South Broadway, Rm. 7012 Los Angeles, CA 90012 |
| | |
| DCFS (Child Abuse) | DCS MacLaren Hall, 4024 No. Durfee Av. El Monte, CA 91732 Attn: Inquiry & Referral |
| | |
| Department Of Transportation | DOT, Investigation & Enforcement Chief Inspector, Stop 725 |
| | |
| FBI | FBI |

| | |
|---------------------|---|
| | |
| LASD | LASD Detective Division 211 W. Temple St. Los Angeles, CA 90012 |
| | |
| Secret Service | US Secret Service 725 S. Figueroa St., Ste 1300 Los Angeles, CA 90017 |
| | |
| Treasury Department | US Treasury Department ATF Bureau, Main Office P.O. Box 1991 Los Angeles, CA 90053 |

ALTERCATIONS

Copy to employee's commanding officer, employee's bureau commanding officer, and Commanding Officer, Training Division. If Special Officer involved, also send copy to Police Commission.

SHOTS FIRED

Copy to Detective Division, Area of Occurrence; Commanding Officer, In-Service Training Division, PLUS:

- If LAPD officer involved, commanding officers of officer and officer's Bureau; Internal Affairs Division; Office of Operations, Detective Bureau; and OCOP.
- If Special Officer involved, Police Commission.
- If Homicide involved and not distributed above, concerned bureau commanding officer and Director of Office of Operations; Detective Bureau.

EXTRA COPIES

Forward one copy as designated in left margin; except:

- If Metropolitan Division, forward two (2) full Arrest Reports plus one Face Sheet; and one (1) copy of other reports.
- If Asian Task Force, two (2) copies.

030.67 USE OF XEROX MACHINE. An employee operating a Xerox machine shall determine if the copies reproduced are legible; illegible copies shall not be submitted for distribution.

Xerox machine malfunctions which cannot be corrected by the operator shall be reported to the division watch commander, who shall notify the Xerox service center that is responsible for the geographic area in which the copiers are located.

If vendor service is inadequate or unsatisfactory, the division watch commander shall notify, or cause to be notified, during normal business hours, the Xerox Coordinator, Supply Section, Fiscal Group.

When the repairs cannot be made within a reasonable time, the reports shall be reproduced at the nearest location where a Xerox machine is available.

030.68 DEPARTMENT NOTICES AND BULLETINS-REPRODUCTION FOR DISTRIBUTION. For all notices, bulletins, and other items reproduced by the Mail Unit, Records and Identification Division, that require a distribution of over 200 copies, but not more than 1,000, two masters shall be forwarded to the Mail Unit, Records and Identification Division.

030.69 COMPUTER-GENERATED DEPARTMENT FORMS. When an official Department form is generated on a computer or word processor, the concerned commanding officer shall ensure the following:

- Form Title. The title for the form shall be typed as it is found on the form being replicated.
- Form Title Number. The form number (e.g., LAPD 15.02.00 or Form 15.07.00) shall be recorded in the same location as it is found on the official form.
- Layout and Size. To enhance recognition and format continuity, the layout and size of computer-generated forms should resemble the official form as much as possible (including headings, columns, check boxes, and page numbers).
- Color and Grade of Paper Stock. The replicated form shall not be printed on onion skin paper, and shall be printed on the same color paper as the official form.
- Quality of Printer Used. The printer on which computer-generated forms are to be printed shall be a letter quality printer or one with near letter quality print capabilities.

Note: Commanding officers shall periodically audit the computer-generated forms used within their commands to ensure consistency with form revisions.

030.70 USE OF RECORDING MACHINES. The use of recording machines for traffic crash reports shall be confined to officers assigned to accident investigation units.

030.75 TRANSCRIBING REPORTS. Record clerks shall transcribe reports at the earliest opportunity and in any case, within twelve hours after recording.

030.80 MISSING JUVENILE BROADCASTS. Before a record clerk teletypes a Missing Juvenile Broadcast, the employee shall ascertain whether a previous teletype has been published. If not, the record unit employee accepting the report shall teletype the information.

If information is received by the divisional record unit that the juvenile has returned, the record unit employee receiving such information shall transmit it to the Missing Juveniles Unit for teletype broadcast cancellations.

030.85 REQUESTS BY EMPLOYEES FOR PERSONAL USE. Under no circumstances shall any employee be given a copy of any report, photograph, or fingerprint card for his/her own personal use.

030.90 REQUESTS BY PRIVATE PERSONS. Carbon copies of Department forms, other than the Traffic Crash Report, Form 4.1, shall not be given to persons making reports to this Department.

Blank forms shall not be furnished to any outside person or agency except those specifically noted in various sections of the Department Manual.

040. DIVISION OF RECORDS NUMBERS.

040.14 GENERAL INFORMATION. The Division of Records (DR) number is the official file number of the Department, and may be referred to as a DR number. Division of Records numbers shall consist of the last two digits of the year followed by a seven digit number. The first two digits of the seven digit number shall indicate the Area of occurrence identification number followed by five numbers arranged consecutively and issued in numerical order. The Network Communications System (NECS) will automatically generate a DR number based on the Consolidated Crime Analysis Database (CCAD) data input by the records unit. When issuing DR numbers, the Area of occurrence identification number will be determined by the Reporting District (RD) of the location of occurrence.

Note: Courtesy Reports for outside law enforcement agencies shall contain the digits "99" within the Area of occurrence DR identification number and the digits "9999" within the Area of occurrence RD identification number.

Division of Records numbers are also generated by Records and Identification Division personnel assigned to the Special Records Distribution Unit and the Vehicle Warrant Section.

The Special Enforcement Section, Detective Support & Vice Division, maintains a register of Vice Report, Form 03.18.00, DR numbers, for manual issuance, allocated for vice.

040.28 EMPLOYEE RESPONSIBILITIES FOR OBTAINING DIVISION OF RECORDS NUMBERS. Each Department employee completing a report requiring the use of a DR number shall secure and record that number upon the report and any related report.

Exception: When a DR number cannot be obtained through the Consolidated Crime Analysis Database (CCAD), DR numbers may be manually issued by the Area of occurrence Records Unit. Area Records Units shall determine, on an individual basis, the necessity for manually issuing DR numbers and shall maintain a log of numbers issued. When the CCAS becomes available, DR numbers shall be inputted by the Area Records Unit and Records and Identification Division personnel.

Manually issued DR numbers shall be issued from the sequential series of Area DR numbers. The set of numbers to be issued manually shall be determined annually by Information Technology Bureau. This set of numbers shall normally be a block of numbers assigned to the Area's sequential series.

If the situation does not involve an arrest, multiple DR numbers, or the need for the services of Forensic Science Division and/or Technical Investigation Division, a supervisor may, at the supervisor's discretion, approve a completed report without an assigned DR number.

040.30 ACCESS TO THE CONSOLIDATED CRIME ANALYSIS DATABASE. Only those employees authorized by their commanding officer shall be allowed access to the Consolidated Crime Analysis Database (CCAD) for data input.

040.42 PROCEDURE FOR OBTAINING. When a Division of Records (DR) number is requested, the requesting employee, upon receiving the DR number, must write the DR number in the designated space on the concerned report and repeat the number to the issuing employee to ensure no error has been made in transcription. When a DR number is obtained for a Vehicle Investigation or a report concerning a lost, stolen or found license plate, the requesting employee must obtain the name or serial number of the issuing employee and the time of the request for inclusion in the report.

Note: At the time a DR number is obtained all required information must be entered into the Consolidated Crime Analysis Database (CCAD).

DR Number-Non-Booked Arrestees. A DR number in lieu of a booking number must be obtained for the following types of arrests:

- Immediate cash bail out; or,
- Release from Custody (RFC) when no booking number is required.

A separate DR number must be obtained for connecting crime, property or traffic reports and placed in the appropriate DR number boxes.

Officer's Responsibilities. An officer processing a non-booked arrestee must obtain a DR number for the arrestee. The number must be entered as follows:

- Arrest Report "booking number" box.
- Non-Traffic Notice to Appear (RFC), Form 05.02.02, in the "Arrest DR No." box (located next to the "Day of the Week" box at the top of the form); and,
- Other reports enter or cross reference as though the number was a booking number (this DR number must not be placed in the DR number space of any Department form).

Area Records Unit Responsibility. Whenever an RFC Report is involved, records personnel issuing any type of DR number must be responsible for entering the following information into the CCAD:

- Arresting Officer's serial number;
- In the "AICC" field, the number "60" followed by the appropriate two digit "AICC" code;
- In the "Party" field, all appropriate party information; and,
- The suspect's last name, first name, and middle initial.

DR Number-484 Penal Code RFC-Related. When processing Penal Code (PC) Section 484 RFC-related reports, Area Records Unit personnel must do the following (if applicable):

- Obtain an arrest DR number for the Non-Traffic Notice to Appear, Form 05.02.02, using the Arrest Report CCAD Option 23 and 25 (PARR) screen in the Network Communication Systems (NECS);
- Obtain an additional DR number for the investigation Report (IR), Form No. 03.01.00, using the preliminary Investigation Report CCAD Option 1 (PIR) screen in the NECS;
- Cross reference the DR numbers and process the reports using established distribution procedures, as outlined in the Department Manual; and,
- Ensure the IR and RFC are stand-alone documents numbered chronologically.

Note: The IR and the RFC must both be numbered as the first page of the arrest packet.

040.56 ISSUANCE OF DIVISION OF RECORDS NUMBERS. Division of Records (DR) numbers will be issued automatically in sequential order by Area of occurrence. When a report of any type has been assigned a DR number and other reports of related incidents are made, they shall bear the DR number of the initial report.

Exception:

- When more than one vehicle is stolen, each requires a separate DR number (Department Manual Section 5/180-16);

- A Vice Report, Form 03.18.00, or a Narcotics Report, Form 03.19.00, requires a separate Vice or Narcotics DR number. Only a related Follow-up Investigation, Form 03.14.00; bears the DR number assigned to the Vice or Narcotics Report Form Use 03.18.00-10 and 03.19.00-10;
- A Missing Person Investigation, Form 03.16.00, requires a separate DR number. Only a related Follow-Up Investigation, Form 03.14.00; Arrest Report, Form 05.02.00; or Property Report, Form 10.01.00, bears the DR number assigned to the Missing Person Investigation (Form Use 03.16.00-12);
- When more than one traffic crash occurs, each requires a separate DR number (Form Use CHP 555);
- When more than one burglary occurs, each requires a separate DR number (see Form Use 03.01.00A-10 for exceptions);
- A separate Property Report bearing a separate DR number shall be made for each license plate or set of license plates booked (Form Use 10.01.00-16);
- When a DR number is issued to a non-booked arrestee, a separate DR number shall be obtained for the connecting crime, property, or traffic reports; or,
- When completing a Forgery and/or Identity Theft report, each victim of a forgery requires a separate report and a separate DR number. Only one report with one DR number is required for multiple documents that are connected by the same account (or identifying number) to the same victim.

040.60 LOCATION FOR OBTAINING DIVISION OR RECORDS

NUMBERS. Division of Records (DR) numbers shall be obtained from the following locations:

- Stolen Recovered/Impounded or Lost Vehicle/Boat, or License Plate:
 - Vehicle Warrant Section, Records and identification Division.

Note: The Area Records Unit issues DR numbers for certain impounded passenger vehicles and non-commercial trucks only. Division of Records numbers issued by the Vehicle Warrant Section, Records and Identification Division, will be computer-generated DR numbers following the number sequence of the Area of occurrence.

If requested by an officer, the Vehicle Warrant Section, Records and Identification Division, shall issue a DR number for all stolen vehicles (including embezzled vehicles) taken during the commission of any crime, shall be recorded on the Vehicle Report, Form CHP 180. Additionally, officers shall complete an Investigative Report, Form 03.01.00, using the same DR number, for the crime committed other than the vehicle theft (Department Manual Section 4/220.45). The report will be forwarded to the Area Records Unit for entry into the Consolidated Crime Analysis Database (CCAD).

- All other incidents:
 - Area/Division Records Unit to which the officer is assigned or Area of Occurrence. Officers shall contact alternate Area Records Units within the

same geographic operations bureau to obtain a DR number if the primary Area Records Unit is unavailable; or,

- The Specialized Reports Distribution Unit (SRDU) for any specialized division assigned to the Police Headquarters Facility (PHF). Officers may contact SRDU to obtain a DR number only after having exhausted all Area Records Unit options within their specified geographic operations bureau.
- Vice Report, Form 03.18.00:
 - Special Enforcement Section, Detective Support & Vice Division.
- Narcotics Report, Form 03.19.00:
 - Investigative Support Detail, Gang and Narcotics Division.

040.65 DR NUMBERS-SUBSEQUENT REVISION. Data which has been incorrectly inputted into the ADRIS shall be corrected by clerical personnel assigned to the concerned geographic Area or division as soon as practical.

040.70 ASSIGNING DIVISION OF RECORDS NUMBERS TO REPORTS. The following report forms require an assigned Division of Records (DR) number:

- Complaint Application, Form 05.15.00.
- Death Investigation, Form 03.11.00.
- Injury Investigation, Form 03.15.00.
- Investigative Report, Form 03.01.00.
- Missing/Found Persons Investigation, Form 03.16.00.
- Narcotics Report, Form 03.19.00.
- Property Report, Form 10.01.00.
- Release from Custody Report Continuation, Form 05.02.08.
- Traffic Crash Reports, CHP 555 form set.
- Vehicle Report, CHP Form 180.
- Vice Report, Form 03.18.00.
- Domestic Violence Supplemental Report, Form 15.40.02.
- Hate Crime Supplemental Report, Form 03.01.05.
- Juvenile Arrest Supplemental Report, Form 05.02.06.

The following report forms shall bear the DR number of the report to which they relate:

- Arrest Report, Form 05.02.00.
- Continuation Sheet, Form 15.09.00.
- Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02.
- Domestic Violence Supplemental Report, Form 15.40.02.
- Firearms Supplemental Property Report, Form 10.01.01.
- Follow-Up Investigation, Form 03.14.00.

- Forgery/Identity Theft Supplemental, Form 03.07.00.
- Hate Crime Supplemental Report, Form 03.01.05.
- Juvenile Arrest Supplemental Report, Form 05.02.06.
- Officer-Involved Firearm Discharge Investigation, Form 01.67.08.
- Property Report, Form 10.01.00.
- Victim's Supplemental Financial Loss Report, Form 03.05.00.
- Victim's Supplemental Property Loss Report, Form 03.04.00.

040.84 CROSS-REFERENCING IN REPORTS. Connecting reports shall be cross-referenced by DR number and type of report.

050. RECORDS RETENTION PROGRAMS.

050.08 SUPERVISING. Commanding officers and section officers in charge shall be responsible for supervising the proper maintenance and disposal of division records by the division record unit, in accordance with Division 12 of the Los Angeles Administrative Code and the Department Records Retention Program.

Obsolete records shall be placed in cardboard cartons, under the direction of an officer, and fastened securely with twine. Each carton shall be marked or tagged, "To be Destroyed," and turned over to the supply truck which delivers division supplies.

Records Retention Representatives. Commanding officers and section officers in charge shall designate a Records Retention Representative within their command who shall:

- Inventory and appraise all records in their entity;
- Prepare and maintain Records Retention Schedules for records in their entity;
- Prepare amendments to Records Retention Schedules when necessary;
- Cause records to be transferred to storage when appropriate; and,
- Maintain liaison with the Department Records Coordinator regarding records management procedures.

050.40 POLICE BULLETINS. Police Bulletins shall be transferred at the end of each month from the monthly file to the yearly file and retained for two years.

050.48 POLICE SERVICE LOG, FORM 15.27.00. Police Service Log, Form 15.27.00, shall be stored at the end of the month and retained for two years.

050.56 TELETYPE BROADCASTS. Teletype broadcasts not otherwise filed shall be destroyed after five days.

050.72 DAILY FIELD ACTIVITIES REPORTS. The Daily Field Activities Report, Form 15.52.00, and the Traffic Daily Field Activities Report, Form 15.52.01, shall be retained for two years.

050.80 DAILY WORKSHEET, FORM 15.26.00. Daily Worksheet, Form 15.26.00, shall be retained for two years.

050.88 DIVISION FILE FOLDER HEADINGS. The main headings of subject matter to be filed shall be printed in the upper-left corner of the folder. Following are some of the headings to be used: (Additional headings may be used at the discretion of the record unit supervisor):

- Bulletins.
- Teletype Releases.
- Budget Requests.
- Monthly Reports.
- Automotive Equipment.
- Forms.
- Jail.
- Orders.
- Correspondence.
- Vacation Schedule.
- Property.
- Daily Occurrences Reports.
- Felony and High-grade Misdemeanor Records.
- Traffic.
- Watch Reports.
- Miscellaneous.

060. INDEXING OF REPORTS.

060.33 PROCEDURE. Preparation of index cards for division files shall be at the discretion of the commanding officer.

060.66 DIVISIONAL EMPLOYEE CARD FILES. Each commanding officer shall maintain an alphabetical card file containing addresses and phone numbers of employees under his/her command. This file shall be controlled by the commanding officer or watch commander and updated by use of the Employee Record Form, Form 01.38.00.

Note: The home address, telephone number, and other personal information concerning Department employees may be released, to persons both within and outside the Department, only with the approval of the watch commander or officer in charge.

065. TIME RECORDATION. The "24-Hour Clock" system (military time) shall be used for time recordation on all reports requiring time-of-day entries. All time entries shall consist of four digits.

070. FILING OF REPORTS.

070.14 INSTRUCTIONS. Filing shall be done in sequence with the most recent subject to the rear of the file. All reports and records shall be kept in folders in file cabinets, with the exception of teletype reports, which shall be placed on the teletype board located next to the teletype machine.

070.28 CORRESPONDENCE. All correspondence shall be filed according to reference number or subject matter.

070.70 MONTHLY REPORT FOLDERS. A list of required monthly reports shall be placed on the front flap of the folder, indicating the number of copies required and the distribution. A space shall be provided for checking off reports each month as they are made. Each report shall be stapled to the corresponding report for the previous month.

080. CORRESPONDENCE.

080.08 GENERAL. All correspondence pertaining to Department matters shall be handled in the manner outlined herein. Under no circumstances shall any employee of this Department communicate relative to such matters other than through the commanding officer of the division or detail to which the employee is assigned.

080.12 CORRESPONDENCE RECEIVED AND FORWARDED BY THE MAIL UNIT. The Mail Unit, Records and Identification Division, as required, may open U.S. mail addressed to the Department, the Chief of Police (unless marked "personal" or "confidential"), Records and Identification Division, or investigative divisions (unless addressed to the commanding officers). Correspondence shall be forwarded as follows:

- Correspondence from citizens concerning requests for crime and traffic related documents are forwarded to the Automated Records Section, Records and Identification Division.
- Correspondence from outside law enforcement agencies or other authorized agencies concerning requests for arrest, crime and traffic related documents are forwarded to the Automated Records Section, Records and Identification Division.
- Correspondence from individuals requesting their arrest related documents are forwarded to the Discovery Section, Legal Affairs Division.
- Other correspondence shall be forwarded to the concerned organizational unit.

080.16 ADULT CRIMINAL CORRESPONDENCE. Letters concerning adult criminal matters to be forwarded to a detective division shall be processed as follows:

Criminal Records Section, Records and Identification Division. The LA number shall be entered in the right margin of the letter if the person referred to has a local arrest record. The letter shall be photocopied, the original letter filed, and the photostatic copy forwarded to the concerned detective division.

Detective Divisions. Upon receipt of the photostatic copy, the detective division commanding officer shall institute any necessary investigation and prepare a reply, if indicated.

Provision for the signature shall be as follows:

Very truly yours,

(NAME OF CHIEF OF POLICE)

Chief of Police

(NAME and Rank of commanding officer)

Commanding Officer, Detective Bureau

The original and one copy of the reply shall be attached to an addressed, unsealed envelope and forwarded to the Commanding Officer, Detective Bureau.

Commanding Officer, Detective Bureau. The Commanding Officer, Detective Bureau, shall sign the original of the answer and cause it to be mailed. The copy of the answer shall be forwarded to the Criminal Records Section, Records and Identification Division.

080.24 JUVENILE CRIMINAL CORRESPONDENCE. Letters and warrants that concern juvenile criminal matters shall be forwarded to the Commanding Officer, Juvenile Division.

The Commanding Officer, Juvenile Division, upon receiving such correspondence, shall:

- Cause any necessary investigation to be made and, if indicated, prepare a reply.
- Attach the reply to an addressed, unsealed envelope, and forward to the Commanding Officer, Detective Bureau, for mailing.
- File the original correspondence and one copy of the reply in Juvenile Records.

Provision for signature shall be as follows:

Very truly yours,

(NAME OF THE CHIEF OF POLICE)

Chief of Police

(NAME and Rank of Commanding Officer)

Commanding Officer, Detective Bureau

080.32 CORRESPONDENCE RECEIVED DIRECTLY BY DIVISION. Criminal correspondence received directly by a division shall be forwarded to the Criminal Records Section, Records and Identification Division, for processing.

Exception: In urgent matters, which normally would be handled by that division, a copy shall be made prior to forwarding the original and an immediate investigation instituted. The original shall bear a notation that the forwarding division is handling.

When a division receives a letter directly from the initiator which concerns personnel commendations, suspected narcotic activities, organized criminal activities, or which needs to be translated, the letter shall be forwarded to the Office of the Chief of Police.

080.40 NON-CRIMINAL CORRESPONDENCE. Unless otherwise directed, replies to non-criminal correspondence shall be signed by the bureau, area, or division commanding officer beneath the typewritten signature of the Chief of Police as follows:

Very truly yours,

(NAME OF THE CHIEF OF POLICE)

Chief of Police

(NAME and Rank of commanding officer)

Commanding Officer, (Name of Bureau, Area, or Division)

080.45 SUBROGATED PROPERTY CORRESPONDENCE. A notice of subrogation received by the Department shall be forwarded to the Crime and Miscellaneous Reports Section, Records and Identification Division.

080.64 TRAFFIC CORRESPONDENCE. All correspondence pertaining to traffic, originating within the Department and directed to an addressee outside the Department, shall be signed as follows:

Very truly yours,

(NAME OF THE CHIEF OF POLICE)

Chief of Police

(NAME and Rank of commanding officer)

Commanding Officer, Counter Terrorism and Special Operations Bureau

The original and one copy shall be forwarded to the Commanding Officer, Counter Terrorism and Special Operations Bureau, for his/her signature.

Exceptions:

Correspondence addressed to the City Traffic Engineer, Traffic Department, or the Bureau of Street Maintenance, Department of Public Works, shall be signed by the issuing commanding officer with a provision for approval by the Commanding Officer, Counter Terrorism and Special Operations Bureau, as follows:

(NAME and Rank of commanding officer)

Commanding Officer, (Name of Division)

APPROVED:

(NAME and Rank of commanding officer)

Commanding Officer, Counter Terrorism and Special Operations Bureau

Correspondence directed outside the Department, which does not propose to interpret Department policy, shall be considered "information only" and shall be signed "Chief of Police" by the concerned division commanding officer. One copy shall be forwarded to Counter Terrorism and Special Operations Bureau.

Traffic Correspondence Received Directly by Commanding Officer. All correspondence pertaining to traffic matters within his/her jurisdiction shall be answered by the concerned commanding officer indicating the action taken. When the correspondence contains an interpretation of Department policy, it shall be signed "Chief of Police" by "Commanding Officer, Counter Terrorism and Special Operations Bureau," and forwarded to the Commanding Officer, Counter Terrorism and Special Operations Bureau, for his/her signature. The correspondence shall include:

- Original letter and one copy.
- Original reply and one copy.

When the correspondence contains information only and does not propose to interpret Department policy, it shall be signed as follows:

Very truly yours,
(NAME OF THE CHIEF OF POLICE)
Chief of Police

(NAME and Rank of commanding officer)
Commanding Officer, _____ Division

One copy of the reply shall be forwarded to the Commanding Officer, Counter Terrorism and Special Operations Bureau, for review. The original letter shall be filed in the divisional correspondence file.

Traffic Correspondence Forwarded to Commanding Officers. Correspondence forwarded to commanding officers for action shall indicate the following:

- Whether a report addressed to the Commanding Officer, Counter Terrorism and Special Operations Bureau, is required; or,
- Whether a direct reply is to be prepared by the division commanding officer for the signature of the Commanding Officer, Counter Terrorism and Special Operations Bureau; or,
- Whether a direct reply is to be prepared and signed by the division commanding officer.
- Number of copies required.

Intradepartmental Traffic Correspondence. All correspondence developed within the Department pertaining to traffic shall be sent to the Commanding Officer, Counter Terrorism and Special Operations Bureau, for approval and forwarding to the addressee. Such correspondence shall be on Intradepartmental Correspondence, Form 15.02.00, addressed to the concerned person and signed by the concerned commanding officer with a provision for the approval of the Commanding Officer, Counter Terrorism and Special Operations Bureau. The original and one copy shall be delivered to the Commanding Officer, Counter Terrorism and Special Operations Bureau.

Exception: Correspondence developed within the Department pertaining to traffic and containing information only shall be signed by the concerned division commanding officer and forwarded to the addressee. One copy shall be forwarded to the Commanding Officer, Counter Terrorism and Special Operations Bureau.

Restrictions. No member of the Department shall engage in any correspondence pertaining to traffic representing such correspondence to be official except through the prescribed routine.

Traffic Correspondence-Special Instructions. The following special instructions shall regulate correspondence pertaining to traffic received by, or originated within, Counter Terrorism and Special Operations Bureau:

- Official Correspondence. Communications from the Office of the Mayor, City Council, Police Commission, or other City department heads shall be considered official correspondence and, unless otherwise instructed by the Office of the Chief of Police, all replies shall be addressed to the concerned official, or department head, and forwarded to the Office of the Chief of Police. The correspondence shall include a provision for the signature of the Chief of Police.
- Unofficial Correspondence. Communications to persons outside the Department, except those declared official, shall be signed "Chief of Police" by "Commanding Officer, Counter Terrorism and Special Operations Bureau," and forwarded to the Commanding Officer, Counter Terrorism and Special Operations Bureau, for his signature.

Exception: Communications to persons outside the Department which contain information only, except those declared official, shall be signed "Chief of Police" by the concerned commanding officer.

- Correspondence Received by, or Referred to, the Commanding Officer, Counter Terrorism and Special Operations Bureau. Correspondence of this nature shall be assigned to the concerned division commanding officer indicating the following:
- Whether a report addressed to the Commanding Officer, Counter Terrorism and Special Operations Bureau, is required; or,
- Whether a direct reply is to be prepared by the commanding officer for the signature of the Commanding Officer, Counter Terrorism and Special Operations Bureau; or,

- Whether a direct reply is to be prepared and signed by the concerned division commanding officer.
- Number of copies required.

Restrictions. No Department employee shall engage in any correspondence pertaining to any Department activity representing such correspondence to be official except through the prescribed Department routine.

080.72 INTRADEPARTMENTAL CORRESPONDENCE. All correspondence between the different divisions and units of the Department shall be written on Intradepartmental Correspondence, Form 15.02.00. Copies of such communications shall always be made and filed in the office of issuance.

Such communications shall always be subscribed by the division commanding officer or one acting in such capacity. An officer of a lesser position may initiate the form; however, his/her division commanding officer must appear as correspondent. Commanding officers shall write all intradepartmental communications pertaining to their post of command and divisions within their jurisdiction. Division commanding officers shall forward such correspondence to the commanding officer of the concerned bureau, who, in turn, shall forward it to the commanding officer of the concerned division within his or her jurisdiction.

An Intradepartmental Correspondence, Form 15.02.00, shall be used for correspondence addressed to the Police Commission. The original shall be forwarded to the Office of the Chief of Police. One copy shall be filed in the division initiating the correspondence.

The block style format and the following components shall be used;

- Date line.
- Salutation ("Honorable Members:").
- Body of the letter.
- Complimentary close ("Respectfully").
- (NAME OF THE CHIEF OF POLICE)
- Chief of Police

080.88 DEPARTMENT LETTERHEADS. The official letterhead of the Department is the letterhead stationery bearing the Department Seal, surmounted by the words "Los Angeles Police Department."

This letterhead shall be used by all employees when corresponding with other government agencies, other City departments, and the general public. It shall not be used for corresponding within the Police Department. (Intradepartmental Correspondence, Form 15.1 or 15.02.00, shall be used.)

080.90 LETTER FORMAT. The following procedure shall be used when writing any communication except intradepartmental communications:

- The appropriate correspondence reference number shall be placed in the upper right corner of the Department letterhead in the space provided following the printed words "Reference No." The correspondence reference number shall also be placed in the upper left corner of the accompanying envelope, below the Department's return address.

Note: The correspondence reference number shall appear one line below the return address, in a centered position, as "Reference #_____."

- Initials of the person dictating the letter or the stenographer shall not appear on the original letter. However, the initials of the commanding officer, dictating officer, and stenographer shall appear on all copies.
- When applicable, the name, serial number, and detail of the investigating officer shall be typed in the lower left corner of all carbon copies which are retained as file copies directly below the initials of the commanding officer, dictating officer, and stenographer.
- A white envelope for United States mail, or an envelope for intradepartmental correspondence, shall be addressed at the time the letter is typed and shall accompany the communication.
- Correspondence of Department letterhead stationery shall include, above the reference number in the upper right portion of the letterhead, the business telephone number of the person who signs the letter. Information pertaining to any other person to be contacted shall be incorporated into the body of the letter.

Letters to Persons Outside of the Department. The block style format and the following components shall be used on all letters sent to persons outside of the Department:

- Date.
- Inside address.
- Salutation ("Dear _____").
- Body of the letter.
- Complimentary closing ("Very truly yours,").
- Signature block.

Note: When the signature block is for the Chief of Police it shall be five lines below the complimentary closing. The name and title of the Chief of Police shall be typed at the left margin as follows:

(NAME OF THE CHIEF OF POLICE)

Chief of Police

080.92 CORRESPONDENCE WITH COUNTY, STATE, OR FEDERAL OFFICES. All Department correspondence shall be prepared for the signature of the Chief of Police when it is directed to the following:

- President of the United States.
- Members of the United States Congress.
- Governor of the State of California.
- Staff of the Governor of the State of California.
- Members of the California State Legislature.
- Members of the Los Angeles County Board of Supervisors.

A copy of the correspondence for the Office of the Mayor shall accompany the original when it is submitted for signature.

080.96 CORRESPONDENCE REFERENCE NUMBERS. Request for additional numbers will be in writing and addressed to the Commanding Officer, Risk Management and Policies Division, who will consider the request and make recommendations to the Executive Officer for determination, subject to approval by the Chief of Police.

| 1.0 Police Commission | 1.1 Office of the Chief of Police | 1.2 Chief of Staff |
|---------------------------------------|--|---|
| 1.0 Executive Director | 1.1 Chief of Police | 1.2 Commanding Officer |
| 1.0 Inspector General | 2.2.2 Community Relations Section | 1.2 Board of Police Commissioners Liaison |
| 1.0 Commission Investigation Division | | 2.2.1 Administrative Section |
| | | 2.2.3 Employee Relations Group |
| | | 2.2.4 Media Relations Division |
| | | 2.2.5 Public Communications Group |
| | | 14.6 Governmental Liaison Section |

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| 1.3 Office of Support Services | 1.4 Operations-Central Bureau | 1.5 Operations-South Bureau |
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| 1.3 | Director, Office of Support Services | 1.4 | Commanding Officer | 1.5 | Commanding Officer |
| 3.1.2 | Employee Assistance Unit | 4.1 | Central Area | 5.1 | Harbor Area |
| 3.1.3 | Officer Representation Unit | 4.1.1 | Central Area Detective Division | 5.1.1 | Harbor Area Detective Division |
| 3.1.4 | Training Bureau | 4.2 | Hollenbeck Area | 5.2 | 77th Street Area |
| 3.2 | Critical Incident Review Division | 4.2.1 | Hollenbeck Area Detective Division | 5.2.1 | 77th Street Area Detective Division |
| 3.4 | Behavioral Science Services | 4.3 | Newton Area | 5.3 | Southeast Area |
| 3.6 | Department Operations Center | 4.3.1 | Newton Area Detective Division | 5.3.1 | Southeast Area Detective Division |
| 3.7 | Records and Identification Division | 4.4 | Northeast Area | 5.4 | Southwest Area |
| 18.2.3 | Evidence and Property Management Division | 4.4.1 | Northeast Area Detective Division | 5.4.1 | Southwest Area Detective Division |
| | | 4.5 | Rampart Area | 5.6 | South Bureau Homicide Division |
| | | 4.5.1 | Rampart Area Detective Division | | |

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| 1.6 Operations-West Bureau | 1.7 Operations-Valley Bureau | 1.8 Detective Bureau |
| 1.6 Commanding Officer | 1.7 Commanding Officer | 1.8 Chief of Detectives |
| 6.1 Hollywood Area | 7.1 Devonshire Area | 1.8.1 Detective Services Group |
| 6.1.1 Hollywood Area Detective Division | 7.1.1 Devonshire Area Detective Division | 8.3 Juvenile Division |
| 6.2 Pacific Area | 7.2 Foothill Area | 8.4 Gang and Narcotics Division |
| 6.2.1 Pacific Area Detective Division | 7.2.1 Foothill Area Detective | 8.5 Technical Investigation |

| | Division | Division |
|--|---|--------------------------------|
| 6.2.2 LAX Field Services Division | 7.3 North Hollywood Area | 8.6 Robbery-Homicide Division |
| 6.3 West Los Angeles Area | 7.3.1 North Hollywood Area Detective Division | 8.7 Commercial Crimes Division |
| 6.3.1 West Los Angeles Area Detective Division | 7.4 Van Nuys Area | 8.9 Forensic Science Division |
| 6.4 Wilshire Area | 7.4.1 Van Nuys Area Detective Division | 3.8 COMPSTAT |
| 6.4.1 Wilshire Area Detective Division | 7.4.2 Operations Valley Bureau Homicide | |
| 6.6 Olympic Area | 7.5 West Valley Area | |
| 6.6.1 Olympic Area Detective Division | 7.5.1 West Valley Area Detective Division | |
| | 7.7 Mission Area | |
| | 7.7.1 Mission Area Detective Division | |
| | 7.8 Topanga Area | |
| | 7.8.1 Topanga Area Detective Division | |

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| 1.10 Administrative Services Bureau |
| 1.10 Commanding Officer |
| 3.5 Fiscal Group |
| 10.1. Motor Transport Division |
| 10.2 Communications Division |
| 10.3 Facilities Management Division |
| 10.4 Records and Identification Division |
| 10.5 Support Services Group |
| 12.3.1 Personnel Division |
| 18.2.2 Custody Services Division |

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| 1.11 Office of Operations | 1.12 Training Bureau | 1.13 Professional Standards Bureau |
| 1.11 Director, Office of Operations | 1.12 Commanding Officer | 1.13 Commanding Officer |
| 11.2 Assistant to the Director, Office of Operations | 12.1.1 Training Division | 13.1 Force Investigation Division |
| 11.3 Homeless Coordinator | 12.1.2 In-Service Training Division | 13.2 Special Operations Division |
| | 12.2 Police Training and Education | 13.3 Commanding Officer, Force Investigation Division |
| | 12.3.1 Personnel Division | 13.5 Internal Affairs Division |
| | 12.3.2 Recruitment and Employment Division | 13.5.1 Administrative Investigation Division |
| | 12.3.3 Employee Assistance Unit | 13.5.2 Criminal Investigation Division |

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| 1.14 Office of Constitutional Policing and Policy | 1.15 Counter Terrorism and Special Operations Bureau |
| 1.14 Director, Office of Constitutional Policing and Policy | 1.15 Commanding Officer |
| 14.1 Department Risk Manager; Commanding Officer, OCPP | 1.15.1 Commanding Officer, Counter-Terrorism and Special Operations Bureau |
| 14.2 Audit Division | 15.1 Major Crimes Division |
| 14.4 Risk Management and Legal Affairs Division | 15.2 Emergency Services Division |
| 14.5 Police Analysis and Development Unit | 16.1 Air Support Division |
| 14.9 OMBUDS Section | 16.3 Metropolitan Division |
| 1.9 Community Safety Partnership Bureau | 18.2.4 Security Services Division |

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| Special Operations Group | |
| 16.1 | Air Support Division |
| 16.2 | Emergency Operations Division |
| 16.3 | Metropolitan Division |

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| 1.17 Information Technology Bureau | 1.18 Office of Special Operations |
| 1.17 Commanding Officer | 1.18 Director |
| 17.1 Information Technology Division | 18.2 Assistant to the Director |
| 17.2 Application Development and Support Division | 8.1 Transit Services Bureau |
| 17.3 Emergency Command Control Communication System Division | 8.1.1 Transit Services Group |
| | 8.1.2 Transit Services Division |
| | 8.1.3 Traffic Group |

Traffic Divisions

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| 4.6 | Central Traffic Division |
| 5.5 | South Traffic Division |
| 6.5 | West traffic Division |
| 7.6 | Valley Traffic Division |

090. DISTRIBUTION OF REPORTS COMPLETED BY OUTSIDE POLICE AGENCY OFFICERS. Reports completed by an outside police agency's officers shall be distributed in accordance with the normal distribution plus one copy to the outside agency.

Exception: Community college report forms shall be distributed as follows:

- 2 - Records and Identification Division.
- 2 - Investigative division.
- 1 - Division records unit.
- 5 - TOTAL**

092. ADDITIONAL DISTRIBUTION OF REPORTS RELATED TO EMPLOYEE-INVOLVED USE OF FORCE INCIDENTS. Additional distribution of reports marked "use of force" shall include:

- 1 - Commanding Officer, Legal Affairs Division (for distribution to involved area).
- 1 - Employee's bureau commanding officer.
- 1 - Commanding Officer, Training Division.
- 3 - TOTAL, plus (Extra Copy Distribution)**

EXTRA COPY DISTRIBUTION

- 1 - Police Commission, when a special officer holding a Police Commission permit is involved.

Note: Reports marked "use of force" shall not be placed in the employee's Division Employee Folder, Form 01.01.00, or personnel package, unless contained in the addenda to a sustained personnel complaint.

095. DISTRIBUTION OF REPORTS RELATED TO INCIDENTS INVOLVING RETIRED PEACE OFFICERS. Reports completed concerning incidents involving retired peace officers shall be distributed as follows:

- Normal distribution plus one copy to the Commanding Officer, Personnel Division.