

VOLUME 4

COMMUNICATIONS

105. DEPARTMENT COMMUNICATIONS SYSTEM.

105.10 RESTRICTED USE OF DEPARTMENTAL COMMUNICATION SYSTEM. The Departmental communications system consists of the Emergency Command Control Communications System (ECCCS) Division, radio, microwave, closed-circuit television, telephone, gamewell, mail, computer, and messenger service.

The Department's communication system shall be used only for official police communications. Employees shall not use the system for transmitting messages of a personal nature, disseminating commercial advertising, or for the purpose of promoting any commercial or business interests.

105.15 AUTHORIZED USE OF ELECTRONIC MAIL (E-MAIL). The use of E-mail involves the creation or receipt of electronic communications over the Department's Wide Area Computer Network (WAN). E-mail is available to Department employees to facilitate communication and assist them in their work-related duties. It is offered as a tool to enable employees to work more efficiently in advancing the Department's mission.

Employees shall use E-mail only for official police communication. E-mail shall not be used for transmitting messages of a personal nature, for playing computer games, or for unprofessional communications such as disseminating material or messages which are defamatory, sexually oriented, threatening, hateful or bigoted, or for the purpose of promoting any political, religious, or non-Departmental business interest. Employees shall not attempt to gain unauthorized access to another person's E-mail, copy the E-mail of other employees, or send E-mail masquerading as another employee. The Department reserves the right to monitor E-mail correspondence to prevent abuse. The Department also reserves all rights to read, copy, or remove files from any drive or directory, or to revoke, suspend, or limit an employee's access to the WAN.

Audit Division, Consent Decree Bureau's Responsibility. Audit Division, Consent Decree Bureau, shall be responsible for auditing activity on the electronic mail (E-mail) network Department-wide.

105.20 MONITORING DEPARTMENT RADIO FREQUENCIES. Communications Division shall monitor Department radio frequencies and shall publish a quarterly report on radio frequency abuse. Specific violations shall be brought to the attention of concerned commanding officers.

Note: Administrative Unit, Detective Support Division, shall also monitor tactical frequencies and shall report any frequency abuse to the Commanding Officer, Communications Division.

110. RADIO UNIT DESIGNATIONS.

110.10 STAFF UNIT DESIGNATIONS. Staff radio designations are not reflective of staff succession of command. Staff units shall be identified as follows:

- *Executive 1: Mayor.
- *Executive 1A: Deputy Mayor.
- *Executive 1B: Executive Assistant to the Mayor.
- *Commissioner 1: President, Board of Police Commissioners.
- *Commissioner 2: Vice President, Board of Police Commissioners.
- *Commissioner 3, 4, or 5: Members, Board of Police Commissioners.
- *Commission Staff 1: Executive Director, Police Commission.
- *Commission Staff 2: Inspector General, Police Commission.
- *Staff 1: Chief of Police.
- *Staff Security 1A: Chief's Security Detail.
- *Staff Security 1B: Chief's Security Detail.
- *Staff Security 1C: Chief's Security Detail (Alternate).
- *Staff 1D: Chief of Staff.
- *Staff 1E: Commanding Officer, Public Information Office.
- *Staff 1F: Commanding Officer, Employee Relations Group.
- *Staff 1G: Commanding Officer, Professional Standards Bureau.
- *Staff 1I: Commanding Officer, Internal Affairs Group.
- *Staff 1J: Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau.
- *Staff 1K: Assistant Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau.
- *Staff 1L: Commanding Officer, Consent Decree Bureau.
- *Staff 1M: Commanding Officer, Risk Management Group.
- *Staff 2: Director, Office of Operations.
- *Staff 2A: Assistant to the Director, Office of Operations.
- *Staff 2B: Commanding Officer, Detective Bureau.
- *Staff 2C: Assistant Commanding Officer, Detective Bureau.
- *Staff 2D: Commanding Officer, Special Operations Bureau.
- *Staff 2E: Assistant Commanding Officer, Special Operations Bureau.
- *Staff 3: Director, Office of Support Services.
- *Staff 3A: Executive Officer, Office of Support Services.
- *Staff 3B: Commanding Officer, TEAMS II Development Bureau.
- *Staff 3C: Commanding Officer, Administrative and Technical Services Bureau.
- *Staff 3D: Assistant Commanding Officer, Administrative and Technical Services Bureau.
- *Staff 3E: Commanding Officer, Information and Communications Services Bureau.
- *Staff 3F: Assistant Commanding Officer, Information and Communications Services Bureau.
- *Staff 3G: Commanding Officer, Personnel Group.
- *Staff 3H: Commanding Officer, Training Group.
- *Staff 3I: Commanding Officer, Police Training and Education.
- *Staff 3J: Commanding Officer, Behavioral Science Services
- *Staff 4: Commanding Officer, Operations-Central Bureau.
- *Staff 4A: Assistant Commanding Officer, Operations-Central Bureau.
- *Staff 5: Commanding Officer, Operations-South Bureau.
- *Staff 5A: Assistant Commanding Officer, Operations-South Bureau.
- *Staff 6: Commanding Officer, Operations-West Bureau.
- *Staff 6A: Assistant Commanding Officer, Operations-West Bureau.
- *Staff 7: Commanding Officer, Operations-Valley Bureau.
- *Staff 7A: Assistant Commanding Officer, Operations-Valley Bureau.

110.20 NONGEOGRAPHIC DIVISION UNIT DESIGNATIONS. Division commanding officer units shall be identified by the word "Commander" followed by the

number and/or letter(s) of the respective division. All other personnel shall be identified by the number and/or letter(s) of the respective division followed by the numerical designation assigned by the Commanding Officer.

- *Chief of Staff
 - 7H: Use of Force Review Division
- *Assistant to the Director, Office of Operations
 - 1H: Jail Division
- *Detective Bureau

5D:	<u>Investigative Analysis</u>	<u>Unit/Detective</u>	<u>Bureau</u>
	<u>Administrative Staff</u>		
8K:	<u>Juvenile Division</u>		
1K:	<u>Detective Support Division</u>		
4K:	<u>Robbery-Homicide Division</u>		
7Y:	<u>Narcotics Division</u>		
8Y:	<u>Narcotics Division</u>		
9Y:	<u>Narcotics Division</u>		
4I:	<u>Vice Division</u>		
5I:	<u>Vice Division</u>		
2K:	<u>Commercial Crimes Division</u>		
- *Special Operations Bureau
 - R: Metropolitan Division
 - 2D: Air Support Division
 - 1D: Traffic Coordination Section
 - 6D: Special Operations Support Division
 - 4D: Personnel Assigned to Special Operations Bureau
- *Consent Decree Bureau
 - 15I: Risk Management Group
 - 10I: Civil Rights Integrity Division
 - 19I: Audit Division
- *Counter Terrorism and Criminal Intelligence Bureau
 - 3D: Emergency Services Division
 - 3DK9: LAX Explosives Detection K-9 Unit
 - 6K: Major Crimes Division
 - 10Y: Personnel Assigned to Counter Terrorism and Criminal Intelligence Bureau
- *Employee Relations Group
 - 6H: Employee Relations Section
 - 17H: Personnel Assigned to Employee Relations Group
- *Training Group
 - 18H: Training Division
 - 13H: Personnel Assigned to Training Group
- *Personnel Group
 - 5H: Personnel Division
 - 20H: Personnel Assigned to Personnel Group
 - 21H: Volunteer Services Section
 - 22H: Officer Representation Section
 - 23H: Hiring and Evaluation Section
 - 24H: Recruitment Section
- *Information and Communications Services Bureau
 - 3H: Information Technology Division
 - 10H: Communications Division
 - 12H: Records and Identification Division
 - 16H: Emergency Command Control Communications System Division
 - 28H: Crime Analysis Section
 - 25H: Personnel Assigned to Information and Communications Services Bureau
- *Administrative and Technical Services Bureau
 - 2H: Scientific Investigation Division
 - 4H: Motor Transport Division
 - 8H: Fiscal Operations Division
 - 9H: Property Division
 - 11H: Facilities Management Division
 - 26H: Assistant C/O, Administrative and Technical Services Bureau
 - 27H: Personnel Assigned to Administrative and Technical Services Bureau
- *Professional Standards Bureau
 - 15I: Personnel Assigned to the Professional Standards Bureau
- *Ombuds Office
 - 16I: Wellness Coordinator
 - 17I: Women's Coordinator
 - 18I: Personnel Assigned to Ombuds Office
- *Internal Affairs Group
 - 3I: Personnel Assigned to Internal Affairs Group
- *Executive Officer, Office of Support Services
 - 7I: Planning and Research Division
 - 21I: Personnel Assigned to Executive Officer
- *Governmental Liaison Section
 - 22I: Liaison Section
 - 23I: Personnel Assigned to Governmental Liaison Section
- *Public Information Office
 - 9I: Media Relations Section

- 11I: Public Communications Section
- 12I: Personnel Assigned to Public Information Office

- *Chief of Police
- 8I: Chief's Operations Duty Officer
- 24I: Personnel Assigned to Chief of Police

- *Police Commission
- 1N: Commission Investigation Division

110.30 GEOGRAPHIC COMMANDING OFFICER UNIT DESIGNATIONS.

Commands Within Geographic Areas. Commanding officers within geographic Areas shall be identified by the word "Commander" followed by the number of the Area and the letter "A" "B" or "C." The letter "A" shall indicate Area Commanding Officer, "B" shall indicate the Patrol Division Commanding Officer, and "C" shall indicate the Area Detective Division Commanding Officer.

Geographic Bureaus. Personnel assigned to the Sexual Assault Detail at the geographic bureaus shall be identified by the following designations:

- * 20W: Operations-Central Bureau
- * 21W: Operations-South Bureau
- * 22W: Operations-West Bureau
- * 23W: Operations-Valley Bureau

Traffic Divisions. Line traffic division commanding officer units shall be identified by the word "Commander" followed by the number and/or letters of their respective divisions of assignment:

- * 24T: Central Traffic Division
- * 25T: South Traffic Division
- * 27T: West Traffic Division
- * 26T: Valley Traffic Division

110.40 FIELD UNIT DESIGNATIONS. Unit designations shall be stated by all units at the beginning of each transmission:

- * **Patrol Unit Designations.** Patrol units shall be identified by the number of the community police station with the applicable service letter (Manual Section 4/110.50), and a unit number corresponding to one of the numbered reporting districts associated with the command.
- * **Traffic Unit Designations.** Traffic units shall be identified by the number of the traffic division of assignment with the applicable service letter (Manual Section 4/110.50), and unit numbers assigned in consecutive order beginning with the number "1."
- * **Non-geographic Division Unit Designations.** Non-geographic division units shall be identified by the number and/or letter of the division (Manual Section 4/110.20) and the unit numbers assigned by the concerned commanding officer.
- * **Watch Commanders.** Watch commanders shall be assigned the unit number "10."
- * **Community Relations Officer.** The community police station community relations officer shall be assigned the unit number "80."

* **Air Support Unit Designations.** Regular air flights shall be designated by the word "Air," followed by the corresponding community police station number to which the flight is primarily committed (e.g., Air 3 would be assigned to an air flight with primary commitment in Southwest Area).

Special air flights will be designated "Air 20" through "Air 100" by the Commanding Officer, Air Support Division.

Note: The Air Support Division station wagon, when assigned to a command post, shall be designated "2D100."

* **Metropolitan Division Units.** Metropolitan Division units shall be identified by the letter "R" and unit numbers assigned in consecutive order beginning with the number "1."

* **Base Stations.** Base stations shall be identified by the number of the division or community police station, the applicable service letter (Manual Section 4/110.50), a team number, if applicable, and the unit number "90."

Exception: Pacific Community Police Station airport substation shall be known as "Airport Base."

* **Portable Radio Unit Designations.** Officers using portable radio equipment shall use a designation consistent with their division of assignment unless other designations are authorized by the commanding officer.

* **Supervisors.** Supervisors, other than those assigned to a community police station, shall be assigned a unit number ending in "zero" exclusive of the numbers "10" and "90."

* **Watch Supervisor.** Watch supervisory units shall be identified by the number of the respective community police station, the letter "L," and a two digit number ending in "zero." The number "10" shall designate the Watch Commander.

* **Detective Units.** Detective units shall be identified by the number of the community police station/division, the letter "W," and the unit's numerical designation. Detective Division supervisory units shall be assigned numbers ending in "zero."

110.50 SERVICE IDENTIFICATION LETTERS. The following letters indicate the type of service to which mobile radio units are assigned:

- *A: Basic Car unit.
- *Air: Air patrol unit.
- *B: Two-Officer patrol wagon.
- *C: Bicycle detail.
- *E: Traffic enforcement automobile unit.
- *F: Special unit.
- *G: Bureau Gang Coordinator or Area Gang Impact Team, Gang Enforcement Detail.
- *FB: Uniformed foot-beat patrol.
- *J: Juvenile unit.
- *JW: Juvenile female police officer unit.
- *L: One-Officer unit. ("X" or "T" units shall use the letter "L" following the regular service letter when applicable.) Also used as the geographic field services division base station designation.
- *M: Traffic enforcement motorcycle unit.
- *N: Unit assigned to Commission Investigation Division.
- *OP: Observation post assignment during special event or unusual occurrence.
- *Q: Special event or unusual occurrence unit.

Note: The activation of the designation and the coordination of assigning specific identification numbers shall be through Communications Division.

- *R: Metropolitan Division unit.
- *RA: Fire Department rescue ambulance unit.
- *T: Collision investigation unit.
- *U: Report-taking unit.
- *V: Area vice unit.
- *W: Geographic detective unit.
- *X: Additional patrol unit in an assignment district.
- *Y: A unit assigned to a division in the Counter Terrorism and Criminal Intelligence Bureau.
- *Z: Geographic uniformed unit assigned to a special detail, or a Career Criminal Detail.

110.60 MOBILE COMMAND FLEET UNIT DESIGNATIONS. The mobile command fleet shall be identified as follows:

- Mobile One: Command post truck.
- Mobile Two: Logistics vehicle.
- Mobile Three: Communications unit.
- Mobile Four: Personnel and field transportation office.
- Mobile Five: Has generator for electrical power and a trailer to serve as the command point at the field command post location.
- Mobile Seven: Tactical operations center.
- Sound One: Truck with high-volume public address system.
- Sound Two: Same as Sound 1.
- Light One: High-intensity illumination truck.
- Light Two: Same as Light 1.
- Mobile Canteen: Used to prepare and serve food to officers at the command post.

110.70 COMMAND POST DESIGNATIONS.

Department Operations Center. The Department Operations Center, or any other location or facility activated for overall Department control during an emergency, shall be identified as Department Command.

Field Command Post. A field command post shall be identified as "Command Post." If more than one post is needed, the numerical designations shall be established by "Department Command."

110.80 OUTSIDE AGENCY UNIT DESIGNATIONS. Units operated by outside agencies shall be identified as follows:

Federal Bureau of Investigation Units. Numbers in the "400" and "500" series.

University of California at Los Angeles Campus Units. "8UC" and unit numbers in the "50" series.

Military Police Units. "Special Agent 51" and "Special Agent 52."

Traffic Signal Repair Units. "TSR" and unit numbers assigned in consecutive order beginning with the number "1."

120. RADIO TERMINOLOGY, CODES AND CRIME BROADCASTS.

120.10 RADIO CALL LETTERS. The call letters, "KJC-625," shall be used by the Department's fixed radio stations.

120.20 USE OF RADIO CALL LETTERS.

By All Radio Operators. Radio operators shall not call either a fixed station or a mobile unit by its' call letters. The unit designation shall be used when addressing a fixed station.

By Controls. All controls shall broadcast the station-call letters once each fifteen minutes. They need not do so at the end of each transmission.

120.30 ASSOCIATION OF PUBLIC SAFETY COMMUNICATION OFFICERS (APCO) CODE WORD LIST. The following code words shall be used, when applicable, in local radio transmissions:

A Adam	H Henry	O Ocean	V Victor
B Boy	I Ida	P Paul	W William
C Charles	J John	Q Queen	X X-ray
D David	K King	R Robert	Y Young
E Edward	L Lincoln	S Sam	Z Zebra
F Frank	M Mary	T Tom	
G George	N Nora	U Union	

120.40 RADIO CODES AND PROCEDURES. The following codes and phrases shall be used, when applicable, in local radio transmissions:

- * **Officer Needs Help.** This emergency call shall be broadcast when immediate aid is required by an officer. The officer requesting shall include the location, followed, if possible, by the unit identification and all other pertinent information. A specific unit shall be dispatched "Code Three" and other available units in the vicinity *shall* respond "Code Two." An "Officer Needs Help" call shall not be broadcast when "assistance" only is needed. The Department will provide assistance and respond to "Officer Needs Help" calls within the City when requested by the CHP. The senior officer of the agency requesting emergency assistance shall be in charge of the incident unless the incident involves a situation which is the responsibility of the other agency, in which case the senior officer of the responsible agency will be in charge.
- * **Firefighter Needs Help.** This emergency call shall be broadcast when immediate police assistance is required because firefighters are being attacked, attack is imminent, or other emergency exists. A specific unit shall be dispatched "Code Three" and other available units in the vicinity *shall* respond "Code Two."
- * **Officer Needs Assistance.** This call shall be broadcast when additional aid is required by an officer. The officer requesting shall include the location, followed by the unit identification and all other pertinent information, including the reason for request. A specific unit shall be dispatched "Code Two" and other available units in the vicinity *shall* respond when practicable.
- * **Firefighter Needs Assistance.** This call shall be broadcast when police assistance is required due to hostile crowd action or other incident. A specific unit shall be dispatched "Code Two" and other available units in the vicinity *shall* respond, when practicable.
- * **Back-up Unit Request.** This call shall be broadcast when an additional unit is required by an officer. The officer requesting shall include the location, followed by the unit identification and all other pertinent information. *Only* the specific unit dispatched shall respond. The request shall be canceled when, prior to the arrival of the assigned back-up unit, it is

determined that an additional unit will not be needed.

- * **"Pursuit" Procedure.** A unit announcing a "Pursuit" shall begin the message by stating that the unit is in "Pursuit" and giving the location, followed, if possible, by the unit identification, description of pursued vehicle, and/or suspects, direction taken, and reason for pursuit. The pursuing unit shall give frequent and comprehensive progress reports as conditions permit. Any unit having information regarding the "Pursuit" may transmit. Communications Division will broadcast advisory information concerning pursuits by the CHP within the City. Department personnel shall not become involved in CHP pursuits on the freeways unless for serious felonies committed within the City of Los Angeles.
- * **Code One.** When the control operator fails to receive an acknowledgment of a communication, a "Code One" shall be given. The unit to which a "Code One" is directed shall acknowledge immediately upon hearing a "Code One."
- * **Code Two.** A radio call accompanied by a "Code Two" designation is an urgent call and shall be answered immediately. The red light and siren shall not be used, and all traffic laws shall be observed.

Note. Officers responding to a "Code Two" radio call shall only interrupt the Code Two call to perform police work of major importance (Manual Section 0/030).

Officer's Responsibility. Officers who interrupt their response to a Code Two call due to police work of major importance or other exigent circumstances shall immediately notify Communications Division. Officers who interrupt their response to a Code Two call **for more than a brief delay** to evaluate the comparative urgency of an intervening incident shall also request Communications Division to reassign the call and shall **immediately** notify a concerned Department supervisor. No notification is required when a Code Two call is interrupted at the direction of either Communications Division or a Department supervisor. Officers shall document the reason for the interruption with an appropriate log entry on their Daily Field Activities Report (DFAR), Form 15.52.0 or 15.52.1.

Supervisor's Responsibility. Concerned supervisors **shall** ensure that each interrupted response which resulted in reassignment of a Code Two call is evaluated for appropriateness. In making this evaluation, the concerned supervisor should consider monitoring the divisional radio frequency, reviewing relevant log entries, responding to the scene of the interruption, or other appropriate action.

- * **Code Three.** A radio call accompanied by a "Code Three" designation is an

emergency call. It shall be answered immediately, but in a manner which will enable the unit to reach the scene as quickly as possible with safety. Exemption from provisions of the Vehicle Code (Division 11) is granted only when officers sound a siren as reasonably necessary and the officers' vehicle displays a lighted red lamp visible from the front.

Any call may justify a "Code Three" if any of the following elements are present:

- * A serious public hazard.
- * The preservation of life.
- * A crime of violence in progress.
- * The prevention of a crime of violence.
- * An immediate pursuit.
- * A unit at the scene requests another unit "Code Three."

The final decision for the use of "Code Three," other than in response to a directed radio call, shall be made by the vehicle operator.

An officer shall immediately broadcast his intention to proceed "Code Three" when the decision is based on other than a directed police radio call. The "Code Three" broadcast shall include the nature and location of the activity and, when known, the starting point, route of travel, and destination.

Exception: Whenever officers activate their Code Three equipment in conjunction with mobile field tactics at the scene of a riotous incident, a "Code Three" notification to Communications Division is not required.

Note: Officers traveling to the scene of a riotous incident in a mobile field force configuration with their Code Three equipment activated shall still notify Communications Division that they are traveling Code Three.

When the "Code Three" has been terminated, the officer shall notify Communications Division as soon as practicable.

When more than one unit is "Code Three" in the same general area, they shall be notified by Communications Division that other units are "Code Three" in the vicinity.

- * **Code Four.** When additional assistance is not needed at the scene of an "All Units" call, a "Code Four," followed by the location of the call, shall be broadcast. Radio units which are not assigned to the call and which are not at the scene shall return to their assigned patrol area when a "Code Four" is broadcast.
- * **Code Four Adam.** When additional assistance is not needed at the scene of an "All Units," call but the suspect is still in the vicinity, a "Code Four Adam," followed by the location of the call, shall be

broadcast. This should then be followed by a description of the suspect. Radio units which are not assigned to the call but which are on the way to the scene shall, when a "Code Four Adam" is broadcast, patrol or post themselves at strategic locations near the scene.

- * **Code Five.** A unit intending to "stakeout" shall notify the control operator of the location and request a "Code Five." The control operator, upon receipt of the message, shall immediately broadcast that there is a "Code Five" at the particular location. All units shall avoid the vicinity except in an emergency or in response to a call.
- * **Clearing Code Five.** When the need for a "Code Five" no longer exists, the originating unit, or the last unit to leave the scene, shall request the control operator to clear the "Code Five" at the particular location.
- * **Code Five Edward.** A "Code Five Edward" shall be used to notify Air Support Division (ASD) personnel of an explosive hazard to low-altitude aircraft. All units shall avoid the vicinity except in an emergency or in a response to a call for service.

Officer's Responsibility. An officer determining that an explosive hazard exists to low-altitude aircraft shall immediately notify Communications Division of a "Code Five Edward" via telephone or radio.

Note: Radio or Mobil Data Terminal (MDT) communications may detonate an explosive device. All radio or MDT communications should be made approximately one block (500 feet) away from the "Code Five Edward" location.

The officer shall inform Communications Division of the "Code Five Edward" location, and the area of the established perimeter (as measured in feet) around the bomb device/explosive hazard.

Note: If personnel from the Hazardous Devices Section, Emergency Services Division, determine that the established perimeter is insufficient for the potential hazard rendered from a suspected explosive device, they shall immediately notify Communications Division of the expanded perimeter as measured in feet.

A "Code Five Edward" notification shall be made in addition to all the other Department requirements for investigations involving explosives (Manual Section 4/212.50), when the following circumstances exist:

- * Incident involving an explosive device which is in an exposed (open air) area or will be moved to an exposed area;
- * Incident where the Hazardous Devices Section intends to "render-safe" any explosive item in an exposed area; and,
- * Incidents involving any explosives (indoors or outdoors) where the explosion could result in blast pressures that may be hazardous to aircraft operations.

Supervisor's Responsibility. The concerned supervisor shall ensure that Communications Division is notified of any perimeter adjustment. When the need for a "Code Five Edward" no longer exists, the concerned supervisor shall ensure that Communications Division is notified to clear the "Code Five Edward."

Communication Division's Responsibility. Upon receiving notification of a "Code Five Edward," the Radio Telephone Operator (RTO) shall immediately broadcast the "Code Five Edward" notification and the location.

The Watch Commander, Communications Division, shall ensure that the Watch Commander, ASD, is notified of the "Code Five Edward" broadcast and any adjusted perimeter throughout the incident.

Watch Commander, ASD's Responsibility. Upon notification of the "Code Five Edward" location, the Watch Commander, ASD, shall ensure that deployed Department aircraft are notified of the "Code Five Edward" location and any adjusted perimeter throughout the incident. The Watch Commander, ASD, shall further ensure that similar broadcasts are provided to media aircraft in the area.

Note: Department pilots shall determine a safe altitude for any Department aircraft responding to a "Code Five Edward" location upon notification of any perimeter adjustment.

- * **Code Six.** When a unit is conducting a field investigation and no assistance is anticipated, a "Code Six," followed by the location, shall be broadcast. A unit shall not go "Code Six" until it arrives at the scene of a call.

Units on "Code Six" status shall remain available for reassignment to priority calls by monitoring their radio frequencies. A unit on "Code Six" status may indicate to the dispatcher additional circumstances which will make the unit unavailable for assignment to a priority call. These circumstances may include:

- * Suspect in custody;
- * Primary unit at a crime scene; and/or,
- * Required at a back-up, assistance, or help location.

Note: The unit shall notify the dispatcher as soon as it is again available for radio calls.

- * **Code Six Adam.** When an officer may need assistance in conducting an investigation, the officer should broadcast "Code Six Adam" with his or her location. Other radio units in the vicinity should then patrol in the general direction of the given location. Officers should not ordinarily leave their assigned districts but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six Adam" and later finds that assistance will not be needed, a "Code

Four" and the location shall be given without delay.

- * **Code Six Charles.** When a one-officer unit receives a "Code Six Charles" in answer to a request for information on a suspect, the officer shall place himself or herself in a position of advantage over the suspect while awaiting arrival of assistance. When control is obtained, the one-officer unit may request and receive the want/warrant information from the Radio Telephone Operator (RTO). When a "Code Six Charles" is received by a two-officer unit, the officers shall immediately place themselves in positions of advantage over the suspect. When control is obtained, the unit shall request the want/warrant information from the RTO.
- * **Code Six George.** When an officer may need assistance in conducting an investigation concerning possible gang activity, the officer should broadcast "Code Six George" and the location. An available Gang Enforcement Detail Unit should respond, while other radio units in the vicinity should then patrol in the general direction of the location given. Officers should not ordinarily leave their assigned districts but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six George" and later finds that assistance will not be needed, a "Code Four" and the location shall be given without delay.
- * **Code Six Mary.** When an officer may need assistance in conducting an investigation concerning possible militant activity, he/she should broadcast "Code Six Mary" with his or her location. Other radio units in the vicinity should then patrol in the general direction of the given location. Officers should not ordinarily leave their assigned districts but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six Mary" and later finds that assistance will not be needed, a "Code Four" and the location shall be given without delay.
- * **Code Seven.** When a unit desires to go out of service for free time, a request for "Code Seven," accompanied by the location his/her assigned vehicle will be parked, shall be transmitted to the control. The control operator shall instruct the unit to "Stand By" until it can be determined whether the request can be immediately granted. If the request cannot be granted, the control operator shall instruct the unit to "Continue Patrol." If the request is granted, the control operator shall inform the unit "OK for Seven."
- * **Code Eight.** This call is broadcast for general information when a fire has been reported at a specific location where there is a high fire hazard or a threat of personal danger to firefighters from hostile groups. Units in the vicinity should respond to the call but remain on the air available for calls unless it is necessary to assist or investigate.

"Code Six" shall be used when it is necessary to go off the air.

* **Code Eight Adam.** This call is broadcast when Communications Division has received notification from the Fire Department confirming an active, verified fire at a specific location and the senior officer at the scene has requested additional fire units. A specific police unit shall be assigned the call to assist with traffic or crowd control.

* **Code Ten.** This call is broadcast when a clear frequency is required to check a suspect for wants and/or warrants. When an officer desires a clear frequency to check a suspect for wants and/or warrants, he/she shall:

- * Determine that the frequency is not in use;
- * Identify himself/herself with his or her unit number;
- * Request "Code Ten," and state the number of suspects to be checked; and,
- * Indicate whether suspects are juveniles.

Note: A "Code Ten" designation shall not be used to request a clear frequency for crime information broadcasts or any other information, except as specified above.

* **Code Twelve.** An officer who responds to a "Code Thirty," "Code Thirty Adam," "Code Thirty-Ringer," "Code Thirty Victor," or a 211 silent, and determines that there is no evidence of a burglary or robbery, and it appears that the false alarm was caused by equipment malfunction or subscriber error, shall broadcast "Code Twelve," the address, and firm name, if any.

Note: A "Code Twelve" shall be broadcast, in addition to any crime information, when a 211 silent alarm is used to summon the police for reasons other than a robbery.

* **Code Twenty.** When a traffic collision or other event being investigated is of such a spectacular nature or is sufficiently unusual that accounts of it would stimulate general public interest, the phrase "Code Twenty," accompanied by the location of the accident or event, shall be transmitted to the control.

* **Code Thirty.** This call is broadcast for general information when a silent burglar alarm has been reported by an alarm company or by an automatic tape message. Units in the vicinity should respond to the call but remain available for calls unless it is necessary to go "Code Six" for the purpose of assistance or investigation.

Note: Watch Commanders and supervisors should encourage officers to respond to unverified burglar alarm calls in their Basic Car Area whenever possible, or when an available unit is in the area of an unverified burglar alarm call.

* **Code Thirty Adam.** This call is broadcast when a silent burglar alarm has been

reported by an alarm company and the location is being monitored audibly. Units in the vicinity should respond to the call but remain available for calls unless it is necessary to go "Code Six" for the purpose of assistance or investigation.

Note: If the location appears to be secure, officers shall ascertain, via Communications, whether the alarm company is monitoring any activity within the location.

* **Code Thirty-Ringer.** This call is broadcast when a Communications dispatcher receives information that a ringing burglar alarm has been activated. Units in the vicinity should respond to the call but remain available for calls unless it is necessary to go "Code Six" for the purpose of assistance or investigation.

* **Code Thirty Victor.** This call is broadcast when a visual verification alarm has been activated. Upon receipt of the alarm activation and the display of photographs depicting an intruder, the alarm company will notify Communications Division. A unit shall be dispatched to respond to the call immediately. Officers responding shall only be interrupted to perform police work of major importance or to respond to a higher priority radio call.

Note: If the location appears to be secure, officers shall ascertain, via Communications, whether the alarm company is monitoring any activity within the location.

* **Code Thirty-Seven.** Communications Division Radio Telephone Operators running want/warrant information for field personnel shall broadcast a "Code Thirty-Seven" when stolen vehicle information is returned on vehicle license numbers. Field personnel shall employ appropriate defensive tactics and/or report pertinent information such as location, direction of travel, vehicle description, until control is assured.

When the suspect(s) are under the complete control of SWORN PERSONNEL or additional assistance is not required, field employees shall broadcast a "Code Four" in response to a "Code Thirty-Seven."

Note: Communications Division shall continue to broadcast "Code Six Charles" in cases of vehicle license numbers connected with high risk suspects or vehicles, such as armed and dangerous, felony want or warrant. For example, if a vehicle license number is associated with a stolen vehicle used in connection with an armed robbery, a "Code Six Charles" will be broadcast, NOT "Code Thirty-Seven."

* **Code Robert.** When an employee needs an Urban Police Rifle (UPR) or Shotgun Slug Ammunition (SSA), the employee shall broadcast the unit designation, location, and "Code Robert-UPR" or "Code Robert-Slug."

* **Code Tom.** When an employee needs a TASER, the employee shall broadcast the unit designation, location and "Code Tom."

* **Code 100.** This code shall be broadcast by a field unit to notify other units that a possible escape route of a suspect from a crime scene is under temporary surveillance. The term "Code 100" shall be broadcast in the following sequence: Unit identification; "Code 100;" and, the location.

*** Radio Communication Terms:**

- * **AC:** Aircraft crash.
- * **FB:** Fallen Balloon.
- * **Q1:** Secrecy required regarding location.
- * **211:** Robbery.
- * **311:** Indecent exposure.
- * **390:** Drunk male.
- * **390W:** Drunk female.
- * **415:** Disturbance.
- * **459:** Burglary.
- * **484:** Theft.
- * **484PS:** Purse Snatching.
- * **502:** Under-the-influence driver.
- * **507:** Minor disturbance.
- * **507FC:** Firecrackers.
- * **586:** Illegal parking.
- * **586E:** Car parked in driveway.
- * **Roger:** Message received, will comply.
- * **Come In:** You are being called.
- * **Stand By:** Wait until a suitable answer is determined-or do not transmit. Proceed with your message. Repeat your message.
- * **Go Ahead:** Proceed with your message.
- * **Repeat:** Repeat your message.
- * **Out:** Out of service; not available for call (used when no other specific code applies and shall be followed by the reason).
- * **Clear:** No calls outstanding against unit; available for call.

Note: When reporting on-duty, units equipped with two-way radios and engaged in either uniformed or plainclothes patrol shall report "Clear" and indicate the watch to which they are assigned.

- * **Want:** Determine whether a vehicle is wanted or is to be held.
- * **No Want:** No want or hold on subject or vehicle of inquiry.
- * **Warrant:** Vehicle warrant information.
- * **DMV:** Information regarding vehicle registration.
- * **Juvenile Check:** Determine whether there is want, hold, or criminal record for juvenile subject.
- * **End of Watch:** Unit has completed tour of duty.

Note: When a unit goes off-duty, the control operator shall be notified of the location and that the unit is "End of Watch" When a unit has worked beyond the normal tour of duty, the watch to which the unit is assigned shall also be reported.

120.41 INITIAL BROADCASTS OF CRIME DESCRIPTION. The first officers to arrive at the scene of a crime shall conduct a brief interview with the victim or witnesses. Information, when applicable, shall be transmitted in the following sequence to the communications operator, without delay:

- * Type of Crime;
- * Occurred _____ Minutes Ago;
- * Location;
- * Vehicle Used (or left on foot);
- * Direction Taken;
- * Number, Sex, Descent of Suspects;
- * Outstanding Features;
- * Weapon; and,
- * General Type of Property taken.

120.42 SUPPLEMENTAL BROADCAST OF CRIME DESCRIPTION. As soon as practicable after the initial brief information concerning the occurrence of a crime has been relayed to a communications operator for broadcast (Manual Section 4/120.41), supplemental information, including a detailed description of the suspect, shall be relayed to the operator. These suspects' descriptions shall

follow the sequence as outlined in the related crime report.

120.60 REPORTING OUT OF SERVICE. When it is necessary for a unit to go out of service for any reason, except in response to an assignment given to them by a control operator, the reason and the location shall be transmitted to the control operator.

Note: If practicable, a unit remaining out of service shall notify the control operator of the reason and the location (once each hour) that it is out of service. This shall be done even though the unit may be working beyond the normal tour of duty.

120.70 AVAILABILITY WHILE ON NON-PRIORITY CALLS. Field units assigned non-priority calls, as well as units on "Code Six" status, shall remain available for reassignment to priority calls by monitoring their radio frequencies.

Units reassigned to a priority call shall be responsible for the completion of their non-priority call(s). Officers shall explain their change in status to the reporting person. Communications Division shall be notified when officers are prepared to resume the handling of their non-priority call(s). Officers unable to resume the handling of their non-priority call(s) shall notify Communications Division.

If officers assigned to a non-priority call determine that additional circumstances exist which preclude their reassignment to a priority call, they shall broadcast a "Code Six" indicating the circumstances.

Note: A priority call is a call for service which is of an emergency or urgent nature causing a unit to respond "Code 3" or "Code 2," respectively. Non-priority calls are all other calls for routine service.

120.75 ASSIGNMENT OF PRIORITY CALLS-NO AVAILABLE UNITS. Communications Division shall handle priority calls in the following manner whenever there are no units available in the Area of occurrence:

- * The call shall be broadcast for "any available unit," with the nature of the call, the address, and the code;
- * If no units respond to the "any available unit" broadcast, the dispatcher shall broadcast one long electronic tone signal on the concerned Area's radio frequency. The tone signal alerts units assigned non-priority calls to stand by for possible reassignment to a priority call; and,
- * The dispatcher shall assign the priority call to the appropriate unit.

120.77 INCIDENTS MOTIVATED BY HATRED OR PREJUDICE. Communications Division shall dispatch a unit whenever a call for service involves any incident motivated by hatred or prejudice.

120.79 ASSIGNMENT OF UNITS TO ALARM CALLS. Communications Division personnel who receive a call from an alarm company or private person, generated by the activation of a robbery or burglary alarm, shall:

- * Determine the type of alarm being reported;
- * Request the Board of Police Commissioners (BOPC) permit number from the caller; and,
- * Dispatch a unit to the alarm location.

Note: If the caller was unable to provide a valid BOPC permit number, Communications Division shall notify Commission Investigation Division.

120.80 REQUESTING BICYCLE INFORMATION. When requesting information about a bicycle, the following information, when known, shall be given:

- * Frame number of bicycle;
- * License number;
- * Expiration date of license; and,
- * Make of bicycle.

130. RADIO MESSAGE PRIORITY.

Emergency Radio Messages. This classification has priority over all other messages and consists of requests for "Help," information regarding "Pursuits," and messages necessary for the preservation of life.

Special Radio Messages. This classification has priority over "Routine" radio messages and consists of:

- * Immediate field broadcasts of descriptions of suspects and/or vehicles involved in crimes when the time element is important;
- * Reporting fires;
- * Requesting ambulances; and/or,
- * Any other message requiring immediate attention.

A unit with a "Special" message shall begin transmission by notifying the control operator that the unit has a "Special" message. The unit may precede the message with a request for a clear frequency for a "Special" message. When the concerned frequency is on "Stand By" for a "Special" message, only broadcasts regarding the "Special" message shall be transmitted, except an "Emergency" message or another "Special" message.

Note: Upon receiving a "Special" message, the control operator shall immediately place the concerned frequencies on "Stand By," when necessary, and handle the messages in the order of their priority. The control operator shall immediately clear concerned frequencies when the "Special" message is completed.

"Routine" Message Procedures. A unit with a "Routine" message may broadcast only when the concerned frequency is clear. This classification consists of normal radio messages and has no priority.

130.30 CLEAR FREQUENCY PROCEDURE. Before transmitting a lengthy message, such as a report of a major crime, a

unit shall contact the control, request a clear frequency, and state the reason for the request.

Exception: When an officer desires a clear frequency to check a suspect for wants and/or warrants, he/she shall request "Code Ten."

The control operator, upon receipt of the request, shall advise all other units on the same frequency to "Stand By" and instruct the concerned unit to "Go Ahead." Upon completion of the message, the control operator shall announce to all units that the frequency is clear. Units advised to "Stand By" shall not attempt to transmit unless their message is of higher priority than the message being transmitted (Manual Section 4/130).

Note: A clear frequency shall not be requested in order to obtain a "Want" or a "DMV" on a vehicle.

150. TELETYPES-GENERAL.

150.05 REQUESTS FOR TELETYPE MESSAGES. A request for a teletype message shall indicate the coverage desired by including the specific point(s) for a directed message or the specific section for a broadcast bulletin.

When proper names are included in teletype messages, they shall be transmitted as follows:

"SURNAME, FIRST NAME, (and) MIDDLE NAME (or) INITIAL."

150.08 CANCELLATIONS, CORRECTIONS, OR SUPPLEMENTS TO BROADCASTS. When cancellation, correction, or supplement to broadcast is requested, the message request given to the teletype operator shall include the following:

- * Date, time, message number, and call letter of the original and all subsequent related messages;
- * Title of the original message;
- * Names of persons who were the subject of the original message;
- * All available reference numbers;
- * Any "special attentions" included in previous related broadcasts; and,
- * The property or vehicles mentioned in previous messages, with a brief description and current status.

150.10 CLASSIFICATION. Teletype messages shall be classified as:

* **Directed Messages.** Directed messages are those addressed to one or more specific points throughout the State network (CLETS) or nationally (NLETS) through the California Department of Justice.

* **Broadcast Bulletins.** Broadcast bulletins are messages addressed to one of the following specific sections within the network facilities available to the Department:

- * Local (Citywide);
- * Local and Sheriff's Local (Countywide);

- * Area (directed to either one or more of the six broadcast areas into which California is divided); and,
- * All Points Bulletin (directed to all participating enforcement agencies in California). Extended coverage to all other states, except Alaska and Hawaii, is accomplished by direction of the originating agency.

150.12 ALL POINTS BULLETINS-ACCEPTANCE OF MESSAGES. Prior to requesting the transmittal of an All Points Bulletin (APB) broadcast via NECS, officers shall verify that the agencies which the messages are addressed to are participants of the APB system. Area/division records units shall maintain a list of current APB system subscribers. For broadcasts within Los Angeles County to non-subscribing agencies, a message should be directed to the Los Angeles County Sheriff's local broadcast system. Out-of-county messages to a non-subscribing agency should be sent directly to that agency.

To qualify for rebroadcast on the State Teletype System, a message must meet the following requirements:

Robbery Teletypes.

- * Suspects used or simulated a gun; OR,
- * There is reason to believe the suspects are operating in more than one county; OR,
- * The modus operandi is distinctive or similar to that previously reported in other jurisdictions; OR,
- * The property taken is valued in excess of \$5,000.

Burglary Teletypes.

- * A large amount of distinctive property which could connect a suspect with the crime is stolen. (Do not itemize. Give only the general type of property taken and the note "is/is not" identifiable); OR,
- * A safe is attacked; OR,
- * The modus operandi is distinctive or similar to that previously reported in other jurisdictions, AND there is reason to believe the suspect may be operating in more than one county; OR,
- * A large amount of property is taken, part or all of which is identifiable. (Do not itemize. Give only the general type of property taken and the note "is identifiable.")

Felony Suspect Wanted Teletypes.

- * There is reason to believe the suspect may be traveling outside the local area; AND a felony warrant has been issued for his/her arrest, excluding violation of parole or probation unless wanted for an additional felony; OR,
- * There is reasonable cause to believe the suspect committed a felony.

Note: Unless a warrant has been issued, the teletype must contain sufficient information to establish in the mind of the receiving officer reasonable cause to believe the suspect

committed a felony.

In Custody Teletypes.

- * The suspect has been operating for a long period of time, AND there is reason to believe the suspect committed a crime outside the local jurisdiction.

Property Under Observation Teletypes.

- * A large amount of identifiable property has been located, AND there is reason to believe it has been stolen outside the local jurisdiction.

Crime Warning Teletypes.

- * When circumstances are such that it may be possible to prevent crime by alerting agencies outside the local jurisdiction; OR,
- * When checks or checkwriters have been stolen, AND it is probable that an attempt will be made to cash the checks outside the local jurisdiction.

Missing Person Teletype.

- * When the circumstances indicate that the missing person, either adult or juvenile, is the victim of a serious crime or emergency conditions exist, such as senility, suspected foul play, or when the missing person is at a very young age.

Note: Teletyping of a missing person area broadcast does not fulfill the four-hour notification requirement to the National Crime Information Center (NCIC) when a juvenile under 16 years of age is reported missing or the missing person is the subject of exceptional circumstances (i.e., missing under suspicious circumstances, or persons mentally or physically handicapped).

155. TELETYPES-VEHICLE REGISTRATION AND DRIVER'S LICENSE INFORMATION.

155.05 REQUESTS FOR VEHICLE REGISTRATION INFORMATION. A teletype requesting vehicle registration information from DMV shall be sent in the following form:

- * IV; and,
- * Information code, vehicle license number or vehicle identification number.

A request for out-of-state vehicle information shall include:

- * Motor Vehicle Bureau (city and state);
- * Year for which the information is desired;
- * Complete record request (including registered owner and legal owner); and,
- * License number (including all dashes, as it appears on the plate)

Note: All other vehicle teletypes shall be prepared and sent by the concerned Area records unit.

155.15 REQUESTS FOR DRIVER LICENSE INFORMATION. A teletype

requesting driver license information from DMV may be sent, using either the driver license number or the full name of the licensee. When using the driver license number, the teletype shall be sent in the following form:

- * ID; and,
- * Information code, driver license number.

When using the licensee's name only, the teletype shall be sent in the following form:

- * IN; and,
- * Information code, name (last, first, middle).

Note: A separate teletype shall be sent for each person.

155.20 TELETYPES-BICYCLE INFORMATION. A teletype requesting information from the Automated Property System (APS) shall be sent as provided in the CJIS Manual.

165. TELETYPES - JAIL PROCEDURES.

165.02 ARREST BOOKING INFORMATION. The following procedures shall be used in the transmission of arrest booking information:

All Areas/divisions shall teletype juvenile arrest booking information to the Juvenile Records Unit, Records and Identification Division, Detective Support Division, and the responsible investigative unit within thirty minutes after obtaining the booking numbers, when DABIS processing is not used to book a juvenile or a person 18 years of age or older arrested and booked for a crime committed when the arrestee was a juvenile. The information contained in the first nine lines of the Booking and Identification Records, Form 5.1, shall be used as a format for the teletype.

In addition, all Areas/divisions shall include the following additional information on the juvenile arrest booking information teletype:

- * Juvenile's parents and/or legal guardian;
- * J number; and,
- * DR number.

The last line of the teletype shall contain the information in the box labeled "Juvenile Detained At."

Note: When a juvenile arrested for an offense which will be investigated by Narcotics Division is to be released immediately after booking, the arresting officer shall cause the date and time the subject is to be cited to return for further investigation and disposition to be included in the booking teletype.

Booking Areas/divisions with Livescan Network capability shall send adult and juvenile arrest booking information to Records and Identification Division within thirty minutes after obtaining booking numbers, when DABIS processing is not used to book a juvenile or a person 18 years of age or older

arrested and booked for a crime committed when the arrestee was a juvenile.

Booking divisions shall transmit required booking documents to the Inmate Reception Center, County Central Jail.

165.03 ARRESTEES BOOKED INTO COUNTY CUSTODY. Teletype abstracts containing booking information shall not be sent on adult arrestees booked directly into Los Angeles County jail facilities.

Exception: Teletype abstracts containing the booking information contained in the first nine lines of the Booking and Identification Record, Form 5.1, shall be sent on adult arrestees booked directly into the Jail Ward of the Los Angeles County-USC Medical Center.

An officer booking an adult arrestee directly into a Los Angeles County jail facility shall complete the Booking and Identification Record, Form 5.1, in the normal manner. In addition, the booking officer shall:

- * Telephonically obtain an LAPD generated booking number from Records and Identification Division; AND,
- * Request to be transferred to the Supervisor of the Booking Records Update Unit, Records and Identification Division; AND,
- * Give the booking information contained in the first nine lines of the Booking and Identification Record, Form 5.1, to the supervisor. Record that person's name, and title in the narrative portion of the arrest report.

Note: The above notification to the supervisor of the Criminal Information Unit, Records and Identification Division, is not necessary when booking arrestees directly into Los Angeles County Jail.

165.04 SUPPLEMENTAL CHARGE TELETYPE. A Supplemental Charge Teletype shall be sent without delay to Los Angeles County Jail when the arrestee is an adult female, in the following sequence:

- * Prisoner's booking number and name, original charge, SUPP CHG, and date charge placed; and,
- * NEW CHG: List supplemental charge. When the supplemental charge is a warrant, the information shall include the System ID number, warrant number, court, and bail including penalty assessment.

Note: When a felony complaint against an arrestee is rejected and a related misdemeanor warrant is obtained, the words "Reduction Booking" shall be placed in the heading of the teletype.

When the supplemental charge is placed as the result of a court order for the delay of a felony arraignment (Manual Section 4/750.20), the following information shall be included:

- * The warrant information;
- * The date and time of the court order;
- * The court issuing the order;

- * The concerned investigative unit; and,
- * The statement, "Court ordered prisoner held until his physical condition permits his arraignment."

165.06 SUPPLEMENTAL CHARGE AUTHORIZATION TELETYPE-VIOLATION OF PROBATION OR PAROLE. A teletype abstract authorizing a supplemental charge for violation of probation or parole against a person in the custody of the Department shall be sent to the division of custody in the following sequence:

- * ATTN JAILER OR LASD;
- * State parole charge authority and date;
- * Booking number, name, and prison number;
- * "THIS IS AUTHORIZATION FOR DETAINING AGENCY LASD AND ANY PEACE OFFICER IN THE STATE OF CALIFORNIA TO ARREST AND BOOK PER (charge)AND TRANSPORT TO LOS ANGELES MAIN COUNTY JAIL;" and,
- * AUTH: Name and title of officer authorizing the supplemental charge.

165.15 REQUEST FOR BAIL INFORMATION TELETYPE. A Request for Bail Information Teletype is used to request information regarding the release on bail of a misdemeanor prisoner in the custody of the Los Angeles County Sheriff's Department. The teletype shall be sent to the custodial detention officer and shall contain the prisoner's booking number, name, and "REQ. FOR BAIL INFO."

165.20 BAIL INFORMATION TELETYPE. Information regarding a prisoner eligible for release on bail shall be sent by the custodial detention officer in the following sequence:

- * Prisoner's booking number, name, and BAIL INFO;
- * Each charge (code section and title), listed separately, followed by the amount of bail, plus penalty assessment;

Note: Name on each additional charge, if different than original booking name, shall precede the charge or warrant number.

- * Each warrant number or court case number, if any, and issuing court, listed separately, followed by the amount of bail, plus penalty assessment;
- * Time, day of week, date, court, and street address of court appearance for each charge; and,
- * Arrest location, arresting agency, division and unit, and arresting officer's name and serial number.

165.26 FELONY BOOKING DISPOSITION AND SUPPLEMENTAL CHARGE TELETYPE. A Felony Booking Disposition and Supplemental Charge Teletype directing a custodial detention officer to record the release of a charge against a prisoner and to place a supplemental charge shall be sent in the following sequence:

- * Prisoner's booking number, name, FEL DISPO/ SUPP CHG, and date of felony disposition;
- * Charge released and AUTH: Felony booking disposition as indicated in the Investigator's Final Report, Form 5.10;
- * NEW CHG: Supplemental charge. When the supplemental charge is a warrant, an abstract of the warrant shall be included in the teletype;
- * Prisoner's name on supplemental charge if different from that on the original booking; and,
- * Division, name, and serial number of authorizing officer.

Note: When the prisoner is in a Los Angeles County jail facility, other than Los Angeles County Jail, a Felony Booking Disposition and Supplemental Charge Teletype shall also be sent to the Sheriff's Warrant Detainer Section.

165.30 ORDER TO RELEASE PRISONER TELETYPE. An Order to Release Prisoner Teletype is used to direct a custodial detention officer to release a prisoner from the custody of the Department, or to direct another agency to release from custody a prisoner detained for this Department. This teletype shall be sent in the following sequence:

- * ATTN JAILER;
- * Prisoner's booking number and name, and ORDER TO RELEASE; and,
- * The charge released and AUTH: Reason for release.

Note: Name on each additional charge, if different than original booking name, shall precede the charge or warrant number.

- * Details:
 - * When the charge released is a felony, include the booking disposition indicated on the Investigator's Final Report, Form 5.10;
 - * When the reason for release is bail posted, include the amount of cash bail posted or an identification of the surety bond;
 - * The time, day of week, date, and street address of court appearance for each charge; and,

Note: When the arrestee was intoxicated at the time of arrest, a teletype directing an O.R. release shall include "O.R. when able to care for self."

- * Division, name, and serial number of officer ordering release.

165.31 ORDER TO RELEASE JUVENILE TELETYPE. An Order to Release Juvenile Teletype is used to direct a custodial detention officer to release a detained juvenile from the custody of the Department. This teletype shall be sent in the following sequence:

- * Juvenile's booking number and name, and ORDER TO RELEASE;
- * Charge released and AUTH: Reason for release (i.e., Exonerated, Court Order, 602-626 WIC, etc.);
- * Release to: (Relationship and full name);
- * Location detained; and,
- * Division, name, and serial number of officer ordering the release.

165.32 NOTIFICATION OF PRISONER RELEASE TELETYPE. A computer generated message reporting the release of a prisoner from LAPD custody shall be sent **immediately** to the Automated Justice Information System (AJIS) via the Network Communication System (NECS) RL13 format. The message, when appropriate, shall also be directed to:

- * The concerned division or Sheriff's station when the release is the result of an Order to Release Prisoner Teletype; and,
- * Detective Support Division and the concerned investigating officer when either an adult arrestee was booked on a felony charge or the arrestee is a juvenile.

Notification of Prisoner Release messages sent to locations other than AJIS shall contain the following information:

- * Prisoner's booking number;
- * Prisoner's last name, first name, middle initial;
- * Date of birth;
- * Booking location;
- * Reason for release;
- * Originating agency;
- * Name of officer releasing prisoner; and,
- * Serial number of officer releasing prisoner.

Note: When a prisoner is released to the Los Angeles County Sheriff's Department's transportation unit, a notification to AJIS shall be sent via the Network Communication System (NECS).

165.33 NOTIFICATION OF WRIT OF HABEAS CORPUS OR FIXED-BAIL RELEASE OF FELONY PRISONER TELETYPE. A teletype announcing the release of a felony prisoner when fixed-bail is posted or on a Writ of Habeas Corpus shall, in addition to a teletype to the AJIS file, be sent to:

- * Detective Support Division; and,
- * The concerned probable investigating unit listed on the Booking and Identification Record, Form 5.1.

Notification of Writ of Habeas Corpus or Fixed-Bail Release of Felony Prisoner Teletype shall be sent in the following sequence:

- * Release information as sent to AJIS (i.e., booking number, last name, first name, middle initial, birth date, numerical code of booking location);
- * Date released;

- * Booking charge;
- * Amount of cash bail posted or an identification of the surety bond;
- * Citing instructions for court appearance; and,
- * Division, name, and serial number of officer releasing the prisoner.

165.34 NOTIFICATION OF AVAILABILITY FOR RELEASE TELETYPE. When an arrestee is booked on a foreign California adult misdemeanor warrant and is not wanted on a local charge, the custodial detention officer shall send a Notification of Availability for Release Teletype to the demanding jurisdiction in the following sequence:

- * ATTENTION WARRANT DETAIL;
- * Name of arrestee (first, middle, last) and booking number;
- * ARRESTED (date arrested) ON YOUR WARRANT (warrant number, issuing court charge, and code). ADVISE BY RETURN TELETYPE DATE AND TIME YOU WILL ACCEPT CUSTODY. NOTIFICATION WILL BE MADE OF ANY CHANGE IN CUSTODY STATUS; AND,
- * Division of detention, address, officer's name, and serial number.

165.35 NOTIFICATION OF FORWARDED WARRANT TELETYPE. When warrants or warrant information teletypes have been forwarded with a prisoner to other than the originating agency, the City jail facility having custody of the arrestee shall send a teletype notification to the originating agency in the following sequence:

- * ATTENTION: Agency, warrant number, and charge;
- * Name of prisoner (first name first) and booking number;
- * RELEASED TO (Agency prisoner released to), date, and time; and,
- * YOUR WARRANTS (or warrant information teletypes) HAVE BEEN FORWARDED WITH PRISONER. CONTACT agency DIRECTLY FOR FURTHER INFORMATION.

Note: When warrants or warrant information teletypes from two or more agencies are forwarded, a joint teletype format shall be used.

165.60 PRISONER ESCAPE TELETYPE. A Prisoner Escape Teletype shall be sent as LOCAL BC AND SHERIFF'S LOCAL in the following sequence:

- * NOTICE OF PRISONER ESCAPE;
- * Name of escapee;
- * Booking number, charge, and LA number;
- * Description of suspect and clothing;
- * Location of escape; and,
- * Fingerprint classification (available at Records and Identification Division).

Note: Supplemental teletypes may be sent at

the discretion of investigating officers responsible for apprehension.

165.70 ORDER TO PICK-UP. Regular Order to Pick-Up Teletypes shall be sent on each court day not later than:

- * 0430 hours for *morning* court; and,
- * 0900 hours for *afternoon* court.

Teletypes shall be sent to the Los Angeles Sheriff's Department, Bureau of Transportation as in the following examples:

- * Hollywood has four male and one female arrestees for Division 59, and two female arrestees for Division 51; and,
- * Harbor Area has two male and three female arrestees for Division 61.

165.80 IMPERATIVE RELEASE MESSAGE TELETYPE. The Imperative Release Message is a daily teletype notification generated by the Automated Justice Information System (AJIS) to all Areas of the Department and Metropolitan Jail Section, 77th Street Jail Section, Van Nuys Jail Section, and Operations Jail Section with the names of those persons who must soon be arraigned or released from Department custody in accordance with 825 P.C.

170. TELETYPE-INVESTIGATIVE PROCEDURES.

170.04 TELETYPE NOTIFICATION OF "SHOW-UP" APPEARANCE. A teletype notification regarding a suspect appearing in a "show-up" shall be sent in the following form:

FOLLOWING SUSPECT WILL BE IN SHOW-UP: (location); (date and time); (name and description of suspect); (modus operandi, including any information which may aid in connecting suspect with a crime); (name, serial number, and detail of investigating officer)

170.08 TELETYPE NOTIFICATION OF "SHOW-UP" RESULTS.

Suspect Identified. A teletype regarding identification of a suspect in a "show-up" shall be sent in the following sequence:

- * "Show-up" number of identified suspect;
- * Name of suspect identified;
- * Offense for which suspect was booked;
- * Crime with which suspect was identified;
- * Name of person who made identification;
- * DR number of report of crime with which suspect was identified;
- * Name of the concerned law enforcement agency and the case number, when suspect identified with a crime committed in another jurisdiction;
- * Names of victims and witnesses attending the "show-up;"
- * Names of suspect's defense attorneys and deputy district attorneys attending the "show-up;"
- * Name and serial number of the officer who selected the participants for the "show-up;"

- * Unusual actions which the investigating officer requested the suspect to perform during the "show-up;" and,
- * Name, serial number, and detail of officer conducting the "show-up."

Suspect Not Identified. When no suspects are identified in a "show-up," the teletype notification shall contain the following:

- * NO SUSPECTS IDENTIFIED;
- * (Names of victims and witnesses attending the "show-up"); and,
- * (Name, serial number, and detail of officer conducting the "show-up".)

170.45 PROPERTY RELEASE TELETYPE. A teletype authorizing release of property shall be sent in the following form:

* THIS IS YOUR AUTHORITY TO RELEASE THE BELOW LISTED PROPERTY BOOKED UNDER DR (number) TO (name of person to whom property is booked) ON (date of booking) TO (name and address of person to whom property is to be released). (List of property, including item numbers). RELEASE AUTHORIZED BY (name and serial number of authorizing officer), (date and time release authorization).

170.55 REQUEST FOR CERTIFIED COPY OF LASD FINGERPRINT CARDS TELETYPE. The following format shall be used to obtain certified copies of Los Angeles Sheriff's Department fingerprint cards from the Bureau of Identification:

- * BI;
- * SUPERVISOR, FINGERPRINT SECTION;
- * REQUEST CERTIFIED COPY OF THE FINGERPRINT CARD OF:
- * NAME AND ANY AKA USED AT TIME OF BOOKING;
- * DATE OF BIRTH;
- * CII NO.;
- * LA NO. AND LASD NO.;
- * DATE OF ARREST;
- * CHARGE; and,
- * DIRECT REPLY TO
LAPD DIVISION
ATTN: _____

175. TELETYPE-SUPERVISORY PROCEDURES.

175.10 SUBPOENA TELETYPE. A teletype notifying an officer of the existence of a subpoena shall be sent in the following form:

- * WATCH COMMANDER, (division/Area of assignment). THE FOLLOWING OFFICERS ARE SUBPOENAED: (officer's name), (serial number), DIVISION OR DEPARTMENT (number), (place of address), (date), (time), (defendant's full name), DR (number).

175.14 DECLARATION FOR CONTINUANCE TELETYPE. A Declaration for Continuance teletype shall be sent in the following form:

* **DECLARATION FOR CONTINUANCE:** (defendant's last name), (court division number), (case number), (Officer's name and serial number), (date of trial), (to what officer can testify), (reason for inability to appear), (date officer will be able to appear).

175.70 WEATHER FORECAST TELETYPE. A teletype regarding the weather forecast shall be sent in the following sequence:

- * METROPOLITAN-COAST AREA-temperature, precipitation.
- * VALLEY AREA-temperature, precipitation.

180. MESSENGER SERVICE AND MAILING INSTRUCTIONS.

180.10 DEPARTMENT MAIL TO BE FORWARDED BY MESSENGER SERVICES. Mail to be forwarded to Department offices, all City offices, and all Los Angeles County offices by messenger service shall be enclosed in Multi-use Interoffice Correspondence Envelopes, Form General 100B. When the Form General 100B is used to forward mail to a City office other than a Police Department office, the address shall include the correspondence "stop" number for the concerned office.

Exception: When the use of the Multi-use Interoffice Correspondence Envelope is inappropriate to the subject matter to be forwarded or the material to be forwarded is of a confidential nature, the correspondence shall be enclosed in a plain manila envelope.

180.20 UNITED STATES MAIL DELIVERY. All correspondence to be delivered by United States mail shall be placed in appropriate containers. When practicable, white envelopes shall be used. The Department's return address, "Box 30158, Los Angeles, 90030," shall be typed or printed in the upper left corner. The correspondence reference number shall be included with the return address. The sender's name may be substituted when necessary for security reasons. When mail is to be registered or certified, "Los Angeles Police Department" shall be included with the return address and correspondence reference number.

When reference is made regarding the return address of the Department within any correspondence to other government agencies or the general public, the above return address shall be shown.

180.30 DELIVERY OF PERSONAL MAIL. The address of the Department or any of its offices shall not be used by employees for the purpose of receiving personal mail or merchandise.

190. TELEPHONES, USE OF DEPARTMENT.

190.10 ANSWERING DEPARTMENT TELEPHONES An employee answering a public Department telephone (usually those connected to the City Centrex System) shall state the following:

- * "Good morning," "Good afternoon" or "Good evening," as applicable;
- * His/her office, group, bureau, division, section, unit or, Community Outreach Center or if the location is a community police station, the name of the geographic command followed by the phrase "Community Police Station," i.e., "Rampart Community Police Station."
- * His/her rank or title, and last name, and,
- * "May I help you?"

When answering other Department telephones (outside, private or non-Centrex), the employee may answer by giving the number of the telephone only. However, a commanding officer may authorize some other response for non-public telephones, which are used for undercover operations.

To ensure continuous and quality service to the hearing-impaired community, Area commanding officers shall:

- * Ensure that Area Telecommunication Devices for the Deaf (TDD) telephone systems are properly serviced and maintained;
- * Ensure that sufficient personnel at each Area station are trained in the proper use of the TDD telephone system;
- * Cause Area training coordinators to assume responsibility for training of personnel in the use of the TDD telephone system; and,
- * Add TDD telephone numbers to the next and all subsequent printings of Area business cards.

190.20 ANSWERING COMPLAINT BOARD OR RECORDS AND IDENTIFICATION DIVISION TELEPHONES. Employees answering complaint board telephones or Records and Identification Division telephones subject to extremely heavy use may answer with an approved shortened identification as directed by the division commanding officer.

190.30 TELEPHONE CALLS-IMMEDIATE SERVICE REQUIRED. Employees who receive a telephonic report which demands immediate police action shall:

- * Obtain the location of occurrence and other pertinent information; and,
- * Relay the information to the concerned unit, if available; or,
- * Relay the information to the complaint board.

Employees relaying the information to the complaint board shall:

- * Give their name and division of assignment;
- * Give the location where service is requested;
- * State the nature of the complaint;
- * Obtain the name and telephone number of the caller;
- * Inform caller that his/her call will be returned, as soon as practicable;
- * Obtain the information desired; and,
- * Return the call.

If the persons are calling from a pay telephone, they shall be advised to remain at that station to await the return call.

190.50 TRANSFERRING TELEPHONE CALLS. When an employee receives a telephone call which should be handled by some other unit, or which has been misdirected, he/she shall:

- * Ascertain the nature of the call;
- * Advise the caller as to the Department unit, or person to whom he/she should speak; and,
- * Transfer the call.

If the caller does not wish to have his/her call transferred, or is calling from within the CENTREX system, he/she shall be given the telephone number and name of the unit to call for service.

190.60 TELEPHONIC REQUESTS FOR REPORT INFORMATION. When an employee receives a telephonic request for information contained in police reports, he/she shall handle the request as prescribed in Manual Sections 3/406, 3/407, 3/408 and 3/410.

190.70 REFERRAL TO THE CALIFORNIA HIGHWAY PATROL.

Metropolitan Area and Harbor, Venice, and West Los Angeles Divisions. Calls for services of an emergency nature within the area of the California Highway Patrol responsibility shall be transferred by land line to the California Highway Patrol dispatcher when practicable. When the line is in use, the employee receiving the call shall obtain the necessary information and relay it to the California Highway Patrol Dispatcher.

San Fernando Valley Area. The employee receiving a call for service of an emergency nature within the area of the California Highway Patrol responsibility shall obtain the necessary information and relay it to the California Highway Patrol Dispatcher.

Note: Persons requesting non-emergency service or information shall be advised to call the California Highway Patrol.

192. LONG-DISTANCE, LOCAL, AND EXTENDED-AREA TELEPHONE CALLS.

192.10 LONG-DISTANCE CALLS-DEFINED. All calls to any point outside Area

Code 213, 310, 323, and 818 are long-distance calls.

192.20 LOCAL-AREA CALLS-DEFINED. A local call is any call which is not a multi-message-unit call.

192.30 EXTENDED-AREA CALLS-DEFINED. All toll calls to any point within Area Code 213 that must be placed through a City Hall operator are extended area calls.

Note: These calls are calls that cannot be dialed using a dial code shown on the Guide For Placing Business Calls (marked with * on the guide).

192.40 LONG-DISTANCE TELEPHONE CALLS, OUT-GOING.

Employee's Responsibility. All City-business long-distance calls shall be placed through the City Long-Distance Communications Facility (TELCODE) System. An employee placing a long-distance call shall:

- * Utilize the five digit confidential authority number issued to each sworn employee and designated civilian employee; and,
- * Place the call following the instructions included with the TELCODE Long-Distance Identity Card.

Note: Employees will be responsible for all calls placed with their assigned TELCODE number. If the TELCODE card is lost or stolen, employees shall report the loss *immediately* to the Department Telephone Coordinator at Facilities Management Division.

Commanding Officer's Responsibility. All calls placed through TELCODE will be recorded on a detailed printout which will be provided to commanding officers for review. Calls of long duration and repeated calls to the same number will be subject to a computer scan and subsequent investigation. Commanding officers shall review and audit the TELCODE printouts to ensure that employees conform to City telephone call guidelines.

192.50 LONG-DISTANCE TELEPHONE CALLS, INCOMING. When an employee receives a long-distance call that is not for the employee, the employee shall:

- * If the call is paid, transfer it to the concerned person or unit; or,
- * If the call is directed to the Department only, or to the Chief of Police, transfer it to Detective Support Division.

192.60 COLLECT TELEPHONE CALLS, INCOMING. Department employees may accept collect calls for emergency services and for matters of importance to the City of Los Angeles and to the Department. After receiving an incoming, collect telephone call, the person accepting the call shall immediately notify the Administrative Unit, Detective Support Division and provide the following information:

- * The origin of the call;
- * The name of the caller;
- * The name of the person who accepted the call;
- * The extension on which the call was received; and,
- * The time the call was accepted.

Note: Department employees shall not accept *personal*, collect telephone calls except in cases of emergency.

192.70 PLACING LOCAL-AREA CALLS. Prior to placing an outside business call, an employee shall determine whether the call is a local call by referring to the City of Los Angeles telephone directory. If the call is local, it may be placed over an outside line. If no outside line is provided, the employee shall use the appropriate City Hall trunk line as shown on the Guide for Placing City Business Calls.

192.80 EXTENDED-AREA TELEPHONE CALLS. An employee placing a call over a Department telephone into the extended area shall:

- * Obtain approval from his/her division commanding officer or watch commander before or after placing a call, as circumstances of the case may dictate; and,
- * Place the call over the appropriate City Hall trunk line.

192.90 TELEPHONIC NOTIFICATION TO FAMILY WHEN WORKING OVERTIME. When a duty assignment requires an employee to work unexpected overtime, the employee may notify his/her family over a Department telephone. Such calls shall be considered police business and shall be made in the same manner as any other business call.

195. RESIDENCE TELEPHONE REQUIREMENT. All sworn personnel and each civilian employee designated by his/her commanding officer as subject to recall during off-duty hours shall have a telephone at their residence and keep the Department advised of the number.

195.10 INSTALLATION OF RESIDENCE TELEPHONE. When officers or civilian employees subject to recall change their place of residence, they shall apply, without delay, to the telephone company for telephone service. If priority is needed, they should submit an Employee's Report, Form 15.7, to their watch commander, including the following:

- * Extent of delay indicated by the telephone company;
- * Officer's address where telephone service is requested;
- * Name and address of telephone company where service was requested; and,
- * Date service was requested.

This report shall be forwarded to the Commanding Officer, Personnel Division, by

the requesting officer's commanding officer.

FIELD ACTIVITIES

201. NOTIFICATIONS TO INVESTIGATING OFFICERS.

Officer's Responsibility. The senior officer at the scene shall immediately notify the watch commander of the Area of occurrence of the following:

- * A homicide or suspected homicide;
- * A crime of violence where the victim is likely to die;
- * An extortion or extortion threat;
- * A kidnapping;
- * Any crime which has the potential for attracting major press coverage;
- * Any crime where the facts indicate a connection to a Citywide problem; or,
- * Any information regarding a crime, wanted person, or arrest which requires an immediate follow-up investigation.

Note: If possible, these notifications shall be made either by telephone or mobile digital terminal.

Watch Commander's Responsibility. When notified of any of the above, the watch commander shall assess the information and immediately make the appropriate notifications as follows:

- * The Commanding Officer, Robbery-Homicide Division, when there is a kidnapping with the potential for serious bodily injury or death;
- * The commanding officer of the concerned Area Detective Division;
- * The commanding officer of the division responsible for investigating the crime; or,
- * Detective Support Division when the concerned investigating division is closed.

Area Detective Division, Commanding Officer's Responsibility. The Area Detective Division commanding officer, after consulting with the Area commanding officer, shall be responsible for contacting the appropriate specialized detective division commanding officer to discuss responsibility for the investigation of a crime when:

- * The investigation may exceed the personnel resources or expertise available within the division;
- * The crime may attract major press coverage; or,
- * The circumstances indicate a connection to a major Citywide problem.

201.30 IMMEDIATE FOLLOW-UP INVESTIGATION. The concerned investigating division shall be notified immediately if information regarding a crime, wanted person, or arrest requires an immediate follow-up investigation. When a telephonic notification should be made to an investigative unit and that unit is not available, the

notification shall be made to Detective Support Division.

201.35 ARREST NOTIFICATION. The investigating supervisor advising a felony booking shall, without unnecessary delay, notify the responsible investigative unit of such booking by telephone or teletype unless:

- * The arrest report is completed in the division where the responsible investigative unit is located; OR,
- * The booking is advised by an investigating supervisor assigned to the responsible investigative unit.

201.37 NOTIFICATION TO PAROLE AGENCY AND REQUEST FOR HOLD.

Notification. When a parolee is to be booked on a felony charge, the arrestee's parole officer or, if unavailable, parole agency shall be promptly notified by the watch commander approving the booking.

Note: Notification to California Youth Authority is necessary only when a hold is requested.

When it is discovered *after* booking that a felony arrestee is on parole, the jail supervisor shall immediately notify the first available officer in the following sequence, who shall be responsible for the notification:

- * The investigating officer;
- * The investigating officer's supervisor; and,
- * The watch commander of the arresting officer's Area/division.

Detective Support Division shall, when notified by the Los Angeles Sheriff's Department that a prisoner arrested by LAPD is on parole, notify one of the above officers in the proper sequence.

Request for Hold. Any information which would tend to justify the placing of a hold shall be relayed to the parole officer at the time of notification.

Reports. The officer responsible for notification shall cause the parole status, notification, and the hold information to be recorded on the Arrest Report, Form 5.2, or on a Follow-up Report, Form 3.14, if the arrest report has been distributed.

Subsequent Request for Parole Hold. When a request for parole hold is initially denied by the parole agency, additional requests may be made based on additional information. Such requests shall be recorded on a Follow-up Report, Form 3.14.

201.60 DISTRIBUTION OF ARREST AND EVIDENCE REPORTS-NARCOTICS INVOLVED. When an arrest or seizure of evidence resulting from a narcotics-involved investigation is made by officers outside their bureau of assignment, they shall cause a copy of the arrest and/or evidence reports to be delivered to the respective Narcotics Division,

Field Enforcement Section based in the Operations Bureau of their assignment.

201.65 PROPERTY SEIZED SUBJECT TO FORFEITURE. Officers who seize property for forfeiture in accordance with Section 11470 of the Health and Safety Code shall notify the Asset Forfeiture Coordinator, Narcotics Division.

Currency Seized Subject to Forfeiture-\$1,000 or more. Officers seizing \$1,000 or more in U.S. currency that is narcotics-related shall:

- * Immediately contact the Asset Forfeiture Investigative Unit, Narcotics Division, for advice on the hold that may be placed on such currency once it has been booked;

Note: If the Asset Forfeiture Investigative Unit is closed, employees from the Asset Forfeiture Investigative Unit can be contacted through Detective Support Division.

- * Ensure that a Receipt for Property Taken Into Custody, Form 10.10, is issued to the arrestee or the person who had control of the property if no arrest is made;

Note: If the currency is seized by an Asset Forfeiture Investigative Unit employee, the Form 10.10 shall be issued by, and bear the name and serial number of, that employee. Additionally, a Property Report must be completed for all currency taken into Department custody.

- * Include the name and serial number of the Asset Forfeiture Investigative Unit employee contacted for advice on all reports; and,
- * Book as advised by the Asset Forfeiture Investigative Unit employee.

Less than \$1,000. In the event an officer recovers less than \$1,000 during a narcotics-related incident and has a question as to whether or not to place a hold on the currency, the officer may telephonically contact the Asset Forfeiture Investigative Unit for advice.

Note: If the Asset Forfeiture Investigative Unit is closed, employees from the Asset Forfeiture Investigative Unit can be contacted through Detective Support Division.

201.70 COMPLAINTS MADE AGAINST ARMED FORCES PERSONNEL. A complaint against a member of the Armed Forces shall be reported on an Employee's Report, Form 15.7, except when the complaint results in an arrest or crime report. The Employee's Report shall be forwarded to the Liaison Officer, Detective Support Division.

201.73 REPORTING THE ATTEMPT SUICIDE, DEATH OR SERIOUS ILLNESS/INJURY OF ARMED FORCES PERSONNEL. When a deceased or seriously ill or injured person requiring hospitalization is identified as a member of the Armed Forces of the United States (Manual Section 4/615.10),

or when a member of the Armed Forces of the United States attempts suicide, a telephonic notification shall be made to the Department Command Post, Communications Division, by the officer reporting. The notification shall, when practicable, include:

- * Division reporting;
- * Reporting officer's name and serial number;
- * Location where reports were made;
- * Name, rank, and serial number of the service member;
- * Branch of service;
- * Name and location of service member's organization;
- * Location, date, and time of death, illness, or injury;
- * Whether wearing civilian clothes or uniform; and,
- * Location to which service member was removed.

The foregoing information shall also be included, when practicable, in the Death Report, Form 3.11.

201.75 ARMED FORCES PERSONNEL NOT BOOKED-RELEASED TO ARMED FORCES POLICE UNITS. When officers release Armed Forces personnel directly to Armed Forces police units without making a booking, a telephonic notification shall be made to the Department Command Post, Communications Division, giving the reason for detention and release, the Armed Forces police unit receiving, and the service member's:

- * Name, rank, and serial number;
- * Branch of service;
- * Organizational unit and location;
- * Dress (uniform or civilian clothes); and,
- * Duty status (on pass, on order, AWOL, deserter).

201.80 LAW ENFORCEMENT OFFICERS VISITING FROM OTHER JURISDICTIONS. Officers of this Department shall telephonically notify the Department Command Post, Communications Division, when they become aware that a law enforcement officer in one of the below categories is conducting police business within the City:

- * Law enforcement officers assigned to jurisdictions outside the State who are conducting police business within the City; and,
- * Law enforcement officers assigned to jurisdictions within the State, but outside of Los Angeles County, who will be conducting police business within the City in excess of 24 hours.

The following information concerning an officer from another jurisdiction shall be furnished to the Department Command Post, Communications Division:

- * Officer's name, agency, and detail;
- * Officer's local address and phone number;

- * Officer's business address and phone number;
- * Los Angeles Police Department officer's name, unit of assignment, and extension;
- * Purpose of officer's visit; and,
- * Estimated date and time of officer's departure.

Note: Recordation of an officer's information, does not fulfill the requirement of out-of-jurisdiction officers who request authority to act as peace officers within the City (Manual Section 4/215).

202. FIELD INTERROGATION.

202.01 FIELD INTERVIEWS. When an officer questions a person in the field, he/she may record the details of that interview on a Field Interview Report, Form 15.43. Specific facts which tend to indicate criminal activity shall be indicated on the report.

A Field Interview Report shall be completed for all arrested persons.

Exception: When persons are arrested for plain drunk, begging, or a misdemeanor traffic warrant, a Field Interview Report need not be completed, unless there are indications of possible involvement in other criminal activities.

Note: Detailed birthplace information (to include city, county, state, and country) shall be recorded on the Form 15.43 prior to booking all arrestees.

202.02 FIELD DATA REPORTS/COMPLETION AND TRACKING.

Officer's Responsibility. Officers shall complete a Field Data Report (FDR), Form 15.43.01 for every person who meets the required criteria. (See Manual Section 5/15.43.01.) Officers shall also provide the person with an official Department business card in accordance with Manual Section 4/296.01. The business card shall include the date and time of the stop and the last four digits of the related incident number. A notation shall be made on the back of the business card that an FDR was completed relative to the stop.

Note: Employees who are issued a Department Personal Data Assistant (PDA) shall complete the reports electronically in lieu of completing a written Field Data Report.

Recording FDRs on Field Activity Logs. Officers shall record each stop, the number of persons contacted during the stop and the number of completed FDRs associated with the stop in the Daily Field Activity Report (DFAR), Form 18.31, or appropriate log used by specialized divisions to record field activities. Each stop and associated contact and FDR information shall be recorded separately on the log.

Note: Abbreviated notation "C-#" shall be used to record the number of persons contacted

during the stop and "F-#" to record the number of FDRs completed. Example, a notation of "C-3/F-2" would indicate that three persons were contacted during the stop but only two met the criteria for completion of an FDR.

Recording FDRs on Arrest/Investigative Reports. Officers who complete an FDR in association with an Arrest or Preliminary Investigation Report, shall include the FDR number on the face sheet of the report in the box designated "Connecting Reports."

Recording FDRs on Field Interview Reports. When an FI is completed on a person in association with a stop, which requires the completion of an FDR, the notation "FDR" and its reference number shall be written in the narrative portion of the FI.

Submitting FDRs for Supervisory Review. Completed FDRs shall be attached to the DFAR or other appropriate log and submitted at the end of watch. In instances where a log is not completed, the FDRs shall be submitted daily to a supervisor designated by the commanding officer.

Voiding an FDR. If there is an error on an FDR, the FDR must be voided and a replacement completed. However, if information was omitted and the FDR can be corrected by filling in missing information, no void is necessary. Voided FDRs shall have "VOID" written in uppercase letters across both the original and goldenrod copies. The officer's initials, serial number and the date shall be placed on the voided form. The original (white copy) of the voided FDR shall be attached to the DFAR or other appropriate log and submitted at the end of watch. The goldenrod copy shall remain in the FDR book.

Note: If a new FDR is completed, the FDR reference number of the new FDR shall be written on the back of the voided FDR, both white copy and goldenrod copy.

Personnel Assigned Entry of Voids. Voided FDR numbers shall be entered into the "STOP" application, via the LAN, by employee(s) within five working days from when they were submitted. When an FDR is submitted as "VOID," it shall be forwarded, via intradepartmental mail to Information Technology Division (ITD), for filing without a batch cover sheet.

Note: As a reminder, officers shall complete all FDRs, and voids, in blue or black ink. No substance shall be applied to FDRs (i.e., correction fluid or tape).

Correcting Errors. Officers shall check the "STOP" Application for errors on a daily basis. If errors are present, officers shall immediately make the necessary corrections. A Manual entitled "STOP" Application Manual is available to guide employees through the correction process and is available from ITD or on the LAN, located under the "STOP" Application icon.

Returning FDR Books. Completed FDR books shall be submitted to a supervisor for approval. When an officer transfers to another command, all FDR books in his/her possession shall be submitted to a supervisor in the command from which the books were obtained.

Note: Officers shall not share their assigned FDR books with other officers. The FDR books shall be issued, turned-in, and maintained only at the officer's permanent division of assignment. An officer on loan to a division shall use an FDR book issued from his/her division of assignment.

Supervisor's Responsibility. Supervisors reviewing completed FDRs shall:

- * Ensure that each FDR is properly completed in accordance with the "STOP" Application Manual;
- * After reviewing the FDR, place his/her serial number in the space provided at the bottom of the form;

Note: Care shall be taken when writing the serial number to not exceed the provided space and interfere with bubbles above.

- * Check completed FDR books and account for the goldenrod copy of each completed FDR;
- * Forward reviewed FDRs and completed FDR books to the FDR Coordinator; and,
- * Ensure that officers check the "STOP" Application on a daily basis and make corrections immediately.

Watch Commander's Responsibility. Watch commanders are responsible for ensuring that all employees on their watch adhere to the provisions of the "STOP" Application Manual and shall:

- * Use the supervisor's reports in the "STOP" Application to monitor the most common mistakes and the time taken to correct them; and,

Note: The "STOP" Application Manual contains instructions for accessing and printing the supervisor's reports.

- * Conduct accuracy audits for proper completion of FDRs by officers and the appropriate review by supervisors.

Field Data Report Coordinator. Each geographic Area and each specialized division shall have an employee designated as the Field Data Report Coordinator. Watch commanders or assistant watch commanders shall not be designated as FDR coordinators.

Field Data Report Coordinator Responsibility. The Field Data Report Coordinator shall:

- * Issue FDR books to all officers;
- * Maintain an adequate supply of FDR books;
- * Prepare completed FDR books for records retention and storage per Department Manual Sections 2/332.20 and 5/050.08;

- * Maintain and update the Record of Field Data Report Books, Form 15.43.02;
- * Train new personnel in the proper completion of the FDR form and use of the "STOP" Application;
- * Update the FDR book database in the "STOP" Application by entering the book numbers when books are issued, completed and returned or when reissued;

Note: If any FDRs in the returned books are unused, the number of unused FDRs shall be recorded on the front cover of the book, in brackets, next to the "Supervisor Approving" line, prior to reissue.

- * Record the FDR book number of each FDR book received from the Department of General Services, Distribution Center;
- * Conduct random audits to ensure that FDRs are being properly completed;
- * Count and batch approved FDRs with a cover sheet available in the "STOP" Application;

Note: Care shall be taken that the FDRs are counted correctly when making a batch. There is no minimum number required to make a batch; however, a batch cannot exceed 75 FDRs.

- * Forward FDR batches daily, via interoffice mail, to:

Information Technology Division (ITD)
Attn: Data Entry Section, Field Data Reports
207 S. Broadway, Room 300
Los Angeles, CA 90012
Mail Stop 447

Note: When the FDR Coordinator is on regular days off, the batches can be forwarded to ITD upon his/her return. If the absence is in excess of five days, the commanding officer shall appoint another employee to perform the Coordinator's duties.

Commanding Officer's Responsibility. Commanding officers are responsible for ensuring that all employees in their command adhere to established guidelines for FDRs, and shall:

- * Appoint an employee as the Area or division FDR Coordinator;
- * Ensure each officer under his/her command is issued an FDR book;
- * Establish appropriate controls for the issuance, maintenance and storage of FDR books; and,
- * Retain completed FDR books in accordance with the Department's Records Retention Program.

Information Technology Division
Responsibility. The ITD shall:

- * Send out batches of FDRs to an outside source for scanning;
- * Track and reconcile the FDRs sent out and those received from the outside source; and,

- * Process and maintain FDR data in an appropriate electronic database.

Commanding Officer, Information Technology Division's Responsibility. The Commanding Officer, ITD, shall maintain a database of Field Data Report information and ensure that Field Data Reports are processed and maintained in an appropriate file.

202.07 FEDERAL PRIVACY ACT-SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT DURING FIELD DETENTION. When the Social Security number is requested in field situations, the following disclosure statement shall be made to the subject:

Federal law requires that you be informed, when asked for your Social Security number, that it must be provided for use in identification. Authority for requiring this information is based upon field interview procedures operational prior to January 1, 1975.

Note: If impractical to give before, this statement may be given after the Social Security number has been obtained.

Exception: In release-from-custody (RFC) situations, the statement is not required. (It is preprinted on the arrestee's copy.)

202.10 INTERROGATION OF SUSPECTS-ADMONITION OF MIRANDA RIGHTS. When a person in custody is to be interrogated regarding his/her possible participation in the commission of a criminal offense, or in any other instance where a Miranda Admonition is required (e.g., employee administrative investigation), the Miranda Admonition shall be read verbatim to him/her. The Miranda Admonition and response shall be included in the appropriate reports.

English. If the person speaks and understands English, the following Miranda Admonition shall be read verbatim:

- * You have the right to remain silent.
Do you understand?
- * Anything you say may be used against you in court.
Do you understand?
- * You have the right to the presence of an attorney before and during any questioning.
Do you understand?
- * If you cannot afford an attorney, one will be appointed for you, free of charge, before any questioning, if you want.
Do you understand?

If a waiver is desired, the following question shall be asked:

Do you want to talk about what happened?

Spanish. If the person speaks and understands Spanish only, the following Miranda Admonition shall be read verbatim by a Department employee who is fluent in Spanish:

- * Usted tiene el derecho de permanecer callado.
Entiende?
- * Cualquier cosa que usted diga puede ser usada en su contra en una corte de justicia.
Entiende?
- * Usted tiene el derecho de la presencia de un abogado antes y durante cualquier interrogatorio.
Entiende?
- * Si usted no tiene dinero para pagar un abogado, se nombrará uno para usted, sin costo alguno, antes de cualquier interrogatorio, si así lo quiere usted.
Entiende?

If a waiver is desired, the following question shall be asked:

Quiere usted hablar sobre lo que ocurrió?

Other languages. When it is necessary to advise a person of his/her Miranda rights in a language other than English or Spanish, the existing procedure shall be followed to determine that person's language (Manual Section 1/240.25). If a waiver is sought and obtained, the employee must then be prepared to interpret any subsequent questions/responses. Consequently, it is preferred that a sworn employee interpret the Miranda Admonition, as they are also trained in interrogation techniques.

Juveniles. All persons under 18 years of age, described in Sections 601 and 602, Welfare and Institutions Code, shall be advised of their Miranda rights upon being taken into custody, regardless of whether they are to be interrogated. Responses as to whether the juvenile understands each of his/her Miranda rights shall be documented. However, a waiver shall *not* be sought unless the juvenile is to be interrogated.

The Miranda Admonition and the questions that follow shall be read verbatim as presented on the Officer's Notebook, Form 15.3.

The following information shall be included in any resulting report or other recording of the interview:

- * The Admonition of Miranda rights in its entirety;
- * Statements indicating the person's understanding of his/her Miranda rights; and,
- * Any statements made by the person.

Note: When the Short Arrest Report, Form 5.2.1, is used to report a suspect being taken into custody, the Miranda Admonition need not be included in the report.

Courtroom testimony shall reflect that the **Miranda Admonition** was read verbatim to the suspect.

202.60 IDENTIFICATION NECESSARY TO OBTAIN RECORDS AND IDENTIFICATION INFORMATION. An officer requesting information from Records

and Identification Division by telephone shall identify himself by name and serial number and shall obtain the name of the person to whom he/she speaks.

202.64 WANT, RECORD, AND VEHICLE REGISTRATION INFORMATION. The following words shall be used in requesting information concerning suspects and vehicles:

Want (Suspect):

To determine any want or hold on the suspect.

Record:

To determine any want, hold, or criminal record on the suspect.

Want (Vehicle):

To determine whether a vehicle has been stolen, impounded, or is wanted by the police for any reason.

DMV (Department of Motor Vehicles):

To obtain information regarding the registration of the vehicle.

202.80 DUE DILIGENCE REQUIREMENT.

Arresting Officer's Responsibility. Whenever a suspect is arrested, it shall be the responsibility of the arresting officer, prior to booking, to verify whether the arrestee is the subject of an arrest warrant.

Exception: It shall be the responsibility of the personnel at the concerned jail facility to check arrestees for warrants, subsequent to booking, when an arrestee is:

- * Booked at a field jail unit; or,
- * Transported to Metropolitan Jail Section via a "B" wagon and booked 647f P.C. (Plain Drunk).

Arresting officers shall determine whether the information given to the detention officer by an arrestee is the same information used by the arresting officer who checked the arrestee for warrants. When any discrepancy is noted, the arresting officer shall use the new information to recheck the arrestee for warrants (Manual Section 4/725.09).

202.90 CHECKING DOCUMENTS THROUGH THE AUTOMATED WORTHLESS DOCUMENT INDEX AND THE AUTOMATED PROPERTY SYSTEM. When it is discovered, during the course of a police investigation, that a person is in possession of a credit card, identification card, check or other numbered document bearing a name other than that of the person interviewed, and the circumstances of the interview indicate a possibility of criminal activity, the document shall be checked through the Automated Worthless Document Index (TANGO) *and* the Automated Property System.

When an identification card, credit card, check or any other numbered document is booked as evidence, a copy of the related report(s) shall be forwarded to Commercial Crimes Division.

203. PRELIMINARY FIELD INVESTIGATION AND REPORTS.

203.05 CRIME SCENE LOG. This form is used to record information regarding all persons entering or assigned to a major crime scene. The form will be initiated by the first unit at the scene and continued by the unit handling the call.

Upon completion, the form shall be given to the concerned investigating officer.

203.10 POLICE CUSTODY ADVICE FOR SERIOUSLY ILL OR INJURED FELONY SUSPECTS WHO ARE HOSPITALIZED AT A LOCATION OTHER THAN LAC-USC MEDICAL CENTER. When a felony suspect is hospitalized and his condition prevents a transfer to the Jail Ward of the LAC-USC Medical Center, the investigating officers shall immediately conduct a preliminary investigation to determine whether it is imperative that the arrestee be placed in police custody. If police custody is determined to be necessary, the investigative watch commander shall be notified for the purpose of ensuring that such custody is provided. An additional notification to the Department Command Post shall be made for the purpose of completing the 24-Hour Occurrence Log.

Note: When the investigating officers are not available, the investigative watch commander shall cause the preliminary investigation and determination to be made. (See also Manual Section 4/602.10)

203.12 CITY ATTORNEY DISCLOSURE STATEMENT. Officers shall complete a City Attorney Disclosure Statement, Form 5.02.9, for every adult felony and misdemeanor arrest report completed.

Exception: Officers involved in an investigation resulting in the completion of a juvenile arrest report or a homicide arrest report are exempt from these requirements. Acceptable exemptions are limited to:

- * Threats or possible danger to the safety of a victim or witness;
- * Possible loss or destruction of evidence; or,
- * Possible compromise of other investigations by law enforcement.

Officers' Responsibility. Only officers **completing** felony or misdemeanor arrest reports shall read and sign the City Attorney Disclosure Statement, Form 5.02.9. Other officers involved in the arrest shall be listed under part five of the Form 5.02.9.

Note: Mere presence at the scene of an incident does not require the listing of an officer's name. An involved officer is one who can offer substantive testimony regarding the

matters specified in the Disclosure Statement. If there is any doubt as to whether or not an officer or any other witness should be listed, they should always be listed.

The Disclosure Statement shall be attached (not stapled) to the arrest report; however, it shall not be a page of the arrest report.

Officers completing the Disclosure Statement shall not alter or modify the form in any way.

Supervisor's Responsibility. Supervisors shall ensure that a City Attorney Disclosure Statement is signed and attached (not stapled) to all arrest reports, and that the Disclosure Statement has not been altered or modified in any way.

Detectives' Responsibility. When detectives receive a felony arrest report, they shall keep the Disclosure Statement in the Detective's Case Envelope, Form 15.15, or other appropriate case envelope.

Note: The City Attorney Disclosure Statement shall not be included in reports presented to the District Attorney for felony filings.

If the arrest is for a felony, but at the time of filing the District Attorney refers the case to the City Attorney or the case is otherwise reduced to misdemeanor status, the detective shall remove the Disclosure Statement from the case envelope and submit it with the arrest report to the City Attorney for filing.

203.15 COMBINED REPORTING. An employee conducting a preliminary investigation may combine the following reports, as appropriate:

- * Combined Crime and Arrest Report (Manual Section 4/216.14);
- * Combined Evidence and Arrest Report (Manual Section 4/216.15); and/or,
- * Combined Evidence and Preliminary Investigation Report (PIR) when up to three items of evidence are booked, the reporting employee shall:
 - * Check the "Combined Evidence" checkbox at the top of the PIR;
 - * Complete the "Combined Evidence Report" section on the face of the report;
 - * Enter details relating to the evidence in the narrative of the PIR; and,
 - * Forward a copy of the PIR face sheet with the evidence.
- * Combined Evidence and Preliminary Investigation Report (PIR) when a firearm or more than three items of evidence are booked, the reporting employee shall:
 - * Check the "Combined Evidence" checkbox at the top of the PIR;
 - * Complete the shaded areas of the Property Report, including details and listing of the evidence;
 - * Number the Property Report as the last page of the PIR; and,

- * Forward a copy of the Property Report, stapled to the PIR face sheet, with the evidence.

Exceptions: A Combined Evidence and PIR shall not be used when:

- * The Evidence is related to previously booked evidence.

Note: In this case, a separate Property Report shall be completed in its entirety. The original DR number shall be used, and the items shall be numbered starting with the next sequential item number.

- * The evidence is booked to other than the primary victim of the PIR (i.e., the victim listed at the top of the PIR.);
- * Reporting additional license plates.

Note: One plate, or set of plates, may be reported using the combined procedure. Each additional plate, or set of plates, requires a separate report with a separate DR number. (Manual Section 5/040.56)

- * The booking employee's supervisor determines that the use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

203.20 INVESTIGATION BY FIELD UNITS. Field units assigned to calls or discovering incidents requiring reports, except as prescribed in Manual Section 4/203.30, are responsible for the preliminary investigation and the preparation of all necessary reports. In those instances where concerned investigating officers or specialized units respond to the scene and desire to conduct the preliminary investigation, they shall notify the assigned unit that they are taking over at that time and will prepare all necessary reports. The unit thus relieved shall then:

- * Give the investigative unit all pertinent evidence or information in their possession;
- * Assist the investigating officers where necessary or requested;
- * Assist in the preparation of the reports when necessary to maintain continuity of evidence, or, when requested by the investigating officers, to assure complete and accurate reporting;
- * Make appropriate entries on the Daily Field Activities Report, Form 15.52, as to the disposition of the call and the identity of the investigative unit relieving them; and,
- * Return to their prior assignment when no further assistance is required by the investigative unit.

Note: Dead-body calls (except traffic) shall be handled as prescribed in Manual Sections 4/238.40 and 4/238.83. Abortion investigation-calls shall be handled as prescribed in Manual Section 4/212.12.

203.22 PRELIMINARY CASE SCREENING. An employee conducting a preliminary investigation of an incident

reportable on a Preliminary Investigation Report (PIR), Form 3.1, shall check applicable boxes under the Preliminary Case Screening Section of the report. If all of the factors are present (all of the boxes are checked), "Short-Form" reporting applies.

A Short Form PIR may be taken when all of the following conditions exist:

- * Suspect/vehicle was not seen;
- * Prints or other evidence were not present;
- * MO was not distinct;
- * Property lost was less than \$5000;
- * There was no serious injury to the victim; and,
- * There was only one victim.

If any of these conditions are not present, the PIR shall be completed in its entirety.

203.25 REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE.

Hate Crime-Defined. A hate crime is any criminal act or attempt directed against a person(s), public agency or private institution based on the victim's actual or perceived race, nationality, religion, sexual orientation, disability, gender or because the agency or institution is identified or associated with a person or group of an identifiable race, nationality, religion, sexual orientation, disability or gender. A hate crime includes an act which results in injury, however slight; a verbal threat of violence which apparently can be carried out; an act which results in property damage; and, property damage or other criminal act(s) directed against a public or private agency.

Hatred Incident-Defined. A hatred incident is any non-criminal act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability or gender. Hatred incidents include, but are not limited to, epithets, distribution of hate material in public places, posting of hate material that does not result in property damage, and the display of offensive material on one's own property.

Employee's Responsibility. A Department employee who becomes aware of a crime or incident motivated by hatred or prejudice shall:

- * Investigate the crime or incident in a timely manner;
- * Notify the watch commander, Area of occurrence;
- * Notify the Department Command Post (DCP), Communications Division, for inclusion of the crime or incident in the Chief of Police 24-Hour Occurrence Log and document the notification in the related report; and,
- * Complete the appropriate crime or arrest report(s) and check the "MOTIVATED BY HATRED/PREJUDICE" box. If the incident does not constitute a specific crime, the PIR shall be titled "Hate Incident."

The unwillingness of a victim to sign a report or the absence of the victim does not exempt an officer from the requirement to complete a PIR.

Investigation by Field Units. Field units assigned to calls or discovering incidents motivated by hatred or prejudice shall:

- * Investigate the incident and take appropriate action;
- * Telephonically notify the Department Command Post, Communications Division, of the incident; and,
- * Complete a Preliminary Investigation Report (PIR) and/or Arrest Report on all incidents motivated by hatred or prejudice and write "Motivated by Hatred or Prejudice" in the MO portion of the report.

If the circumstances of an incident do not provide the corpus delicti of a specific crime, a short form PIR shall be completed and titled "Hatred Incident." In cases where there is no specific crime, do not list persons possibly responsible for the incident as suspects; such persons shall be listed in the "Involved Persons" section of the PIR.

Note: A PIR shall be completed whenever an officer becomes aware of any incident, whether criminal or non-criminal, which meets the criteria of an incident motivated by hatred or prejudice. The unwillingness of the victim of an incident motivated by hatred or prejudice to sign a report, or the absence of a victim to the incident, does not exempt officers from the requirement to complete a PIR of the incident.

Watch Commander's Responsibility. Upon notification that a crime or incident motivated by hatred or prejudice has occurred, the Watch Commander shall:

- * Review all reports for completeness, including the notification to DCP and cause the reports to be distributed as soon as possible, but no later than the end of watch;
- * Make an entry regarding the matter in the Watch Commander's Daily Report, Form 15.80;
- * Forward a copy of the Watch Commander's Daily Report entry along with a copy of the Sergeant's log, documenting the contact with the victim to the Community Police Station (CPS) Hate Crime Coordinator; and,
- * Direct a sergeant to immediately respond to the scene of a major crime or incident motivated by hatred such as major property damage involved, injury to victim, or vandalism to a house of worship.

Records Unit's Responsibility. Upon receipt of a crime or incident motivated by hatred or prejudice report, records unit personnel shall:

- * Enter the information into the Consolidated Crime Analysis Database (CCAD), including the "crime or incident motivated by hatred or prejudice" code; and,
- * Distribute the report(s) as soon as possible, but no later than 24 hours after the report is

taken. In addition to the established distribution, an extra copy of the PIR and Arrest report shall be distributed to:

- * 1 – Detective Bureau
- * 1 – Criminal Conspiracy Section, Major Crimes Division
- * 1 – Community Relations Section, OCOP
- * 1 – Information Technology Division

Community Police Station Hate Crime Coordinator's Responsibility. The Commanding Officer, Area Detective Division, is the Hate Crime Coordinator for his or her command and shall:

- * Assign a specific detective supervisor to coordinate the investigation of all hate crimes and incidents;
- * Ensure that a specific detective is assigned to investigate each crime or incident and that an appropriate response is provided to each victim including, but not limited to, compliance with the mandated ten day follow-up;
- * Ensure that each crime or incident is entered into CCAD properly; and,
- * Cause a monthly summary of all hate crimes and incidents to be prepared and forwarded to the bureau commanding officer through the Area commanding officer within two business days of the following month.

Detective's Responsibility. A detective assigned to investigate a crime or incident motivated by hatred or prejudice shall:

- * Contact the victim within ten calendar days of the crime or incident and reassure the victim of the Department's commitment to identifying the suspect and obtain follow-up information;
- * Document any additional information on a Follow-up Investigation, Form 3.14;
- * Present all felony hate crime investigations in which the suspect is identified to the District Attorney Hate Crime Suppression Unit and, as appropriate, to the Office of the United States Attorney, Civil Rights Liaison for filing consideration;
- * Present all misdemeanor hate crime investigations in which the suspect is identified to the Special Enforcement Section, Office of the City Attorney, and as appropriate, to the Office of the United States Attorney, Civil Rights Liaison; and,
- * Provide the command's Hate Crime Coordinator with a copy of all reports related to the incident.

Note: Upon receipt of a Form 3.14 indicating that a previously reported incident was determined in fact not to have been motivated by hatred or prejudice, that incident shall not be included in the statistics.

Area Commanding Officer's Responsibility. The Area commanding officer shall:

- * Use all available resources in responding to community needs in combating hate crimes and incidents; and,
- * Review and forward the monthly summary of hate crimes or incidents to the bureau commanding officer within two business days of receiving the monthly summary.

Bureau Commanding Officer's Responsibility. The bureau commanding officer shall:

- * Review each subordinate command's monthly summary of hate crimes or incidents;
- * Forward a copy of the monthly summaries to Detective Bureau (DB), Information Technology Division (ITD), and Criminal Conspiracy Section (CCS) within two business days of receiving the reports; and,
- * Initiate a semi-annual audit to verify the accuracy of each monthly hate crime summary submitted by subordinate commands and forward a copy of the audit to DB.

Training Group's Responsibility. Training Group is responsible for providing Department personnel with training pertaining to the proper handling of crimes or incidents motivated by hatred or prejudice.

203.30 REPORT UNITS. Report units shall be requested and dispatched when practical:

- * On *report* calls at contract hospitals; and,
- * Upon the request of a radio unit assigned an *A.D.W.* report or *211* report call after the assigned radio unit has made the determination that a *report* only is required and that a report unit is available to take the appropriate report. The assigned radio unit shall cause any required initial broadcast of the crime to be made.

Radio units shall not request a report unit to complete the appropriate report when:

- * The perpetrator is apprehended; OR,
- * The robbery victim is a bank; OR,
- * It is impractical for the victim to remain at the scene for a report unit.

203.33 NOTIFICATION TO VICTIMS OF CRIMINAL ACTIVITY.

Officer's Responsibility. When officers become aware of a threat or information affecting the safety of a witness or victim who is to testify in a criminal prosecution, they shall immediately:

- * Notify the investigating officer who is assigned to the case, or the investigating officer's immediate supervisor or, in their absence, the Area watch commander; and,
- * Complete a Preliminary Investigation Report (PIR), Form 3.1 titled "Dissuading a Witness," containing the following information:
 - * Date and time the information was received;

- * Name, address, and telephone number of the witness or victim being threatened;
- * Identity of the defendant in the case; and,
- * Identity of the person making the threat, and the nature of the threat, if known.

When the threat or information involves a witness or victim who is to testify in a criminal prosecution for which no investigating officer is assigned, officers shall immediately:

- * Ensure that the witness or victim is informed of the threat to his/her safety as soon as possible;
- * Document the threat on a PIR containing the relevant information; and,
- * Document the date and time that the witness or victim was notified on a PIR or a Follow-up Investigation, Form 3.14.

Note: The identity of the person(s) from whom the information was received shall not be noted on the PIR if, in the opinion of the officer, a serious threat to their safety could ensue. The identity of the person(s) providing the information, and other relevant facts not included on the PIR shall be documented on an Employee's Report, Form 15.07, stamped "Confidential" and forwarded with the PIR. This does not preclude officers from disclosing to their commanding officer the identities of informants from whom the officers have received information, in accordance with Manual Section 4/733.10.

Investigating Officer's Responsibility. When investigating officers become aware of a threat, or information relating to the safety of a witness or victim who is to testify in a criminal prosecution, they shall immediately:

- * Ensure that the witness or victim is notified of the threat or information relating to his/her safety;
- * Inform the witness or victim of the District Attorney's Witness Protection/Relocation Program; and,

Note: The witness or victim shall not be advised of his/her eligibility for the program. The Bureau of Investigative Services, Los Angeles County District Attorney's Office, determines eligibility. If the witness or victim does not meet the eligibility requirements set forth by the Bureau of Investigative Services, the investigating officer shall contact the Department's Witness Protection Program Coordinator (the Commanding Officer, Detective Bureau) for advice and assistance.

- * Document the notification and other relevant information on a Follow-up Investigation or other appropriate report.

Watch Commander's Responsibility. When an Area watch commander is advised of threats or information relating to the safety of a witness or victim who is to testify in a criminal prosecution, he/she shall immediately:

- * Ensure that the assigned investigating officer or the investigating officer's immediate supervisor is notified;

- * Ensure that the witness or victim is promptly notified of the potential threat to his/her safety; and,
- * Ensure that the incident, including time of notification of the affected witness or victim, is properly documented on a PIR.

203.35 NOTIFICATION TO VICTIMS OF VIOLENT CRIMES. When a person is a victim of a violent crime (1), the report officer shall:

- * Issue the victim or member of the victim's family a completed Victim's Report Memo, Form 3.17, advising the victim, or family member, of the indemnification program, and of the City and District Attorney's Victim-Witness Assistance Programs; and,

Note: Department employees providing indemnification information to victims or their families shall only inform them of the program's existence and refer them to the appropriate agencies. Employees shall not advise victims regarding their eligibility for the program.

- * Enter in the narrative portion of the report, the date and time the notification was made and the name, address, and relationship of the person notified.

Note: When the notification is not made, the reasons shall be included in the narrative of the report with any information which may aid an investigating officer in making this notification.

When a crime or traffic report indicates that the indemnification notification has not been made, the investigating officer shall:

- * Ensure that the victim or a member of the victim's family is issued a completed copy of the appropriate Victim's Report Memo; and,
- * Enter in the narrative portion of the Follow-up Report, Form 3.14, or the Traffic Collision-Status Report, Form 4.16, the date, time, place, name, address, and relationship of the person notified.

[(1)The term "Crime of Violence" shall mean any crime committed by the use of force or fear OR any death or injury resulting from the operation of a motor vehicle, aircraft or water craft when such death or injury is:

- * *Intentionally inflicted upon another, OR*
- * *Sustained by another as a result of a driver in violation of 20001 V.C., 23152 V.C., or 23153 V.C.]*

203.36 DOMESTIC VIOLENCE/VICTIM INFORMATION NOTIFICATION EVERYDAY (DVV) PAMPHLET.

Officer's Responsibility. Officers shall issue a DVV pamphlet to victims of violent crimes and all victims of domestic violence.

When an arrest is made for a violent or domestic violence crime, the arresting officer(s) shall advise the victim of the following:

- * The DVV information regarding the arrestee(s) will not be accessible until the arrestee(s) is booked into the Automated Justice Information System (AJIS);
- * Utilization of the DVV program by the victim is voluntary;
- * Not to depend solely upon the DVV program for their safety; and,
- * The arrestee's booking number as soon as possible when the arrestee has a common name.

Exception: If an arrestee is released without booking, the arresting officer shall notify the victim of the release immediately.

Watch Commander's Responsibility.

Report Narratives. When reviewing violent crime-related arrest reports and/or domestic violence reports, watch commanders shall ensure that the arresting/reporting officer(s) documents that a DVV pamphlet was provided to the victim, under the heading of "Additional Information" or indicated by marking the appropriate check box (e.g., Domestic Violence Supplemental Report).

Release from Custody. When an arrestee is eligible for release from custody, either by bail, bond, citation, 825 PC, 849(b)(1) PC, or a Notice to Appear/Release from Custody, the watch commander shall ensure the arrestee's status is processed electronically through the AJIS prior to the arrestee's physical release.

Release Prior to Booking. When an arrestee of a violent crime is released without booking, the watch commander shall ensure the arresting officer(s) notifies the victim immediately.

Assistant Commanding Officer, Administrative and Technical Services Bureau's (ATSB), Responsibility. The Assistant Commanding Officer, ATSB, shall ensure that when any jail facility detention officer prepares a release from custody, whether it be via bail, bond, citation, 825 PC, 849(b)(1) PC, or a Notice to Appear/Release from Custody, the arrestee's release is processed electronically through AJIS, prior to the arrestee's physical release.

203.37 REQUESTING A SIGN LANGUAGE INTERPRETER. When coming in contact with a deaf or hard of hearing person, Department employees are required to provide effective communication. The length, importance, and complexity of the communication must be considered in determining how to achieve effective communication in a given situation. Use of pen and paper or gestures may suffice in establishing communication. When pen and paper or gestures is not effective, employees should request a professional Sign Language Interpreter (SLI). The City has contracted with an outside provider to furnish qualified

professional SLIs who will usually respond within 45 minutes of a request.

Employee's Responsibility.

- * **Minor Incident.** An employee coming into contact with a deaf or hard of hearing person when the contact is of a minor nature (e.g., traffic stop, completion of a basic crime report, etc.) should attempt to communicate effectively with the deaf or hard of hearing person by using a pen or paper, gestures, or by requesting a SLI via Communications Division.

Note: Generally, family members or friends of the deaf or hard of hearing person should not be used as an interpreter except in incidents that present a clear and immediate threat to the employee or public safety.

- * **Serious/Complex Incident.** An employee investigating a serious incident (e.g., a complex investigation, investigation requiring Miranda admonition, test measuring alcohol consumption, arrest, etc.) involving a deaf or hard of hearing person should request a professional SLI via Communications Division to ensure effective communication.

Note: An SLI is not needed to effect an arrest. However, if an SLI is determined to be necessary to communicate effectively, a professional SLI shall be requested to the scene, or to a follow-up location (e.g., police station, Jail Division).

- * **Mandatory Use.** Regardless of the complexity of the incident, officers shall request a professional SLI via Communications Division when one of the following conditions exist:
 - * Efforts fail to establish effective communication; or,
 - * The deaf or hard of hearing person requests a professional SLI.

- * **Scheduled Events.** For scheduled events, employees may request a professional SLI via the City's Department on Disability, 72 hours prior to the event.
- * **Sign Language Interpreter Response/Arrest Advisement.** Anytime an employee requests a professional SLI, the requesting employee should complete and issue the Deaf/Hard of Hearing Communication Card advising the deaf or hard of hearing person that an SLI is responding to assist with communication.

When an officer arrests a deaf or hard of hearing person, and the arresting officer requests a professional SLI, the officer should complete and issue the Deaf/Hard of Hearing Communication Card advising the deaf or hard of hearing person that they are under arrest and being transported, and that an SLI has been requested.

Employees shall document the issuance of the Deaf/Hard of Hearing Card on their Daily

Field Activities Report, Form 15.52.0 or equivalent, and any related report(s).

Communication Division's Responsibility. Upon receiving a request for a sign language communicator, Communications Division personnel shall notify a Department contracted SLI.

Professional SLI Requested. Upon receiving a request for a professional SLI, Communications Division shall contact the outside provider, who will cause a qualified professional SLI to respond to the location designated by the requesting employee.

203.38 HUMAN SERVICES REFERRAL. The Information and Referral Federation of Los Angeles County (INFO LINE) is an independent, nonprofit corporation that provides a one-source referral for persons in need of human services. These services include food, shelter, counseling, hotlines and health services. Info Line does not provide these services directly. It is a telephone bank staffed on a 24-hour basis by personnel familiar with the capabilities of private, governmental, and charitable agencies within Los Angeles County.

Employees coming in contact with persons in need of human services information shall:

- * Obtain human services information via the ACC service directory command (SD, ICHELTERS); or,
- * Obtain human services information by telephonically contacting Communications Division.

In addition, employees shall provide persons in need of human services with the telephone numbers to the INFO LINE.

Note: Employees who come into contact with a homeless person seeking shelter, who is suspected of being mentally ill, shall contact the Mental Evaluation Unit, Detective Support Division, for advice (Manual Section 4/260.20).

Cold Weather Emergency Shelter Notifications. During the activation of cold weather emergency shelters Communications Division shall:

- * Maintain liaison with Los Angeles Homeless Services Authority (LAHSA);
- * Provide the Winter Shelter Hot Line telephone number(s) and locations to Area watch commanders; and,
- * Disseminate cold weather emergency shelter information to Department employees via a Departmentwide broadcast, teletype, and through the ACC.

203.40 SUBMITTING REPORTS FOR APPROVAL. An officer who completes any of the following reports shall submit the report to a supervisor for approval, as soon as practicable:

- * Crime reports, other than robbery, rape or stolen vehicle reports;

- * Death report;
- * Recovered bicycle report;
- * Worthless document report;
- * Injury report;
- * Formal missing person report;
- * Discharge of firearm report;
- * Lost report;
- * Investigator's Final Report, Form 5.10;
- * Follow-up Report, Form 3.14, relating to any of the above; and/or,
- * Domestic Violence report.

A Preliminary Investigation Report of a robbery or rape, Form 3.1, shall be delivered **without delay** to the approving supervisor (Manual Section 4/262.90).

An officer completing a Vehicle Report, CHP Form 180, shall immediately obtain a DR number and shall submit the report for approval at the end of watch or on the next routine trip to the station (Manual Section 4/220.40).

Field Interview Reports and Field Data Reports shall be completed and turned in at the end of watch with the Daily Field Activities Report. Officers who do not complete a Daily Field Activities Report shall submit Field Interview Reports and Field Data Reports to a supervisor designated by their commanding officer.

Gang Member Arrests. An officer submitting a report to a supervisor for approval, which involves the arrest of "verified" gang members, shall ensure that the face sheet of each report (i.e., Arrest, Follow-up, 5.10's, Property, etc.) is stamped "GANG MEMBER ARREST" in red ink.

Note: An arrestee is a verified gang member when the arrestee is listed in Department gang files. Verification shall be obtained through the respective bureau's Special Enforcement Unit office. During off hours, verification can be obtained through Special Operations Support Division (SOSD).

The stamp may also be used on reports when the arrestee has been approved for inclusion into the gang file, but has not been added to the file at the time of inquiry.

Note: Replacement stamps may be reordered through Supply Section, Fiscal Operations Division, using the Requisition Form, Form 15.11.

Narcotics Arrests. Officers completing narcotics related reports (e.g., Arrest Reports, Evidence Reports, Preliminary Investigation Reports) shall write in the left margin of the first page, "distribute one copy to Area NED" on the report.

Area Records Unit's Responsibility. Area record units shall distribute copies of narcotics related reports as follows:

- * One copy to the Narcotics Enforcement Division (NED) of the Area of occurrence; and,
- * One copy to be stored in their Area files.

203.50 IDENTIFICATION OF SUSPECTS IN THE FIELD. A suspect may be transported to a victim or witness for the purpose of identification when:

- * An officer is conducting a preliminary investigation and a field confrontation is necessary to determine if the suspect is the perpetrator of the offense; and,
- * Probable cause exists to arrest the suspect for the offense; or,
- * Exigent circumstances exist that make it unreasonable for the victim or witness to be transported to the suspect; or,
- * The officer obtains the free and voluntary consent of the suspect.

An officer who intends to conduct a field confrontation shall inform the victim or witness that:

- * The person is in temporary custody as a possible suspect only; and,
- * The fact the person is in police custody does not indicate his/her guilt or innocence; and,
- * The purpose of the confrontation is either to eliminate or identify the person as the perpetrator.

203.60 ALARM NOTIFICATION.

VERIFIED BURGLAR ALARM - DEFINED. A verified burglar alarm is an alarm activation where an unauthorized entry or attempted unauthorized entry upon the premises, building, or structure protected by the system, has been independently verified. Verification shall be accomplished by a confirmation by the alarm system user or other person at or near the scene of the activation, a private guard responder or alarm company operator. Verification shall be based on a physical observation or inspection of the premises, or by remote visual inspection of the premises.

Note: An open door, broken window, or other activity consistent with a burglary is considered a verified activation.

Officer's Responsibility. Officers dispatched to a burglar alarm call shall conduct an investigation in accordance with current Department procedures outlined in this Section. If the alarm is false or the officer's investigation determines that the alarm was erroneously reported as a verified alarm or firearms business, the officer shall record that information on his/her Daily Field Activities Report, Form 15.52, Mobile Digital Terminal and Alarm Notification Card, Form 2.90, and inform Communications Division of their findings. The officer shall verify that a valid BOPC permit number is on file. The officer shall place a check in the box on the reverse side of the Alarm Notification Card when the location does not have a permit. The completed Alarm Notification card shall be issued to the subscriber/owner or other responsible person at the location.

Note: Officers can obtain the BOPC permit number via the Mobile Data Terminal (MDT), listed under the Incident's Comments.

Officers not required to maintain a DFAR shall record the name of the person to whom the completed Form 2.90 was issued in the Radio Call Incident Comments by using their Mobile Data Terminal (MDT) or through the Radio-Telephone Operator (RTO).

Closed Business or Unoccupied Residence. When an Officer has responded to a false alarm at a closed business or unoccupied residence, the officer shall verify that a valid BOPC permit number is on file, and leave the Alarm Notification at the premises. The notification shall be left in such a manner that it is conspicuous to the subscriber/owner, but concealed from passersby. The officer shall record on the DFAR that a completed Alarm Notification was left at the scene.

Note: Officers not required to maintain a DFAR shall record the issuance of Form 2.90 in the Radio Call Incident Comments by using their MDT or through the RTO.

203.70 BOARD-UP PROCEDURE - COMMERCIAL LOCATIONS. The board-up procedure applies only to a commercial location when an officer finds the location unoccupied and unsecured.

Officer's Responsibility. When an officer finds a commercial location unoccupied and unsecured, the officer shall attempt to contact a responsible party (R/P) to assume responsibility for safeguarding the premises. If the officer is unable to locate an R/P's telephone number on or within the premises or from an alarm company, City Business Tax Registration Certificate, the watch commander's office, or some other available resource, the officer shall request that Communications Division attempt to obtain an emergency telephone number from the Fire Department. The officer shall maintain a record of these efforts, usually in the officer's Field Officer's Notebook.

After an hour of attempting to contact an R/P or if an R/P is contacted but cannot respond within an hour, the officer shall contact a supervisor to determine if a board-up vendor should be requested. With supervisor approval, the officer shall:

- * Request that Communications Division contact and dispatch a board-up vendor;
- * In addition to any crime or arrest reports, complete the Board-Up Report, Form 16.29.05, and document on that report all effort to contact an R/P or, if an R/P was contacted, the R/P's delay in responding;
- * Ensure the board-up vendor completes their portion of the Board-Up Report;
- * Obtain a supervisor's signature on the form and provide the supervisor with the original and one copy of the form; and,

- * Leave the victim's copy of the Board-Up Report in a conspicuous place inside the location.

Officers **SHALL NOT** offer board-up service to an R/P who is already at the scene. Officers may refer the R/P to the local telephone book for a board-up company. Officers shall notify the R/P that once an officer makes a request to Communications Division and the vendor begins to respond, the business will be assessed the surcharge imposed by the City, and may be charged some or all of the board-up fees, even if the R/P arrives at the scene prior to the vendor and cancels the vendor's response.

Officers shall remain at the scene until the board-up service has secured the location.

Supervisor's Responsibility. A supervisor shall respond to the location where a board-up service request is being considered to determine if a board-up services should be requested. If the supervisor determines that board-up is appropriate, the supervisor shall approve the request and direct the officer to request board-up response from Communications Division. Additionally, the supervisor shall:

- * Review and approve the Board-Up Report at the scene, so the victim's copy of the form can be left inside the location;
- * Summarize the incident in the Sergeant's Daily Report, Form 15.48, and include the total amount of standby time provided by the Department; and,
- * Submit the original and Area copy of the Board-Up Report to the watch commander along with the copies of the following documents:
 - * Sergeant's Daily Report with all other unrelated entries redacted (removed) from the log;
 - * Completed Incident History printout for the call;
 - * Any crime and/or arrest report; and,
 - * Any other related reports or documents which may assist during an appeal hearing.

Watch Commander's Responsibility. Upon receiving the original and Area copy of the Board-Up Report, the watch commander shall:

- * Review the form and attachments for completeness;
- * Forward the original Board-Up Coordinator, Commission Investigation Division (CID); and,
- * Submit the Area copy and attachments to the Area Office for review and retention.

Note: All Board-Up Reports and attachments shall be maintained in the Area for no less than three years, and shall be submitted to the Board-Up Coordinator within 10 days of request.

203.75 BOARD-UP PROCEDURES - RESIDENTIAL LOCATIONS. The

following procedure applies to securing a residential location.

Officer's Responsibility. An officer responding to an incident involving an unoccupied and unsecured residential location shall attempt to locate or telephonically contact an R/P. If all attempts to contact an R/P are unsuccessful, the officer shall notify a supervisor and be guided by the supervisor's advice.

Supervisor's Responsibility. When notified, a supervisor shall respond to the location and ensure that reasonable attempts have been made to locate someone to assume responsibility for the residence.

When all options have been exhausted, the supervisor shall determine if a unit should remain at scene or if minor repairs will secure the location. If minor repairs are appropriate, and material/tools are not available at the location, the supervisor may:

- * Dispatch a unit to Property Division (Parker Center or Van Nuys Division) to retrieve the appropriate supplies (i.e., plywood, nails, hammer, and saw);
- * Ensure that officers have made the necessary repairs to secure the location and returned the supplies to Property Division; and,
- * Document the incident on the Sergeant's Daily Report.

203.80 BOARD-UP PROCEDURE - ADMINISTRATIVE APPEAL HEARING.

The Board-Up Ordinance allows a business owner or representative to appeal a board-up to determine if the board-up was necessary and/or if the officer(s) adhered to the board-up procedure. The request for appeal must occur within ten calendar days of the board-up service.

Watch Commander's Responsibility. The Administrative hearing for a board-up service shall be heard by a watch commander from the Area of occurrence. Whenever practical, the hearing should be adjudicated by the watch commander on duty at the time of the incident; however, the hearing shall **not** be held by the supervisor who approved the board-up. The watch commander conducting the hearing shall:

- * Schedule a hearing date preferably within two days of the request (excluding weekends and holidays), but in no event later than seven calendar days after the request is made;
- * Notify CID of the appeal request and the date and time of the hearing;
- * Collect and review all documentation for the incident;
- * Conduct the board-up appeal hearing to determine if the officers followed the procedure outlined in Manual Section 4/203.70 and inform the R/P of the decision;

- * Summarize the facts of the incident and the hearing in an Employee's Report, Form 15.07, including the reason for the appeal, the reason for any extension beyond the two day hearing requirement, and the rationale for the decision; and,
- * Forward the Employee's Report, along with a copy of related reports (e.g., Crime Report, Supervisor's Daily Report, and Incident History) to the Area commanding officer.

If an appeal is successful, the appellant does not need to pay the board-up fee. Commission Investigation Division will notify the City Clerk's Office. A successful appeal results in a waiver of the board-up cost for the business requiring the City to pay the cost.

Note: Any issue regarding the proper identity of the person billed (owner, landlord, tenant, etc.) shall be referred to CID.

Commanding Officer's Responsibility. When the Area commanding officer receives a board-up appeal report, the commanding officer shall review the report for completeness and forward the original report to CID. The Area shall retain a copy of the appeal report in its files.

204. CASES INVOLVING ANIMALS.

204.20 DEAD ANIMALS. When dead animals are found in the street, the Dead Animal Dispatcher of the nearest section of the Refuse Collection Division, Department of Public Works, shall be notified. Field units may make such notification by radio to the communications control operator.

204.40 ANIMAL BITES. When a fowl or an animal (except reptiles) bites a person, a telephonic report shall be made to the Rabies Control Division, County Health Department. If the office is closed, the emergency operator at the Hall of Justice will connect the officer with the proper person to be notified, who shall be given the following information:

- * Name, address, telephone number, and age of the victim;
- * Name, address, and telephone number of the owner of the animal;
- * Description of the animal (breed, color, and sex);
- * Circumstances of the attack;
- * Nature of treatment, when, and by whom given;
- * Location of wound on the body; and,
- * Date the bite occurred.

204.60 SICK OR INJURED ANIMALS. When a sick or an injured animal is found on the street, the nearest shelter of the Department of Animal Services shall be notified immediately. Units in the field may make this notification by means of radio to the communications control operator.

204.65 RESPONSIBILITY OF THE DEPARTMENT OF ANIMAL SERVICES. The Department of Animal Services (DAS) has primary responsibility for the report

completion, investigation, and subsequent criminal filing of crimes against animals. Department of Animal Services, Animal Control Officers have powers of arrest as specified in Section 836 of the Penal Code, and in the course and scope of their employment are authorized to carry loaded firearms on their person or in City vehicles.

Exception: The Police Department will continue to be responsible for:

- * Completion of reports, investigations, and arrests of criminal assaults against dogs and horses assigned to the Department's K-9 or mounted units; and,
- * Investigation of crimes involving cruelty to animals when committed in connection with crimes that are the investigative responsibility of the Department.

Officer's Responsibility. When officers respond to an incident involving cruelty to animals or animal sacrifice, the DAS shall be notified immediately. Field units shall make the notification through Communications Division and shall confirm that DAS personnel are available and responding to the location. Field units shall await the response of DAS personnel and:

- * Establish the elements of the crime;
- * Protect the scene and locate items which could identify the suspect or show how the crime was committed; and,
- * Locate and identify witnesses and request them to remain for questioning.

Upon arrival, DAS personnel will assume responsibility for the investigation and report completion. In the event DAS personnel are delayed or cannot respond, officers shall:

- * Conduct the preliminary investigation;
- * Cause photographs to be taken of the crime scene by Area personnel, or by a Scientific Investigation Division (SID) photographer, depending upon availability.

Note: In accordance with existing procedures for processing crime scene photographs taken by SID Photographic Section, the reporting officer shall enter the photographer's name and serial number in the "Notifications" box, and the SID Photographic Section Control Number ("C" number) in the "Connected Reports" box of the Preliminary Investigation Report. Once a DR number has been obtained, the reporting officer shall advise SID Photographic Section of the DR number so that it may be referenced on the photo negatives.

- * Complete a Preliminary Investigation Report (PIR), Form 3.1, and enter "DAS" in the investigative division box;
- * Notify the Bureau of Sanitation, Refuse Collection, through Communications Division, to respond and dispose of animal carcasses discovered during an investigation;
- * Indicate in the narrative portion of the PIR the name of the responding Refuse

Collection employee and the carcass disposition;

- * Indicate in the left margin of the PIR that extra copy of the report shall be forwarded to the Department of Animal Services; and,
- * Ensure that related crime scene photographs taken by Area personnel are attached to the PIR and submitted to the concerned Area records unit.

Note: Crimes involving cruelty to animals fall under the legal category of crimes against property. Cruelty to animals is covered by Penal Code Section 597, which generally makes such conduct a misdemeanor. However, it can be a felony to maliciously maim, wound, torture, or mutilate a living animal which belongs to another person.

When officers make an arrest for cruelty to animals or animal sacrifice, they shall:

- * Obtain booking advice from the Area Detective Division;
- * Obtain booking approval from the Area watch commander and book the arrestee;
- * Complete the Arrest Report, Form 5.2, in the usual manner; and,
- * Indicate in the left margin of the Arrest Report that an extra copy of the report shall be forwarded to the Department of Animal Services.

Area Records Unit's Responsibility. When receiving a crime report titled "Cruelty to Animals" or "Animal Sacrifice," Area Records Unit personnel shall:

- * Process the report using the new crime class code of 943 for reports titled "Cruelty to Animals" and the new modus operandi code of 0909, if the crime involves "Animal Sacrifice," and,
- * Forward a copy of each crime report, or combined crime and arrest report, to:

The Department of Animal Services Administration
419 S. Spring Street, Room 1400
Los Angeles, CA 90013
(MAIL STOP 105)

204.70 LOST ANIMALS. A person requesting that a report be taken of a lost animal shall be referred to the nearest City animal shelter.

204.75 FOUND ANIMALS. An officer receiving information regarding a found animal shall, without delay, notify the nearest City animal shelter. The notification shall include, when practicable, the name and address of the person who has possession of the animal.

204.80 DESTROYING ANIMALS. Under certain circumstances officers are authorized to use a firearm to destroy an animal when a local Department of Animal Services representative is not readily available.

Critically Injured Animals. Officers may use a firearm to destroy a critically injured animal

when a delay in destroying the animal would be inhumane.

Note: The owner's consent shall be obtained prior to destroying a critically injured animal, when practical.

Vicious or Rabid Animal. Officers may use a firearm to destroy a vicious, potentially dangerous, or rabid animal when a delay would expose persons to danger.

Note: Animals suspected of being rabid should not be shot in the head except in an emergency.

Predatory Animals. Provisions for destroying predatory animals attacking people, domestic animals or livestock, under certain circumstances, are outlined in the California Food and Agriculture Code, and the California Fish and Game Code.

Venomous/Poisonous Animals. Officers may use a firearm to destroy venomous or poisonous animals, which pose an immediate danger.

Note: The use of a firearm should be considered only if other methods are impractical (e.g., use of a shovel, hoe or other tool).

Reporting Requirements, Animal Shootings. When one of these incidents occurs involving on-duty officers, Force Investigation Division (FID) shall conduct an investigation in accordance with Department Manual Section 2/255.05. However, when the officer is off-duty, the following procedure shall apply:

Officer's Responsibility. An off-duty officer who discharges any firearm in order to destroy an animal, except legally destroying an animal while hunting, shall promptly:

- * Contact the local law enforcement agency having jurisdiction and inform them of the circumstances surrounding the incident and request a report;
- * Notify the watch commander or a supervisor at his/her Area/division of assignment. If closed, notify the Department Command Post (DCP) and his/her Area/division as soon as it opens; and,
- * Obtain a copy of the report, log entry or other documentation completed by the local law enforcement agency, if one was completed.

On the officer's next scheduled working day, but no later than seven days after the incident, the officer shall complete and submit an Employee's Report, Form 15.7, to his/her commanding officer. The Employee's Report shall include:

- * The circumstances of the incident;
- * Whether the weapon used was City or privately owned;
- * The date and time of the notification to the local law enforcement agency, and the name of the person notified;

- * The date, time and name of the supervisor notified at the officer's Area/division of assignment or the person notified at the DCP;
- * The names and contact information of any witnesses; and,
- * An attached copy of the local law enforcement agency report or other documentation.

Watch Commander or Officer in Charge Responsibility. A watch commander or officer in charge who is notified that an officer has been involved in the off-duty discharge of any firearm for purposes of destroying an animal, other than while hunting, shall promptly:

- * Notify the DCP;
- * Contact the FID on-call representative and be guided by their advice; and,
- * If directed by the concerned Area/division commanding officer, dispatch a supervisor to the location of occurrence.

Department Command Post Responsibility. When the DCP is notified of this type of incident, they shall include it in the Chief of Police 24-hour Occurrence Log. Additionally, if the employee's Area/division of assignment is closed, the DCP shall:

- * Notify the FID on-call team and be guided by their advice;
- * Notify the involved employee's commanding officer; and,
- * If directed by the involved employee's commanding officer, dispatch a supervisor from the nearest geographical Area to the location of occurrence.

Supervisor's Responsibility. When it is determined that FID will not respond to the scene of an off-duty animal shooting, the concerned Area/division commanding officer will determine if a supervisor shall respond.

The supervisor responding to the scene of occurrence shall:

- * Ensure the incident is being handled in accordance to the reporting procedures outlined in Department Manual Section 4/204.80; and,
- * Record the response to the scene and his/her observations in the Sergeant's Daily Report, Form 15.48.

Note: Issues relating to personnel performance or misconduct shall not be recorded on the Sergeant's Daily Report. In those instances when performance or misconduct issues arise, the supervisor shall follow the appropriate reporting procedures.

Commanding Officer's Responsibility. The commanding officer of the involved officer shall:

- * Determine whether a supervisor shall respond to the location of the occurrence; and,

Note: Extreme distance to the location of the

occurrence shall be considered in determining supervisory response.

- * Forward the involved officer's Employee Report, the investigation conducted by the local law enforcement agency and a copy of the responding supervisor's Sergeant's Daily Report to FID within 14 days of the occurrence.

Force Investigation Division's Responsibility. When notified of this type of incident, FID shall evaluate the incident to determine if an immediate follow-up investigation by FID is required. If the information indicated the incident solely involves a critically injured, vicious, rabid or venomous/poisonous animal, FID shall review the documents received from the involved officer's commanding officer, assign a FID investigative control number, create a FID file retaining all original documents and forward a copy of all materials to the Chair of the Use of Force Review Board. The Chair, Use of Force Review Board will determine further Department administrative review.

Note: When it is determined that FID will not investigate an off-duty animal shooting, the involved officer's Employee's Report, a copy of the investigation from the outside law enforcement agency and a copy of the responding supervisor's Sergeant's Daily Report will serve as the administrative investigation into the incident.

204.85 CARE OF ANIMALS, OWNER ARRESTED. When a person having an animal in his/her possession is arrested, the arresting officer shall, if unable to make any other arrangements for its care:

- * Deliver the animal to the nearest Department of Animal Services shelter and obtain a completed copy of the Animal Relinquishment and Impound Record, Form 30, from the shelter employee; and,

Note: When an animal is to be held as evidence, the shelter employee shall be notified and an entry to that effect will be made on the Form 30.

- * Place the copy of the Animal Relinquishment and Impound Record, Form 30, with the arrestee's personal property.

205. VEHICLE PURSUIT PROCEDURES.

205.01 NOTIFYING COMMUNICATIONS DIVISION. When a unit goes in pursuit, it shall advise Communications Division that it is "in pursuit" and give the unit's identification, location, a description of the pursued vehicle and/or suspects, directions taken, and reason for pursuit. The unit shall request an air unit and a back-up unit. The pursuing unit shall give frequent and comprehensive progress reports.

Any unit having pertinent information regarding the pursuit may advise Communications Division. The secondary unit

shall also notify Communications Division, as soon as possible, of the secondary unit's involvement in the pursuit by stating that it is "in pursuit" and its unit identification and location. The supervisor monitoring a pursuit shall continually evaluate the necessity to continue the pursuit.

Unmarked Units. Unmarked units without emergency equipment shall not engage in a pursuit. However, officers in unmarked units without emergency equipment may become involved in emergency activities involving a serious crime or a life-endangering situation. In those rare instances, it may be necessary to follow a suspect vehicle while summoning assistance from a black-and-white, four-wheeled unit equipped with external roof-mounted emergency lights. Officers in an unmarked unit without emergency equipment shall not violate the rules of the road as defined in Division 11 of the California Vehicle Code.

When officers in an unmarked unit without emergency equipment become aware that a unit with emergency equipment has arrived and will attempt to stop the suspect vehicle, the unmarked unit shall disengage.

Note: A hybrid unit is a marked, emergency-equipped vehicle and may engage in vehicular pursuit. However, a hybrid is bound by the same restrictions as a motorcycle unit or a dual-purpose unit.

205.10 CONTROL OF A VEHICLE PURSUIT.

General Guidelines. The initial pursuing police unit (primary unit) and the back-up unit (secondary unit) shall be the **only** units to pursue the suspect vehicle "Code Three." However, the senior officer of the primary unit may request an additional unit(s) to join the pursuit if it appears certain that the officers in the two vehicles involved would not be sufficient to safely effect the arrest of the suspect. Officers in all other units shall stay clear of the pursuit, but remain alert to its progress and location.

Note: When available, any unit in a pursuit should be a two-officer unit. Tactically, two officers (driver and passenger) are better able to evaluate and control activities in a pursuit.

If the unit initiating the pursuit cannot continue as the primary unit, the secondary unit shall become the primary unit. The secondary unit shall advise Communications Division that it is the primary unit. Another unit may then enter the pursuit and shall advise Communications Division that it is the secondary unit.

In the event a pursuit is initiated by an officer on a motorcycle or in a hybrid or dual purpose vehicle, the pursuing motor officer or driver of the hybrid or dual purpose vehicle shall relinquish the role as the primary unit when a four-wheeled, black-and-white unit equipped with external roof-mounted emergency lights has joined the pursuit. Absent exigent circumstances, officers on a motorcycle or in a

hybrid or dual purpose vehicle shall not become a secondary unit after they become aware of the arrival of a secondary black-and-white, four-wheeled unit equipped with external roof-mounted emergency lights.

Primary Unit's Responsibilities. The responsibility of the officers in the primary unit is the apprehension of the suspect without unreasonably endangering themselves or others. The senior officer in the primary unit shall be responsible for controlling pursuit tactics and maintaining pursuit discipline until he or she is relieved by the assigned supervisor.

The senior officer's responsibilities also include the decision to become involved in a pursuit, whether more than two units should join the pursuit, and whether the pursuit should be terminated.

Secondary Unit's Responsibility. The secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit.

Assigned Supervisory Responsibilities. For purposes of continuity, management control of a pursuit shall remain with the assigned supervisor unless directed otherwise by the watch commander of the primary unit's command. The assigned supervisor shall retain these responsibilities until the pursuit is terminated (if no arrest) or a suspect is booked or released and all related reports are completed. The assigned supervisor shall immediately advise Communications Division when on-scene with the primary and secondary units.

The assigned supervisor shall monitor the pursuit and continuously assess the situation and ensure that the pursuit is conducted within Department guidelines. If necessary, the supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, assigning an available air unit, or terminating the pursuit. Code Three vehicle operation is authorized for the supervisor, at the supervisor's discretion, to properly monitor and direct the pursuit.

Watch Commander's Responsibility. The watch commander of the primary unit only has authority to assume incident command or transfer command of a pursuit at any time. If that watch commander transfers command of a pursuit (e.g., to another Area watch commander, the California Highway Patrol, etc.), he/she shall cause the immediate notification of Communications Division, other involved units, and any on-scene air unit of the transfer of command.

Communication Division's Responsibility. As soon as practicable, Communications Division shall ensure that an air unit, back-up (secondary) unit, and any available uniformed supervisor in close proximity to the pursuit are assigned to a pursuit.

205.15 TRACKING A PURSUIT. The use of an air unit to track a suspect vehicle is a valuable law enforcement tool intended to enhance public and officer safety by encouraging a fleeing suspect(s) to operate his/her vehicle with greater care and/or terminate the pursuit.

Whenever possible, air units shall assume responsibility for tracking a suspect vehicle. In the absence of exigent circumstances (e.g., armed suspect, murder suspect, hostage situation, etc.), which may require pursuing units to remain close behind the suspect's vehicle, authorized ground units shall continue their Code Three response, but should reduce their speed and make every effort to remain out of the suspect's line of sight.

To assist the primary unit or assigned supervisor in controlling the pursuit, the air unit shall:

- * Assume pursuit broadcast responsibilities during the tracking mode;
- * Advise the primary unit or assigned supervisor regarding suspect actions and applicable tactical considerations;
- * Identify all law enforcement vehicles involved in the pursuit and record the corresponding shop numbers (or vehicle descriptions when shop numbers are not available); and,
- * Respond, as practicable, to any other requests from the supervisor responsible for management control of the pursuit.

Note: An air unit assigned to the pursuit shall, if necessary, advise non-Department aircraft monitoring the pursuit that the Department's air unit is in tracking mode.

Should the situation dictate the air unit's discontinuance of the tracking mode, (e.g., visibility, restricted air space, aircraft mechanical issues, etc.), the air unit shall notify Communications Division and the primary unit or the assigned supervisor of the circumstances.

205.20 VEHICLE PURSUIT DRIVING TACTICS. During the course of the pursuit, officers shall continuously assess the road conditions and the actions of the suspect. Primary responsibility for pursuit activities shall be restricted to the primary unit, secondary unit, and assigned supervisor. All other units shall remain clear of the pursuit, but shall remain alert to the location and progress of the pursuit. Units remaining clear of the pursuit shall follow the rules of the road and shall not drive Code Three. Units other than the primary unit, secondary unit, or assigned supervisor shall not become involved in the pursuit unless requested by officers in the primary unit or directed by a supervisor.

Paralleling. Units shall not parallel nor pass units engaged in the pursuit and shall follow the rules of the road as required by Section 21052 V.C. for purposes of this order. paralleling is defined as any law enforcement vehicle positioned alongside a pursued or

pursuing vehicle, or along an adjacent street so as to be parallel to the suspect's or pursuing vehicle's position.

Tactics employed to stop a pursued suspect, such as establishing a physical barricade (road block), boxing in, heading off, ramming, or driving alongside the pursued vehicle are strongly discouraged. These tactics are extremely hazardous and should only be considered in those rare instances when warranted to save a life, and then only as a last resort.

Wrong-way Traffic. Generally, officers shall not pursue a vehicle the wrong way on a freeway, nor shall officers pursue the wrong way on a one-way street. In the event a pursued suspect enters the freeway the wrong way, the following options should be considered:

- * The Estimated Time of Arrival (ETA) of the air unit;
- * Maintaining visual contact with the suspect vehicle by driving on the correct side of the freeway;
- * Requesting other units to observe the exits available to the suspect vehicle; and,
- * Notifying the California Highway Patrol and other police agencies as appropriate.

In the event a pursued suspect enters the freeway the wrong way, the following options should be considered:

- * Requesting an air unit to assist and coordinate field activities;
- * Maintaining visual contact with the suspect vehicle by paralleling it on the correct side of the freeway;
- * Requesting other units to observe the exits available to the suspect vehicle; and,
- * Notifying the California Highway Patrol and other police agencies as appropriate.

205.25 PURSUITS REQUIRING OUTSIDE RESPONSE. When a pursuit leaves the primary unit's Area of assignment, the primary unit shall:

- * Notify Communications Division that the pursuit is entering another geographic Area. This assists Communications Division in broadcasting pursuit information on the appropriate radio frequencies; and,
- * Notify Communications Division when the pursuit is entering another city. This assists Communications Division in contacting the appropriate agency to coordinate the exchange of information between involved agencies.

The primary unit shall notify Communications Division of the presence of other law enforcement agencies and relay any request for assistance from or to another law enforcement agency unit through Communications Division.

205.30 HOSTAGE-INVOLVED VEHICLE PURSUIT. It must be emphasized that the safety of the hostage must be the primary consideration in determining the

tactics that will be employed to effect the release of the hostage and apprehend the suspect(s).

Initial Notification. When a member of the Department becomes aware that a hostage is, or may be, in a pursued vehicle, Communications Division shall be advised immediately. All available information shall be reported, including a physical description of the hostage, manner of dress, and the exact location of the hostage within the vehicle (when known).

Communications Division's Responsibility. Communications Division shall ensure all hostage-related information is immediately broadcast. The fact that a hostage may be involved in a pursuit shall be periodically transmitted during the subsequent pursuit status broadcasts. In instances where the taking of a hostage has not been confirmed, Communications Division shall attempt to obtain additional information from the original reporting person via telephone. If a callback number is not available, or the reporting person cannot be contacted, Communications Division shall assign a specific unit to respond to the scene of the initial occurrence to verify the taking of a hostage.

Primary Unit's Responsibility. The primary unit shall broadcast any known information regarding the hostage's position within the vehicle, a description of the hostage, suspect information, and information regarding the suspect's weaponry. The presence of a hostage in the pursuit magnifies the importance of the primary unit maintaining maximum control and ensuring that nonessential units do not become involved in the pursuit.

205.35 LOSS OF PURSUED VEHICLE. When a pursued vehicle is lost, officers in the primary unit shall immediately broadcast the necessary information to Communications Division. The primary unit shall broadcast supplemental information on the appropriate tactical frequency and coordinate the search as needed. When a helicopter unit is assisting, descriptive and directional information shall be specifically broadcast to the air unit.

205.40 VEHICLE PURSUITS BY OTHER LAW ENFORCEMENT AGENCIES. When a pursuit initiated by another law enforcement agency occurs in the City, the initiating unit and jurisdiction shall be responsible for the progress of the pursuit. The Los Angeles Police Department (LAPD) units shall not attempt to assist with the pursuit unless specifically requested to do so by the pursuing agency or unless it is clearly demonstrated that assistance from this Department is required. In the event an LAPD unit becomes involved in another agency's pursuit, this Department's vehicle pursuit policy shall apply.

Generally, it is a poor practice to co-mingle ground units from different agencies during a pursuit. Therefore, when the Department

accepts responsibility for a pursuit initiated by another agency, the other agency should be directed to completely disengage from the pursuit. Similarly, when a Department pursuit is turned over to another agency, LAPD ground units should completely disengage. Trailing a Department-initiated pursuit which has been turned over to another agency is a decision to be made by the LAPD supervisor responsible for oversight of the pursuit and is usually based upon the necessity for the Department to accept custody of the offender at termination. However, distance from the City is a factor to be considered in the decision to trail.

205.45 DISCONTINUING THE PURSUIT. Officers involved in a pursuit shall continually evaluate the necessity for continuing the pursuit. Officers must determine whether the seriousness of the initial violation or any subsequent violations reasonably warrants continuance of the pursuit. The following factors should be considered when assessing whether to continue or terminate a pursuit:

- * Whether there is an unreasonable risk of injury to the public or to the pursuing officers;
- * Whether speeds dangerously exceed the normal flow of traffic;
- * Whether vehicular and/or pedestrian traffic safety is unreasonably compromised;
- * Whether the suspects can be apprehended at a later time;
- * If the weather conditions such as rain, fog, snow, etc., create an unreasonable risk of injury to the public or the pursuing officers;
- * The suspect is not responding to the emergency equipment, e.g., siren and red lights of the police vehicle; is not accelerating to get away from the officer; and the only known reason for initiating a pursuit is a minor traffic infraction;
- * The seriousness of the crime and its relationship to community safety;
- * The traffic conditions: Volume of vehicular traffic, volume of pedestrian traffic and road conditions;
- * Nature of the area of the pursuit: Residential, commercial, or rural;
- * Whether the lack or quality of communication between the primary unit and Communications Division or the primary unit and a supervisor causes an unreasonable risk to the public; and,
- * The familiarity of the primary pursuing officer with the area.

All officers involved in a vehicle pursuit will be held accountable for the continuation of a pursuit when circumstances indicate it should have been discontinued. Since driver officers are usually concentrating on the safe operation of the police vehicle, passenger officers are particularly responsible for advising drivers when they feel the pursuit is exceeding reasonable limits.

205.50 POST-PURSUIT DISCIPLINE. Safety is critical at the termination of a pursuit

therefore, the need for decisive action, self-control, and strict personal discipline is essential. The responsibility for maintaining control and directing activities at the termination point of a vehicle pursuit must remain with the senior officer in the primary unit unless relieved by a supervisor. The officers in the secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit. Unless summoned to the scene, officers in all other units shall remain clear of the pursuit termination point.

Note: Responding plainclothes personnel shall ensure that they are readily identifiable as police officers by affixing proper identification on their outer garment.

When the pursuit is terminated and the suspect(s) flees on foot, the air unit, when involved, shall broadcast any information which may assist in the deployment of ground units.

When Communications Division broadcasts the location and other information indicating that the vehicle pursuit is terminated, involved units shall temporarily switch their radios to the appropriate tactical frequency. The tactical frequency shall be used to coordinate the search for a suspect(s) fleeing on foot.

205.55 SUPERVISOR'S RESPONSIBILITY AT TERMINATION OF PURSUIT. When a supervisor from the pursuing officer's Area or division of assignment has not responded to the termination point of the pursuit, Communications Division shall dispatch a supervisor from the primary unit's Area or division of assignment to the location. Upon arrival at the termination point, the supervisor shall immediately assume responsibility for controlling police action at the scene and ensuring adherence to Departmental policies. The supervisor shall retain these responsibilities until the suspect is booked or released and all reports are completed. The supervisor shall also submit a Vehicle Pursuit Report, Form 1.14, and a California Highway Patrol Pursuit Report, Form CHP 187, to the involved officer's commanding officer.

All Vehicle Pursuit Reports require a DR number. If a pursuit results in the completion of other related reports the DR number for the related reports shall also be used for the Vehicle Pursuit Report. Copies of all related reports shall be distributed with the Vehicle Pursuit Report. If a pursuit is terminated without police action that requires other reports, a miscellaneous DR number shall be obtained for the Vehicle Pursuit Report. Only Section I of the Form CHP 187 shall be completed by a supervisor. The DR number shall be placed in the lower box in the upper right hand corner of the Form.

A supervisor from the Area in which the pursuit terminates, or a supervisor from the closest Area if the termination point is outside

the City, shall respond immediately to the scene and remain in charge until relieved by a supervisor from the pursuing officers' Area or division of assignment. When a supervisor from the pursuing officers' Area or division is unable to respond, the supervisor-in-charge at the scene shall assume all the prescribed responsibilities.

Supervisory personnel shall take appropriate action when they become aware of violations of the Department's pursuit policy. The supervisor-in-charge shall contact Air Support Division (ASD) to identify all vehicles in the pursuit. The name of the ASD officer contacted and the identity of all officers in the pursuit shall be included in the Vehicle Pursuit Report, Form 1.14. When it is determined that unauthorized units are involved, corrective action shall be recommended in the Form 1.14.

205.60 REQUIRED ADMINISTRATIVE NOTIFICATION OF PURSUIT. Only vehicle pursuits amounting to an Unusual Incident, as outlined in Manual Section 4/214.50, require an administrative notification to Communications Division, Department Command Post.

205.65 VEHICLE PURSUIT - REPORTING.

Supervisor's Responsibility. The supervisor completing the Vehicle Pursuit Report shall include an attached narrative using the following headings:

- * Incident Overview;
- * Circumstances of Pursuit Termination;
- * Additional Units in Pursuit;
- * Hostage Information;
- * General Route of Pursuit;
- * Outside Areas/Agencies Involved;
- * Injuries/Medical Treatment (to include how the injuries were sustained); and,
- * Arrest Information.

The supervisor conducting the investigation shall not include an opinion or a policy recommendation in the Vehicle Pursuit Report.

Watch Commander/Officer in Charge's Responsibility. The involved officer's watch commander/officer in charge shall include his or her insight and a policy recommendation at the end of the supervisor's narrative under a separate heading of "Watch Commander/OIC Evaluation and Insight."

205.70 DOCUMENTATION REQUIREMENTS. In an effort to accurately assess the potential impact of the proposed changes to our pursuit policy, Department personnel shall document their findings in the following manner:

Loss of Pursued Vehicle. An assigned supervisor handling a lost pursued vehicle shall, when completing a Vehicle Pursuit Report, Form 1.14.0, include any insight into what caused the Department to lose the suspect (e.g., distance too great between patrol and

suspect vehicle, etc.) under the Incident/Overview heading.

Failures to Yield. If a unit attempts to stop a vehicle for an infraction, misdemeanor evading, or reckless driving in response to enforcement action taken by Department personnel, and the driver fails to yield, a pursuit shall not be initiated.

Instead, officers shall generate an incident number and complete a Preliminary Investigation Report (PIR), Form 3.1, titled *Failure to Yield*, listing the City of Los Angeles as the victim and the involved officer(s) as a witness. Additionally, officers shall indicate under the "MO" section of the PIR what served as the basis of their decision not to pursue (i.e., infraction, misdemeanor evading, or reckless driving in response to enforcement action taken by Department personnel).

Note: Officers may, with supervisory approval, conduct a limited follow-up investigation (e.g., to the registered owner's residence).

205.75 COMMANDING OFFICER, CONCERNED BUREAU TRAFFIC DIVISION, RESPONSIBILITY. All *Failure to Yield* reports shall be forwarded to and investigated by the Bureau Traffic Division, Area of occurrence. Commanding officers shall ensure that each *Failure to Yield* case is investigated with due diligence.

205.80 AREA RECORDS PERSONNEL RESPONSIBILITY. *Failure to Yield* reports shall be processed and investigated similar to *Misdemeanor Hit and Run* reports, but with an assigned class code of 890. Additionally, Area records personnel shall review the MO section of the report and assign the appropriate code to each report, as follows:

MO Code

- * Infraction 1315
- * Misdemeanor Evading 1316
- * Reckless Driving 1317

205.85 PURSUITS BY OTHER LAW ENFORCEMENT AGENCIES. When a vehicle pursuit is initiated by another law enforcement agency in the City, that agency shall be responsible for the progress of the pursuit. Officers shall not assist the pursuit unless specifically requested to do so by the pursuing agency or unless it is clearly demonstrated that assistance from our Department is required. Officers shall seek approval from their watch commander prior to becoming involved in another agency's pursuit.

205.90 VEHICLE PURSUIT SAFETY INSPECTION. Officers involved in a vehicle pursuit shall notify the appropriate Motor Transport Division facility for a required vehicle inspection after the pursuit. The primary vehicle involved in the pursuit shall be taken out of service until such an inspection has been performed.

206. AIRCRAFT INVOLVED IN ACCIDENT.

206.05 AIRCRAFT ACCIDENT NOTIFICATION. The officer receiving the initial call to the scene of an aircraft accident shall, without delay, request a supervisor, and notify the Watch Commander at Detective Support Division, of the following information:

- * Time and location of the accident;
- * Identification number of the aircraft;
- * Type and class of the aircraft;
- * Owner of the aircraft;
- * Name and address of the pilot;
- * Whether United States mail was being carried;
- * Extent of damage to the aircraft or other property;
- * Number of casualties;
- * Circumstances of the accident; and,
- * The unit and officer reporting.

When an aircraft accident involves DEPARTMENT aircraft the Aircraft Mishap Investigation Team (AMIT), Air Support Division, shall be notified.

Upon notification of a DEPARTMENT aircraft accident, the AMIT shall:

- * Respond to the scene and conduct an investigation to determine the causes and factors contributing to the accident; and,
- * Prepare a report of the investigation together with any other required reports for death, injury, or City property damaged, which shall be forwarded through channels to the Chief of Police.

Note: The National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA) have the statutory responsibility for investigating all civil aviation accidents.

When the concerned investigating follow-up unit is closed, a notification shall be made to Administrative Unit, Detective Support Division.

206.10 INVESTIGATING AND REPORTING AIRCRAFT ACCIDENTS. Officers directed to an aircraft accident within the City shall protect the scene until relieved by the appropriate entity responsible for investigating the aircraft accident.

Note: Officers shall conduct a preliminary investigation and take appropriate action (Manual Section 4/206.18) whenever a pilot is suspected of operating an aircraft while under the influence of alcohol, drugs, or any combination thereof.

When Department aircraft are not involved, officers assigned to the accident scene shall complete required reports for City property damaged.

Damaged City property (other than aircraft) and the pilot, if possible, shall be identified in an Employee's Report, Form 15.7. One copy of the Department report detailing City property

involved (CPI) shall be forwarded to the "City Attorney-Civil Liability Section."

Note: The collision between conveyances and an aircraft crashing onto a highway is not classified as a traffic collision. However, once an accident has stabilized, any subsequent collision of a conveyance into the wreckage would constitute a traffic collision and a Traffic Collision Report would be required.

206.15 VIOLATION INVOLVED IN AIRCRAFT ACCIDENT. When an aircraft accident appears to have been caused by a violation of law, the investigating officer shall include the elements of the offense in the required report (Manual Section 4/206.10).

206.18 OPERATING AIRCRAFT UNDER-THE-INFLUENCE (OAU) ARRESTS. Persons arrested for operating an aircraft while under-the-influence of alcohol or drugs, or any combination thereof, are required by the California Public Utilities Code to submit to and complete a chemical test of their blood, breath, or urine. The Driving-Under-the-Influence (DUI) Arrest Report (Continuation), Form 5.2.5, shall be used to document the arrest. When using the Form 5.2.5, officers shall:

- * Delete all references to driving and insert "Operating an Aircraft" on the Form 5.2.5; and,
- * Delete paragraph three, Chemical Test Admonition (23157 VC) and substitute the following admonition:

"Failure to submit to or complete the required chemical testing, or conviction of operating an aircraft while under the influence of alcohol, drugs, or any combination thereof, may result in the California Public Utilities Commission prohibiting you from operating an aircraft in this State for up to one year."

Note: The report narrative shall include this admonition verbatim and the name of the officer admonishing the arrestee.

All procedures pertaining to Under-the-Influence Drivers (Manual Section 4/343), with the exception of those specifically outlined in this Section, shall be completed for each OAU arrest. A copy of every report involving the improper operation of a Federal Aviation Administration (FAA) regulated aircraft shall be sent to Air Support Division. The filing of criminal charges involving the operation of an aircraft while under-the-influence shall be handled the same as vehicle DUI filings.

206.20 VIOLATIONS OF AIRCRAFT LAWS, REPORTING. An officer who receives a report of, or observes, the reckless or unsafe operation of an aircraft shall complete a Preliminary Investigation Report (PIR), Form 3.1, and forward a copy to Air Support Division. The PIR shall be titled "Reckless" or "Unsafe Operation of an Aircraft." The report shall include:

- * The "N" number which appears on the under side of the aircraft;
- * The color and markings of the aircraft;
- * The general type of the aircraft, such as single-engine, multi-engine, high-wing, or low-wing;
- * An estimate of the altitude of the aircraft above the ground;
- * A description of the manner in which the aircraft was being operated, such as climbing, diving, acrobatics, or racing motor;
- * Names, addresses, and telephone numbers of witnesses;
- * Exact time of occurrence; and,
- * Location of occurrence.

When an aircraft is involved in a situation which could cause an immediate danger to the public, the officer should notify the nearest air unit or Air Support Division.

Air Support Division's Responsibility. Upon receipt of any report involving the reckless or unsafe operation of an aircraft, or the arrest of any person operating an aircraft while under the influence of alcohol or drugs, or combination thereof, Air Support Division shall:

- * Review the report for completeness;
- * Conduct a follow-up investigation when the report received is a PIR;
- * Telephonically notify the Federal Aviation Administration (FAA) of the reported violation; and,
- * Forward a copy of the appropriate report(s) to:

Federal Aviation Administration
Flight Standards District Office
5885 West Imperial Highway
Los Angeles, CA 90045

208. INVESTIGATION OF HAZARDOUS CONDITIONS.

208.10 ISOLATION OF SCENE OF HAZARD. If a hazardous condition is observed which endangers life or property, or which might create a civil liability to the City, the scene shall be isolated.

Police Vehicle. A police vehicle shall not be illegally parked to protect the scene of a hazard.

208.20 EMERGENCY STREET REPAIRS. Requests for emergency street service and/or barricades shall be made for the following hazards:

- * Damaged street and sidewalks;
- * Broken guard rails;
- * Oil spills, glass, or other debris constituting a hazard in the street;
- * Landslides on the street;
- * Fallen trees on the street; or,
- * Any other hazard on the street which might create a civil liability to the City.

Requests for emergency street service shall be

made to the branch of the Street Maintenance Division, Department of Public Works, located nearest the hazard, or by radio through the communications control operator. Requests for this service shall state:

- * The type of hazard; and,
- * The specific location of the hazard, including the side of the street.

208.30 RESPONSIBILITY FOR REMOVING DEBRIS. Debris in the street which constitutes a hazard shall be removed by:

- * The person responsible (1);
- * Requesting the services of the Street Maintenance Division, Department of Public Works;
- * Requesting the services of the Fire Department for removal of spilled gasoline, oil, or other liquids which create a fire hazard; or,
- * The officer.

[(1) Los Angeles Municipal Code Section 62.130.]

208.40 SEWER MANHOLE OR STORM DRAIN. Requests for emergency service shall be made when:

- * Gas is escaping from a manhole or a drain inlet;
- * The manhole cover is missing from a sewer manhole; or,
- * An explosion occurs in a sewer manhole or a storm drain.

Requests for the emergency service shall be made by telephone to the Fire Department (when fire or fire hazard exists); the Sewer Maintenance Division, Department of Public Works; or by radio to the communications control operator. If the Sewer Maintenance Division is closed, the name and telephone number of the employee of the Sewer Maintenance Division then on-duty shall be obtained from the City Hall telephone switchboard operator. Officers shall telephone the responsible person and inform them of the condition.

The Administrative Unit, Detective Support Division, shall be notified in each case involving a gas leak, break, or explosion.

208.45 METRO RED, BLUE, GOLD AND GREEN LINES-ELECTROCUTION HAZARD. Due to the extreme risk of electrocution, absent exigent circumstances, personnel who have not completed the Rail Safety Course shall not enter the Los Angeles County Metropolitan Transit Authority (LACMTA) Metro Red line track-way beyond the passenger platforms. Personnel, whether trained or not in the Rail Safety Course, shall not, under any circumstances, climb on the roofs of the rail cars of the LACMTA Metro Blue, Gold and Green Lines. There is an extreme risk of electrocution from overhead power sources with these rail cars.

208.50 TREES OBSTRUCTING MOTORIST'S VIEW. A tree or shrub that obstructs a motorist's view of an intersection or traffic control device shall be reported telephonically to the Bureau of Street Maintenance. This activity, along with the name of the person notified, shall be recorded on the employee's Daily Field Activities Report, Form 15.52.

208.60 POLICE RADIO TOWERS. If light replacements are needed on a police radio tower, the Monitor Control shall be notified.

208.70 EXCAVATIONS ON PRIVATE PROPERTY. When a dangerous and unprotected excavation on private property is observed, the condition shall be reported by telephone to one of the following:

- * The Grading Division, Department of Building and Safety, if the excavation is in any manner connected with construction or demolition; or,
- * The General Services Division, Bureau of Environmental Sanitation, County Health Department, when the hazard is not associated with construction or demolition.

When possible, notification shall be made on weekdays during normal business hours. When immediate notification is necessary at a time when the Grading Division is closed, the City Hall switchboard operator shall be requested to contact the duty inspector. If the General Services Division is closed, the County switchboard operator shall be contacted.

208.80 BROKEN POWER OR TRANSMISSION LINES. A power or transmission line which is broken or creates a hazardous condition shall be reported to the agency responsible for correcting the condition. The agencies are:

- * Department of Water and Power;
- * Wire and Signal Division, Department of General Services;
- * Los Angeles County Metropolitan Transit Authority;
- * Pacific Bell Telephone; and,
- * Southern California Edison Company.

If the agency responsible for correcting the condition is unknown, the Transmission and Trouble Section, Department of Water and Power, shall be notified.

208.85 BROKEN WATER FACILITIES. Any public water distribution conduit or outlet which is broken or creates a hazardous condition shall be reported by:

- * Telephone to the Water Trouble Section, Department of Water and Power; OR,
- * Radio to the communications control operator.

208.90 DEPARTMENT EMPLOYEE'S RESPONSIBILITY. Department employees may use Department of Water and Power (DWP) facilities on a temporary basis as a booking or processing center, or for

surveillance purposes. Requests for temporary use of DWP facilities shall be made by a staff officer (Commander or higher). Requests for DWP services or assistance on matters not related to surveillance, investigation, arrests, or related law enforcement activities shall be handled in a manner similar to requests for DWP services from any other City agency. These requests are subject to availability of DWP personnel and equipment. Department employees using DWP facilities or equipment are **prohibited from:**

- * Wearing uniforms, or other articles of clothing which would identify them as DWP employees while actively engaged in surveillance, investigation, arrest, or related law enforcement activities;
- * Using DWP identified equipment, or vehicles, while actively engaged in surveillance, investigation, arrest, or related law enforcement activities; and,
- * Allowing DWP employees to actively participate in any surveillance, investigation, arrest, or related law enforcement activities.

Staff Officer's Responsibility. Staff officers shall be responsible for preparing correspondence and approving requests for the temporary use of DWP facilities or installation of surveillance, monitoring, and communication equipment, or other devices on DWP poles. All requests for the temporary use of DWP facilities must be submitted on Department letterhead to the concerned DWP Division Head. All requests for installation of devices on DWP poles shall be submitted to a DWP System Head or his/her designee.

In cases of extreme emergency, where immediate assistance is requested and it is not possible to secure advanced written approval, a telephonic request may be made to the highest ranking senior-level DWP manager available. A written follow-up, acknowledging approval of the telephonic request, shall be submitted to DWP in a timely manner.

Note: Use of electronic surveillance equipment shall be in compliance with Department Manual Sections 3/568.10 and 3/568.15.

208.95 "SIG-ALERT" BROADCASTS. Officers detecting disasters or emergencies which will involve a large segment of the population or cause them major inconveniences shall:

- * Make a reconnaissance of the area;
- * Determine the nature, extent, and possible duration of the disaster or emergency; and,
- * Telephone or transmit to the Communications Division all pertinent data and request a "Sig-Alert" message.

Note: The officer in command at the scene when the emergency condition no longer exists shall be responsible for forwarding the "All-clear."

Except in emergency situations, the CHP will be responsible for the initiation and

cancellation of Sig-Alerts on the freeway system.

209. ELDER ABUSE.

209.01 ELDER/DEPENDENT ADULT PHYSICAL AND FIDUCIARY ABUSE-DEFINITIONS.

- * **Elder.** Any person 65 years of age or older;
- * **Dependent Adult** – Any person between the ages of 18 and 64 years, who has physical or mental limitations that restrict his or her ability to carry out normal activities or to protect his or her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. A "dependent adult" includes any person who has been admitted as an in-patient to a 24-hour health care facility, as defined in Section 1250.1250.2, and 1250.3 of the Health and Safety Code;
- * **Caretaker** – Any person who has the care, custody, control of, or who stands in a position of trust, with an elder or a dependent adult;
- * **Elder/Dependent Adult Physical Abuse** – When a caretaker of an elder/dependent adult willfully inflicts upon that elder/dependent adult any cruel or inhuman corporal punishment or injury. Physical abuse includes, but is not limited to, direct beatings, sexual assault, unreasonable physical constraint, or prolonged deprivation of food or water; and,
- * **Elder/Dependent Adult Fiduciary Abuse** – When any person violates any provision of law prohibiting theft or embezzlement of any property that they know, or should know, belongs to an elder/dependent adult.

209.05 SUSPECTED ELDER/DEPENDENT ADULT, PHYSICAL OR FIDUCIARY ABUSE REPORTED BY DEPARTMENT EMPLOYEES.

Officer's Responsibility. Officers who encounter or are informed of cases of suspected elder/dependent adult physical or fiduciary abuse shall:

- * Conduct a preliminary investigation;
- * Immediately notify Adult Protective Services (APS), Elder Abuse Hotline, of the incident;

Note: Current telephone numbers can be obtained through Detective Support Division.

- * Complete a State of California 341 (SOC 341) Department of Social Services, "Report of Suspected Dependent Adult/Elder Abuse Form;"
- * Complete the required Department report (e.g., a Preliminary Investigation Report, Form 3.1; Arrest Report, Form 5.2; and/or Injury Investigation, Form 3.15);
- * Document that a SOC 341 Form was completed in the narrative of all reports;

Note: Investigative responsibility of an ongoing elder abuse crime is usually determined by the location of the victim's residence.

- * Assist APS staff in gaining access to a possible victim if there is probable cause to suspect the victim's life is endangered;
- * Ensure that victims have transportation to an appropriate emergency shelter and/or referral information to the appropriate service agencies; and,
- * Initiate commitment of victims pursuant to Section 5150 of the Welfare and Institutions Code, when necessary.

Supervisor's Responsibility. Prior to approving any report of possible elder/dependent adult abuse supervisors shall ensure:

- * Completion of State of California 341 Form;
- * State of California 341 Form was sent via facsimile to APS, and to the Area Detective Section or the responsible law enforcement agency within two working days; and,
- * Adult Protective Services was telephonically notified of the incident.

Officer in Charge, Area Detective Division, Responsibility. The Officer in Charge, Area Detective Division, shall ensure that:

- * Major Assault Crimes (MAC) Coordinator, Family Violence Detail, provides consultation and booking advice for physical abuse cases and establishes liaison with the APS office(s) serving its respective Area;
- * State of California 341 Forms are reviewed by the MAC coordinator, and a criminal investigation is conducted when necessary;
- * Copies of completed SOC 341 Forms are forwarded to APS within two working days and a copy is retained by the MAC coordinator for a minimum of three years;
- * The Burglary Coordinator provides case assignment and booking advice on fiduciary abuse cases;
- * Roll call training and training materials are provided to Area personnel; and,
- * When available, a representative from APS, Public Guardian, and the Los Angeles City and District Attorneys' Offices attend roll call training associated with elder/dependent abuse.

Detective Support Division's (DSD)-Responsibility. Detective Support Division shall maintain a current list of APS area office locations and phone numbers.

Records Unit's Responsibility. Records unit employees, upon receipt of a report of elder abuse, shall forward one copy of all related reports to the DPSS (Manual Section 5/030.66.)

Chief Statistical Analyst
DPSS Research and Statistical
Services Section
225 East Broadway Street

Glendale, California 91205

Area Records Supervisor's Responsibility. Each Area records supervisor shall:

- * Ensure that SOC 341 Forms are forwarded to the appropriate Area Detective Division investigative unit or outside law enforcement agency;
- * Enter code "1202" into the Consolidated Crime Analysis Database data entry screen next to "Modus Operandi" for tracking purposes;
- * Transmit a facsimile of the SOC 341 Form to APS within two working days;
- * Transmit a facsimile of the SOC 341 Form to the appropriate Area Detective Division or outside Law Enforcement Agency responsible for investigating the case; and,
- * Ensure records unit employees, upon receipt of a report of elder abuse, forward one copy of all related reports to the DPSS (Manual Section 5/030.66.)

Commercial Crimes Division's Responsibility. Commercial Crimes Division (CCD), shall:

- * Provide advice and assistance to Area Detective Division personnel with elder/dependent abuse investigations;
- * Act as the Department liaison for elder/dependent adult fiduciary abuse with other law enforcement agencies, government agencies, and community groups;
- * Maintain information on current and proposed elder fiduciary abuse legislation;
- * Provide elder fiduciary abuse training materials to Area Elder Fiduciary Abuse Coordinators to assist in training; and,
- * Investigate complex elder/dependent fiduciary crimes that have resulted in a substantial monetary loss of the victim's entire estate.

Note: The Commanding Officer, Detective Bureau, has the responsibility for determining which complex elder fiduciary abuse crimes will be investigated by CCD.

209.10 SUSPECTED ELDER PHYSICAL ABUSE REPORTED BY PRIVATE PERSONS.

Department Employee's Responsibility. Department employees, upon telephonic notification of a suspected case of elder physical abuse, shall handle the call as a request for service according to established procedures.

Department employees, upon receipt of a Report of Suspected Elder Physical Abuse, DPSS Form PA1980, from a private person shall forward the form to the concerned Area Detective Division.

If the Area of occurrence is outside of the City's jurisdiction, the form shall be forwarded to the appropriate law enforcement agency.

Note: The Report of Suspected Elder Physical Abuse, Department of Public Social Services (DPSS) Form PA1980, is used by private persons to report cases of elder abuse to an elder protective agency.

Area Detective Division's Responsibility.

The Area Detective Division, upon receipt of DPSS Form PA1980 completed by a private person, shall conduct a follow-up investigation and forward the form to the DPSS. If the investigation discloses that a crime has occurred, the concerned detective shall complete the appropriate crime report.

Note: When no crime report is required, the concerned detective shall so note on the DPSS Form PA1980 and maintain a copy in the detective work folder. Automated records of *alleged* elder abuse are maintained by DPSS and will be made available to the concerned detective upon request by contacting the Elder Abuse Section, DPSS.

209.15 CONFIDENTIALITY OF PERSONS WHO REPORT ELDER ABUSE.

All requests for release of elder abuse report information shall be referred to Records and Identification Division. Employees releasing confidential information shall do so in accordance with Department Manual Sections 3/406, 3/406.10, and 3/406.20.

210. ILL AND INJURED PERSONS.

210.05 PERSONS IN DEPARTMENT CUSTODY USING PERSONAL MEDICATION.

When persons to be booked and detained in Department custody have prescription medication in their possession, officers shall transport them to the Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section dispensary for medical evaluation prior to completing the booking process.

Exception: When persons in Department custody are to be booked and immediately released, a medical evaluation is not necessary.

At no time shall arrestees be allowed to administer the prescription medication to themselves. After receiving proper medical treatment, the arrestees shall be booked as advised by the evaluating physician.

Note: If the medical evaluation determines that the arrestee will require periodic dispensing of medication, the arrestee shall be booked at Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section.

210.10 MEDICAL TREATMENT BEFORE BOOKING.

Officers having custody of an unbooked prisoner who is, or becomes, ill or injured, or complains of illness or injury, shall follow the procedure as set forth in Manual Section 4/648.10.

210.22 REQUESTING AMBULANCE SERVICE.

Ambulance service shall be requested by:

- * Notifying Communications Division by radio; or,
- * Telephoning the appropriate Fire Department Signal Office.

210.23 HANDLING UNCONSCIOUS PERSONS.

When an officer encounters an unconscious person who cannot be revived, the officer shall immediately request an ambulance. Unconscious includes a person who reacts only momentarily to a pain compliance stimulus or ammonia inhalant, or is unable to remain awake without repeated coaxing. If such a person is intoxicated, medical treatment shall be obtained prior to releasing the person to a detoxification facility for evaluation and treatment.

The officer shall obtain a copy of the Los Angeles Fire Department Rescue Report, Form 902M, from the ambulance paramedics and record the serialized number from the Form 902M on the Daily Field Activities Report (DFAR). If the Form 902M is not retained by another entity, it shall be attached to and remain with the Daily Field Activities Report (DFAR).

210.24 TRANSPORTATION AND/OR TREATMENT OF ILL OR INJURED PERSONS BY THE FIRE DEPARTMENT.

When a conflict arises between the personnel of the Fire and Police Departments regarding transportation or treatment of an ill or injured person, an Emergency Medical Service (EMS) supervisor and a Department supervisor shall be requested via police radio.

The supervisors shall determine the course of action to be taken, taking into account that Fire Department personnel have the authority to make the final determination whether or not to transport or treat an ill or injured person.

Note: EMS supervisors are deployed 24-hours a day Citywide.

Officers shall obtain the serialized number of the Fire Department Rescue Report, Form 902M, from the ambulance paramedics and record this serialized number on the Daily Field Activities Report (DFAR). When the Form 902M is not retained by another entity, a copy shall be attached to and remain with the DFAR.

The EMS supervisor and unit designation shall be recorded on the DFAR and the concerned Sergeant's Daily Report, Form 15.48.

210.25 OFFICERS INJURED ON DUTY.

An officer injured on duty and in need of emergency treatment shall be transported by a Rescue Ambulance to the nearest qualified emergency facility. Upon the request of the injured officer, the ambulance crew will transport the officer to another reasonably located qualified emergency facility when the officer's welfare will not be impaired by so doing.

Note: A qualified emergency facility includes any Class I or Class II hospital and the Central Receiving Clinic.

210.28 INJURY OR DEATH DUE TO POLICE ACTION. When any person dies, is seriously injured, or receives a gunshot wound due to action by a member of this Department, the officer involved, when practicable, shall:

- * Request that a supervisor be dispatched to the scene; and,
- * Notify, or cause to be notified, the Watch Commander, and Detective Support Division, giving him the details of the incident.

Note: Supervisors assigned to these calls shall verify the making of appropriate notifications. When a person is admitted into the Los Angeles County-USC Medical Center due to an injury occurring at the time of arrest resulting from action by a member of the Department, the injury shall be considered serious; and Detective Support Division shall be notified as soon as practicable.

210.30 RELIGIOUS ASSISTANCE. When a person suffering from an injury or illness requests the services of a clergy member, the communications control operator shall be notified immediately. The communications control operator shall be notified whether the clergy member is to be directed to the scene of the incident or to a particular hospital or clinic. If investigation reveals that a seriously ill or injured person is a Catholic but, because of physical condition, is unable to request a priest, the communications control operator shall be notified as though a request had been made.

When the injured person is an employee of this Department, information regarding a specific clergy member to be notified may be obtained from Detective Support Division.

210.32 CLERGYMEMBERS AND DOCTORS. Clergy members and doctors shall be permitted to approach dead or dying persons. They shall be cautioned to avoid destroying any evidence.

210.34 NON-CUSTODIAL INDIVIDUALS CLAIMING INJURY DUE TO DEPARTMENT EMPLOYEE ACTIONS. When circumstances indicate that a non-custodial individual may have been, or claims to have been, injured by a Department employee, the investigating supervisor shall ensure that the individual receives a medical examination or evaluation.

Note: In the case of any **medical emergency** involving a non-custodial individual, the investigating supervisor shall ensure that a rescue ambulance has been requested.

A medical evaluation for evidentiary purposes shall be obtained at one of the following medical facilities. The following precedence list has been established, and facilities shall be used in descending order:

- * Department Jail Dispensary;

- * Los Angeles County Medical Centers; or,
- * If the above are impracticable, at one of the Department's contract hospitals.

Investigating Supervisor's Responsibility. It shall be the responsibility of the investigating supervisor to ensure that a non-custodial individual who claims to have been injured by a Department employee is examined for any signs of injury by a licensed physician and the appropriate documentation is completed. The investigating supervisor shall cause the non-custodial individual to be taken to a medical facility as delineated on the precedence list. If the evidentiary examination cannot be completed at the first medical facility the individual is brought to, the supervisor may transport the individual to a secondary medical facility as listed on the precedence list for completion of the evidentiary exam. The examining physician can provide assessment, recommendation for additional medical treatment, and documentation of any observable trauma or injuries.

Regardless of which medical facility is utilized, the individual shall only receive an evidentiary examination. An investigating supervisor **shall not** authorize or approve medical treatment such as sutures, surgery, tetanus shots, medication, lab work, intravenous injections (IV), etc. If medical personnel determine that immediate treatment is required, the evidentiary examination shall be concluded. The supervisor shall inform medical personnel that any further treatment shall be considered as if the individual were brought in by City paramedics or had been a walk-in patient to the hospital. Additionally, investigating supervisors **shall not** utilize the services of non-contract hospitals for evidentiary examinations involving non-custodial individuals.

If applicable, the supervisor shall request the individual to submit to photographs depicting injury, or lack of injury, and other pertinent details when:

- * Photographs would be of evidential value; or,
- * The injury is claimed to be the result of a Department employee action.

210.35 MEDICAL EXAMINATION FOR VICTIMS OF SEXUAL ASSAULT. Victims of sexual assault shall be transported to an appropriate contract hospital for medical care and the collection of related medical evidence as soon as possible after the crime. Officers conducting a preliminary investigation of rape cases should routinely transport the victim in a black and white police vehicle. However, if the victim shows any apprehension about riding in a black and white vehicle, or requests transportation in a plain vehicle, officers shall make a reasonable effort to transport the victim in a plain vehicle.

210.36 SEXUAL ASSAULT VICTIM'S RIGHT TO AN ADVOCATE AND SUPPORT PERSON. An officer conducting

a preliminary investigation involving a sexual assault shall advise the victim of his/her right to have a victim's advocate and at least one other support person of the victim's choosing present during the interview. This notification need only be made during the initial interview. If a victim should invoke his/her right to an advocate or support person mid-interview or during a subsequent follow-up interview, an officer shall honor that request.

If a victim is too young to comprehend the admonition, the officer may contact the parent/guardian to determine if an advocate and/or support person would be appropriate. If there is no parent/guardian available, or if their involvement could be detrimental to the investigation, the officer shall determine if an advocate and/or support person would be appropriate. If one is needed, the officer shall contact the Area Juvenile Coordinator or Major Assault Crimes Coordinator for further assistance.

Note: An officer seeking to obtain initial information at a crime scene to determine whether a crime has been committed and/or the identity of the suspect(s) for an initial crime broadcast, is **not** required to make this notification at that time.

Exception: An officer may exclude any individual from being present during an interview as an advocate or support person when the officer determines that the person may be detrimental to the investigation, such as a potential suspect and/or percipient witness. However, an officer shall proceed with caution and sensitivity toward the victim when denying a victim their choice of an advocate and/or support person.

210.37 GENDER PREFERENCE IN A SEXUAL ASSAULT INVESTIGATION. An officer conducting the preliminary investigation of a sexual assault shall determine whether the victim prefers to be interviewed by an officer of the same gender. When the victim prefers to be interviewed by an officer of the same gender, the officer shall have an officer of that gender conduct the interview. However, the primary unit shall retain responsibility for completing the remainder of the preliminary investigation including completion of a crime report and arranging for medical treatment.

210.38 RAPE VICTIM COUNSELING CENTER NOTIFICATION. Whenever a victim of sexual assault is transported to a hospital for examination, the local rape victim counseling center shall be immediately notified by the responding officer upon the victim's approval. If there is more than one counseling center in the local area, the victim shall be given the opportunity to select the center to be notified. If the victim is unable or unwilling to make a choice the responding officer shall inform the follow-up investigators, who shall attempt to obtain the victim's approval for a notification at a future time.

The Preliminary Investigation Report (PIR), Form 3.1, shall include the date and time the counseling center was notified, the name of the counseling center, and the name of the employee who made the notification.

210.39 DISTRIBUTION OF THE "TAKING ACTION: WHAT TO DO IF YOU ARE RAPED" BOOKLET.

Employee's Responsibility. A "Taking Action" booklet shall be provided to each sexual assault victim at the time of the preliminary investigation. If it is determined that a sexual assault victim did not receive a booklet, one shall be provided to the victim during the follow-up investigation. The Preliminary Investigation Report (PIR), Form 3.1, or the appropriate follow-up report, when necessary, shall include a statement that a "Taking Action" booklet was provided to the victim.

Commanding Officer's Responsibility. Commanding officers shall ensure that a supply of the "Taking Action" booklets is maintained in a secured area of the division or concerned investigative unit. Appropriate inventory controls shall be implemented to ensure that the distribution of the booklets is limited to employees who conduct, or may possibly conduct, preliminary or follow-up investigations of sexual assault crimes.

210.40 TUBERCULARS. Tuberculars shall not be arrested for violation of an isolation of quarantine order except on a warrant charging such violation.

When no warrant exists, an officer having cause to suspect a person, other than a prisoner, of being an active tubercular shall complete an Employee's Report, Form 15.7. This report shall be submitted to the officer's commanding officer. It shall include:

- * The name, address, and age of the suspected tubercular;
- * The date, time, and location of the contact; and,
- * The circumstances which caused the officer to suspect the tubercular condition.

Exception: When any employee is exposed to a tubercular, they shall report the incident in compliance with Manual Section 3/712.05.

The commanding officer receiving the report shall forward it to the Tubercular Control Division, County Health Department.

210.44 ADDRESS OF INJURED PERSON UNKNOWN. When the address of an injured person is not available, the address of a friend through whom the patient might later be reached shall be obtained, if possible, for entry in the Injury Investigation, Form 3.15.

210.46 INCORPORATING NAME AND ADDRESS OF RELATIVE IN INJURY REPORT. When it appears that an injured person may die, the name and address of the

injured person's nearest relative shall be obtained, when possible, for entry in the body of the Injury Investigation, Form 3.15. In these cases, the concerned investigating officers shall be notified immediately (Manual Section 4/201.30).

210.50 PHOTOGRAPHING INJURY SCENE, CITY PROPERTY INVOLVED. Photographs of the scene of an injury shall be taken, in addition to making an Injury Investigation, Form 3.15, when:

- * The injured person indicates that a condition of City property might have caused the injury; or,
- * There are indications that the condition of City property might have caused the injury.

Note: No circumstances of the foregoing causes shall be discussed with unauthorized persons.

The name, serial number, and division of assignment of the officer from whom photographic service was requested shall be included in the Injury Investigation, Form 3.15. Photographic service shall be requested from the Photographic Section, Scientific Investigation Division (Manual Section 4/212.54).

Photographs need not be taken when the injury is the result of a condition of properties of the Board of Education or the Housing Authority. Photographing of traffic collisions is not affected by this section and shall be carried out in accordance with standard procedure (Manual Section 4/430.45).

210.65 CANCELLATION OF AMBULANCE. When a unit answers a call in which an ambulance has been dispatched, and it is determined that no ambulance is needed, the communications control operator shall be informed immediately.

210.70 MATERNITY SERVICE. If no other maternity service is available, emergency ambulance service shall be requested through the communications control operator by radio or by notifying the appropriate Fire Department Signal Office by telephone when:

- * A woman's water has broken, or there is bleeding, accompanied with labor pains;
- * A woman has not had a previous child and her labor pains are three to five minutes apart and lasting thirty to sixty seconds; or,
- * A woman has had a previous normal birth and her labor pains are five to eight minutes apart.

210.75 EMERGENCY MEDICAL TRANSPORTATION. Suspects, arrestees, or others requiring emergency medical attention shall **only** be transported via a Rescue Ambulance (RA). It shall be the responsibility of all Department employees to request a Rescue Ambulance for a suspect, arrestee, or any other person requesting emergency medical treatment or when it is apparent that they are in need of such assistance and are

unable to request.

Note: Individuals requiring emergency medical attention shall only be transported in a police vehicle during an unusual occurrence or tactical situation when it is necessary to remove the individual from a position of immediate threat to their safety. In such situations, an RA shall be requested and the individual shall be moved only the distance required to reach a safe location.

When a suspect or arrestee requires only routine medical treatment, such as pre-booking medical treatment or other non-emergency care, the person may be transported in a police vehicle to one of the following medical facilities:

- * Department Jail Dispensary;
- * Los Angeles County Medical Centers; or,
- * Department's contract hospitals.

Note: A current list of hospitals under contract with the City can be obtained from Detective Support Division.

Blood or Medical Supplies. Emergency transportation of blood or medical supplies may be provided when necessary for the preservation of life. Approval for such transportation shall be obtained from the Commanding Officer, Detective Support Division.

210.80 FOOD POISONING. Cases of food poisoning shall be reported by telephone to the Office of the Registrar, County Health Department, without delay. If the office is closed, the emergency operator at the Hall of Justice will connect the officer with the proper person to be notified, who shall be given all available information regarding the food poisoning.

210.82 NOTIFICATION TO HEALTH DEPARTMENT OF ABUSE OR NEGLECT AT NURSING HOMES. An officer who receives information that a patient has been physically neglected or abused in a health facility, nursing home, etc., (as defined in Section 1250 of the Health and Safety Code) shall telephonically notify the Health Facilities Division, County Health Department, as soon as practicable. The name of the Health Department employee notified shall be included on the appropriate Department report.

210.85 INJURIES IN BUILDINGS. Accidents wherein persons are seriously injured or die as a result of suspected deficiencies in buildings or mechanical equipment located therein shall be reported by telephone to the Investigation Division, Department of Building and Safety. When that office is closed, the concerned watch commander shall be notified. The watch commander shall cause the notification to be made as soon as practicable during the next normal business day. Types of accidents in structures requiring notification could include serious injury or death due to:

- * Asphyxiation.
- * Building collapse.
- * Electrocution.
- * Explosion.
- * Mechanical equipment failure.

210.90 NOTIFICATION OF DEADLY WEAPON INJURY. An officer who receives information concerning a wanted suspect who possibly has an injury inflicted by a deadly weapon, or information that a person has been treated at a medical facility for an injury possibly inflicted by a deadly weapon, shall, in addition to any other notification, telephone Detective Support Division and supply the following information:

- * Name of the wounded person (if known);
- * Physical description of the wounded person;
- * Description of injury and type of weapon used;
- * Crime involved (if known);
- * Date, time, and location injury occurred;
- * Description of wounded person's vehicle (if known);
- * DR number of crime or injury report;
- * Reporting officer's name, serial number, and division; and,
- * Name, address, and business phone of the person treating the injured person when the information pertains to medical treatment.

212. REQUESTING AID IN THE FIELD.

212.10 ASSISTANCE BY INVESTIGATING OFFICERS. When a radio patrol unit answers a call involving a major crime, and the circumstances indicate the need of immediate investigation by investigating officers, the concerned investigating officers shall be notified without delay (Manual Section 4/201.30). When practical, requests for investigating officers shall be made by telephone. If the request is made by radio, an officer shall, when practicable, remain by the radio until he/she is informed that the requested unit has been dispatched or is not available.

212.12 INVESTIGATION OF ABORTIONS. The Abortion Detail, Robbery-Homicide Division, shall be responsible for all preliminary and follow-up abortion investigations. When an employee receives information concerning the victim of an illegal abortion, or any known or suspected illegal abortion activity, he/she shall immediately telephone all available information to Robbery-Homicide Division. When Robbery-Homicide Division is closed, notification shall be made to Detective Support Division.

212.14 INVESTIGATION OF COMPUTER-RELATED CRIMES. The Fraud Section, Commercial Crimes Division, shall be responsible for the preliminary and follow-up investigations of any crime committed through the use of computer-stored information or sabotage to computer-stored information and for completing the necessary

reports. An officer who receives such information shall immediately notify Commercial Crimes Division. When Commercial Crimes Division is closed, the notification shall be made to Detective Support Division, which shall determine the necessity for immediate notification to Commercial Crimes Division.

212.15 ASSISTANCE BY SCIENTIFIC INVESTIGATION DIVISION. The officers investigating the scene of a crime shall determine whether a specialist from Scientific Investigation Division shall be summoned to the scene (Manual Section 4/212.44). If a crime is such that latent or microscopic evidence, or hazardous chemicals may be present, the assistance of the concerned specialist from Scientific Investigation Division shall be requested. Officers requesting a field investigation by a unit of Scientific Investigation Division shall make the request by telephone whenever possible. When necessary, and a telephone is not available, the request may be made by radio. In accordance with Manual Section 4/201.30, when a telephonic notification should be made to an investigative unit, and the unit is not available, the notification shall be made to Detective Support Division.

212.20 RADIO REQUESTS FOR SCIENTIFIC INVESTIGATION DIVISION UNITS. When a radio request for Scientific Investigation Division units is made (Manual Section 4/212.15), it shall be made by obtaining a clear frequency and supplying the following applicable items of information:

- * Unit making the request;
- * Unit requested;
- * Type of crime or incident to be investigated;
- * Type of assistance required (lifting fingerprints, obtaining plaster casts, taking photographs, etc.);
- * Location where service is requested; and,
- * All other pertinent information.

The request shall be made by radio only when the situation demands immediate scientific investigation, and a telephone is not available.

212.25 TELEPHONIC REQUESTS FOR SCIENTIFIC INVESTIGATION DIVISION UNITS. A telephonic request shall be made by calling the desired unit directly and supplying the following information:

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

212.30 OBTAINING DR NUMBERS. Prior to making a telephonic request for a unit of Scientific Investigation Division, a DR number shall be secured for the concerned report(s).

212.35 FORWARDING REQUEST INFORMATION. An employee receiving a radio request for a unit of Scientific Investigation Division shall immediately relay the information to the unit requested.

212.40 RESPONSIBILITY FOR PROTECTING EVIDENCE. Officers requesting the assistance of a specialist from Scientific Investigation Division shall be responsible for the protection of evidence until relieved by the specialist.

212.44 FINGERPRINT INVESTIGATION. Each Area commanding officer shall assign available latent print field kits to police units as needed to most effectively conduct fingerprint investigations in a geographic Area.

Officers assigned to police units with latent print field kits shall normally be responsible for fingerprint investigations that are not the responsibility of the Latent Print Section, Scientific Investigation Division. With approval of the Latent Print Section, officers may conduct fingerprint investigations that are normally the responsibility of Scientific Investigation Division.

Requests for fingerprint investigations which are the responsibility of Scientific Investigation Division shall be made to the Latent Print Section, Scientific Investigation Division (Manual Section 4/201.30).

Exception: In the Valley areas, requests for fingerprint investigations shall be made to the Valley Section, Scientific Investigation Division.

When assistance of a fingerprint section is requested, the requesting officers shall caution persons about the premises to touch nothing which might bear fingerprints. Requests for an investigation of possible fingerprints on a porous substance shall be made without delay.

Note: The Department shall provide required fingerprint investigations within the City when requested by the:

- * California Highway Patrol;
- * Los Angeles Community Colleges Police;
- * Los Angeles Department of General Services Security Division;
- * Los Angeles Harbor Department Port Warden;
- * Los Angeles Housing Authority Patrol Division;
- * Los Angeles Unified School District Police Department; and,
- * University of Southern California Security Department.

Qualified officers of these outside agencies may conduct their own latent print investigations.

212.45 INVESTIGATIONS INVOLVING BOMB THREATS AT SCHOOLS. An employee receiving information regarding a bomb threat at a school or college shall notify

the Area Detective Division watch commander, Area of occurrence, without delay. The Area Detective Division watch commander shall notify the geographic Area Patrol Division watch commander of the bomb threat AND dispatch an investigating officer to the scene to conduct the preliminary investigation. When an investigating officer is not available, the Area Detective Division watch commander shall request that the Area Patrol Division watch commander dispatch a patrol unit.

Note: When the Area Detective Division is closed, the notification shall be made directly to the geographic Area Patrol Division watch commander, who shall cause a patrol unit to respond.

The watch commander dispatching personnel to the scene of a school bomb threat shall notify the security officer or person in charge of the school and request that a security officer or school official respond to the scene.

The decision to evacuate a school or to search a school during school hours rests with the school official in charge.

If investigation reveals that dangerous explosives may be involved, Criminal Conspiracy Section, Major Crimes Division, and the Hazardous Devices Section, Emergency Services Division, shall be immediately notified (Manual Section 4/212.50).

Notification concerning bomb threats at schools shall be made by telephone when possible. Department personnel shall avoid transmitting the information by means likely to result in its becoming generally known.

Notification of the incident shall be made to the Department Command Post, Communications Division.

212.46 MARKS OR TRACKS. Requests for the taking of plaster casts of marks or tracks shall be made to the Latent Print Section, Scientific Investigation Division (Manual Section 4/201.30). When photographs of tracks or marks may be necessary, the assistance of the Photographic Section, Scientific Investigation Division, shall be requested (Manual Section 4/201.30).

212.48 INVESTIGATIONS INVOLVING POISONS. When it is suspected that a major crime involves the use of poison, the Criminalistics Laboratory, Scientific Investigation Division, shall be notified immediately (Manual Section 4/201.30).

212.49 INVESTIGATIONS INVOLVING HAZARDOUS MATERIALS.

Definition. The term "hazardous material" shall mean any chemical or mixture of chemicals which is toxic, corrosive, volatile, explosive, or flammable that has the capacity of inducing great bodily injury or illness or which has been determined to be capable of posing an unreasonable risk to health, safety, or property.

Notification. An employee becoming aware of the actual or suspected presence of a hazardous material which has been seized as a result of a police action shall immediately notify the Criminalistics Laboratory, Scientific Investigation Division (SID), and request the assistance of the Fire Department. When SID is closed, notification shall be made to the Department Command Post, Communications Division.

Note: Procedures governing hazardous substances which become a police problem as a result of a traffic collision are not affected (Manual Section 4/430.10).

Preliminary Investigations of Illicit Laboratories. Officers conducting a preliminary investigation of an illicit laboratory shall immediately secure the perimeter of the location, evacuate adjacent inhabited dwellings, request that a field supervisor respond to the scene, and make the following notifications:

- * Illicit Lab Squad, Narcotics Division;
- * Hazardous Chemical Team, SID; and,

Note: If either division is closed, contact the Department Command Post, Communications Division for on-call personnel.

- * Fire Department.

Note: An officer shall be designated to meet Fire Department personnel at least a half mile from the location and have them standby to respond in the event of an emergency.

Officers **shall not** enter an illicit laboratory to apprehend suspects or to prevent the destruction of evidence, absent the authorization of the Illicit Lab Squad, Narcotics Division, or Hazardous Chemical Team, SID.

When entry is made into a location not previously known to contain an illicit laboratory and such a laboratory is discovered, officers shall immediately vacate the location, secure the perimeter of the site, evacuate adjacent inhabited dwellings, request a supervisor, and make appropriate notifications.

Handling. When notified of a seizure of a suspected hazardous material, a specialist from SID shall respond to the scene and:

- * Determine the hazard posed by the material;
- * Implement safeguards appropriate for the handling of the chemical;

Note: No attempt shall be made to neutralize, move, or transport any hazardous material except under the direction of an SID specialist.

- * When conditions permit, obtain a sample (normally one pint) and photograph the gross amount of the material;
- * Arrange for the disposal of any quantity of the material which cannot be safely stored in available facilities; and,
- * Arrange for the destruction of any quantity of hazardous material controlled substance

mixture authorized for destruction which a Chief Forensic Chemist has determined cannot be safely stored in available facilities.

Booking: Employees booking a sample of a hazardous material shall include in the Property Report, Form 10.1, the gross amount and disposition of the chemical seized.

212.50 INVESTIGATIONS INVOLVING EXPLOSIVES. The initial employee who encounters any explosive material or pyrotechnic device shall contact a specialist from the Hazardous Devices Section, Emergency Services Division, **prior** to handling the item(s). This contact should be made telephonically either directly to the Hazardous Devices Section during regular business hours or through the Department Command Post, Communications Division at other times.

Note: A pyrotechnic device is any combination of materials which is activated by fire to produce an audible, visual, mechanical or thermal effect. A pyrotechnic device contains explosive material and should be considered hazardous until a determination is made by the Hazardous Devices Section.

The Hazardous Devices Section specialist will speak directly to the officer or supervisor who has physical custody of the explosive material or pyrotechnic device prior to providing direction on its handling and/or booking. Employees shall follow the specialist's direction on handling and booking the item(s).

Note: A "Code Five Edward" (Manual Section 4/120.40) shall be used to notify Air Support Division (ASD) personnel of an explosive hazard to low-altitude aircraft.

Notification of the incident shall be made to the Administrative Unit, Detective Support Division.

Los Angeles International Airport. The Hazardous Devices Section, Emergency Services Division, shall direct all searches of aircraft or facilities at the Los Angeles International Airport.

Note: In the event a specialist takes custody of explosive material, the officer completing the Property Report (Manual Section 4/510.20) shall include this information in the report.

212.52 CRIME SCENE MAPS. If a detailed drawing of the scene of a crime is desired, the Police Surveyor, Scientific Investigation Division, shall be requested (Manual Section 4/201.30). The particular objects and the specific place to be surveyed shall be clearly stated.

212.54 PHOTOGRAPHS. Requests for photographic services, other than traffic, training, public relations activity, or fingerprints, shall be directed to the Photographic Section, Scientific Investigation Division (Manual Section 4/201.30).

212.56 DEVELOPING BOOKED FILM.

When booked film needs to be developed, the investigating officer (I/O) shall:

- * Request the Property Disposition Coordinator (PDC) "Release" (in APIMS) the film to the I/O;

Note: The PDC shall enter "To be developed" in the additional comments field.

- * Obtain the film from Property Division and transport it to the Photo Lab, SID for development; and,
- * Complete a supplemental Property Report, Form 10.1, listing the photographs or negatives as the next sequential item number from the most recent Property Report; **or**,
- * Complete a Follow-up Investigation, Form 3.14, if the photographs or negatives are to be retained at the Photo Lab, SID; and,
- * Include the Photo Lab PC number on the Property Report.

212.60 UNDERWATER SEARCH. When an underwater search is deemed necessary, investigating officers shall notify their commanding officer. When a search is necessary, the commanding officer shall:

- * Notify the Department Command Post, Communications Division;
- * Advise on the urgency of the search; and,
- * Give exact location where searching team shall meet;

The Department Command Post, Communication Division, shall:

- * Notify the Officer in Charge, Underwater Dive Unit. The Officer in Charge will determine if the request for search or recovery is in furtherance of Department objectives and in keeping with Department policies;
- * Select officers from the Underwater Search Roster maintained by the Department Command Post, Communications Division;
- * Notify the duty watch commanders of the selected officers' units of assignment, of the location and time of search; and,
- * After selection of officers has been verified, notify the requesting unit of time and place officers shall meet.

The duty watch commanders of the selected officers shall:

- * Determine selected officers' availability;
- * Inform officers of the location of search and reporting time; and,
- * Notify the Department Command Post, Communications Division, of officers' availability and time notified.

212.70 CANINE (K-9) PLATOON. The services of the Canine Platoon, Metropolitan Division, are available on a 24 hour-a-day basis. When Department personnel determine there is a need for the services of the Canine Platoon, requests shall be made through Communications Division or by telephonically

contacting Metropolitan Division.

212.72 CRISIS NEGOTIATION TEAM.

When the Incident Commander at an incident determines that a Crisis Negotiation Team may be of assistance, the Incident Commander shall contact the Metropolitan Division watch commander telephonically, when practicable, or through Communications Division via radio.

212.74 MOUNTED PLATOON.

Commanding officers of Areas/divisions wishing to have the Mounted Platoon deployed shall make the request by forwarding an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Metropolitan Division. The Commanding Officer, Metropolitan Division, has the responsibility for evaluating requests and deploying the unit as appropriate. Requests of an emergency nature may be made telephonically.

212.76 SPECIAL WEAPONS AND TACTICS (SWAT).

When the Incident Commander determines that a SWAT team may be of assistance, the Incident Commander shall contact the Metropolitan Division Watch Commander telephonically, when practicable, or through Communications Division via radio. When requesting SWAT, the Incident Commander should be prepared to give a detailed briefing of the situation.

If SWAT expertise is anticipated to be required at a planned event, such as the service of a high-risk warrant, and time permits, the commanding officer of the requesting entity shall submit a request via Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Metropolitan Division.

212.77 Rapid Extraction and Dismantling (RED) Team.

The mission of the RED Team is to provide support to field personnel who are presented with a civil disturbance that is beyond the capabilities of field personnel. The RED Team is responsible for:

- * Responding upon the request of the Incident Commander with specially trained and equipped personnel to defeat man-made obstacles used to enhance acts of civil disobedience; and,
- * Overcoming unlawful deployment of subjects or obstacles through the use of technical rope operations and/or mechanical dismantling techniques.

The Incident Commander at a civil disobedience incident shall request the RED Team, through the Metropolitan Division Watch Commander or Communications Division, when the following criteria are met:

- * Subject is engaged in a crime;
- * Subject refuses to submit to arrest; and,
- * Subject has positioned himself/herself in such a manner or location that defeats conventional methods and means to affect his/her removal and arrest.

213. NONTRAFFIC NOTICE TO APPEAR BOOKLETS.

213.10 RESPONSIBILITY FOR ISSUING NONTRAFFIC NOTICE TO APPEAR BOOKLETS.

All Area commanding officers shall maintain supplies of Nontraffic Notice to Appear booklets for issuance to officers.

213.15 ISSUANCE OF NONTRAFFIC NOTICE TO APPEAR BOOKLETS.

Concerned commanding officers shall cause a Record of Citation Books, Form 4.15, to be maintained, recording the issuance and return of Nontraffic Notice to Appear booklets.

When practicable, officers shall draw Nontraffic Notice to Appear booklets from the place of issuance which normally serves their Area or division.

213.20 OFFICERS RECEIVING NONTRAFFIC NOTICE TO APPEAR BOOKLETS.

Upon receiving a Nontraffic Notice to Appear booklet, the officer shall print in ink his or her name and serial number on the front cover. No notation of any kind shall be made on any citation prior to use.

213.25 DISPOSITION OF COMPLETED NONTRAFFIC NOTICE TO APPEAR BOOKLETS.

When all citations in a Nontraffic Notice to Appear booklet have been used, it shall be submitted to a supervisor in the officer's division or Area of assignment. After review, the booklet shall be returned to the watch commander at the location of issuance. The date of return shall be recorded on the Record of Citation Books, Form 4.15. The booklet shall be filed by book number in the division or Area. Booklets may be destroyed six months after the date of the **last** citation.

213.30 DISPOSITION OF TRANSFERRED OFFICERS' NONTRAFFIC NOTICE TO APPEAR BOOKLETS.

An officer transferred to a unit, division, or Area in another section of the City shall return any Nontraffic Notice to Appear booklet to the location of issuance after review by a supervisor in the division or Area from which the officer is transferring.

The date of return of the booklet and the number of unused citations shall be recorded on the Record of Citation Books, Form 4.15. The booklet shall then be available for reissuance.

213.35 LOST OR DAMAGED NONTRAFFIC NOTICE TO APPEAR BOOKLETS.

When a Nontraffic Notice to Appear booklet is lost or damaged, an Employee's Report, Form 15.7, shall be completed. It shall specify the numbers of the citations which were not issued. After the Employee's Report has been approved by the employee's supervisor, it shall be forwarded to the location of issuance, where the information shall be recorded on the Record of Citation Books, Form 4.15. A damaged booklet, or a booklet found after an Employee's Report has

been completed, shall be returned to the location of issuance and stored as a completed booklet. The found or damaged booklet shall not be reissued.

213.45 ERRORS OR OMISSIONS ON NOTICE TO APPEAR CITATION. To correct errors or omissions on the Nontraffic Notice to Appear, the following procedures shall apply:

- * **Defendant's Copy Available.** When an error is noted on the Nontraffic Notice to Appear and the defendant's copy is available, the issuing officer shall draw a single line through the error and legibly print the correct information as near as possible to the error on the original and all copies of the Nontraffic Notice to Appear. The officer shall write the words "Defendant's Copy Corrected" followed by the officer's initials, in the top margin of the form on all copies of the Nontraffic Notice to Appear.
- * **Defendant's Copy Not Available.** When an error or omission is noted on the Nontraffic Notice to Appear and the defendant's copy is not available, the correct information shall be reported on a Notice of Correction and Proof of Service, Form 4.07. The pink (defendant's) copy of the completed Form 4.07 must be mailed to the defendant in all cases. When the error or omission will impact a follow-up investigation, the Follow-Up Investigation, Form 3.14, shall also be completed.

213.50 CANCELLATION OF NONTRAFFIC NOTICE TO APPEAR, FORM 5.2.2. A Nontraffic Notice to Appear may be canceled *only* when approved by the first available officer in the following sequence:

- * Officer in Charge; or,
- * Watch Commander.

Note: If the defendant's copy has been issued and is not available, *or* the Nontraffic Notice to Appear has been distributed, the Follow-Up Investigation, Form 3.14, shall be used to report the cancellation.

- * The officer requesting the cancellation shall:
 - * Write the word "VOID" across the Nontraffic Notice to Appear;
 - * Write the reason for the cancellation on the book copy (pink); and,
 - * Cancel the DR number if one has been obtained.
- * The approving officer shall:
 - * Date and sign the book copy; and,
 - * Destroy the original (white) and defendant's copy (blue).

213.55 DESCRIPTION OF DEFENDANT ON NONTRAFFIC NOTICE TO APPEAR. In addition to specific descriptors required on a Nontraffic Notice to Appear, Form 5.2.2, the

officer completing the citation shall list visible, obvious tattoos, scars, birthmarks, missing extremities and/or deformities in the "Other Description" field.

214. UNUSUAL INCIDENTS.

214.15 INCIDENTS INVOLVING A BARRICADED SUSPECT/HOSTAGE. The Incident Commander at a barricaded suspect/hostage incident shall request the Special Weapons and Tactics Team (SWAT) when all of the following criteria are met:

- * The suspect is probably armed;
- * The suspect is believed to have been involved in a criminal act *or* is a significant threat to the lives and safety of citizens and/or police;
- * The suspect is in a position of advantage, affording cover and concealment; *or*, is contained in an open area and the presence or approach of police officers could precipitate an adverse reaction by the suspect; and,
- * The suspect refuses to submit to arrest.

214.20 IMMEDIATE ACTION/RAPID DEPLOYMENT. Immediate Action/Rapid Deployment is the swift and immediate deployment of law enforcement resources to on-going, life threatening situations where delay could otherwise result in death or great bodily injury to innocent persons. Immediate Action/Rapid Deployment will generally require the immediate configuration of responding resources into Contact and Rescue Teams. The overall objective of a Contact and/or Rescue Team is to save as many lives as possible through a coordinated effort.

The primary mission of a Contact Team is to limit the movement of a suspect(s), stop the deadly behavior, prevent escape, and provide a preliminary assessment of the incident.

The mission of a Rescue Team is to rescue and recover victim(s), move them to a safe area, and obtain medical treatment if necessary. Accomplishment of this mission requires coordinated actions with the team leader of the Contact Team. Generally, these teams comprise a minimum of four officers each.

214.25 INCIDENTS REQUIRING HANDLING OF RADIOACTIVE MATERIALS. Officers investigating an incident in which radioactive materials may be present shall:

- * Keep all persons and conveyances at a safe distance from radioactive materials or liquid run-off; and,
- * Immediately notify the Department Command Post, Communications Division, of the incident. If a criminal or traffic investigation is required at the scene, officers shall request a Department radiological monitoring officer. The request shall include the name of the owner of the material (if known); location, type, and quantity of material involved; requests for barricades or other special traffic control

devices; and the phone number where the requesting officer may be reached, if practicable.

Note: Radioactive materials in transit may be identified by its symbol. This symbol is a trifoliate design with a purplish red (magenta) center and yellow leaves.

214.45 SIGNIFICANT INFORMATION IMPACTING CITY GOVERNMENT NOTIFICATION. When an employee receives information which may have a significant impact on the operations of City government or when the news value of such information may have a similar impact, the employee shall:

- * Immediately notify the Director, Office of Operations; or,
- * When that office is closed, immediately notify the Watch Commander, the Department Command Post, Communications Division, who shall in turn notify the Director, Office of Operations.

Note: Employees are also responsible for making notifications of significant information to their immediate supervisor.

214.50 DEPARTMENT COMMAND POST (DCP) NOTIFICATION. The following incidents require notification to the DCP:

Categorical Use of Force Incidents.

- * All officer-involved shootings;
- * All uses of an upper body control hold by a Department employee, including the use of a modified carotid, full carotid or locked carotid hold;
- * All deaths while the arrestee or detainee is in custodial care of the Department (also known as In-Custody Death or ICD);
- * A use of force incident resulting in death; and,
- * A use of force incident resulting in an injury requiring hospitalization.

Note: The term "hospitalization" as used in this Section, requires the individual to be admitted to a hospital for treatment or observation, Manual Section 3/794.02.

Other Incidents Investigated by Force Investigation Division (FID).

- * An incident in which a member of the public is bitten by a Department canine and hospitalization is required;
- * Negligent discharge of a firearm;
- * Animal shootings; and,
- * Incidents where the Department has agreed to conduct similar critical incident investigations for a non-Department entity, such as a Los Angeles Fire Department Arson Unit tactical officer-involved shooting incident.

Patrol Related Incidents.

- * Barricaded suspect or SWAT call-out;
- * Bomb Squad call-out;

- * CARE/AMBER Alerts;
- * All homicides;
- * Missing juvenile investigations involving searches;
- * Pursuits that travel out of the County, are prolonged, involve a City Property Involved collision, or are newsworthy;
- * Shootings in which two or more victims are wounded; and,
- * Incidents motivated by hatred (DR Number is required prior to notification).

Unusual/Major Occurrences.

- * Major demonstrations or mass arrests;
- * Disasters including chemical spills, gas main leaks or breaks, major fires or disturbances, aircraft accidents;
- * Department Operations Center (DOC) activation or deactivation;
- * City Emergency Operations Center (EOC) activation or deactivation;
- * Incident Command Post activation at the scene of a noteworthy or newsworthy incident;
- * Incidents involving hazardous/toxic/radioactive materials;
- * Citywide Tactical Alerts; and,
- * A change in the Federal terrorism threat level (up or down).

Incidents Involving Department Personnel.

- * Alleged serious misconduct or arrest of Department employee(s); and,
- * Death or hospitalization of Department employee(s).

Other Notable Incidents.

- * Extensive damage to Department equipment;
- * Newsworthy incident involving the Department in any way; or,
- * Other incident that an Officer in Charge or Watch Commander feels should be brought to the attention of the Department.

Note: All personnel are encouraged to call the DCP at any time they are in doubt as to whether or not an incident requires notification.

Officer's Responsibility. The senior officer at the scene of an incident requiring DCP notification shall request a supervisor to respond to the scene.

Supervisor's Responsibility. The first supervisor to respond to an incident requiring DCP notification shall ensure their watch commander and the DCP have been apprised of the incident as soon as practical and document the incident in a Sergeant's Daily Report, Form 15.48.

Watch Commander's Responsibility. Upon learning of a reportable incident, the watch commander or officer in charge shall ensure that the DCP has been notified and document the incident in a Watch Commander's Daily Report, Form 15.80.

214.60 CRISIS RESPONSE TEAM-NOTIFICATION. When an unusual occurrence, local emergency, disaster, or other incident occurs where involved Department employees may be psychologically traumatized, the commanding officer of the Area of occurrence, or the incident commander in the event of a wide spread occurrence, shall notify the Crisis Response Team (CRT) immediately. Notification shall be made to Behavioral Science Services during business hours and to the Department Command Post, Communications Division after hours and on weekends. Commanding officers shall ensure that employees exposed to a traumatic disaster scene attend a debriefing conducted by CRT personnel as soon as practicable.

Note: Membership in the Crisis Response Team is a primary duty assignment when the CRT is activated. Employees who are members of the CRT shall be allowed to immediately respond to any request for assistance when directed to do so by their CRT team leader.

215. AUTHORIZATION TO ACT AS PEACE OFFICER.

215.10 OUTSIDE AGENCY IN THE CITY. An officer of another jurisdiction requesting authority to act as a peace officer within the City of Los Angeles, who lacks such authority as granted under Section 830.1 (a) and (2) P.C., shall be referred to the Office of the Chief of Police. When the Office of the Chief of Police is closed, requests shall be referred to Detective Support Division.

215.20 ON-DUTY ACTIVITY IN OUTSIDE JURISDICTION.

Officer's Responsibility. On-duty officers shall obtain approval from their watch commander or officer in charge before taking police action outside the Los Angeles City limits.

Exception: When officers are in "hot pursuit" or exigent circumstances exist, such as officer safety, which would preclude obtaining prior approval, officers shall inform their watch commander or officer in charge as soon as practical.

Officers shall be guided by Department Manual Sections 1/230.05 and 1/230.10 when taking on-duty police action outside the Los Angeles City limits.

Watch Commander/Officer In Charge's Responsibility. The concerned watch commander or officer in charge shall be guided by Penal Code Section 830.1 when granting approval to proceed outside the City limits to take police action.

Note: Officers taking police action outside the City limits have no peace officer status, and are acting as private persons, if the criteria outlined in Penal Code Section 830.1 is not met.

When approval is granted, the concerned watch commander or officer in charge shall review the circumstances and, if appropriate, ensure that the watch commander of the concerned outside agency has prior notification of the pending police action. If prior notification is deemed inappropriate, notification shall be made as soon as practical after the police action is taken.

Note: Taking into consideration the tactical situation and desired results of the investigation, every effort should be made to inform the outside agency before action is taken on:

- * The serving of search or arrest warrants;
- * Making an arrest; or
- * Conducting surveillance.

216. TAKING PERSONS INTO CUSTODY.

Inspection and Interview. All persons detained or arrested and transported to a Department facility shall be brought before a watch commander for an inspection and interview. At a minimum, the watch commander shall ask the suspect the following three questions:

- * Do you understand why you were detained/arrested?
- * Are you sick, ill, or injured?
- * Do you have any questions or concerns?

The watch commander shall take appropriate action based upon the results of the inspection and responses to these questions.

Exception: In those rare cases when circumstances preclude an inspection and interview by a watch commander (e.g., medical/absentee bookings), the watch commander shall ensure that the suspect is inspected and interviewed by a Department supervisor who did not assist or participate in the person's arrest or detention. The assigned supervisor shall document the inspection and interview in his/her Sergeant's Daily Report, Form 15.48. Additionally, the watch commander shall document the reason for the exception, including the name and serial number of the supervisor assigned to conduct the inspection and interview, in his/her Watch Commander's Daily Report, Form 15.80.

Area Station. Any officer, from any command, that arrives at a Community Police Station with a person detained or arrested shall immediately ensure that the person is visually inspected and interviewed by the Watch Commander.

Specialized Divisions. All specialized division arrestees shall be inspected and questioned by one of the 19 Area watch commanders or the Watch Commander, Metropolitan Jail Section, Jail Division, before being booked.

216.01 ADVICE/APPROVAL ON FELONY BOOKINGS.

Booking Advice – Defined. Booking advice is the recommendation given to the watch commander regarding what charge(s) an arrestee should be booked for based on the circumstances of the arrest.

Booking Approval – Defined. Booking approval is the final authority given to an officer to incarcerate an arrestee into a jail facility on a given charge(s).

Booking Advice Procedure. Prior to booking an arrestee on a felony charge at any jail facility, a watch commander shall ensure that booking advice is obtained from an **on-duty** investigative supervisor from the investigative entity responsible for the follow-up investigation. The investigative supervisor giving the booking advice shall sign his/her signature in the “ADVISING INVESTIGATIVE SUPERVISOR” section of the Booking Approval, Form 12.31.

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. This change does not affect other Department procedure associated with booking approval and booking advice.

Exception: Officers are not required to obtain booking advice on narcotic arrests when no follow-up investigation will be conducted.

Booking advice is not required if the investigative entity responsible for the follow-up investigation is off-duty.

Exception: Detective Information Desk, Detective Support Division, will continue to provide booking advice, counseling, and assistance to officers making felony arrests when the responsible specialized detective division of Office of Operations is closed and the suspect is to be booked (Manual Section 2/470.35).

Telephonic Booking Advice. When it is impractical to obtain a signature from the **on-duty** investigative supervisor responsible for providing booking advice, the watch commander giving booking approval shall obtain such advice telephonically.

In these cases, the approving watch commander shall write the name of the advising investigative supervisor followed by the watch commander’s initials, and place a check in the box titled “Telephonic Advice” on the Booking Approval, Form 12.31.

Note: Generally, booking advice is not required when the investigative entity responsible for the follow-up investigation is **off-duty**. However, an **off-duty** investigative supervisor may be contacted telephonically for advice **only** when the situation involves a serious felony crime, an extraordinary circumstance, or the off-duty investigative supervisor is being compensated for on-call

status (e.g., Area homicide call-out team, Officer-Involved Shooting Team, Criminal Conspiracy Section, etc.).

Booking Advice – Final Authority. The watch commander approving booking has the final authority as to the booking charge. In the event the investigative supervisor’s advice differs from that of the approving watch commander, the watch commander shall ensure his/her rationale is properly documented in the Watch Commander’s Daily Report, Form 15.80.

Booking Approval Procedure. Booking approval for any arrest shall only be obtained from an Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division. When providing booking approval, the watch commander shall review each arrest for appropriateness, legality, and conformance with Department policy and procedure. When booking is approved, the watch commander shall complete the Booking Approval, Form 12.31, and sign his/her name and serial number in the “APPROVING WATCH COMMANDER” section of the form.

Note: Officers shall **not** sign or otherwise write any name for a supervisor in any Department report or form requiring an approving supervisor’s signature.

Officers or detectives assigned to Areas (Vice, Detective Divisions, Gang Enforcement Detail, Patrol, etc.) shall obtain booking approval from their respective Area watch commander before booking any arrestee into any jail facility.

Officers or detectives assigned to specialized divisions shall obtain booking approval from one of the 19 Area watch commanders or the Watch Commander, Metropolitan Jail Section, Jail Division, before booking any arrestee into any jail facility.

The watch commander of any Department jail shall have the final responsibility for all arrestees booked at that jail. When a Jail Division watch commander questions a booking approved by an Area watch commander, the Jail Division watch commander shall contact the approving Area watch commander.

When a difference of opinion remains, the watch commander in charge of the jail facility shall make the final determination.

Adult Felony Traffic Arrests. Booking advice for adult felony traffic arrests shall be obtained from a supervisor in the concerned bureau traffic division.

The detective or supervisor providing booking advice shall:

- * Provide the requesting officer with a completed Booking Approval, Form 12.31, listing the appropriate Justice Information System Booking Charge Table, when applicable; and,
- * Review all related reports for required content and place initials and serial number

at the conclusion of the narrative portion of each report.

The reviewed reports shall be submitted for approval to the arresting officer’s supervisor in the Area of arrest.

Fugitive Bookings. When a person is arrested on a local charge, and is also wanted by an **out-of-state jurisdiction**, the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division, shall provide booking advice/approval on the local charge. Upon approval, the Fugitive Warrant Section shall be telephoned without delay, or when closed, Detective Support Division, Administrative Desk, for booking advice on the fugitive charge. Once the booking advice has been obtained, the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division, shall provide the booking approval on the local charge, with the fugitive charge placed supplementary. Fugitive Warrant Section has the final authority on booking charges for out-of-state issues.

Fraud-Forgery Bookings. When the arrest involves an offense over which Commercial Crimes Division has jurisdiction, and the concerned investigating officers are not available, the suspect shall be interviewed by Detective Support Division. If the arrest is made in an Area and the concerned investigating officers are not available, the suspect shall be interviewed by the concerned watch commander, or OIC. The concerned supervisor may, before booking or release of a felony suspect, telephone Detective Support Division for advice.

Valley Forgery Bookings. When the arrest is for an offense over which Valley Forgery investigating officers have jurisdiction and the concerned investigating officers are not available, the suspect shall be interviewed by a Van Nuys Area supervisor.

Advice for Felony Narcotic Bookings. Booking approval for adults arrested for felony narcotic or dangerous drug violations shall be provided by the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division. When booking advice is required from a court-qualified narcotics expert, the concerned Area watch commander shall notify Narcotics Division.

Field Enforcement Sections, Narcotics Division, are responsible for providing court-qualified narcotics experts to concerned Operations Bureau Patrol Divisions for 11550 H&S (hype) schematic diagrams, when requested, between 0800 and 2000 hours, Monday through Friday.

Note: When concerned bureau, Narcotics Division, Field Enforcement Section personnel are not available, pre-booking processing shall be performed by a court-qualified narcotics expert deployed in a geographic patrol division. The following guidelines shall be adhered to when securing a court-qualified

narcotics expert in the absence of Field Enforcement Section personnel.

- * Area personnel who are court-qualified narcotics experts may be utilized in the absence of Field Enforcement Section experts.
- * If no court-qualified narcotics expert is deployed within an Area, the concerned watch commander shall request a court-qualified officer from an adjoining Area within the concerned geographic Operations Bureau.
- * In instances in which no court-qualified narcotics expert is available, the concerned watch commander shall ensure that Field Enforcement Section personnel, responsible for enforcement in that Operations Bureau, are notified of the arrest by 0900 hours on their next regular working day.
- * When the magnitude of an investigation dictates the immediate attention of a narcotics investigator, the concerned watch commander shall contact the Administrative Unit, Detective Support Division, to locate an available narcotics expert.

When the investigative supervisor is giving booking advice for felony narcotics violations, he/she may complete a preliminary chemical test on the suspected narcotic or dangerous drug, if any. When booking advice is for a misdemeanor narcotic or dangerous drug violation, a preliminary chemical test shall be completed. Instructions for the completion of the test are contained on the testing equipment.

Note: The watch commander in charge of any Department jail facility shall have the final responsibility for all arrestees booked at that jail. When he/she questions a booking approval by another supervisor, he/she shall contact the approving supervisor. When a difference of opinion remains, the watch commander of the jail facility shall make the final determination.

Arrest Reports. Consistent with current procedure, the watch commander or a supervisor designated by the watch commander shall review all reports related to the arrest for appropriateness, legality, and conformance with Department policy and procedure taking into account the booking recommendation. Additionally, the watch commander or supervisor shall examine the reports for authenticity by ensuring that the reports do not contain any "canned" language, inconsistent information, or fail to articulate the legal basis for the action, or any indication that the information in the report(s) is not authentic or correct. Subsequent to review, the watch commander or his/her designee shall indicate approval by signing (including serial number) the report(s).

216.02 ADVICE/APPROVAL ON MISDEMEANOR BOOKINGS.

Booking Advice – Defined. Booking advice is the recommendation given to the watch commander regarding what charge(s) an

arrestee should be booked for based on the circumstances of the arrest.

Booking Approval – Defined. Booking approval is the final authority given to an officer to incarcerate an arrestee into a jail facility on a given charge(s).

Booking Advice Procedure. Prior to booking an arrestee on a misdemeanor charge at any jail facility, booking advice may be obtained from the on-duty investigative entity responsible for the follow up investigation.

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. This change does not affect other Department procedure associated with booking approval and booking advice.

Advice for a juvenile booking shall be obtained from the on-duty Area Detective Division. When the detective division is closed, booking advice shall be obtained from the Area watch commander assigned to patrol.

Telephonic Booking Advice. When it is impractical to obtain a signature from the on-duty investigative supervisor responsible for providing booking advice, the watch commander giving booking approval may obtain such advice telephonically.

In these cases, the approving watch commander shall write the name of the advising investigative supervisor followed by the watch commander's initials, and place a check in the box titled "TELEPHONIC ADVICE" on the Booking Approval, Form 12.31.

Booking Approval Procedure. Booking approval for any arrest, shall only be obtained from the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division.

When providing approval, the watch commander shall review each arrest for appropriateness, legality, and conformance with Department policy and procedure. When booking is approved, the watch commander shall complete the Booking Approval, Form 12.31, and sign his/her name and serial number in the "APPROVING WATCH COMMANDER" section of the form.

Note: Officers shall not sign or otherwise write any name for a supervisor in any Department report or form requiring an approving supervisor's signature.

Officers or detectives assigned to Areas (Vice, Area Detective Division, Special Enforcement Unit, Patrol, etc.) shall obtain booking approval from their respective Area watch commander before booking any arrestee into any jail facility.

Officers or detectives assigned to specialized divisions shall obtain booking approval from one of the 19 Area watch commanders or the Watch Commander, Metropolitan Jail Section, Jail Division, before booking any arrestee into any jail facility.

The watch commander approving the booking of an arrestee on a misdemeanor charge shall strictly adhere to the provisions for mandatory release of misdemeanor arrestees (Manual Section 4/216.65).

In addition, the watch commander shall also verify that:

- * The appropriate booking charge is listed exactly as depicted in the Automated Justice Information System Booking Charge Table;
- * The specific reason for continued custody is indicated on the form; and,
- * A person arrested for two or fewer warrants for failure to appear on a citation for a parking offense or traffic infraction, has been informed of the right to immediate cash bailout (Manual Section 4/682.15).

Note: Detention officers shall not accept an arrestee from a Department employee unless there is a completed Booking Approval, Form 12.31, or a Short Arrest Report, Form 5.2.1, for the arrestee. The name and serial number of the approving watch commander shall be placed on the Los Angeles Consolidated Booking Form in the lower left portion of the **Property** box and in the narrative portion of the arrest report when one is required.

The watch commander of any Department jail facility shall have the final responsibility for all arrestees booked at that jail. When a Jail Division watch commander questions a booking approved by an Area watch commander, the Jail Division watch commander shall contact the approving Area watch commander.

When a difference of opinion remains, the watch commander in charge of the jail facility shall make the final determination.

Arrest Reports. Consistent with current procedure, the watch commander or a supervisor designated by the watch commander shall review all reports related to the arrest for appropriateness, legality, and conformance with Department policy and procedure taking into account the booking recommendation. Additionally, the watch commander or supervisor shall examine the reports for authenticity by ensuring that the reports do not contain any "canned" language, inconsistent information, or fail to articulate the legal basis for the action, or any indication that the information in the report is not authentic or correct. Subsequent to review, the watch commander or his/her designee shall indicate approval by signing (including serial number) the reports.

216.03 RESTRAINING ORDERS.

Restraining Orders (RO) and Temporary Restraining Orders (TRO) include, but are not limited to, Domestic Violence Restraining Orders (DVRO), Emergency Protective Orders (EPO), Orders After Hearing (OAH), Juvenile Orders (JUV), Criminal Protective Orders (CPO), and Temporary Workplace Harassment Orders (WHO). Some of these orders are issued by a criminal court (criminal order), while others are from civil court (civil order). A civil order is as enforceable as a criminal order. If a victim possesses both a criminal and civil order, the criminal order takes precedence over the civil order.

Multiple Orders – Enforcement. If there is more than one civil order involving the same parties, the officer shall enforce the last order issued. If there are both civil and criminal orders involving the same parties, the officer shall enforce the most recently issued criminal order.

Complainant in Possession of a Restraining Order. When officers are presented with a Restraining Order in the field or at the Area desk, they shall:

- * Verify that the order has been certified by the issuing court;

Note: A certified copy of an order will bear an ink stamp signed by the deputy clerk of the court documenting authenticity.

- * Ensure that the order has not expired;
- * Review the proof of service to ensure it was properly served upon the restrained party/respondent;
- * Ensure that the Domestic Violence Restraining Order-Law Enforcement Information Form (Information Form) supplied by the court is completed. If an Information Form has not been completed, the officer shall give a form to the plaintiff for completion. The Information Form shall then be attached to the order; and,

Note: When an order is received in the mail and the Information Form has not been completed, the Subpoena Control Officer shall telephonically contact the plaintiff and obtain the necessary information for completion of the form.

- * Forward the Information Form and the proof of service to the Area Subpoena Control Officer.

Note: Officers' responsibilities at the scene of a domestic disturbance remain unchanged.

When the Department Does Not Have a Copy of the Restraining Order. When officers discover that this Department does not possess an order that was presented in the field, they shall determine whether the complainant has an extra copy of the order. If so, officers shall request one and deliver it to the Area desk.

Note: Area desk personnel are responsible for ensuring that a DR number is obtained and an entry is completed on the Restraining Order Control Log, Form 15.40.

Should no additional copy be available, and photocopying is impractical, officers shall promptly notify the Area desk and provide the following information:

- * Name of complainant;
- * Address restrained from (if indicated);
- * Date of issuance;
- * Date of expiration; and,
- * Court case number.

Area desk personnel receiving the above information shall record the information in the Restraining Order Control Log.

When unable to obtain a copy of the order, officers shall request the complainant to deliver a copy to the Area desk (or provide one to be photocopied) as soon as possible.

Note: No enforcement action may be taken as a result of the information contained on the Restraining Order Control Log. The Restraining Order Control Log is used to assist officers in locating the order within the Department. If an officer cannot locate the order and the complainant does not have a copy of the order, no enforcement action may be initiated by officers pursuant to Penal Code Section 273.6 (Willful and knowing violations of orders to domestic violence), or Penal Code Section 166 (Criminal Contempt). If the complainant insists upon making a citizen's arrest, officers shall be guided by Manual Sections 4/216.31, 4/216.32, 4/216.33, and 4/216.34 of the Department Manual.

Proof of Service. An order shall be accepted from the complainant whether or not the proof of service has been completed. The complainant shall be advised that personal service of the order is required before enforcement can be taken against the respondent. If a person named in an order has not been served personally with the order, but has received actual notice of the existence and substance of the order through personal appearance in court to hear the terms of the order from the court, no additional proof of service is required for enforcement of the order.

When Proof of Service is *not* attached to an otherwise valid order presented to officers in the field, the officers shall contact the Area desk to determine whether other officers of this Department accomplished the proof of service. If prior proof of service cannot be established, officers shall advise the restrained party/respondent that a valid order is in effect and state its conditions to the respondent. If the complainant has an extra copy of the order, officers shall give it to the respondent.

Officers shall complete the proof of service when:

- * The complainant is in possession of an incomplete proof of service; and,
- * The officers advised the respondent of the conditions of the order.

If the respondent is present at the scene, officers shall document how the service of the order was accomplished in the narrative of any crime, arrest, or Domestic Violence Incident Report completed, pursuant to Penal Code Section 13730.

Complainant Not in Possession of an Order. Officers at the scene of a dispute where a valid order is alleged to exist, but the complaining person does not possess a copy of the order, shall attempt to telephonically verify the existence of the order through the Area desk and Automated DR Issuance System (ADRS), and the Department of Justice DVRO Registry. The Registry can be checked through the order system located in the Area's California Law Enforcement Telecommunications System (CLETS).

Note: If an officer cannot locate the order, no enforcement action may be initiated by the officers.

If the officer determines that an order has been issued, but not served, the officer shall immediately notify the respondent of the terms of the order. Verbal notice of the terms of the order is sufficient notice.

The verbal notice shall be documented in the related crime, arrest or Domestic Violence Incident Report. If no report is required, note the verbal notice in the Daily Field Activities Report (DFAR), Form 15.52. The officer shall also include the name and assignment of the officer notifying the respondent and the case number of the order. Additionally, the officer shall advise the respondent to go to the court to obtain a copy of the complete order.

Failure to Comply. When, after notification of the conditions of the order, the respondent fails to comply, officers shall:

- * Arrest the restrained party; and,
- * Book for 273.6 P.C. (Willful and knowing violation of orders relating to domestic violence), or 166 P.C. (Criminal Contempt).

If a violation of the order did *not* occur in the presence of the officers and proof of service *can* be established, officers shall:

- * Proceed with a private person's arrest for 273.6 P.C. or 166 P.C.; or,
- * Complete a Preliminary Investigation Report, Form 3.1 entitled "Contempt of Court," if the suspect left the scene prior to the officers arrival.

The narrative section of related crime and arrest reports shall contain the following information:

- * Court case number;
- * Expiration date;
- * Manner in which the proof of service was accomplished and by whom; and,

- * Verbatim listing of the conditions of the order.

Note: The DR number obtained upon initial receipt and filing of an order shall not be assigned to any related crime/arrest report. A new DR number must be obtained pursuant to any enforcement action.

Notifications. Officers, as soon as practical, shall notify the Area desk (or Mail Unit, Records and Identification Division, when applicable) maintaining the order of what enforcement action was taken, (i.e., field interview, crime report, physical arrest). Department employees receiving the notification shall attach a brief narrative summary to the file copy of the order. The summary should also include:

- * DR/Booking numbers;
- * Date and time of the incident;
- * Name, serial number and unit designation of the responding officers; and,
- * Initials and serial number of the employee recording the information.

When proof of service was effected in the field, the officers should include the following information in their notification:

- * Name of the respondent;
- * Manner that proof of service was accomplished;
- * Date and time served; and,
- * Name, serial number and unit designation of the officer accomplishing service.

Desk officers receiving notification of an order not on file with this Department shall record the information on the Restraining Order Control Log. The initials and serial number of the officer completing the log shall be included under "additional." Proof of service and enforcement actions taken pursuant to the order shall also be recorded on the log until a file copy of the order can be obtained.

Note: Officers at the scene of a labor dispute shall be guided by the provisions of Manual Section 1/460.30 and shall contact Labor Liaison Section before taking any enforcement action on an order.

Recording the Issuance of a Restraining Order on a Report. If a report has been completed and the notification of the existence of an order has been communicated to the respondent, the officer shall record how the service of the order was accomplished in the narrative of the report.

If no report is required, the officer shall provide the name and assignment of the officer notifying the respondent and the case number of the order on the DFAR.

Upon service of the order outside of the court, the officer shall advise the respondent to go to the local court to obtain a copy of the order containing the full terms and conditions of the order.

Peace Officers Named as Respondents. When a Subpoena Control Officer receives a Restraining Order that identifies the respondent as a member of a law enforcement agency, the subpoena control officer shall notify his or her commanding officer. The commanding officer shall ensure that a copy of the order is sent to the Chief of Police of the involved agency. If the respondent is a member of the Department, the commanding officer shall forward a copy of the order to the Commanding Officer, Internal Affairs Group.

216.04 RESTRAINING ORDERS ISSUED BY JURISDICTION.

Within the State of California. If a party alleges an order exists in an outside jurisdiction within California, officers shall contact that law enforcement agency and verify the information before taking enforcement action. **Statewide agencies** Foreign jurisdictions making inquiries to this Department regarding Restraining Orders shall be directed to the concerned Area desk.

Out-of-State Restraining Orders. When an out-of-state Restraining Order is presented to the officer, the officer shall review it for completeness. If the out-of-state Restraining Order is complete, then it is considered valid in the State of California. If it is deficient, an EPO should be sought and the EPO guidelines should be followed.

216.05 ADVICE ON MISDEMEANOR WARRANT BOOKINGS. Watch commanders approving the booking of an arrestee on a computer-generated misdemeanor warrant shall place their name and serial number on each warrant information teletype after ascertaining that the information on the arrestee and the descriptors on the warrant match.

When the identity of the arrestee is not obvious, the advising supervisor shall cause an Arrest Report, Form 5.2, to be completed, which documents the evidence identifying the arrestee as the warrant suspect.

Note: When it is determined that a suspect in custody is not the person on the warrant abstract, the watch commander shall cause the warrant to be reactivated by the concerned jail unit (Manual Section 4/611). A warrant shall not be reactivated unless it has been positively ascertained that an arrestee is not booked pursuant to the authority of the warrant in question.

216.06 DISTRIBUTION AND CONTROL OF RESTRAINING ORDERS.

Distribution of Restraining Orders. The Warrant Teletype Unit (WTU), Records and Identification Division (R&I), upon receiving a restraining order from the issuing court clerk, shall input the restraining order information into the Department of Justice Domestic Violence Restraining Order System (DVROS) when the restraining order is one of the specific

types for which such entry is required under Family Code Section 6830.

Area Subpoena Control Officer's Responsibility. Upon receipt of a restraining order, proof of service, and DVRO-Law Enforcement Information Form, Area Subpoena Control Officers shall:

- * Obtain a DR number and record that number in the upper right corner of all pages of the order;
- * Maintain a Restraining Order Control Log, Form 15.40, of valid orders on file;
- * Establish a file of restraining orders in a location accessible to uniformed desk personnel;
- * Periodically purge expired restraining orders from the active file; and,
- * Forward the order, proof of service, and the Law Enforcement Information Form to Area records personnel for entry of restraining order information into the DOJ DVRO database.

Note: Restraining orders shall be retained by the respective Area or the Restraining Order System, Records and Identification Division, for two years beyond the date of expiration.

216.07 SEIZURE OF FIREARMS AT DOMESTIC VIOLENCE INCIDENTS.

When an officer seizes a firearm at the scene of a domestic violence incident involving a threat to human life or a physical assault, the officer shall seize the firearm in accordance with Manual Section 4/560.35 and Penal Code Section 12028.5.

216.08 DOMESTIC VIOLENCE RESTRAINING ORDER SYSTEM.

The Department of Justice, with the authority of Section 6380 of the Family Code, mandates that law enforcement agencies enter information from the following restraining orders into the Department of Justice Domestic Violence Restraining Order System (DVROS):

- * Emergency Protective Orders;
- * Order to Show Cause and Temporary Restraining Orders that pertain to domestic violence;
- * Restraining Orders After Hearings that pertain to domestic violence;
- * Restraining Orders that are issued by the juvenile court that pertain to domestic violence;
- * Order to Show Cause and Temporary Restraining Orders that prohibit harassment;
- * Order After Hearing on Petition for Injunction Prohibiting Harassment;
- * Protective Orders in Criminal Proceedings;
- * Out-of-State Domestic Violence Protective Orders which have been registered in California with the Superior Court; and,
- * Workplace Harassment Orders.

The Warrant Teletype Unit (WTU), Records and Identification Division, upon receiving a restraining order from the issuing court clerk, shall input the restraining order information into the Department of Justice Domestic

Violence Restraining Order System when the restraining order is one of the specific types for which such entry is required under Family Code Section 6830.

Area records personnel who receive a restraining order which requires entry into the DVROS, shall continue to input the restraining order information into the DVROS.

216.12 RECORDING OF BOOKING APPROVAL.

Felonies. The name and serial number of the watch commander giving a felony booking approval shall be placed in the narrative portion of the arrest report.

All arrest reports shall be approved and signed by a Department supervisor and checked for probable cause, 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.

Misdemeanors. The name and serial number of the watch commander giving a misdemeanor booking approval shall be placed in the lower left portion of the "Property" box on the Booking and Identification Record and in the narrative portion of the arrest report, when one is completed.

Note: Officers shall not sign or otherwise write any name for a supervisor in any Department report or form requiring an approving supervisor's signature.

216.14 CRIME REPORTED ON ARREST REPORT. The "Crime Report" Section of the Arrest Report may be used in lieu of a Preliminary Investigation Report (PIR), Form 3.1, when:

- * All suspects identified as the perpetrators are in custody;
- * All the property is recovered;
- * Only one crime is involved; AND,
- * The procedure is approved by the watch commander or investigating supervisor advising the booking.

Use of Form, DR Numbers and Number of Reports Required. Procedures relating to the PIR apply to the Combined Crime and Arrest Report.

Completion. An officer using a Combined Crime and Arrest Report shall:

- * Mark the "Crime Report" checkbox at the top of the Arrest Report, enter the name of the victim in the space immediately under this checkbox, and complete the "Combined Crime Report" Section;

Note: If multiple arrestees, follow the above direction on *one* face sheet only. If applicable,

use the face sheet of the arrestee most likely to be filed on.

- * Obtain a DR number and enter it in both spaces provided at the top of the report.
- * Enter complete victim information under "Involved Persons";
- * Use the standard arrest narrative sequence; (i.e., Co-arrestees, Source of Activity, Observations, Arrest, Booking, and Specific Headings). Include a listing and disposition of all property taken, unless this information is contained on an Evidence Continuation page; and,
- * Include the incident number, if generated prior to arrest, in the "Source of Activity" section of the report.

216.15 EVIDENCE REPORT COMBINED WITH ARREST REPORT. Evidence booked in conjunction with an arrest may be reported as follows:

- * If only one arrestee, no firearm booked, and no more than three items of evidence, the face sheet of the Arrest Report is the evidence report. In this instance, the reporting officer shall:
 - * Check the "Evidence" checkbox at top of the report;
 - * Complete the "Combined Evidence Report" Section on the report;
 - * Enter details relating to the evidence in the narrative; and,
 - * Forward a copy of the arrest face sheet with the evidence.
- * If more than one arrestee, a firearm is booked, or more than three items of evidence, the Property Report stapled to the arrest face sheet is the evidence report. In this instance, the reporting officer shall:
 - * Check the "Combined Evidence" checkbox at the top of the arrest face sheet;

Note: On multiple arrests, this checkbox is checked on *all* face sheets, and the name of the arrestee to whom the evidence is booked is entered immediately below that checkbox on *all* face sheets.

- * Complete the shaded areas of the Property Report, including details and listing of the evidence;
- * Number the Property Report as the last page of the Arrest Report; and,

Exception: On juvenile arrests, the Juvenile Arrest Supplemental Report, Form 5.2.6, followed by the Juvenile Automated Index printout are the last two numbered pages of the Arrest Report (Manual Section 4/218.60).

- * Forward a copy of the Property Report, stapled to the arrest face sheet, with the evidence.

Exceptions: A Property Report shall not be combined with an Arrest Report when:

- * The evidence is related to previously booked evidence. In this instance, the evidence shall be booked to the same person (or firm) as on the original Property Report and under the original DR number. The item numbering shall start with the next sequential number from the original report;
- * Reporting additional license plates. One plate, or set of plates, may be reported using the combined procedure. Additional plates require separate Property Reports with separate DR numbers (Manual Section 5/040.56); and,
- * The booking employee's supervisor determines that use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

DR Number. A DR number is required for an Arrest Report on which booked evidence is listed.

Completion-Private Person's Arrest. When evidence is booked under the combined procedure, and the arrest is by a private person, the name, serial number, division and detail of the officer booking the evidence shall be entered in the space provided on the arrest face sheet; i.e., the second line of "Reporting Officer(s)."

216.17 CLEARANCE OF CRIME REPORTS. Misdemeanor crimes reported on combined crime and arrest reports (Manual Section 4/216.14) are cleared automatically by Information Technology Division. A Follow-Up Investigation, Form 3.14, is required to clear other misdemeanor crime and felony crime reports.

216.20 ARREST OF ARMED FORCES PERSONNEL. An officer arresting a member of the Armed Forces shall include in the Arrest Report, Form 5.2, the arrestee's:

- * Rank and serial number;
- * Branch of service;
- * Organizational unit and its location;
- * Dress (uniform or civilian clothes);
- * Duty status (on pass, on orders, AWOL, deserter); and,
- * The word "MILITARY" shall be printed in the upper left margin.

216.22 CRIMES AGAINST POLICE OFFICER CASES INVOLVING LOS ANGELES POLICE DEPARTMENT OFFICERS. When an on-duty Los Angeles police officer or firefighter is the victim of an assault, misdemeanor battery, or interfering and booking is recommended, the arresting officer shall process the arrestee and the related crime and arrest reports in the same manner that all other misdemeanor crimes are processed.

216.23 ARRESTS FOR INTERFERING, RESISTING ARREST, OR ASSAULT ON AN OFFICER.

Watch Commander's Responsibility. When a person is charged with, or additional filing is requested for, the California Penal Code (PC) sections listed below, the watch commander shall conduct a pre-booking evaluation to determine whether issues or concerns regarding training, policy, or tactics need to be addressed.

- * 69PC Obstructing or resisting peace officers by threats or violence;
- * 148(a)(1)PC Resisting, delaying, or obstructing a peace officer;
- * 148(b)PC Removing or taking a weapon, other than a firearm, from a peace officer;
- * 148(c)PC Removing or taking a firearm from a peace officer;
- * 148(d)PC Attempting to remove or take a firearm from a peace officer;
- * 241(b)PC Assault against a peace officer;
- * 243(b) & (c)PC Battery against a peace officer or custodial officer, respectively;
- * 244.5(c)PC Assault on a peace officer with a stungun or taser;
- * 245(c)PC Assault with a deadly weapon, other than a firearm, on a peace officer; and,
- * 245(d)PC Assault with a firearm, machine gun, or assault weapon on a peace officer.

Additionally, the watch commander shall:

- * Document that an evaluation was completed on the Watch Commander's Daily Report, Form 15.80;
- * Take appropriate action when the results of the evaluation raise issues or concerns regarding training, policy, or tactics; and,
- * Reference all forms used for documenting the results of the pre-booking evaluation on the Watch Commander's Daily Report.

Note: The use of the Watch Commander's Daily Report to document personnel issues associated with evaluations compromises the confidentiality of employee files. Therefore, the watch commander shall document positive and negative duty performance, training needs, and any counseling associated with the evaluation on an Employee Comment Sheet, Form 1.77.

When the result of the evaluation is documented on a separate report, it is not necessary to duplicate the evaluation on another report.

Commanding Officer's Responsibility. The commanding officer shall ensure watch commanders:

- * Complete a pre-booking evaluation where the primary charge or requested additional charge(s) against an arrestee is an offense listed in this section; and,
- * Complete the required documentation for that evaluation.

216.25 MARIJUANA ARREST PROCEDURES.

Possession of Marijuana-Sole Offense.

* **One Ounce or Less (Weight, Not Volume).** An adult arrested for 11357(b) H&S (Possession of One Ounce or Less of Marijuana) or 11360(b) H&S (Transporting or Giving Away One Ounce or Less of Marijuana) shall be released from custody and not booked unless he/she:

- * Cannot satisfactorily identify himself; OR,
- * Demands to be booked; OR,
- * Refuses to sign the Nontraffic Notice to Appear, Form 5.02.2.

Note: Other reasons for non-release of misdemeanor arrestees, as outlined in Section 853.6(j) PC, **do not** apply when the arrest is for 11357(b) or 11360(b) H&S.

* **More Than One Ounce (Weight, Not Volume).** An adult arrested for 11357 (c) H&S (Possession of More Than One Ounce of Marijuana) shall be booked and then evaluated for release in accordance with Section 853.6 PC.

Possession of Marijuana-Additional Offenses. An adult arrested for an offense in addition to 11357(b), 11357(c), or 11360(b) H&S shall be booked for the non-marijuana offense. (For example, an adult arrested for Battery who is also in possession of one ounce or less of marijuana shall be booked for Battery. The elements of all offenses committed by the arrestee shall be included in the Arrest Report).

Exception: When an adult is arrested for a **misdemeanor** warrant **and** 11357(b) or 11360(b) H&S and can be satisfactorily identified, a Nontraffic Notice to Appear, Form 5.02.2, and an RFC Report Continuation, Form 5.02.8, shall be completed for the marijuana offense, and the arrestee shall be booked for the warrant. The booking number for the warrant booking shall be entered on the RFC Report.

Determining Charge. When the quantity and/or composition of the substance possessed by the arrestee raises doubt concerning the offense to be charged, the arresting officer shall transport the arrestee to the station, where the evidence shall be weighed and tested.

Note: Scales to weigh marijuana in the field are possessed by field supervisors and Area narcotics investigators.

Arrest Report-Completion. The Arrest Report shall contain the following information:

- * Prima facie case for all offenses committed by the arrestee;
- * The quantity of marijuana possessed by the arrestee, as determined by the laboratory scales at the station; and,
- * The results of the preliminary drug test on the marijuana, if applicable.

Misdemeanor Marijuana Arrests-Booking Location. When an arrestee is to be booked for 11357(b), 11357(c), or 11360(b) H&S, the location of booking shall be the same as for other misdemeanor arrestees.

Combined Marijuana/Traffic Arrest Procedures. When an adult has committed a citable traffic violation and is then found to be in possession of marijuana constituting a misdemeanor, the officer shall, if the traffic offense is to be charged, proceed as follows:

- * Possession, Transporting, or Giving Away One Ounce or Less, AND Eligible for Release From Custody. When the offense is a violation of 11357(b) or 11360(b) H&S, the officer shall:
 - * Complete an RFC Continuation Report, charging the marijuana offense;

Exception: When the driver of the vehicle is in possession of marijuana which constitutes a misdemeanor, the officer may opt to cite the driver under Vehicle Code Section 23222(b). The officer shall then complete a Traffic Notice to Appear, Form 4.50.0, (Citation), for 23222(b) VC and all additional Vehicle Code violations. The officer **shall** include in the narrative portion of the Traffic Notice to Appear, the probable cause for the traffic stop, and where the marijuana was subsequently located. The officer shall utilize a Continuation of Notice to Appear, Form 4.50.5, when necessary to include all required information and violations.

Note: An RFC **shall not** be issued to the driver for the Health and Safety Code violation if cited for 23222(b) VC.

- * Include the details of the traffic violation in the narrative portion of the RFC Report;
- * Request filing of the traffic violation under the heading "Additional Information";
- * Cite the arrestee to the appropriate court for combined marijuana/traffic offenses; and,
- * Complete a Citation Cancellation Request, Form 4.45, if a Traffic Notice to Appear has been issued for the traffic violation.

* **Possession of More Than One Ounce OR Ineligible for Release.** When the traffic violator is in violation of 11357(c) H&S, or is ineligible for release, the officer shall:

- * Book the arrestee;

Note: An officer booking an arrestee in the metropolitan Areas, or at a County booking facility, shall inform the booking employee that a traffic violation is also being charged. The booking employee shall ensure that the arrestee is cited to appear in, or is transported to, the appropriate court.

- * Include the details of the traffic violation in the narrative portion of the Arrest Report;
- * Request filing of the traffic violation under the heading "Additional Information"; and,
- * Complete a Citation Cancellation Request, Form 4.45, Traffic Notice to Appear has been issued for the traffic violation.

216.27 PCP ARREST PROCEDURES.

Arresting Officer's Responsibility. When an arrest is made for 11550(b) H&S (PCP), the arresting officer shall:

- * Obtain medical treatment prior to booking as outlined in Manual Section 4/648.10;
- * Request a Drug Recognition Expert (DRE) or, if none available, a Narcotics Expert;
- * If an on-duty DRE or Narcotics Expert is not available within the concerned bureau, the arresting officer shall request the examining physician to include an opinion regarding objective symptoms and possible drug ingestion; and,
- * When applicable, include the Drug Influence Evaluation Form and the Admonishment for Urine Test, Form 8.40.1, as pages of the Arrest Report.

Drug Recognition Expert (DRE)/Narcotics Expert's Responsibility. A DRE or Narcotics Expert is responsible for evaluating and rendering an opinion of the drug influence of 11550(b) H&S (PCP) arrestees. As part of the examination, the expert shall:

- * Admonish the arrestee as per the Admonition For Urine Test, obtain a urine sample, and complete that form;
- * Advise the arresting officer of any additional tests required;
- * Complete the Drug Influence Evaluation, Form 8.40.2; and,
- * Enter a brief description of the findings and the examining officer's name and serial number in the Remarks Section of the Booking Approval, Form 12.31.

Note: If during a drug evaluation, the expert determines that he/she is not qualified to render an opinion, the watch commander responsible for approving the booking shall determine if another expert should be called.

216.30 PRIVATE PERSON'S ARREST. Private persons desiring to make a lawful arrest for a misdemeanor not committed in an officer's presence shall be advised that they may:

- * Make a physical arrest; or,
- * Make a crime report and proceed through the City Attorney's Office.

216.31 PRIVATE PERSON'S LEGAL ARREST-RESPONSIBILITY. If an individual makes a private person's arrest and requests that an officer take a person into custody, the officer shall do so if there is probable cause to believe a criminal offense

has been committed or an arrest warrant has been issued for the person being arrested.

Note: Officers are not precluded from completing a Preliminary Investigation Report, Form 3.1, for filing of a criminal complaint instead of arrest, if the arresting person agrees.

216.32 PRIVATE PERSON'S ARREST, ILLEGAL. When a private person's arrest is or appears to be illegal, the individual requesting police action shall be advised of the provisions of Section 847 PC. If the individual insists on the arrest, he or she shall be referred to the Office of the City Attorney. Additionally, the officers shall:

- * Not take custody of the person;
- * Complete a Field Interview Report, Form 15.43 on all of the involved parties;
- * Notify a supervisor of the circumstances of the incident; and,
- * Complete an Employee's Report, Form 15.7, documenting the circumstances of the incident.

216.33 RECEIVING ARRESTED PERSON. All persons involved in a private person's arrest shall be advised that officers are not making the arrest, but are merely receiving the arrested person. After receiving an arrested person, officers shall verify the identify of the person making the arrest and shall complete a Form 5.02.10 and ensure that the arresting person reads, understands and signs the form. Officers shall also determine the arrestee's eligibility for release from custody.

Note: Officers are no longer required to cause the arresting person to write the statement "I have arrested this person" or sign their full name, address, and telephone at the bottom of the Arrest Report, Form 5.2.

Arrestee Eligible for Release From Custody. If it is determined that the arrestee is eligible for release from custody, the procedures outlined in Manual Section 4/216.65 shall be followed.

Arrestee Ineligible for Release From Custody. When it is determined that the arrestee is ineligible for release from custody, officers shall:

- * Request the arresting person to accompany the officers to the station;
- * Assist the arresting person in completing the Arrest Report, Form 5.2. The officers' names and serial numbers shall appear only in the narrative portion of the report as "Transporting Officers" or as "Officers Receiving the Arrested Person;"
- * Cause the arresting person to sign his/her full name, address, and telephone number on the Private Persons Arrest form;
- * Obtain copies of any and all written reports completed by the arresting private person, or statements of guilt signed by the arrestee;

Note: If the arresting private person cannot or will not provide written documents pertaining

to the arrest, a detailed statement explaining the circumstances shall be included in the arrest or RFC report.

- * Record the appropriate booking and DR numbers on the upper right corner of the documents;
- * Number the documents as separate pages of the arrest or RFC reports in sequence, following the last page of the narrative portion of the report.

Note: When using the Property Report, Form 10.1, in combined reporting, the Property Report shall be the last page.

- * Book the arrestee to the arresting private person; and,
- * Complete other necessary reports.

Note: The arresting private person need not accompany the officers to the station when:

- * The arrest is for petty theft or misdemeanor forgery; and,
- * The crime occurred at a regularly established place of business; and,
- * All the elements of the offense are present and there appears to be probable cause for the arrest; and,
- * The telephonic approval of the officer's watch commander has been obtained for this action.

216.34 AID FOR ARRESTING PRIVATE PERSON. Officers shall, upon demand, go to the aid of an arresting private person whose lawful arrest is being resisted (839 P.C.).

216.40 NON-RESIDENT WITNESSES IN MISDEMEANOR CASES. When a witness in a misdemeanor case resides outside of the County of Los Angeles, all facts to which he/she can testify shall be incorporated in the Arrest Report, Form 5.2, or Nontraffic Notice to Appear, Form 5.02.2, and an RFC Report Continuation, Form 5.02.8.

216.50 STAKEOUT PROCEDURES. Officers on stakeout duty shall post themselves at the most advantageous location.

Visual Signals. If they are in a position to do so, witnesses shall be requested to offer visual signals to the stakeout officers. These signals shall be so arranged, and of such a nature, that they will not result in any danger to witnesses.

216.52 WEARING OF BODY ARMOR DURING TACTICAL OPERATIONS. The officer in charge of any police operation listed below shall ensure that all officers involved in the actual field operation wear body armor:

- * Any pre-planned tactical operation at a location where officers have reason to believe an individual(s) may use a firearm to resist.
- * Serving a felony arrest warrant on a suspect **not** in custody.

Based on tactical considerations, the officer in charge shall specify which officers shall wear

concealable body armor and which officers, if any, shall wear external bullet-proof vests.

216.54 WEARING OF BODY ARMOR DURING WARRANT SERVICE. The Coordinating Supervisor (Sergeant, a Detective II or higher) at a search warrant location shall ensure that all personnel wear body armor.

216.60 ARRESTS OF POSTAL EMPLOYEES. When a postal employee driving a vehicle carrying mail is arrested for a felony, or a misdemeanor of which intoxication is an element, officers, in addition to the regular arrest procedure, shall:

- * Cause a telephonic report to be made, without delay, to the Supervisor of the Post Office Garage, United States Postal Service; and,
- * Make an Employee's Report, Form 15.7, containing the details of the arrest. A copy of this report shall be forwarded to the Superintendent of Motor Vehicles, United States Postal Service.

Note: Arresting officers shall be responsible for the safety of the vehicle and its contents until a Postal Service representative has arrived at the scene and taken charge of the vehicle and its contents.

When a postal employee driving a vehicle carrying mail is detained for a misdemeanor offense not involving the element of intoxication, officers, in lieu of making a physical arrest, shall:

- * Complete a misdemeanor traffic citation; or,
- * Complete the appropriate misdemeanor crime report.

216.62 ENFORCEMENT OF THE NOISE ORDINANCE. An officer may initiate enforcement action without a complaining party when a violation of the Noise Ordinance (Chapter XI of the Los Angeles Municipal Code) is committed in his presence.

When it has been determined that the defendant does not possess a Police Commission permit to deviate from the provisions of the Noise Ordinance, the defendant shall be arrested and released after a Nontraffic Notice to Appear, Form 5.02.2, and an RFC Report Continuation, Form 5.02.8, have been completed.

Exceptions: The only exceptions to the above enforcement method shall be the following:

- * A physical arrest shall be made when one or more of the exceptions listed in Section 4/216.65 of the Department Manual is present.
- * A Complaint Application, Form 5.15, shall be utilized when a violator is a corporation or other business entity, and should include the following:
 - * The corporation or business shall be named as defendant on the Complaint Application, and the name and

identification of the observed violator shall be included in the narrative of the report;

- * When the corporation or business holds any Police Commission permit, the notation "Copy to Police Commission" shall be placed on the left margin; and,
- * The complaining party shall be referred to the Department of Building and Safety, and no enforcement action shall be taken, when the violation comes under a section of the Noise Ordinance requiring measurement by an electronic meter.

216.64 ENFORCEMENT OF THE LOUD PARTY ORDINANCE. Officers responding to a call for a loud party or gathering shall first determine through Communications Division if the response to the party or gathering is a first or second response. In those instances where a first or second response cannot be verified through Communications Division, officers shall request that their Area watch commander check the Watch Commander's Loud Party Log, Form 15.81, to ascertain if a first response was made to a specific location for a loud party or gathering.

Officer's Responsibility.

First Response. In those incidences involving a first response to a loud party or gathering, officers shall:

- * Verify the validity of the loud party complaint by personal observation or if the activity causing the disturbances has ceased, through an evaluation of the totality of the evidence;
- * Interview the person in charge and/or responsible for the party or gathering. If the person in charge is a juvenile (under 18 years of age), the parent or guardian shall be contacted and advised that they may be held financially responsible for a second response. If unable to locate the person in charge of the premises, or the parent/guardian when a juvenile is in charge, the party or gathering shall be stopped and the participants dispersed;
- * Inform the person in charge of the specific activity that they are in violation of Section 41.58 LAMC (Loud Party Ordinance). Additionally, emphasize that the activity must cease, and, if appropriate, issue a completed Loud Party Warning Notice - First Response to the person in charge of the location;
- * Notify the Area watch commander of the first response to a loud party or gathering so that the incident, as well as the issuance of the Loud Party Warning Notice, can be fully documented on the Watch Commander's Loud Party Log; and,
- * Record in the disposition section of the Daily Field Activities Report (DFAR), Form 15.52, and in the comments section of the incident history, via the Mobile Data Terminal (MDT), the name of the person warned and that a Loud Party Warning

Notice was issued (i.e., "Warned Smith, male, white, DOB 06-08-58, Warning Notice issued due to loud stereo").

Second Response. When an officer is assigned a second response to the same location, the officer shall evaluate the situation and determine whether a disturbance exists. If a disturbance exists, the officer shall:

- * Determine if a first response was made to the location and if a Loud Party Warning Notice was properly issued;
- * Contact the Area watch commander to ascertain if an entry was made in the Watch Commander's Loud Party Log, if it is uncertain that a first response occurred;
- * Request that a supervisor respond to the location;
- * With the approval of the supervisor, complete a Loud Party Citation, Form 5.2.4, and issue it to the person responsible for the loud party or gathering;

Note: A Loud Party Citation may be issued to an individual other than the original person who was served the Loud Party Warning Notice, if the original contact individual is not present, and it can be shown that the present individual to be cited was aware of the issuance of the Loud Party Warning Notice during the first response. Additionally, the person to be cited must currently be in charge of the party or gathering.

- * Advise the cited person of his or her right to an administrative hearing within 72 hours of the citation being issued;
- * Stop the disturbance and disperse the participants;
- * Record in the disposition section of the DFAR and in the comments section of the incident history, via the MDT, the name of the person listed and the citation number; and,
- * Submit the Loud Party Citation with the DFAR at the end of the watch for transmittal to the Support and Design Section, Planning and Research Division.

Note: A second response must occur within 24 hours of the time that the Loud Party Warning Notice was issued in order for a violation of Section 41.58 LAMC to be cited.

Supervisor's Responsibility. Upon responding to a call for a loud party or gathering involving a possible violation of Section 41.58 LAMC (Loud Party Ordinance), supervisors shall:

- * Verify that enforcement action is appropriate and necessary;
- * Ensure the accuracy of the completed Loud Party Citation and initial the lower right corner; and,
- * Summarize the facts of the incident in the Sergeant's Daily Report, Form 15.48.

Watch Commander's Responsibility. The Loud Party Ordinance provides for an appeal process within 72 hours of the issuance of the

citation. Upon request, the watch commander of the Area of occurrence shall arbitrate the Loud Party Ordinance appeal hearing.

Generally, the hearing should be adjudicated by the watch commander of the watch on which the citation was issued. When the cited person requests a hearing, but is unable to appear during the specified hours, the watch commander on duty during the hours the cited person is able to appear shall arbitrate the hearing.

For those citations for which administrative appeal hearings are not requested, the watch commander of the watch on which the citation was issued shall forward the Loud Party Citation and related incident history printout to the Loud Party Coordinator, Support and Design Section, Planning and Research Division within two calendar days following the expiration of the 72-hour appeal limit.

Loud Party Appeal Process. Citizens issued a citation for violating Section 41.58 LAMC (Loud Party Ordinance) may request an administrative hearing with the Los Angeles Police Department to appeal the issuance of a Loud Party Citation. Area watch commanders are designated as the arbitrators of the hearings and, when approached by a person wishing to contest the issuance of a Loud Party Citation, shall:

- * Confirm that the appeal request falls within the 72 hours of the issuance of the citation and, if appropriate, set a date for the hearing. (The 72-hour limit may be extended up to 72 additional hours by mutual consent between the appellant and the watch commander.)

At the hearing the watch commander shall:

- * Interview the cited person and review the Loud Party Citation, the Sergeant's Daily Log, and the incident history; and,
- * If necessary, interview the involved supervisor and officers.

At the conclusion of the hearing, the watch commander shall inform the person of his or her decision. When it is determined that the Loud Party Citation will not be pursued, the watch commander shall:

- * Inform the citizen that he or she will not be required to pay the fine; and,
- * Document the findings in the Watch Commander's Daily Report, Form 15.80.

When it is determined that the Loud Party Citation was properly issued, the watch commander shall:

- * Inform the citizen that he or she will be responsible for paying the fine;
- * Advise the citizen to proceed through the civil courts if he or she wishes to contest the watch commander's decision; and,
- * Document the findings in the Watch Commander's Daily Report.

Following any hearing, the watch commander

shall forward a copy of the Watch Commander's Daily Report, the incident history printout, and the original of the Loud Party Citation within 48 hours to the Loud Party Coordinator, Support and Design Section, Planning and Research Division.

Support and Design Section, Planning and Research Division's Responsibility. Support and Design Section, Planning and Research Division, is the designated Citywide coordinator for the enforcement of the Loud Party Ordinance and will process all violations through the City Clerk's Office for billing and collection.

216.65 RELEASE FROM CUSTODY (RFC).

Conditions For Release From Custody. Each adult *misdemeanor* arrestee shall be released from custody unless one or more of the following conditions exist:

- * Arrestee is intoxicated to the point where the arrestee could be a danger to self or others;
- * Arrestee requires a medical examination or medical care, or is otherwise unable to care for own safety;
- * Arrestee is in custody for a violation of one or more of the circumstances listed in Sections 40302 or 40303 of the Vehicle Code;
- * Arrestee has one or more outstanding arrest warrants;
- * Arrestee has one or more outstanding misdemeanor arrest warrants not eligible for release under Section 827.1 of the Penal Code;
- * Arrestee is unable to provide satisfactory identification;
- * Immediate release of the arrestee would jeopardize the prosecution of the offense for which arrested or the prosecution for any other offense;
- * There is a reasonable likelihood that the offense would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the arrestee;
- * Arrestee demands to be taken before a magistrate or refuses to sign the Nontraffic Notice to Appear; or,
- * There is reason to believe that the arrestee would not appear at the time/place specified in the notice.

When an adult misdemeanor arrestee is not released from custody pursuant to one of the above listed conditions, officers shall articulate the specific circumstances which justify the continued custody in the narrative of the Arrest Report, Form 5.2.

Note: Traffic-related misdemeanors, except those listed in Section 40302 of the California Vehicle Code, shall be cited using a Traffic Notice to Appear, Form 4.50.0, and the Continuation of Notice to Appear, Form 4.50.5, in lieu of the Arrest Report.

Procedures For Release.

- * **Infractions.** An adult arrested for any infraction shall only be required to furnish satisfactory evidence of identity and sign a written promise to appear. The arrestee is not subject to other RFC procedures. The arresting officer shall subsequently complete a Release From Custody Report Continuation, Form 5.2.8, in accordance with existing procedures.
- * **Misdemeanor.** Prior to releasing a misdemeanor arrestee, unless otherwise restricted by law (Sections 11357(b) and 11360(b) of the Health and Safety Code), an arresting officer shall:

- * Query CWS for outstanding warrants;
- * Obtain a State and a County Arrest History Record (Rap Sheet) via the Area/division Network Communications System (NECS) to determine whether the arrestee has a previous offense which renders the arrestee ineligible for RFC;
- * Attach a copy of each of the arrest records to the original report;

Note: When an arrestee's "Rap Sheet" cannot be obtained within a reasonable period of time (not to exceed 15 minutes after initial inquiry), the names used for the inquiry and an explanation of why the records could not be obtained shall be included in the narrative portion of the Arrest Report or RFC.

- * Obtain the watch commander's approval to release the arrestee;
- * Obtain a booking number and Arrest Report via the Decentralized Automated Booking Information System (DABIS) and utilize the NECS terminal "Release" function to reflect the arrestee's status (Released) in the County Jail automated system;
- * If the NECS terminal release function is unavailable, the arresting officer shall notify the watch commander;

Note: The watch commander shall monitor the status of arrestees as shown by NECS to ensure that their status is accurately reflected.

- * Photograph the arrestee;
- * Obtain two full sets of fingerprints using the Fingerprint Card, Form FD249;
- * Prepare a Nontraffic Notice to Appear, Form 5.2.2, (RFC);
- * Record the related arrest and evidence (if applicable) Division of Records (DR) numbers, or the booking number when there are no DR numbers;
- * Obtain the arrestee's signature on the Nontraffic Notice to Appear;
- * Provide the arrestee with the defendant's copy of the Nontraffic Notice to Appear;
- * Release the arrestee; and,
- * Complete the Arrest Report.

Exception: An adult may be released from custody after furnishing satisfactory

identification and signing a written promise to appear (RFC), when arrested for a misdemeanor violation of:

- * An offense normally investigated by Commission Investigation Division; or,
- * An ABC violation as specified in Section 24209 of the Business and Professions Code when committed by licensees or their agents.

The arresting officer shall subsequently complete a Release from Custody Report Continuation, Form 5.2.8, in accordance with existing procedures.

RFC Offense in Conjunction With A Booking Offense. An RFC report shall *not* be completed when an arrestee is in custody for two or more offenses, one of which requires continued custody. In such cases, an Arrest Report shall be completed and the elements of the RFC offense included in the narrative portion of the arrest report.

Exception: When a person arrested for an infraction is eligible for release from custody (Manual Section 4/216.65), and is additionally charged with a misdemeanor warrant, the arresting officer shall:

- * Complete a Nontraffic Notice to Appear and Arrest Report for the infraction;
- * Include the warrant number, charge, and issuing court in the narrative of the Arrest Report;
- * Write "Includes Misdemeanor Warrant for (e.g., 484 PC)" in the additional charges section of the Arrest Report; and,
- * Book the arrestee for the misdemeanor warrant only.

Supervisor's Responsibility. Supervisors approving RFC reports for an adult misdemeanor arrestee shall ensure that fingerprints and photographs have been taken, a booking number has been obtained, an Arrest Report has been completed, and the conditions for a release from custody have been met.

Area Records Unit's Responsibility. Area records units shall ensure that two completed Fingerprint Cards, Form FD249, are attached to the original Arrest Report and forwarded to Records and Identification Division.

Operations-Central Bureau Area Records Unit's Responsibility. Area records units within Operations-Central Bureau shall be responsible for duplicating and distributing all reports for arrestees who are released from custody.

Note: The Specialized Reports Distribution Unit (SRDU), Records and Identification Division, is still responsible for duplicating and distributing all misdemeanor and RFC related arrest and continuation reports when the misdemeanor arrestee is booked at Metropolitan Jail Section or Los Angeles County Jail. Hollywood Area records unit shall process Hollywood misdemeanor arrest reports.

Hollywood Area Records Unit's Responsibility. The Hollywood Area Records Unit shall be responsible for duplicating and distributing all reports for misdemeanor arrestees who are arrested within Hollywood Area and booked in the County Jail System.

City Attorney Complaint Details' Responsibility. Upon receiving a Nontraffic Notice to Appear, Form 5.2.2, for selected offenses to be filed directly with the court by the Department, the City Attorney Complaint Details shall:

- * Separate the narrative and any related reports from the original Nontraffic Notice to Appear;
- * After a thorough review to ensure compliance with established filing policy, file the case with the assigned court within ten court days by submitting only the original copy of the Notice to Appear to the court clerk; and,
- * Maintain a file of the offenses in which a "not guilty" plea was entered or a bench warrant issued.

The narrative, any related reports, and a copy of the Nontraffic Notice to Appear, shall be submitted to the City Attorney's Office whenever a "not guilty" plea is entered. Whenever a bench warrant is issued, the narrative, any related reports, and a copy of the Nontraffic Notice to Appear shall be maintained on file for a period of one year or until the defendant is apprehended, whichever occurs first.

Supervisory personnel of City Attorney Complaint Details shall reject any case failing to meet the established filing policy.

Note: The City Attorney's Office is available to review cases that require an expert opinion.

Booking Employee's Responsibility. The employee completing the booking process shall:

- * Transmit the fingerprint card, Form FD249, and the personal data portion of the Los Angeles Booking and Identification Record, Form 5.1.1 to Records and Identification Division via the Livescan Network;
- * Document the completion of the booking by signing and recording the date and the location booked on the Request to Appear for Processing; and,
- * Return the Request to Appear for Processing to the arrestee and direct him to appear, with the form, in court at the appropriate time.

216.67 RELEASE FROM CUSTODY (RFC) OF MISDEMEANOR WARRANT ARRESTEES. Adult misdemeanor warrant arrestees shall be cited and released on a Nontraffic Notice to Appear, Form 5.2.2, in lieu of incarceration unless one or more of the following conditions exist:

- * The misdemeanor cited in the warrant involves violence, a firearm, resisting arrest,

or giving false information to a peace officer;

- * The arrestee:
 - * Is a danger to himself/herself or others due to intoxication or being under the influence of drugs or narcotics;
 - * Requires medical examination or medical care or is otherwise unable to care for his or her own safety;
 - * Has other ineligible charges pending against himself/herself;
 - * Demands to be taken before a magistrate or refuses to sign the Nontraffic Notice to Appear; and/or,
 - * Cannot provide satisfactory evidence of personal identification.
- * The misdemeanor cited in the warrant involves a violation of one or more of the circumstances listed in Sections 40302 or 40303 of the California Vehicle Code;
- * There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the arrestee;
- * The warrant of arrest indicates that the arrestee is not eligible to be released on a citation; and/or,
- * Immediate release of the arrestee would jeopardize the prosecution of the offense for which arrested or the prosecution for any other offense. There is reason to believe that the arrestee would not appear at the time or place specified in the Nontraffic Notice to Appear.

Eligibility for release of misdemeanor warrant arrestees shall be determined by the watch commander or investigative supervisor giving booking advice. Release From Custody procedures for misdemeanor warrant arrestees are the same as those for eligible non-warrant misdemeanor arrestees (Manual Section 4/216.65).

Note: Release From Custody procedures for misdemeanor warrants do not apply to warrants issued for failure to appear. Arrestees detained for misdemeanor or infraction warrants involving failure to appear shall be booked and are required to post the appropriate bail prior to release.

Arrestees with Open Charges and Misdemeanor Warrants. All charges against an arrestee must be eligible for citation and release (own recognizance or Release From Custody) before the arrestee can be issued a Nontraffic Notice to Appear for an eligible misdemeanor warrant. When an arrestee has an open charge and an eligible misdemeanor warrant and is eligible for release on both the open charge and the warrant, a separate Nontraffic Notice to Appear shall be issued for each offense. **An arrestee shall not be issued a Nontraffic Notice to Appear for an eligible misdemeanor warrant if the open charge is not eligible for release or if the arrestee has other non-eligible warrants.**

Exception: If the arrestee posts bail or the non-eligible charges or warrants are otherwise cleared, a Nontraffic Notice to Appear may be issued for the eligible misdemeanor warrant.

Note: These procedures do not apply to processing juvenile misdemeanor warrant arrests.

216.75 DETERMINING PAROLE STATUS-ARRESTING OFFICER'S RESPONSIBILITY. When an officer has reason to believe (through CWS or otherwise) that an arrestee may be on parole, he/she shall:

- * Verify the parole status through a record check. The Parole Information Form, LAPD Temp 207, is retained in the Criminal Information Unit, Records and Identification Division; and,
- * If the arrestee is on parole, determine if there is a "Parole Want" by contacting his parole officer or, if unavailable, the California Department of Corrections.

California Youth Authority Parolees. The California Youth Authority may be contacted by:

- * Teletype, via CLETS (address Stockton CLETS terminal, YAS).
- * Automatic Telephone Switching System (ATSS).

All Other Parolees.

- * During normal business hours, the officer using Automatic Telephone Switching System (ATSS) shall contact:
 - * California Department of Corrections.
 - * California Rehabilitation Center.
- * During other than normal business hours, the Bureau of Identification, Wanted Persons Section, may be contacted by:
 - * Teletype, via CLETS.
 - * Automatic Telephone Switching System (ATSS).
- * Notify the officer responsible for booking approval of the arrestee's parole status.

217. SEARCHES OF SUSPECTS AND ARRESTEES.

Cursory Searches. When an immediate cursory search for weapons is necessary, it may be conducted by an officer of either sex.

Searches of Arrestees.

- * When the rules of search and seizure permit, an arrestee shall be thoroughly searched as soon as practicable. Such searches shall be conducted by an employee of the arrestee's sex. However, an immediate search may be conducted in the field by an officer of either sex when necessitated by specific circumstances, such as a reasonable belief that:
 - * The arrestee is armed with a weapon.

- * A delay could result in the destruction or loss of evidence.
- * Personal property shall not be taken from arrestees in the field.

Exceptions: Evidence, items which could be used as weapons, and items which could contain weapons shall be taken from the arrestee. If the arrestee is in possession of any contraband items (as defined in this section), the arrestee shall be advised that, upon entry into the booking facility, those items will be discarded. Officers shall advise the arrestee of his/her ability to either leave the property with a family member or friend, donate the item(s) to anyone of their choice at scene, or throw the item(s) away.

Note: Officers are reminded that property having evidentiary value shall be booked in accordance with existing Department policy. Additionally, any property which could constitute an environmental hazard (i.e., hazardous liquids) shall be retained by the officer for proper disposal in accordance with Manual Section 3/712.13.

Contraband Items – Defined.

Items that pose a risk to the safety and security of the City Jail System are considered contraband. Although certain items may be legally possessed by arrestees at the time of arrest, due to safety and security concerns, these items are prohibited from the City Jail System. The following contraband items shall not be placed into the arrestee's personal property bag or excess personal property:

- * Edibles, including unopened candy;
- * Perishables;
- * Liquids in glass or plastic containers which do not seal tightly; and,
- * Unlabeled medications.

Note: The Commanding Officer, Jail Division, has final authority to determine what items are classified as contraband.

217.20 NON-PROHIBITED DRUGS RECOVERED FROM ARRESTEES. An officer who recovers non-prohibited drugs from an arrestee's possession shall:

- * Deliver the drugs to the booking clerk separate from the arrestee's property; and,
- * Inform the booking clerk that the drugs have been verified as non-prohibited.

Note: When an arrestee is booked at Los Angeles County Jail, non-prohibited drugs shall be placed in an envelope and returned to the arrestee's personal property. The envelope shall be signed by the officer and shall include a description of the contents.

217.30 USE OF HANDCUFFS. The primary purpose in handcuffing an arrestee is to maintain control of the arrestee and to minimize the possibility of escalating the situation to a point that would necessitate more drastic means of restraint.

Felony arrestees shall *normally* be handcuffed; however, there may be circumstances which would make the handcuffing of an arrestee inappropriate. Such circumstances can best be perceived by the involved officer. Therefore, any decision to not handcuff an arrestee must be based on available facts. Factors involved in making this decision include, but are not limited to:

- * The possibility of the arrestee escaping.
- * The possibility of the incident escalating.
- * Potential threat to officers and other persons.
- * Knowledge of the arrestee's previous encounters with law enforcement.

An officer shall constantly monitor the actions of an unhandcuffed arrestee. If the officer believes it is necessary, he/she may, at any time, handcuff the arrestee.

217.32 HANDCUFFING OF MISDEMEANOR PRISONERS.

Handcuffing of misdemeanor prisoners is discretionary.

Exception: (Manual Section 4/217.34)

217.34 HANDCUFFING OF BELLIGERENT ARRESTEES.

If an arrestee gives any indication that he/she might become belligerent, the arrestee's hands shall be handcuffed behind him/her.

217.36 HANDCUFFING PERSONS WITH A MENTAL ILLNESS.

Officers shall handcuff a person with mental illness taken into custody when the person is not restrained by means of a straitjacket or leather restraining straps.

Exception: When a person with a mental illness whose age or physical condition is such that the personal safety of the person with a mental illness and the officer clearly will not be jeopardized, the use of handcuffs shall be within the discretion of the officer.

When handcuffing a person with a mental illness, officers shall use only official handcuffs and ensure that the handcuffs are double locked. Temporary plastic restraining straps shall not be used to restrain a person with a mental illness, nor shall they be furnished to private persons for use in restraining a person with a mental illness.

217.50 TRANSPORTATION OF ARRESTEES.

All arrestees transported in any Department vehicle, regardless of age or gender, shall be secured in the rear seat. A three-point safety belt shall be used; however, a two-point safety belt (lap belt) shall be worn when a three-point safety belt is not provided.

Two Officers. If two officers are transporting an arrestee in a non partition-equipped vehicle, one officer shall be seated directly behind the driver of the vehicle.

In a partition-equipped vehicle, the passenger officer shall ride in the front seat. Officers

must remain in close proximity and visually monitor arrestees.

One Officer. A single officer in a non-partitioned vehicle may transport a non-belligerent arrestee. The officer must remain in close proximity to visually monitor the arrestee.

Should the arrestee become belligerent, the transporting unit should stop the transport and request a unit with a partitioned vehicle to continue to transport the arrestee.

Exception: Females ages five through 17 years of age, when transported by male officers (Manual Section 4/217.56).

Time and Mileage. When there is no transporting officer of the arrestee's sex, officers transporting an arrestee shall, at the time of departure, notify the radio operator of the following:

- * Location of departure; and,
- * Odometer reading.

Upon arrival at the destination, the radio operator shall be informed of the:

- * Location of arrival; and,
- * Odometer reading.

The radio operator shall be notified when any delay or detour is necessary during the transportation.

217.51 TRANSPORTING PERSONS "DETAINED ONLY" TO PLACE OF ORIGINAL DETENTION. When a detained person is to be released without being booked or cited, the detaining officer shall normally provide for the return of the person to the place where he or she was originally detained.

Exception: Under compelling circumstances, and with approval of a supervisor, the detaining officer may elect to deny further transportation to a person detained and released without being booked or cited. (Examples of circumstances where such denial could be appropriate include return of violent suspects to the scene of prior hostile events, return to the scene of suspects who previously threatened physical violence to persons remaining at the scene, etc.)

217.52 TRANSPORTING VIOLENT PERSONS-USE OF LEG RESTRAINING DEVICES. Officers shall request an ambulance to transport a violent person only:

- * If the person is *extremely* violent and requires restraint to the extent that he must be transported in a recumbent position; or,
- * If the violent person is injured or physically ill and is in need of immediate medical attention.

Officers shall make such requests for ambulance service through the Mental Evaluation Unit, Detective Support Division. When a direct request to Mental Evaluation Unit is impractical, the request may be made

through the communications control operator. Officers shall comply with directions provided by the Mental Evaluation Unit. At least one officer shall accompany the violent person in the ambulance as required by Department Manual Section 4/648.13.

Officers may transport other violent or potentially violent persons in a police vehicle.

Officers may use the Department approved "Hobble Restraint Device" to secure a violent or potentially violent person transported in a police vehicle when:

- * The person's hands are handcuffed with official handcuffs which are double-locked behind the person's back; and,
- * The person is secured into the police vehicle seat by vehicle three-point safety belts when provided. Two-point safety belts (lap belts) shall be worn when three-point safety belts are not provided.

217.53 TRANSPORTING PHENCYCLIDINE (PCP) ARRESTEES.

All persons who exhibit objective symptoms of being under the influence of phencyclidine (PCP) shall be given medical treatment prior to booking as outlined in Manual Section 4/648.16. Those arrestees not exhibiting symptoms of being in need of immediate medical treatment will be transported by police vehicle. When in doubt, officers will request a rescue ambulance to transport the suspect.

Officers shall request a rescue ambulance to transport arrestees who exhibit objective symptoms of being under the influence of PCP and who appear to be in need of **immediate** medical treatment. PCP arrestees are considered to be in need of emergency medical treatment when they display any of the following objective symptoms:

- * Unconsciousness.
- * Muscle rigidity.
- * High temperature.
- * Are combative, argumentative, or may become violent.

Officers shall restrain the arrestee by utilizing two sets of handcuffs to secure the arrestee's hands behind his/her back. One manacle of one handcuff shall be double-locked to one manacle of another handcuff. The remaining manacles shall be double-locked to the arrestee's wrists. Once the arrestee has been handcuffed behind his back, officers shall secure the arrestee with the hobble restraint device. The officers shall place the arrestee in the left lateral position and not allow the arrestee to roll into a "face/chest" downward position (prone). Officers shall continuously monitor the arrestee while in their custody. Once the arrestee has been restrained, officers shall assist paramedics in securing, the arrestee to the transportation equipment and loading the gurney into the ambulance.

At least one officer shall ride with the paramedics in the ambulance and maintain custody of the arrestee during transportation.

The officer's partner or a backup officer shall follow the ambulance to the hospital. When the arrestee is delivered to the appropriate receiving emergency facility, the responsibility of the LAFD terminates.

In those instances where LAPD and LAFD field personnel are unable to determine whether an arrestee should be transported by ambulance or by police vehicle, supervisors from both agencies shall be called to the location. The decision by the paramedic supervisor shall be final.

217.56 TRANSPORTATION AND CUSTODY OF JUVENILE FEMALES.

Any female over the age of five years and under the age of eighteen years taken into custody shall be dealt with, as far as possible, in the presence of a female police officer or other adult female. Whenever practicable, the female juvenile shall be transported in the care and custody of a female police officer. If no female police officer is available, at least two male police officers shall be present during the entire period of transportation, and time and mileage procedures (Manual Section 4/217.50) shall apply.

218. JUVENILES INVOLVED.

218.10 RESPONSIBILITY OF HANDLING JUVENILE CALLS.

The officers assigned a call involving a juvenile shall be responsible for the disposition of the call unless they are specifically relieved by the concerned investigating officer.

218.15 ADVICE OR ASSISTANCE-JUVENILES.

Requests for advice or assistance concerning juveniles shall be directed to the concerned geographic investigating officers. When the investigating officers are not available, the request for advice or assistance shall be directed to Detective Support Division.

Note: Detective Support Division is not responsible for the rebooking of juveniles booked as adults in Operations-Valley Bureau Areas. Requests for assistance for this purpose shall be directed to the watch commander of the Area responsible for the original booking.

218.20 JUVENILE TRAFFIC COURT WARRANTS.

When a subject is arrested for a juvenile traffic warrant, the arresting officer shall:

- * Obtain a copy of the warrant information sheet;
- * Obtain booking approval (Manual Section 4/218.60);

Note: The booking charge shall be 602 WIC, followed by the authority as provided in the warrant information sheet.

- * Complete an Arrest Report face sheet, Form 5.2, and Juvenile Arrest Supplemental Report, Form 5.2.6;
- * Obtain detention approval (Manual Sections 4/218.64 and 4/218.65); and,

- * Attach one copy of the warrant abstract to the arrest report and process the report in the normal manner.

Note: When the Area Juvenile Coordinator deems continued detention to be necessary, the arresting officer shall transport the juvenile to the designated detention facility for release into the custody of the Probation Department. A copy of the warrant abstract and a copy of the arrest report shall accompany the juvenile to the detention facility.

218.23 JUVENILE TRAFFIC COURT WARRANT, FOLLOW-UP INVESTIGATION. Additional follow-up reports and petition requests are not required on juvenile traffic court warrant arrests. Therefore, the investigating officer shall be responsible for:

- * Indicating "Case Closed" in the disposition portion of the Arrest Report, Form 5.2;
- * Retaining one copy of the completed report for the divisional files; and,
- * Forwarding two copies of the completed report to the Petition Control Detail, Juvenile Division.

218.30 IMMEDIATE FOLLOW-UP INVESTIGATION OF MISSING JUVENILES. When circumstances indicate the need for an immediate, large-scale, organized search for a missing juvenile, the watch supervisor of the concerned Area shall be notified. He/she shall notify the:

- * Area commanding officer.
- * Watch supervisor, Department Command Post, Communications Division; and,
- * Concerned Area Detective Division.

218.33 ACTION TAKEN ON A CALL REGARDING A MISSING OR FOUND JUVENILE. The result of the action taken on a call involving a missing or found juvenile shall be telephoned, without delay, to the concerned Area investigating officers. When the concerned investigative officers are unavailable, the Department Command Post, Communications Division shall be contacted.

218.40 ENFORCEMENT/ INVESTIGATIONS ON SCHOOL CAMPUSES. This section pertains to dealings with juvenile students on school property during school hours or during school-sanctioned events. It does not pertain to juveniles using school facilities legally after school hours or juveniles trespassing or committing offenses on school property after school hours.

Note: Officers serving in security and related capacities for a school district while in an off-duty assignment are subject to these policies and procedures.

Interviewing/Interrogating Juveniles. Except in exigent circumstances or in arrest situations as outlined in this policy, officers who wish to detain or question juveniles on school property shall contact the school principal or his/her

designee and, to the degree possible, explain the nature of their business and the need to meet with the juvenile(s) in question.

Note: Generally, juveniles should not be publicly contacted by officers in the school setting for purposes of questioning unless an arrest is anticipated or reasonably possible.

Officers shall not enlist school officials or employees to conduct interviews, inquires, or similar fact-finding activities regarding juveniles as part of an investigation.

School officials (excluding school police) who act at the direction of, or on behalf of the interests of, the police becomes "agents" of the police. All police and government agents must abide by constitutional tenets. If a police officer instructs a school official to perform a task (e.g., ask a question to the subject juvenile) the officer is responsible for ensuring that the task is within the parameters of the law.

Exception: Police officers are not precluded from questioning school officials with regard to their knowledge of juveniles in their charge, the juvenile's activities, and similar matters.

Arrest/Removal of Juveniles. When the circumstances warrant an arrest/removal of a juvenile from school property, officers conducting the arrest/removal shall:

- * Notify the principal or his/her designee before making an arrest of juvenile during class hours on school property;

Exception: When exigent circumstances exist or such notification would potentially jeopardize the ability of officers to safely and effectively make the arrest, officers do not need to notify the principal or his/her designee prior to making the arrest, but shall make the notification after the arrest.

- * When possible, avoid arresting juveniles on school grounds if the use of force is a reasonable possibility;

Note: Officers should use handcuffs or other restraining devices when making arrest in schools whenever deemed necessary to ensure the security of juvenile arrestees and the safety of the officers and others.

- * To the degree possible, minimize embarrassment to the juvenile and disruption of school activities and functions by having the school principal or his/her designee make contact with the juvenile and escort the juvenile back to his/her office; and,
- * Ensure that the juvenile's parent(s), guardian(s), or responsible adult is notified of the juvenile's removal.

Searching Juveniles and Property. Police searches of juveniles and their property on school premises are subject to the same legal requirements as any other search.

218.50 CRIME AND ARREST

REPORTS-AGE OF VICTIM, ELEMENT OF OFFENSE. When age is an element of an offense, the following information shall be included in the appropriate crime or arrest report:

- * Full name, residence address, and telephone number;
- * Birthdate and place of birth;
- * Business address (or school) and telephone number; and,
- * Name of both parents (if known) or guardian, residence address, and telephone number.

218.51 CHILD ABUSE-REQUIRED REPORTING. Cases of juveniles as victims of possible child abuse including sexual molestation and physical or mental abuse shall be reported by the officer first coming in contact with the suspected victim. Officers within the City of Los Angeles shall:

- * Ensure that the circumstances surrounding any injuries sustained by the child are investigated and that appropriate crime, arrest and/or injury reports are completed.
- * Immediately telephone and notify the Los Angeles County Department of Children's Services (LACDCS) Hotline that a suspected child abuse investigation is being conducted; obtain the address of the LACDCS Regional Office that will be conducting their field investigation of the incident; and provide the Hotline with the following information:
 - * Reporting officer's name and serial number;
 - * Victim's name;
 - * Present location of the victim;
 - * Nature and extent of injury; and,
 - * What led the officer to believe that the injury was a suspected child abuse.

Note: The LACDCS Hotline can be reached through the City Hall operator by asking for Zenith 2-1234.

- * Include the address of the LACDCS Regional Office that will be conducting the field investigation of the suspected child abuse incident for LACDCS in the narrative of the crime or injury report.

Note: In those situations where officers encounter physically and/or sexually abused children along with endangered children from the same family, one report shall be completed with a separate DR number for *each* physically and/or sexually abused child and one DR number for *all* remaining endangered children.

Officers who observe a possible abused child outside the City of Los Angeles shall:

- * Contact the local law enforcement agency and report the incident; and,
- * Record the date and time the law enforcement agency was contacted and the name of the person notified, in the Officer's Notebook, Form 15.03.

Investigating officers assigned cases of possible child abuse shall, in addition to their

normal investigative follow-up:

- * Complete a Child Abuse Preliminary Investigation Report, Department of Justice (DOJ) Form SS 8583, and mail the form to the District Attorney's Office, Child Abuse Unit, the LACDCS, and the DOJ within 36 hours of the reported incident;
- * Complete and forward a supplemental Form SS 8583 to DOJ when the victim dies as a result of the abuse or neglect;
- * Make corrections or changes, if any, on a subsequent Form SS 8583 and forward to LACDCS and the DOJ; and,
- * Issue a Los Angeles Police Department, Notice of Report to the Child Abuse Central Index, Form 8.31.0, to the suspect identified on the Child Abuse Investigation Report, Form SS-8583. If the notification is not handed to the suspect, it shall be mailed to the suspect. A copy of the form and the manner in which the suspect was notified shall be retained in the detective's Case Envelope, Form 15.15.

Note: This applies to the addition or deletion of names, pertinent investigative details, or disposition of the investigation ("Unfounded" or "Unsubstantiated").

Licensed Foster Home or Child Care Facility Involved. Officers conducting a preliminary investigation of child abuse at a licensed foster home or child care facility shall immediately telephone the LACDCS Hotline (Zenith 2-1234) by dialing "0" for the City Hall operator or commercial operator and request the number. Officers shall provide the LACDCS with the following information:

- * Reporting officer's name and serial number;
- * Victim's name;
- * Present location of the victim;
- * Nature and extent of injury;
- * What led the officer to believe that the injury was a suspected child abuse; and,
- * Name and address of the foster home or child care facility.

Detectives assigned a case of suspected child abuse shall complete a Department of Justice (DOJ) Child Abuse Preliminary Investigation Report, DOJ Form 8583. Copies shall be forwarded within 36 hours to the following agencies:

- * LACDCS. In all cases.

LACDCS
11911 South Vermont Avenue
Los Angeles, California 90044

- * Los Angeles County District Attorney's Office. In all cases.

Los Angeles County
District Attorney's Office
Child Abuse Unit (772 Hall of Records)
320 West Temple Avenue
Los Angeles, California 90012

- * State of California Department of Social Services. In those cases where the child abuse is alleged to have occurred at a day care facility, preschool, or at any **State** licensed foster care home.

State of California
Department of Social Services
Community Care Licensing Division
107 South Broadway, Room 6016
Los Angeles, California 90012

Note: In cases involving **State** licensed child-care, the detective shall immediately, or as soon as practically possible, telephone the State of California Department of Social Services and provide them with the same information listed in the preliminary investigation.

- * DOJ. In those cases where the investigation has determined that the incident did occur.

Department of Justice
Bureau of Criminal Statistics
and Special Services
P.O. Box 13417
Sacramento, California 95813
Attn: Child Abuse Central Registry.

218.52 INJURY REPORT - SUSPECTED CHILD ABUSE. Cases of juveniles as victims of possible sexual molestation, or physical or mental abuse, shall be reported on an Injury Report, Form 3.15, where the circumstances do not appear to warrant completion of a crime report. Officers shall follow the procedures outlined in Manual Section 4/218.51 in completing the report.

218.55 ARREST OF ADULT RESULTING IN UNATTENDED JUVENILE. If the arrest of an adult may cause a juvenile to be left without proper care and supervision, the arresting officer shall telephone the concerned Area Detective Division for advice. If geographic investigating officers are not available, the advice of Detective Support Division shall be requested.

218.57 INTERROGATION OF JUVENILE GIRLS REGARDING SEX MATTERS. The interrogation of a girl under the age of eighteen years regarding sex matters shall be conducted by a female police officer whenever practicable.

218.60 APPROVAL FOR JUVENILE BOOKINGS. Prior to obtaining booking approval, the arresting officer shall:

- * Attach a completed Juvenile Arrest Supplemental Report, Form 5.2.6, to the Arrest Report, Form 5.2, as the next to the last numbered page of the Arrest Report;
- * If the juvenile is to be detained, include the reason for detention on the Form 5.2.6; and,
- * Obtain a copy of the Juvenile Automated Index printout as the last numbered page of the Arrest Report.

Booking approval for all juvenile bookings shall only be obtained from the Area watch

commander or the Watch Commander, Metropolitan Jail Section, Jail Division.

Advice for a juvenile booking shall be obtained from the concerned Area Detective Division. When that division is closed, the concerned Area watch commander shall be contacted.

Exception: When a juvenile is arrested for an out-of-state agency and this Department does not have a pending investigation pertaining to the juvenile, booking advice shall be obtained from the Fugitive Warrants Section, Detective Support Division (Manual Section 4/606.03).

Note: Discretion shall be exercised regarding the necessity for booking a juvenile. The basis for determining the advisability of booking a juvenile shall be the factual circumstances known to exist at the time of booking. A booking may be advised when the circumstances will substantiate the fact that a juvenile is the perpetrator of a specific crime.

When booking advice is obtained on a juvenile for a narcotics or dangerous drug violation, a preliminary chemical test may be completed for felony arrests, and shall be completed for misdemeanor arrests (Manual Section 4/216.01).

218.61 JUVENILES NAMED ON ADULT TRAFFIC WARRANTS.

Warrant Only. A juvenile who is named on an adult traffic warrant shall be booked on the warrant, and the charge shall be "602 W.I.C. (Traffic Warrant)" Booking approval shall be obtained (Manual Section 4/218.60). An Arrest Report, Form 5.2, shall be completed.

Warrant and Other Charge. When a juvenile who is named on an adult traffic warrant is also charged with a separate violation of the Welfare and Institutions Code (W.I.C.), he/she shall be booked on that W.I.C. violation. Booking approval shall be obtained (Manual Section 4/218.60). All available information concerning the warrant shall be included in the narrative portion of the arrest report; and the warrant information sheet shall be forwarded to the Warrant Section, Records and Identification Division.

The arresting officer shall notify the Countywide Warrant System (CWS) operator that the subject named on the warrant is a juvenile. The operator shall be requested to clear the warrant information sheet, error-delete the warrant from the CWS, and forward the warrant to the Traffic Court Liaison Officer, Traffic Violations Bureau, Los Angeles Judicial District.

Exception: When the warrant was issued by a court outside the City of Los Angeles, notify the CWS operator that the subject named on the warrant is a juvenile and that the juvenile is being booked on another charge. The CWS operator shall cause the concerned agency to be notified.

Foreign Warrants. When a juvenile is named on an adult traffic warrant that was issued by a

court outside the City of Los Angeles, the watch commander approving the booking shall ensure that an attempt is made to contact the jurisdiction of issuance to verify the status of the warrant prior to the booking of the juvenile.

Juvenile booked as an adult. When it is learned prior to arraignment that a juvenile has been booked as an adult on an adult traffic warrant, the concerned watch commander shall ensure compliance with the procedures listed in Manual Section 4/705.62. The warrant or warrant information sheet shall be forwarded to the concerned Area Detective Division.

218.62 JUVENILE ESCAPEES-BOOKING CHARGES, ARREST CLASSIFICATIONS, AND ARREST DISPOSITIONS. When a juvenile has been arrested for escape from a juvenile justice facility, the booking charge, arrest classification, and arrest disposition shall be recorded as follows:

- * When this Department has a copy of the Juvenile Court or California Adult Authority warrant and no other offense is being alleged:

Escape from of Arrest	Classification of Arrest	Booking Charge	Disposition	Required Notification
Probation Dept. facility (includes Juvenile Hall)	Other	602 WIC (Juvenile Court Warrant)	Case	Closed
Youth Authority facility	Other	602WIC (CYA Warrant)	Case Closed	Missing Ward Unit, CYA

- * When a warrant has **not** been issued, and no other offense is being alleged:

Escape from of Arrest	Classification of Arrest	Booking Charge	Disposition	Required Notification
Probation Dept. facility (includes Juvenile Hall)		602WIC(871 WIC Escape-Probation Misdemeanor)	WIC Detained Petition Department facility)	
Deuel Vocational Institution	Felony	602WIC(2042P.C. Escape-Vocational Institution)	Detained Petition CYA	Requested
California Youth Training School	Felony	602WIC(1768.7 Escape-Y.T.S.)	Detained Petition Requested	Missing Ward Unit, CYA
Any other type of CYA facility	Misdemeanor	602WIC(1768.7 WIC Escape-Misdemeanor)	Detained Petition C.Y.A. Facility)	Missing Ward Unit, CYA
City or County jail facility	Felony	602WIC(4532P.C. Escape-City [County] Jail)	Detained Petition Requested	-

Note: All juvenile escapees shall be detained in Juvenile Hall.

When a juvenile arrestee is alleged to have committed a criminal offense in addition to escape, the booking shall be for the criminal offense. Warrant or escape information shall be included in the narrative portion of the arrest report under a **Reason for Detention** heading.

218.63 JUVENILES ARRESTED AND UNDER THE INFLUENCE OF NARCOTICS OR DRUGS-MEDICAL EXAMINATION. If a juvenile is arrested and is under the influence of narcotics or drugs, the arresting officer shall:

Juvenile Detained. Have the juvenile examined by a contract or receiving hospital

physician prior to detention. The physician shall be requested to include on the Receiving Hospital Medical Treatment Record, Form RH-340, his/her recommendation as to whether the juvenile should receive additional medical attention at a Juvenile Hall clinic or the Los Angeles County-USC Medical Center.

Juvenile to be Released to Parents or Guardian. Administer a gas chromatograph intoximeter test whenever practicable. A medical examination by a receiving hospital is not required.

Exception: If, for any reason, the arresting officer or the concerned investigating officer determines that it would be in the best interests of the juvenile or the Department, the arresting or investigating officer shall have the juvenile examined, prior to his/her release, by a contract or receiving hospital physician.

218.64 CONDITIONS FOR JUVENILE DETENTION. An officer who takes a juvenile into custody shall release the juvenile to the custody of his/her parent, guardian, or a responsible relative **unless** one or more of the following conditions exist:

- * The juvenile is in need of proper and effective parental care or control and has no parent, guardian, or responsible relative willing to exercise or capable of exercising such care or control; or has no parent, guardian, or responsible relative actually exercising such care or control;
- * The juvenile is destitute or is not provided with the necessities of life or is not provided with a home or suitable place of abode;
- * The juvenile is provided with a home which is unfit by reason of neglect, cruelty, depravity or physical abuse by either of his/her parent, guardian or other person(s) in whose custody he/she resides;
- * Continued detention of the juvenile is a matter of immediate and urgent necessity for the protection of the juvenile or reasonable necessity for the protection of the person or property of another;
- * The juvenile is likely to flee the jurisdiction of the court;
- * The juvenile has violated an Order of the juvenile court;
- * The juvenile is physically dangerous to the public because of a mental or physical deficiency, disorder, or abnormality; or,
- * The juvenile is 14 years of age or older and is taken into custody for a **felony** or an attempted felony, and it is determined that the juvenile personally used a firearm in the commission of the crime. The juvenile **shall not** be released to a parent, guardian or a responsible relative or an adult designated by the parent. The juvenile **shall** be booked and transported to a Los Angeles County Probation Department juvenile detention facility pending a court hearing.

Note: A statement of facts to support one or more of the reasons for detention shall be included in the Juvenile Arrest Supplemental Report, Form 5.2.6 (Manual Section 4/218.60).

218.65 JUVENILE DETENTION APPROVAL. Approval for the detention of a juvenile shall be obtained from the concerned Area Juvenile Coordinator. When the Area Juvenile Coordinator is unavailable, approval for detention shall be obtained from the concerned Juvenile Coordinator's immediate supervisor. When neither the Area Juvenile Coordinator nor the immediate supervisor is available, detention approval shall be obtained from the concerned Area watch commander.

After the arresting officer has obtained detention approval, the juvenile and a copy of the arrest report shall be delivered to the Probation Department.

218.66 TEMPORARY DETENTION OF JUVENILES AT DEPARTMENT FACILITIES. Juveniles shall not be held in temporary detention in a Department facility for more than six hours, regardless of age or type of offense. Regardless of the nature of the offense or status of the investigation, juveniles **shall** be released to a parent, guardian, responsible relative or adult designated by the parent, or transported to a Los Angeles County Probation Department juvenile detention facility prior to the expiration of the six-hour temporary detention time limit.

Note: Juveniles described in Section 300 WIC shall be processed (complete arrest report with booking number) prior to transfer to the custody of the Department of Children's Services. They may not remain in a police facility longer than six hours.

Secure Detention of Juveniles. Under secure detention, juveniles are locked in a room, holding tank, or enclosure and/or are physically secured to handcuffing benches, rails, chairs, or any stationary object. A juvenile held in secure detention shall meet all of the following criteria:

- * The juvenile must be 14 years of age or older; and,
- * The juvenile must be in custody under authority of Section 602 WIC; and,
- * The officer has reasonable belief that the juvenile poses a serious security risk and/or risk of harm to self or others; and,
- * The detention must be for the purpose of investigating the crime, facilitating release to a parent or guardian, or arranging a transfer to an approved juvenile detention facility.

Note: The officer may take the following factors into account in determining whether a juvenile qualifies for secure detention:

- * Age, maturity, and delinquent history;
- * Severity of the offense(s) for which the juvenile was taken into custody;
- * The juvenile's behavior, including the degree to which he/she appears cooperative or non-cooperative;
- * The availability of officers to provide adequate supervision, or protection for the juvenile; and,

- * The age, type of person, and number of other individuals who are detained at the facility.

Secure Detention Procedures. Department employees placing juveniles in secure detention shall adhere to the following procedures:

Note: For the purposes of this Section, "Department employee" is defined as any sworn employee or detention officer.

- * The approval of the concerned watch commander shall be obtained prior to placing a juvenile in secure detention;

Note: For the purpose of this Section, "watch commander" is defined as the Area watch commander, unit officer in charge, or other concerned supervisor who has responsibility for the Department facility where the juvenile(s) is to be temporarily detained.

- * Department employees shall immediately record the detention and the arrest charge on the Secure Juvenile Detention Log, Form 9.05, and ensure that the approving supervisor **signs** the log;
- * Juveniles held in secure detention shall be informed of the purpose of the detention, the expected duration, and the maximum six-hour detention time limit; the advising employee shall record his/her serial number next to each admonition on the Secure Juvenile Detention Log, Form 9.05;
- * Juveniles held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than thirty (30) minutes unless no other locked enclosure is available during the six-hour detention time limit. Securing juveniles to a stationary object for longer than 30 minutes and every 30 minutes thereafter, shall be approved by the watch commander and the reasons for continued secure detention shall be documented. Juveniles who are secured to a stationary object shall be moved to a locked enclosure at such time when one becomes available;
- * When juveniles are handcuffed to a stationary object outside of a locked room or enclosure, a Department employee shall be present at all times to ensure the juveniles' safety;
- * Juveniles securely detained in a locked room or enclosure shall be **randomly checked** by a Department employee not more than 30 minutes following any previous observation, and shall be able to be heard by a Department employee at all times;

Note: Observation by television monitor is not sufficient. A Department employee shall make random, unscheduled, in-person observations. The time of the observation and the observing employee's initials shall be recorded on the Secure Juvenile Detention Log, Form 9.05.

- * If male and female juveniles are placed in the same locked room, they shall be under

constant, in-person observation by a Department employee;

- * Locked rooms and enclosures where juveniles are securely detained shall meet all applicable health, safety, and fire requirements.
- * Locked rooms and enclosures shall have adequate lighting and seats in the form of chairs or benches.
- * Locked rooms and enclosures shall have temperature control and ventilation adequate to maintain a comfortable environment.
- * The name and relationship of the person the juvenile is released to shall be recorded.

Non-secure Detention of Juveniles. Under non-secure detention, a juvenile's freedom of movement is controlled solely by Department employees, and the juvenile is under constant, in-person observation and supervision. Non-secure detention prohibits the placement of juveniles in locked rooms or enclosures and prohibits physically securing juveniles to chairs, benches, handcuffing rails, or other stationary objects.

Note: Juveniles under non-secure detention, regardless of age, may be handcuffed. However, they shall not be handcuffed to chairs, benches, handcuffing rails, or other stationary objects.

The following juveniles shall be held in non-secure detention when temporary detention at a Department facility is necessary:

- * All juveniles under the age of 14; and,
- * Juveniles who do not meet the criteria for secure detention.

Non-secure Detention Procedures. Juveniles may be held in non-secure detention only long enough for officers to investigate the crime, facilitate release of the juvenile to a parent or guardian, or arrange for transfer of the juvenile to an appropriate juvenile facility. In any case, detention **shall not** exceed six hours.

Department employees shall immediately record the detention and the arrest charge on the Non-secure Juvenile Detention Log, Form 9.06, and ensure that the log is **signed** by the supervisor approving detention. Juveniles shall be under the constant observation and supervision of a Department employee.

Note: Observation by television monitor is not sufficient; **constant in-person observation** is required.

Care of Juveniles Held in Secure or Non-Secure Detention. Juveniles held in secure or non-secure detention shall have:

- * Reasonable access to a telephone;
- * Permission to retain their personal clothing, unless it presents a health hazard or is required as evidence;
- * Reasonable access to restroom facilities;
- * Reasonable access to drinking water and/or other beverages;

- * Privacy during visits with members of their immediate family, guardians, and/or attorneys;
- * Blankets and clothing necessary to ensure comfort;
- * A snack, upon request, during the term of temporary custody, if the juvenile has not eaten within the past four (4) hours or is otherwise in need of nourishment; and,
- * The name and relationship of the person the juvenile is released to shall be recorded.

Note: Department-approved snack items and blankets for use by juvenile detainees shall be requisitioned from Police Supply Section, Fiscal Operations Division, and maintained at each Area station and Department facility where juveniles are detained. Snack items shall be discarded upon the manufacturer's labeled expiration date.

Discipline. Discipline of any kind, including withholding any of the above-specified amenities, is not permitted.

Contact and Communication with Adult Arrestees or Other Juveniles. If the applicable contact and communication restriction as detailed in this section cannot be effected or maintained at the facility of initial detention, the juvenile detainee(s) shall be transported to the nearest Department facility where the appropriate restrictions shall be observed during all phases of detention **including printing, photographing, booking, and the administration of any chemical test.**

Note: The officer supervising the juvenile during a non-secure detention shall check the "Juvenile Separated From Adult Population" box on the Non-secure Juvenile Detention Log, and document his/her name and serial number on the form.

Sight and Sound Separation. There shall be no communication between juveniles held in secure detention and adult arrestees or inmates. Sight and sound contact with adult arrestees is limited to:

- * Booking;
- * Awaiting visitors or medical treatment;
- * Work release program participants while they are performing work necessary for the operation of the Department facility; and,
- * Movement of persons who are in custody within the facility.

Note: Contact is defined as communications, whether verbal, visual (gang signs), or through continuous immediate physical presence.

When the potential for communication or sight and sound contact with adult arrestees exists, Department employees **shall** maintain constant side-by-side presence with juveniles held in temporary secure detention.

When a juvenile arrestee is in the same room or area with an adult inmate, including inmate workers, the sworn employees of the Department facility must maintain a side-by-side presence with either the inmate or the

juvenile to ensure that no communication or contact occurs.

Note: Separate booking locations for juvenile arrestees are no longer necessary.

Juveniles in custody under Section 602 WIC shall not be allowed to come into sight or sound contact with juveniles in custody under Sections 300 or 601 WIC.

Suicide Risk and Prevention. A juvenile who exhibits excessive agitation, despondency, or other distressed behavior shall be under constant direct supervision by a Department employee. If the juvenile appears to be potentially suicidal, the Mental Evaluation Unit (MEU), Detective Support Division, shall be immediately contacted for advice. Upon evaluation and approval by MEU personnel, juveniles shall be transported to a contract hospital for medical evaluation. Authorization must be received from a licensed physician at a contract hospital before juveniles can be transported to any County juvenile facility.

Use of Physical Restraints on Juveniles. The use of physical restraints on juveniles shall be limited to handcuffs and Department authorized alternative restraints. Restraints shall be employed only as necessary to prevent injuries to juveniles and custodial personnel.

Note: A juvenile who exhibits violent behavior necessitating the use of alternative restraints shall be under continuous in-person observation for evidence of breathing difficulty or other symptoms of physical distress. A juvenile displaying any such symptoms shall be immediately transported to a contract hospital for medical treatment, unless paramedics are present or there is a medical need to keep the juvenile at the location pending the arrival of paramedics.

Medical Treatment Prior to Detention. Juveniles who are ill or injured shall be examined by a paramedic or a contract hospital physician, as appropriate, prior to transportation to any County juvenile facility. Juveniles who receive medical treatment (MT) and are not hospitalized shall then be transported to a County juvenile detention facility for detention or, if detained only for Section 300 WIC, to a Department of Children's Services facility. Officers shall advise intake personnel of the MT and provide a copy of the MT slip for their records.

When a physician determines that a juvenile must be hospitalized, the juvenile shall be detained in the medical facility recommended by the physician. This location shall be noted on the MT slip.

Juveniles who do not require MT and meet the criteria for detention at a Status Offender Detention Alternative (SODA) home shall be transported by officers directly to the SODA home. However, if juveniles receive MT, they shall be transported to a County juvenile detention facility. The transporting officers shall provide the intake personnel with a copy

of the MT slip. If, at a later time, the juvenile detention facility determines that a juvenile is suitable for placement in a SODA home, the Probation Department shall be responsible for transporting him or her to the SODA home.

Note: SODA homes are administered by the Probation Department for non-secure placement of juveniles detained under the authority of 628 WIC.

When the juvenile detention facility clinic recommends hospitalization in the USC Medical Center, transporting officers shall obtain an admittance form from the juvenile detention facility. The officers shall transport the juvenile to the USC Medical Center and provide admittance desk personnel with a copy of the MT slip and admittance form. The juvenile's property and one copy of the Arrest Report, Form 5.2, shall be retained at the juvenile detention facility.

Watch Commander's Responsibility. Watch commanders shall verify, at the beginning of watch and routinely thereafter, the timely and accurate documentation of all temporary juvenile detentions, including those in detective spaces. A new Secure Juvenile Detention Log, Form 9.05, and Non-secure Juvenile Detention Log, Form 9.06, shall be started at 0001 each day. The watch commander shall sign and document the date and time the inspection and interview was conducted. (The watch commander's signature indicates that the inspection and interview was completed pursuant to Section 4/216.0 of the Department Manual.)

The watch commander shall document additional information associated with the inspection and interview (e.g., "Completed," "No Additional Information," "See Watch Commander's Daily Report," etc.), or any other information the watch commander deems necessary.

All logs, including those logs which document no detentions, and shall be forwarded to the concerned commanding officer by the last watch of the 24 hour day.

Area Detectives and Specialized Division's Responsibility. Area detectives shall document all juvenile detentions on the appropriate juvenile detention log (Secure Juvenile Detention Log, Form 9.05, or Non-secure Juvenile Detention Log, Form 9.06) maintained by the Area watch commander. Detective personnel shall advise the Area watch commander of all temporary juvenile detainees in their custody.

Note: Area detectives located in off-site or satellite facilities shall use appropriate juvenile detention logs to document juvenile detentions in those facilities, and shall follow the same procedures as outlined in the Watch Commander's Responsibility paragraph above.

Specialized divisions shall maintain appropriate juvenile detention logs as needed, or as directed by their commanding officers, to

document juvenile detentions in their facilities. Juveniles detained at Area stations shall be documented on the appropriate Area detention log.

Commanding Officer's Responsibility. Commanding officers shall ensure that all temporary juvenile detentions are documented on the Secure Juvenile Detention Log, Form 9.05, or the Non-secure Juvenile Detention Log, Form 9.06. Pursuant to Section 2071(d)(6) WIC, entries recorded on the Secure Juvenile Detention Log, Form 9.05, shall be tallied monthly and entered on the Monthly Report on the Secure Confinement of Minors in Jails/Lock-ups, CYA Form 10.402. Each Area and specialized division commanding officer shall ensure that the CYA Form 10.402 is completed at the end of each month and forwarded to the Administrative Section, Juvenile Division, by the fifth working day of the following month.

218.67 JUVENILE DETAINED AT LOS ANGELES COUNTY-USC MEDICAL CENTER. Officers desiring continued custody of a juvenile in need of hospitalization shall:

- * Cause the subject to be transported to a contract or receiving hospital for examination;
- * When the examining physician recommends that the subject be hospitalized, contact the investigating supervisor for continued custody advice. When the detective division is closed, Detective Support Division shall be contacted;
- * Obtain booking approval from the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division;
- * When continued custody is approved, obtain two completed copies of the Receiving Hospital Record, Form RH336; and,
- * Cause the subject to be transported to the Los Angeles County-USC Medical Center. When continued medical observation is not necessary, transport the subject directly to the Jail Ward.

Note: Jail Ward personnel will not receive a *male under 16 or a female under 18* without an accompanying Juvenile Court Order. Detective Support Division personnel are responsible for contacting Intake and Detention Control personnel of the County Probation Department, who will obtain and deliver the order to the Jail Ward. When continued medical observation is necessary, officers shall transport the subject directly to the Main Admitting Room. Officers shall be responsible for ascertaining when the Juvenile Court Order arrives. Upon delivery of the order, the subject shall be moved as soon as possible to the Jail Ward. The custody of the subject shall not be entrusted to hospital personnel other than the Jail Ward booking deputy.

- * Complete a Booking and Identification Record, Form 5.1. Obtain a booking number from the Booking and Auxiliary Services Unit, Records and Identification Division.

Leave Page 3 of the Form 5.1, and one copy of the Receiving Hospital Record, with the booking deputy. Deliver the remaining pages of the Form 5.1 to the record clerk at the location where the reports are completed.

- * Receive the subject's property and deliver it to the Intake and Detention Control Unit of Juvenile Hall, 1605 Eastlake. One copy of the Arrest Report shall accompany the property.
- * Complete the necessary reports at the location specified by Detective Support Division personnel. One copy of the Receiving Hospital Record shall accompany the other reports.

218.68 NOTIFICATION TO THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL-WHEN APPLICABLE. When a minor is taken into custody for violation of laws normally enforced by the Department of Alcoholic Beverage Control, the concerned investigating officer shall forward one copy of the Arrest Report, or "Contact Only" Report, Form 5.2, to the Department of Alcoholic Beverage Control. This report shall contain information regarding any licensed premises probably connected with the minor's offense.

218.69 SECURE DETENTION OF MINORS FOR 601 WELFARE AND INSTITUTIONS CODE VIOLATIONS. Section 207 Welfare and Institutions Code (WIC) provides for the secure detention of a minor taken into custody for a violation of Section 601 WIC in the following circumstances:

- * When the arresting officer or probation officer has cause to believe the minor has outstanding wants, warrants, or holds, the minor may be securely detained for up to 12 hours after having been taken into custody.
- * When necessary to locate the minor's parents or guardian, and to arrange the return of the minor to his/her parent or guardian, the minor may be securely detained for up to 24 hours after having been taken into custody.

Exception: The minor may be securely detained for no more than 72 hours after having been taken into custody when the return of the minor cannot reasonably be accomplished within 24 hours due to the distance of the parents or guardian from the County of custody, difficulty in locating the parent or guardian, or difficulty in locating resources necessary to provide for the return of the minor.

After the arresting officer has obtained detention approval, the minor and a copy of the arrest report shall be delivered to the Probation Department.

Exception: When the Area Juvenile Coordinator is unavailable, the arresting officer shall be guided by the advice of Detective Support Division.

When the Probation Department concurs with secure detention, the minor shall be transported to the designated secure facility.

Note: The Los Angeles County Probation Department has designated Los Padrinos Juvenile Hall, 7285 East Quill Drive, Downey, for secure detention of 601 WIC violators. However, space allocated for 601 WIC detention is, on occasion, needed for 602 WIC detention purposes. Consequently, the Probation Department may deny 601 WIC detentions. When detention is denied at Los Padrinos because of insufficient space, minors shall be placed in Status Offender Detention Alternative (SODA) facilities.

When a minor is taken into custody as a person described in 601 WIC and secure detention of the minor is *not* required, the minor shall be placed in a SODA facility in conformance with existing procedure.

218.70 RESPONSIBILITY FOR ARREST REPORT-JUVENILE IN CUSTODY. The officer taking a juvenile into custody shall be responsible for the juvenile's booking and the completion of the Arrest Report. The concerned investigating officer shall be responsible for completing the disposition portion of the arrest report.

218.71 PETITION REQUEST FORMAT. An officer completing a petition request shall check the Type Petition Request box on the face of the Arrest Report, and on a Continuation Sheet, Form 15.9, entitled "Detective Information," list:

- * Booking number and DR number;
- * Subjects' names and booking numbers (if multiple arrestees);

AND, when applicable, list the:

- * Charges;
- * Subjects' statements, including responses to the Miranda Admonition;
- * Corrections to original reports; and,
- * Additional investigative information not contained in other reports.

Reports Required. When requesting a petition, collate the reports as follows:

- * Juvenile affidavits as required;
- * Arrest Report face sheet;
- * Preliminary Investigation Report (PIR), if completed in conjunction with the Arrest Report;
- * Detective Information page(s), numbered D-1, D-2, etc.;
- * Arrest Report continuation pages;
- * Juvenile Arrest Report (Continuation), and reverse side if used, as the next to the last numbered page(s) of the Arrest Report;
- * Juvenile Automated Index printout as the last numbered page of the Arrest Report;
- * Other related reports, including a PIR not completed in conjunction with the arrest; and,
- * District Attorney Witness List.

218.72 FILING OF DETAINED PETITIONS IN COMPANION CASES. An investigating officer handling a juvenile case shall complete a detained petition request on juveniles delivered to Juvenile Hall, regardless of their subsequent release by the Probation Department, when:

- * Two or more of the subjects have been arrested in connection with the same incident;
- * One or more of the subjects remain in temporary custody; and,
- * The juveniles were originally placed in custody by members of this Department.

218.73 JUVENILE CASES-JUVENILE COURT REVIEW. When a Juvenile Court petition has not been returned by the Probation Department within 21 days after delivery to that agency, the Commanding Officer, Juvenile Division, shall be responsible for contacting the concerned division juvenile coordinator or watch commander to determine whether the case merits review by the Juvenile Court.

If the case is to be reviewed by the Juvenile Court, the Commanding Officer, Juvenile Division, shall ensure that one copy of each pertinent report is taken to the judge of the Juvenile Court within 30 days of the original filing.

218.74 APPLICATION FOR PETITION-JUVENILE BOOKED AS AN ADULT. When a juvenile has been booked as an adult because the juvenile misrepresented his age and this misrepresentation materially delayed the investigation, additional time, not to exceed 48 hours, is allowed to complete the investigation and file a petition. The additional time begins when the juvenile's true age has been determined (Manual Section 4/705.62).

218.75 COMPLETION OF ARREST REPORT-JUVENILE IN CUSTODY. An Arrest Report, Form 5.2, shall be made whenever a juvenile is booked, except when:

- * A juvenile is booked on a Juvenile Court Detaining Order.
- * A juvenile is booked "Enroute" to another jurisdiction by persons not members of the Department and no further investigation or action is contemplated by the Department.

Note: An Arrest Report, Form 5.2, shall be made when a juvenile is booked on a Warrant of Arrest and Order for Return to Custody, which is, in effect, a warrant for a juvenile's apprehension.

A Property Disposition Request, Form 10.06, shall be attached to the Form 5.2 prior to submission for supervisory approval (Manual Section 4/790.12).

218.78 JUVENILE CUSTODY REPORT. An Arrest Report, Form 5.2, and an Arrest Disposition, Form 5.9, shall be completed when a juvenile is taken into custody under Section 300 of the Welfare and Institutions Code. A booking number shall be obtained for

each juvenile regardless of age. However, the juvenile shall not be fingerprinted or photographed as part of the booking process. Separate prints for investigative purposes only are permissible. A Booking and Identification Record, Form 5.1, shall be completed and forwarded to Records and Identification Division.

Note: Completed arrest reports of 300 WIC cases shall be filed separately from other arrest reports.

218.79 NOTIFICATION TO PARENTS - JUVENILE TAKEN INTO CUSTODY UNDER SECTION 300 WELFARE AND INSTITUTIONS CODE. If an officer takes a juvenile into custody under 300 Welfare and Institution Code, the officer shall take immediate steps to notify the juvenile's parent, guardian or a responsible relative that the juvenile is in custody and that the juvenile has been placed in a facility authorized by law to care for the juvenile and provide the juvenile's parent, guardian or a responsible relative with the appropriate Department of Children and Family Services' telephone number. The address of the licensed foster family home **shall not** be released to the juvenile's parent, guardian or a responsible relative.

218.80 NOTIFICATION TO PARENTS- JUVENILE ARREST. When an officer takes a juvenile arrestee to a place of confinement (i.e., Area station, juvenile detention center, etc.), the officer shall take immediate steps to notify the juvenile's parent, guardian or responsible relative that the juvenile is in custody and of the location where the juvenile is being held.

Release of Juvenile. If an arrested juvenile is released after booking, the juvenile's parents or legal guardian shall be requested to return with the juvenile for a conference with the investigating officers. The time and place the parent, guardian or responsible relative were requested to appear for the conference shall be indicated on the Juvenile Arrest Supplemental Report, Form 5.2.6.

In addition, the arresting officers shall prepare a Juvenile Notice to Appear, Form 9.3, in triplicate, completing all applicable spaces on the form. Upon the arrival of the person to whom the juvenile is to be released, the officer releasing shall provide him/her with a copy of the form after obtaining his/her signature on the form or a refusal to sign. In the event the person refuses to sign, the officer shall write the word "Refused" in the signature space (Manual Section 5/9.3).

Note: When an arrested juvenile under the influence of narcotics or dangerous drugs is to be released to his/her parent, guardian or responsible relative, the officer releasing the juvenile shall inform the parent, guardian or responsible relative that the juvenile is under the influence of dangerous drugs or narcotics and should be carefully observed. If the juvenile does not respond satisfactorily, he/she

should be given medical attention without delay.

Detention of Juvenile. If an arrested juvenile is detained after booking, the juvenile's parents, guardian or responsible relative shall be notified and given the location where the juvenile is detained.

218.90 JUVENILE BOOKINGS INVESTIGATOR'S FINAL REPORT, FORM 5.10. When a juvenile is booked, the arresting officer shall remove Page 1c of the Form 5.10 from the Booking and Identification Record, Form 5.1, and attach it to the Arrest Report, Form 5.2.

218.95 JUVENILE BOOKINGS-TELETYPE. A juvenile booking teletype shall be sent manually to the Juvenile Records Unit, Records and Identification Division, and Detective Support Division when DABIS processing is not used to book a juvenile or a person 18 years of age or older is arrested and booked for a crime committed when the arrestee was a juvenile.

219. TRANSIT RELATED CRIME REPORTING PROCEDURES.

219.05 TRANSIT-CRIME DEFINED. A transit-related incident or crime is defined as any reportable public safety incident or crime that occurs within the City limits of Los Angeles which:

- * Occurs on or about any public transit property. This includes any public transportation bus stop, train, or subway station, designated transit parking lot, and train or subway right of way (tracks and tunnels); or,
- * Involves any public transit vehicle. This includes public trains, such as Metrolink and Los Angeles County Municipal Transit Authority (LACMTA) Metro Red, Blue, Gold and Green Lines. This also includes LACMTA buses and other municipal bus lines, such as Montebello, Santa Monica, and the Downtown Area Short Hop (DASH) traveling through the City.

Note: Los Angeles County Sheriff's Department has preliminary and follow-up responsibility for all transit-related policing within the City limits.

Exception: The Department shall continue to handle major crimes (e.g., homicides, sexual assaults, etc.) that occur on transit conveyances, at bus stops, at LACMTA facilities an/or properties.

219.10 INVESTIGATION-RESPONSIBILITY.

Officer's Responsibility. When it is determined that a crime or incident is transit-related, the reporting officer shall write "Transit Incident" or "Transit Crime" as the first entry in the report's modus operandi (MO) box. If the report form does not have an MO box, the words "Transit Incident" or "Transit

Crime" shall be written in red in any available space near the top of the form used to report the incident.

When a crime occurs on a bus, the line, number and operator's name and identification number, if known, shall be listed on the related reports.

When the LACMTA is listed as a victim or as a premise, or is referred to in a crime report, the abbreviation "LACMTA" shall be used.

Booking Approval. Booking approval for all transit-related arrests shall be obtained by one of the 19 Area watch commanders, the Commanding Officer, Area Detective Division, or the watch commander of Jail Division, Metropolitan Section. Officers shall obtain booking advice from the watch commander, Area Detective Division for all transit related **felony** arrests during normal business hours.

Area Records Unit's Responsibility. Upon receiving a report indicating "Transit Incident" or "Transit Crime," records personnel shall use the Consolidate Crime Analysis Database (CCAD) MO Code 0910 in conjunction with the appropriate premise code. All original reports shall be forwarded to Records and Identification Division.

Area Detective Division's Responsibility. Upon receiving a felony arrest report or any transit-related crime report, Area Detective Division personnel shall notify the Los Angeles County Sheriff's Department, Transit Services Division.

220. VEHICLE REPORTING PROCEDURES.

220.10 VEHICLE INVESTIGATION DETERMINATION. Vehicle Report, CHP Form 180 shall be completed to report the following when stolen, lost, recovered, found, or impounded:

- * Motor vehicles (all types) including:
 - * Motorcycles, motor-driven cycles, mopeds, mini-bikes, go-carts, and motor scooters;
 - * Off-highway vehicle, including construction equipment, dune buggies, and racing vehicles;
 - * Trailers (all types);
 - * Separate vehicle motors;
 - * Separate vehicle transmissions;
 - * Major component vehicle parts;
 - * License plates (Except found);
 - * Campers;
 - * Aircraft (all types);
 - * Boats;
 - * Separate boat engines; and,
 - * Separate boat transmissions.

In addition, this form shall be used as an order to release a vehicle impounded with a hold, and as a Garage Report of Release or Sale of an impounded vehicle.

Note: Officers shall continue to report found license plates on the Property Report, Form 10.01.0, as delineated in Manual Section 5/10.01.0.

220.15 LOST OR STOLEN VEHICLE-LICENSE OR IDENTIFICATION NUMBER UNKNOWN. When the license or identification number of a stolen or lost vehicle is unknown, the reporting officer shall complete the report, except for the missing numbers; obtain the reporting person's signature; notify the Automated Vehicle and Property Section (AVPS), Records and Identification Division; and obtain a DR number.

Vehicles Registered in California. The Area records unit processing the report shall send a teletype to DMV, Sacramento, requesting the missing numbers and directing that the reply be sent to the concerned Area records unit and the concerned investigating officers.

The concerned division records unit shall complete and distribute the report when the missing information is received from DMV.

Vehicle Registered Outside California. When the stolen or lost vehicle is registered outside California, the reporting person shall be requested to obtain the unknown numbers and forward that information to the concerned investigating officers. Also, the Area records unit processing the report shall send a teletype inquiry to the DMV in the registering state requesting registration information. Upon receipt of the return teletype, the information shall be forwarded to the concerned investigating officers. The concerned investigating officers shall notify AVPS of the missing information for updating the appropriate automated system.

220.25 REPORT OF SINGLE LOST OR STOLEN LICENSE PLATES. When a *single* lost or stolen license plate is reported missing, the reporting person shall be advised to immediately remove the remaining license plate from the vehicle, and to surrender it to the Department of Motor Vehicles when replacement plates are obtained.

Note: The reporting employee shall enter the name of the person advised to remove the plate from the vehicle in the narrative of the report.

220.26 ADVISING PERSONS AS TO METHOD OF REPLACEMENT REGARDING LOST OR STOLEN LICENSE PLATES. Persons making reports of lost license plates and inquiring as to the method of replacing them shall be referred to the Department of Motor Vehicles (for release of found license plates, see Manual Section 4/555.70).

220.35 COURTESY STOLEN VEHICLE REPORTS. When a person wishes to report a vehicle stolen and the location of occurrence is outside the City limits, "Stolen" Vehicle Report, CHP Form 180 may be completed (Manual Section 5/030.05).

220.40 VEHICLE INVESTIGATION COMPLETED IN THE FIELD. When a Vehicle Investigation is completed in the field, a DR number shall be obtained immediately upon completion of the report. The report shall be retained and submitted for approval at end of watch or on the next routine trip to the station.

220.43 VEHICLE INVESTIGATION-NOTIFICATION REQUIRED. An officer conducting a preliminary investigation of a stolen or recovered truck of five-ton capacity or larger, a commercial trailer, a tractor cab, or a bulldozer shall immediately telephone all available information to Burglary Special Section, Commercial Crimes Division. When Burglary Special Section personnel are not available, such notification shall be given to Detective Support Division.

220.45 REPORTING A STOLEN VEHICLE. When a person wishes to report a vehicle stolen or lost, the interviewing officer shall conduct a preliminary interview to determine whether circumstances warrant a report.

Stolen Vehicle Reports. Upon determining that a "Stolen" Vehicle Report, CHP Form 180 should be made, the interviewing officer shall:

- * Check with the Stolen Vehicle System (SVS) through the division record unit, when practicable, or by radio/Mobile Data Terminal (MDT) to determine if the vehicle has been repossessed or impounded.
- * Telephonically determine if the vehicle is at the Official Police Garage serving the Area where the vehicle was parked.
- * If the vehicle has been impounded, the reporting person shall be advised about obtaining the release of the vehicle (Manual Section 4/780.85).
- * Check the Automated Property System (APS) to determine if a moped has been reported stolen in that system.
- * When the reporting person cannot present a registration certificate, verify the license and motor or identification numbers by calling DMV.
- * Complete the report and obtain the reporting person's signature thereon.
- * Obtain a DR number.

Note: In addition to any required Vehicle Report, CHP Form 180, a Preliminary Investigation Report, Form 3.1, shall be completed during the initial investigation of a commercial vehicle theft or hijack when the cargo is the probable object of the theft or hijack.

220.47 REPORTING PROPERTY MISSING FROM RECOVERED VEHICLES. Upon being informed of property missing from a recovered vehicle, employees shall complete a Preliminary Investigation Report (PIR), Form 3.01, entitled "PROPERTY MISSING FROM RECOVERED VEHICLE." The Stolen

Vehicle DR shall be used on the PIR, Form 3.01.

220.50 VEHICLE TAKEN IN A CRIME. Whenever a vehicle is taken in the commission of a crime a "Stolen" Vehicle Report, CHP Form 180, shall be completed in addition to the appropriate crime report.

Exception: When an officer conducting a preliminary investigation determines that a vehicle has been obtained by use of a worthless document (e.g., counterfeit checks, fraudulent use of credit card, etc.), he/she shall:

- * Complete only a Worthless Document Report, Form 3.6, and include all pertinent vehicle information in the body of the report.
- * Obtain a DR number for the Worthless Document Report.

Note: The vehicle information shall *not* be entered into the Stolen Vehicle System by the officer conducting the preliminary investigation.

The concerned investigating officer shall determine whether a Vehicle Report, CHP Form 180, is appropriate. If so, he/she shall:

- * Complete a Vehicle Investigation, using the worthless document DR number.
- * Notify the Automated Vehicle and Property Section, Records and Identification Division.

220.52 VEHICLES STOLEN BY MEANS OF A FRAUDULENT CREDIT APPLICATION. A vehicle stolen by means of a fraudulent credit application must possess the elements of identity theft to constitute a crime (i.e., using someone else's personal identification, including name, social security number, identification number, etc.) in order to obtain credit. The mere inflation of income constitutes a civil matter and does not meet the elements required for fraudulent credit application investigation.

Preliminary Investigating Officer's Responsibility. When an officer conducting a preliminary investigation determines that a vehicle has been obtained by use of a fraudulent credit application, the officer shall:

- * Complete a Worthless Document Investigation, Form 3.06, for the credit application;
- * Complete a Vehicle Report, CHP Form 180, titled "Stolen," containing the elements of the crime in the narrative and attach the original vehicle report to the Worthless Document Investigation report; and,
- * Notify Vehicle Information Processing (VIPU) to ensure that the vehicle information is entered into SVS.

Note: The Division of Records (DR) number assigned to the worthless document shall be used for both reports.

Commercial Crime Division's Responsibility. Upon receiving a Worthless

Document Investigation report and Stolen Vehicle report, the detective assigned to Forgery Section shall assume primary follow-up investigation responsibility.

220.55 STOLEN VEHICLE USED IN THE COMMISSION OF A CRIME. When it is determined that a stolen vehicle used in a crime has not been reported as stolen, a "Stolen" Vehicle Report, CHP Form 180, shall be completed in addition to the appropriate crime report.

220.60 LOST VEHICLE REPORTS. When it is believed by the interviewing officer that a vehicle is missing under circumstances that do not warrant the taking of a "stolen" report, he or she shall direct the person to the concerned investigating officer, who shall determine whether a "lost" report should be taken.

Note: Persons appearing at Areas when the investigating officers are not available shall be interviewed by a supervisor responsible for approving the taking of reports.

220.65 CHANGE OF VEHICLE LOST REPORT TO VEHICLE STOLEN REPORT. When a vehicle has been reported lost and it is later learned to have been stolen, a Follow-up Report, Form 3.14, shall be made. The Automated Vehicle and Property Section shall be notified of the change in status.

220.70 CHANGE OF VEHICLE STOLEN REPORT TO UNFOUNDED. When a vehicle is reported stolen but is later determined to be misplaced or legally in the possession of someone other than the reporting person, the officer making such determination shall cause "Rec-Unfounded" Vehicle Report, CHP Form 180, to be completed and notify the Automated Vehicle and Property Section (AVPS).

Note: When the vehicle is legally in the possession of a repossessor, the officer shall ensure that the repossessor immediately notifies the AVPS.

The investigating officer shall ensure that the owner is aware of the status and location of the vehicle.

220.75 REPOSSESSED VEHICLE. When a repossessor notifies the Automated Vehicle and Property Section that he/she has repossessed a vehicle or boat, the , prior to issuing the DR number, shall verify with the Stolen Vehicle System (SVS) or the Automated Boat System (ABS) that the vehicle or boat has not been reported stolen.

When the vehicle has been reported stolen and a DR number was issued, the AVPS clerk shall:

- * Complete a Change/Cancellation of DR Number, Form 8.45, using the original stolen DR number.
- * Remove the stolen data from the SVS or ABS.

- * Enter the repossession data into the SVS or ABS using a new DR number.
- * Distribute copies of the Form 8.45 to the following:
 - * Integrated Crime and Arrest System (ICARS) Unit, Records and Identification Division.
 - * Coding Unit, Information Technology Division.
 - * Concerned investigative division.
 - * Concerned division record unit.
 - * The concerned investigating officers shall notify the registered owner of the corrected status and location of the vehicle.

Note: The Form 8.45 eliminates the need for a recovery/unfounded report.

220.80 REPORTING RECOVERED OR FOUND VEHICLE. The officer recovering a stolen or lost vehicle shall make telephonic notification to the Automated Vehicle and Property Section, Records and Identification Division.

Recovered Vehicle in Possession of Owner or Owner's Agent. When an officer has a signed Vehicle Report, CHP Form 180, on a recovered vehicle which is in possession of the owner or owner's agent, he/she shall, immediately notify the Communications Division control operator of the recovery and Automated Vehicle and Property Section, as soon as possible.

Upon receiving this notification, the control operator shall, without delay, broadcast a cancellation of the want on the vehicle.

220.85 PLACING HOLD ON IMPOUNDED VEHICLE. When circumstances require that a vehicle be held for investigation, the impounding employee shall:

- * Caution the tow truck operator if there is danger of destroying evidence;
- * Place a hold for the appropriate investigative unit by entering information in the proper space on the Vehicle Report, CHP Form 180;

Note: Do *Not* hold for Burglary Auto-Theft Section unless specifically requested. Hold for Area detectives.

- * In the "Not Available for Release" space of the Vehicle Impound Notice, Form 15.23, indicate the responsible investigative unit, and the anticipated date of release (normally two business days);
- * If practicable, telephonically notify the responsible investigative unit of the hold. If telephonic notification cannot be made at the time of impound, that fact shall be recorded on the Vehicle Investigation, and the Area Vehicle Control Clerk shall make such notification during the next business day; and,
- * If a vehicle wanted for investigation cannot be impounded under authority of the

Vehicle Code, contact the investigating officer of the concerned unit for advice.

220.90 MOTOR OR OTHER IDENTIFYING NUMBER. An employee shall, at the scene examine and record on appropriate reports, the Vehicle Identification Number (VIN), and if possible, the motor number, or the number stamped on the frame. Number locations may be obtained from:

- * Area investigating officers;
- * Burglary Special Section, Commercial Crimes Division; or,
- * Detective Support Division.

Any indication that a number has been altered shall be reported on the Vehicle Report, CHP Form 180, the vehicle shall be impounded, and a hold shall be placed on the vehicle for the Area investigating officer, *not* Burglary Special Section, Commercial Crimes Division. During normal business hours the Area investigating officer shall be notified telephonically (see also Conveyances Subject to Seizure, Manual Section 4/222.16.)

Prior to impounding *any* vehicle, the employee shall check the vehicle identification number *and* license number through the Stolen Vehicle System (SVS) or Automated Boat System (ABS). Prior to submitting the Vehicle Report, CHP Form 180, for approval, an SVS teletype shall be attached for retention in the Area.

220.95 REPORTING OF PRIVATE-PERSON IMPOUNDED VEHICLE. When a private person notifies the Department that he/she intends to cause the removal of a vehicle from private property pursuant to Section 22658 V.C., the employee receiving the notification shall transfer the call to the Automated Vehicle and Property Section, Records and Identification Division. Any written notices received by the Department shall be forwarded to the Automated Vehicle and Property Section.

221. FIELD RELEASING VEHICLES.

221.10 RELEASING RECOVERED STOLEN VEHICLES. When feasible, a recovered stolen vehicle which does not require a hold shall be released to the owner (or the owner's agent) without impounding.

Determining Feasibility. Officers who recover a vehicle which appears to be available for field release shall immediately contact a supervisor. The supervisor shall determine the feasibility of making a field release based on the following factors:

- * The practicability of immediately contacting the owner (e.g., availability of owner's telephone number, local dialing area); AND,
- * The time required for the owner to arrive at the recovery location; AND,
- * The owner's willingness to receive the vehicle; AND,
- * The current unit call load and need for police service.

Signature on Recovery Report. After verification of identity, the employee shall obtain the signature of the person receiving the vehicle in the "Person Reporting" box on the Recovery Report.

Victim's Report Memo. The person receiving the vehicle shall be given a completed Victim's Report Memo, Form 3.17, and shall be advised of the necessity for caution if stopped by a police unit.

Recovered Vehicle Broadcast. The employee shall immediately notify Communications Division of the release of the vehicle. The operator shall, without delay, broadcast a cancellation of the want on the vehicle.

Notification to Automated Vehicle and Property Section. The employee shall telephonically notify the Automated Vehicle and Property Section of the recovery as soon as practicable.

Latent Prints. When there is information or evidence regarding a possible suspect, consideration must be given to the desirability of attempting to lift fingerprints prior to releasing the vehicle.

Special Instruction. The recovering employee shall not leave the vehicle unattended except under unusual or emergency conditions. To preclude removal of the vehicle during the employee's unanticipated absence, upon initial contact the owner shall be instructed not to remove the vehicle if the employee is not at the scene.

221.20 FOUND VEHICLES. A found vehicle normally shall not be impounded.

Notifications. An employee discovering a vehicle which is reported lost and which does not appear to have been stolen or used in a crime shall:

- * Complete a "Found" Vehicle Report, CHP Form 180;
- * Notify the Automated Vehicle and Property Section, Records and Identification Division;
- * If practicable, notify the reporting person of the vehicle's location. Indicate date, time, and person notified in the narrative portion of the "Found" Report; and,
- * If the employee discovering a lost vehicle is unable to notify the owner or person reporting the lost vehicle, he/she shall note in the Vehicle Report, CHP Form 180, that a notification has not been made. The notification shall then be the responsibility of the investigating officer.

222. IMPOUNDING VEHICLES.

222.10 RESPONSIBILITY FOR ARRESTEE'S VEHICLE. Arresting officers shall be responsible for the reasonable care of a vehicle in the immediate physical possession of the arrestee.

Note: Outside agency officers shall care for the arrestee's vehicle when they are responsible for completing the investigation.

222.15 IMPOUNDING VEHICLE INVOLVED IN AN ACCIDENT. Employees shall impound a vehicle involved in a traffic collision when:

- * The vehicle is on a traffic way, cannot readily be moved, and is obstructing traffic; and,
- * The driver of the vehicle is injured to the extent that he/she is unable to care for the vehicle or provide for its care.

It is the responsibility of the tow truck operator to remove all broken glass and other debris from the street at the scene of the accident.

222.16 IMPOUNDING CONVEYANCES USED IN DRUG TRAFFICKING. Officers impounding conveyances in accordance with Section 11470 Health and Safety Code (H&S)(1) shall:

- * Obtain impound and storage approval from the Forfeiture Coordinator, Narcotics Division, or Detective Support Division;
- * Hold the conveyance for Narcotics Division;
- * Indicate in the "Not Available for Release" space of the Vehicle Impound Notice, Form 15.23, the phone number of Narcotics Division;
- * Indicate in the "Vehicle Release Order" portion of the Vehicle Report, CHP Form 180, "Release to Narcotics Division Only";
- * Accurately describe in the Arrest Report, Form 5.2, the conveyance, its involvement in the case, and its disposition; and,
- * Forward copies of all related reports to the Forfeiture Coordinator, Narcotics Division.

Conveyances Subject to Seizure. Section 11470 of the Health and Safety Code allows officers to seize certain involved conveyances pending forfeiture proceedings if the conveyances are used in the possession or transportation of a controlled substance for sale and the owners or operators are arrested for 11351, 11352, 11355, 11359, 11360, 11378, 11379, or 11382 Health and Safety Code, or if an attempt is made to arrest the owner or operators on these charges. This option is limited to those cases involving the below described conveyances:

- * Any two-axle vehicle;
- * Any motorcycle or motor-driven cycle;
- * Any three-axle house car;
- * A tractor trailer vehicle;
- * A heavy duty vehicle, (i.e., three-axle truck or privately owned bus over 6,000 pounds gross weight);
- * Any airplane; and,
- * Any boat or ship.

Note: Implements of husbandry and common carriers are not subject to forfeiture.

222.18 IMPOUNDING VEHICLES PURSUANT TO VEHICLE CODE

SECTION 22651(o) OR (p) - OFFICER RESPONSIBILITY. In addition to completing all necessary reports and notifications, an officer who causes the impound of a vehicle under authority of Section 22651(o) or (p) VC shall place a "HOLD" on the vehicle for the concerned Area Vehicle Coordinator.

222.20 ILLEGALLY PARKED VEHICLE. An employee may impound an illegally parked vehicle when it:

- * Obstructs the normal movement of traffic;
- * Is left standing upon a street or highway; and,
- * Is impracticable to move the vehicle to a legal parking space in the near vicinity. A police vehicle shall not be used to move an illegally parked vehicle except as provided in Manual Section 4/223.40.

A citation shall be issued when an illegally parked vehicle is impounded or moved.

222.25 SPECIAL EVENTS. Instructions for impounding illegally parked vehicles in the vicinity of a special event shall be given prior to the event.

222.30 VEHICLE INVOLVED IN NATIONAL FIRE ARMS ACT INVESTIGATION. A vehicle in which there has been transported, or in which there is found an illegal weapon as defined by the National Firearms Act, shall be impounded in conjunction with a lawful arrest and held for Detective Support Division. A teletype shall be sent to Detective Support Division containing the following information:

- * Reason for placing hold;
- * The name, booking number, and charge of arrestee;
- * Year, make, model, and license number of the impounded vehicle; and,
- * DR number of the Vehicle Report.

Detective Support Division shall coordinate the release of the vehicle to the Bureau of Alcohol, Tobacco and Firearms (ATF), U.S. Treasury Department.

222.35 ABANDONED VEHICLES. All requests for the removal of abandoned vehicles shall be forwarded to the Department of Transportation.

222.38 ABANDONED VEHICLES WITH ALTERED IDENTIFICATION NUMBERS. When the identification number(s) on an impounded abandoned vehicle are missing, have been altered, or do not correspond with those on file with the Department of Motor Vehicles, Vehicle Report, CHP Form 180, shall be completed and a hold placed on the vehicle.

Investigators in the Area where the vehicle has been impounded shall be responsible for the investigation of the vehicle and its disposition.

222.40 REMOVAL OF DISMANTLED VEHICLES. The Bureau of Street Maintenance is responsible for removing a dismantled vehicle from public property when the vehicle lacks evidence of registration or an identification number. The commanding officer of the concerned Area shall request its removal by forwarding a letter, in triplicate, to the Department of Transportation.

The letter shall contain the following information:

- * Location of the vehicle;
- * Extent of dismantling;
- * Estimated length of time abandoned;
- * Names and addresses of witnesses interviewed in attempting to locate the owner; and,
- * Statement regarding lack of evidence of registration or identification.

222.42 REMOVAL OF MAJOR COMPONENT VEHICLE PARTS.

Impounding Officer's Responsibility. Generally, officers should not remove vehicle parts in the field. When an officer determines that a vehicle has a part with an altered or removed vehicle identification number, or has stolen parts attached which require removal, the officer shall comply with Section 4/220.90 of the Department Manual.

Note: If the officer recovers a major component part only (e.g., recovered engine), the officer shall obtain tow service as outlined in Manual Section 4/223.10. When practicable, the officer may transport the major vehicle component to an Official Police Garage (OPG) for storage. The impoundment of major component vehicle parts shall be reported on the Vehicle Report, CHP Form 180.

Detective's Responsibility. When a detective determines that an impounded vehicle has a vehicle part with an altered or removed vehicle identification number, or has stolen parts attached which require removal the detective shall:

- * List the parts to be removed and the reason for removal on the Vehicle Report, CHP Form 180;

Note: Non-matching serialized parts which are stolen or have an altered or removed vehicle identification number require a separate report and DR and shall be stored at an Official Police Garage (OPG).

Exception: Non-matching serialized parts may be listed on one report if recovered at the same time and location. Employees shall obtain a general DR for the non-serialized parts and note where the property is stored in the narrative of the report.

- * Request that the concerned detective commanding officer prepare correspondence on Department letterhead identifying the parts to be removed and

directing the OPG storing the vehicle to remove and store the identified parts;

- * Request that the concerned OPG forward an invoice, listing the parts removed, to the concerned detective commanding officer;
- * Request that the concerned detective commanding officer prepare an Intradepartmental Correspondence, Form 15.2, requesting Fiscal Operations Division to remit payment to the OPG;
- * Forward the original OPG invoice and the request for payment (Intradepartmental Correspondence, Form 15.2) to Fiscal Operations Division; and,
- * Authorize the release of the recovered parts as soon as practicable (Manual Section 4/550).

Note: The detective commanding officer shall ensure that the concerned Detective III audits vehicle parts stored at OPG facilities every 30 days to ensure timely disposition of such parts.

222.50 NOTIFICATION TO OWNER OF IMPOUNDED VEHICLE.

Impounding Employee Responsibility. Any member of this Department impounding a vehicle shall cause notification to be made to the registered and legal owners of record within 48 hours of the impound. Notification shall be made by mailing or personally delivering a Notice of Stored/Impounded Vehicle, Form 15.23, immediately following approval of the Vehicle Report, CHP Form 180.

Exception: The new notification procedures do not apply to vehicles impounded for investigation by authority of Section 22655 V.C. (Hit and Run vehicle impounded for investigation), vehicles removed from private property by authority of 22658 V.C., or vehicles seized for forfeiture (Manual Section 4/222.16). Procedures for impounding vehicles by authority of the above sections remain unchanged.

Obtaining Information. Owner information is available through SVS, Department records, or records in the vehicle. If complete owner information is unavailable from these sources, the **impounding employee** shall cause a teletype request to be sent to the Department of Motor Vehicles, Sacramento, or, for a vehicle registered out of state, a teletype request through the National Law Enforcement Telecommunications System.

Upon receipt of the return teletype, the **supervisor approving** the Vehicle Investigation shall ensure that the information is entered and that any appropriate notices are mailed. If the return teletype is not received by the end of the business day following the impound, the report shall be forwarded to the Area Vehicle Control Clerk who shall obtain the information, complete the report processing, and make appropriate notifications.

Notification by Mail. Notification by mail shall be accomplished as follows:

- * **Abandoned Vehicles-\$200 or Less.** If an abandoned vehicle is appraised at two hundred dollars or less, the impounding employee shall cause a Notice of Stored Impounded Vehicle, Form 15.23, and all required notifications related to post-storage vehicle impound hearings (Manual Section 4/226.05) to be mailed to the present, legal, and registered owners.
- * **Other Impounded Vehicles.** The impounding employee shall cause a Notice of Impounded Vehicle, Form 15.23, and all required notifications related to post-storage vehicle impound hearings (Manual Section 4/226.05) to be sent to the present, registered, and legal owners **and**, if the vehicle, was reported stolen, the person reporting.

Note: When a vehicle is impounded as a result of the driver's arrest, "22651 (h) V.C.," (**NOT** "driver arrested") shall be entered as the reason for impound. (See also Conveyances Subject to Seizure, Manual Section 4/222.16.)

* **Telephonic Notifications.**

- * **No Hold.** When **no hold** is placed on the vehicle, the present owner, in addition to being notified by mail, shall, when practicable within the local or ATSS dialing area, be notified telephonically by the impounding employee. Such notification, or the reason for not notifying, shall be documented on the bottom line of the "Narrative" section of the Vehicle Investigation.
- * **Holds.** When a hold is placed on an impounded vehicle, the impounding employee shall not telephonically notify the owner or reporting party. (In these instances, telephonic notification is the responsibility of the Area Vehicle Control Clerk).

222.51 VEHICLE IMPOUND NOTICE.

Officer's Responsibility. An officer impounding a motor vehicle pursuant to Section 22651 (o) or (p) of the California Vehicle Code shall complete and serve a copy of the Vehicle Impound Notice, Form 16.27.6, to the driver of the vehicle. Officers shall attach the original Vehicle Impound Notice to the Vehicle Report, CHP Form 180. Additionally, the officer shall inform the driver of the vehicle that:

- * The vehicle will only be released at the specified police facility and will not be released in the field;
- * The vehicle will be released at the specified police facility and only to the registered owner or a notarized agent;
- * To obtain a release for the vehicle, a valid driver license and current vehicle registration must be produced at the time of release;
- * The registered owner or notarized agent must appear in person with the above documents at the specified police facility indicated on the reverse side of the Vehicle Impound Notice.

Note: If at the time of requesting a vehicle release at the specified police facility the vehicle registered owner is unlicensed but is accompanied by a licensed driver, the registered owner must produce a valid form of identification with photo to obtain the vehicle. Examples of acceptable forms of identification include, but are not limited to:

- * California Identification Card;
- * Valid out-of-state identification card with a picture;
- * Federal immigration card (green);
- * Department of Justice identification card; and,
- * Passport with photo.

Area Records Unit's Responsibility. Area records unit personnel shall ensure that a copy of the Vehicle Impound Notice, Form 16.27.6 is attached to each copy of the Vehicle Report, CHP Form 180.

222.55 FINGERPRINTS ON IMPOUNDED VEHICLE. When a vehicle is held for prints (Manual Section 4/220.85), the impounding officer shall:

- * Notify by telephone the Latent Print Section, Scientific Investigation Division, or the Valley Section, Scientific Investigation Division, if the vehicle was impounded in a Valley Area; and,
- * Place in the Vehicle Report, CHP Form 180, the name, serial number, and division of assignment of the person notified that the vehicle is held for prints.

222.59 INVENTORY OF PROPERTY FROM VEHICLES TAKEN INTO LAWFUL POLICE CUSTODY.

Officers shall inventory the contents of all vehicles that are taken into lawful police custody.

A vehicle inventory is not intended to be a search for items of evidence, but is intended to identify and list all property that is contained within the vehicle being taken into lawful police custody.

The inventory shall include property contained within the vehicle's passenger compartment, glove compartment, console, trunk, and any other compartment or box that may contain property. All property located in these areas shall be listed in the "Remarks" section of the CHP Form 180.

All unlocked containers found in the vehicle shall be opened and their contents listed in the "Remarks" section on the CHP Form 180.

Exception: If the glove compartment, console, trunk, or unsecured container is locked, and there is no key or mechanical/electrical mechanism to open that area of the vehicle, officers shall not force entry into the locked area to inventory its contents. However, officers shall note that the particular area or item in the vehicle was locked, with no means

to open it, in the "Remarks" section of the CHP Form 180.

Note: Items of contraband or evidence, which are discovered during the inventory, shall be seized and booked as outlined in the Manual (4/501-590.10) and detailed in corresponding reports.

The supervisor reviewing and approving the CHP Form 180 shall ensure that officers have inventoried and documented all property discovered during the vehicle inventory search.

222.60 PROPERTY IN A VEHICLE TAKEN INTO POLICE CUSTODY. When a vehicle is taken into police custody, the following items shall be removed and booked in accordance with established procedures:

- * All property of evidential value;
- * Property that is estimated by the employee to have a market value of more than \$50 per item or a total value of more than \$100 when these items cannot be locked in the driver's compartment, glove box, or trunk;
- * All money; and,
- * Any item declared to be of value by the person in apparent lawful control of the vehicle if the person insists.

All property which is left in an impounded vehicle shall be listed on the Vehicle Report, CHP Form 180.

Los Angeles Department of Transportation (LADOT) employees shall be permitted to book property removed from impounded vehicles into the Department's property system under the following condition:

- * Property estimated by the employee to have a market value of more than \$50 per item or to have a total value of more than \$100; and,
- * The items cannot be secured in the driver's compartment, glove box, or trunk.

The LADOT employee shall be responsible for the completion of the property report and the proper packaging of the item(s) to be booked.

Note: Items deemed to be of evidentiary value shall be booked by a sworn employee.

222.61 PROPERTY IN A VEHICLE TO BE LEFT PARKED. When a vehicle is left legally parked at the scene of a police investigation, the following items shall be removed and booked in accordance with established procedures:

- * All property of evidential value, whether in plain sight or found as a result of a legal search;
- * Property that is estimated by the employee to have a market value of more than \$50 per item or a total value of more than \$100 when these items cannot be locked in the driver's compartment, glove box, or trunk;
- * Any items of evidential value in the trunk or glove box of the vehicle that come into the sight of employees securing property from the driver's compartment;

- * All money found, whether in plain sight or a result of a legal search; and,
- * Any item declared to be of value by the person in apparent lawful control of the vehicle if the person insists.

All property, whether in plain sight or found as a result of a legal search, which is left in the vehicle shall be listed on the Vehicle Report, CHP Form 180.

222.62 IMPOUNDED VEHICLE REPORT - CRIME REPORT INFORMATION. The impounding employee shall not complete items relative to witnesses, suspects, arrestees and narrative (other than impound remarks) until the garage copies have been detached.

222.65 KEYS AND REGISTRATION CERTIFICATE IN AN IMPOUNDED VEHICLE. Neither the ignition keys nor the registration certificate shall be removed from an impounded vehicle unless they are to be booked as evidence.

222.80 VEHICLE APPRAISERS. Any regular employee may be appointed to appraise vehicles for this Department. The selection and appointment of vehicle appraisers shall be accomplished as follows:

Selecting Appraisers. The commanding officer of each traffic division, or Area which regularly uses appraisers, shall select employees in his/her command to appraise vehicles. A sufficient number of appraisers shall be appointed to ensure availability during normal working hours.

Maintaining Roster of Appraisers. The names of all persons selected by commanding officers as Vehicle Appraisers shall be forwarded to the Commanding Officer, Commercial Crimes Division, on an Intradepartmental Correspondence, Form 15.2. The Commanding Officer, Commercial Crimes Division, shall be responsible for maintaining a current list of vehicle appraisers.

Note: Only employees whose names appear on the current roster maintained by Burglary Special Section are authorized to appraise abandoned vehicles.

Termination of Authority to Act as an Appraiser. When an appraiser is transferred or reassigned to a new position, his/her authority to act as an appraiser shall be terminated. The commanding officer of any employee designated as a Vehicle Appraiser may terminate the employee's appraiser status at any time. When a change is made to an employee's status as an appraiser, his/her commanding officer shall notify Burglary Special Section of the changes by submitting an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Commercial Crimes Division.

Vehicle Appraiser's Responsibility. Vehicle appraisers shall be responsible for appraising all vehicles impounded by this Department,

including vehicles stored at Official Police Garages (OPG). Appraisers shall also be responsible for completing the applicable portions of the Department of Motor Vehicles (DMV) Form 4.62, *Notice of Vehicle to be Dismantled or Junked* and Form 256, *Statement of Facts*. These forms are utilized during OPG lien sale proceedings.

Training of Appraisers. Commanding officers of employees selected as vehicle appraisers shall ensure that the appraisers have been properly trained. All training shall be coordinated by Training Division to ensure Departmentwide uniformity.

223. TOW SERVICE.

223.10 TOW SERVICE-OBTAINING. Prior to impounding any vehicle, an employee shall check the identification number *and* license number through SVS. *All* requests for tow service shall be made through the communications control operator. The request shall include the license, motor, or identification number, when available. Additionally, moped identification numbers shall be checked through the Automated Property System (APS).

Heavy-Duty Tow. An employee shall request heavy-duty tow service when the vehicle to be towed:

- * Has three or more axles; or,
- * Has a gross weight, laden or unladen, in excess of 10,000 pounds; or,
- * Is a combination of commercial trailers; or,
- * Is determined by the requesting employee to require heavy-duty equipment.

Note: To ensure the dispatch of the proper tow unit, the employee should briefly explain why heavy-duty tow is being requested, the type of vehicle involved, and the nature of the towing requirement (e.g., "Heavy-duty tow service requested for three-axle truck-tractor with thirty-five-foot, fully loaded semi-trailer, both over-turned in roadway.")

223.20 TOW SERVICE REQUESTS FOR CHP OFFICERS. An employee at the scene of a traffic collision which is the responsibility of the CHP shall not normally request tow service. If circumstances require an immediate request, the employee shall indicate that the request is being made on behalf of the CHP.

223.30 ASSISTANCE REQUESTED BY PRIVATE PERSON. When the operator of a vehicle stalled on a highway desires assistance in the servicing, repairing, or removal of his vehicle, and no telephone facilities are reasonably available, he/she shall be informed that a request will be relayed to an agency of his choosing. When the operator is unable to specify a particular agency, employees shall notify, through the communications control operator, an official police garage.

The control operator shall be informed of the following:

- * That assistance is being requested for the operator of a stalled vehicle.
- * The name of the agency to be notified. (When the operator of a stalled vehicle requests service from an automobile club, the employee shall determine if the operator has a valid membership card.)
- * The license number of the vehicle.
- * Apparent trouble.
- * Exact location of the vehicle.

The Department assumes no responsibility for the reliability or the cost of the service rendered.

223.40 MOVING STALLED VEHICLES WITH POLICE AUTOMOBILES.

Employees may use a police automobile to push another vehicle only when:

- * It is necessary to clear the road; AND,
- * The circumstances indicate neither vehicle will be damaged by such action.

In such cases, the other automobile shall be moved no farther than the nearest place of safety or legal parking. No attempt shall be made to start the vehicle during such movement.

Note: Care shall be used in moving vehicles equipped with automatic transmissions. Such vehicles may be moved short distances at speeds less than 20 miles per hour.

225. ADVERTISING, UNLAWFUL.

225.50 ADVERTISING UNLAWFULLY POSTED, REMOVAL OF. When advertising posters are observed posted on utility poles or public property, officers shall remove them except when posted in such manner, or the amount of postings is such, as to make their removal impractical. Officers removing posters shall complete and forward an Employee's Report, Form 15.7, to the Bureau of Street Maintenance, Department of Public Works. The form shall contain the:

- * Manner of posting.
- * General content of the postings.
- * Location from which removed.

When it is impractical for officers to remove such posters, the location of the posters and the reason for non-removal shall be indicated on an Employee's Report, which shall be forwarded in the same manner.

226. VEHICLE IMPOUND HEARINGS.

226.05 TYPES OF HEARINGS.

Pre-Impound Hearings. A pre-impound hearing is held to determine if probable cause exists to remove a parked vehicle in violation of Section 80.77(a) of the Los Angeles Municipal Code (LAMC) 72-hour parking restriction or 22669(a) California Vehicle Code (CVC) abandoned vehicle.

Post-Impound Hearings. Post impound hearings are held to determine whether

probable cause existed to impound a particular vehicle and to determine who is responsible for the payment of the impound and/or storage fees.

Note: Supervisors shall conduct hearings only for those vehicles impounded by employees of this Department.

Time Limit. Unless mutual arrangements are made to the contrary, all post-storage vehicle impound hearings shall be held within 48 hours of receipt of a written, telephonic, or personal request by the registered or legal owner of an impounded vehicle or their agent.

The outcome of the post-storage hearing shall not affect any related traffic citation or other criminal proceedings which may be brought against the owner or claimant of the impounded vehicle. The Department and/or the citizen may present witnesses and evidence at a post-storage vehicle impound hearing.

All vehicle impound hearings shall be conducted and available to the appellant (i.e., legal owner, registered owner, or their agent) Monday through Friday, excluding holidays. The hearing times shall be conducted during normal business hours as established by each Area.

226.20 IMPOUND HEARINGS - EMPLOYEE'S RESPONSIBILITY.

Pre-Impound Hearings. A Department employee receiving a request for a pre-impound hearing shall:

- * Check the duplicate Warning of Parking Violation File to determine if the request is within the 24-hour time limit; and,
- * Direct the appellant to the Area Vehicle Impound Hearing Coordinator to schedule a hearing and provide the Area Vehicle Impound Hearing Coordinator a copy of the Vehicle Report, CHP Form 180.

Post-Impound Hearings. A Department employee receiving a request for a post-impound hearing shall:

- * Determine if the vehicle was impounded from within the employee's Area/division. If not, direct the citizen to the appropriate Area or division, contact the appropriate Area Vehicle Impound Hearing Coordinator and schedule a hearing for the appellant;
- * If impounded from within the Area of the request, obtain a copy of the Vehicle Report, CHP Form 180;
- * Confirm that the request is within the 10 day time limit;

Note: The 10-day period may be extended by the Area Vehicle Impound Hearing Coordinator.

- * Direct the appellant to the Area Vehicle Impound Hearing Coordinator to schedule a hearing; and,
- * Provide the Area Vehicle Impound Hearing Coordinator with a copy of the Vehicle Report, CHP Form 180.

226.25 IMPOUND HEARINGS-COMMANDING OFFICER'S RESPONSIBILITY. HEARINGS-OFFICER'S Area/division commanding officers shall ensure that:

- * An adequate number of supervisors within their command receive Probable Cause Vehicle Impound Hearing Procedures training; and,
- * Only those supervisors who have received Department approved training and certification conduct vehicle impound hearings.

226.30 IMPOUND HEARINGS – AREA VEHICLE IMPOUND HEARING COORDINATOR'S RESPONSIBILITY.

The auto theft detective coordinator is designated as the Area Vehicle Impound Hearing Coordinator and shall monitor and supervise impound hearing procedures. All vehicle impound hearings shall be conducted at the Area where the impound occurred. Hearings shall only be conducted by employees of a supervisory rank, who have received Probable Cause Vehicle Impound Hearing Procedures training and are assigned to the Area Detective Section, Auto Theft Unit.

Exception: If the impounding employee is assigned to the Area Detective Section, Auto Theft Unit, a detective supervisor trained in impound hearing procedures, other than a supervisor assigned to the Area Detective Section, Auto Theft Unit, shall conduct the hearing.

Impound hearings for vehicles impounded by traffic division units or non-patrol units shall be conducted within the Area of impoundment.

Upon receiving a request for an impound hearing, the Area Vehicle Impound Hearing Coordinator shall:

- * Schedule an impound hearing within 48 hours of the request unless mutually waived by the requesting party and the Department; and,
- * Notify the impounding officer(s) of the hearing date, time, and location. Inform the impounding officer(s) that he/she shall be present at the impound hearing. Notification shall be attempted first in person by serving the officer(s) with the Impound Summons and Notice, Form 16.27.4 (Service of the Impound Summons and Notice shall be in accordance with Manual Section 3/210). Department procedures governing court and administrative hearing appearances (e.g., sick, training) shall apply to impound hearings. Additionally, appearance by a sworn employee of the rank of Lieutenant or below at an impound hearing outside of normal duty hours shall be in accordance with the court time provisions of the current Memorandum of Understanding. When in-person notification is not possible, telephonic notification shall be attempted.

Note: Telephonic notification should be accompanied by a facsimile of the Impound

Summons and Notice form, when possible.

226.32 DOCUMENTATION OF VEHICLE IMPOUND HEARINGS. All vehicle impound hearings shall be conducted in person and tape-recorded to facilitate the testimony and cross-examination of the impounding officer(s) and witnesses.

Recordings shall be retained in accordance with established Department procedures outlined in Manual Sections 3/569.20 and 3/569.40.

The Area Vehicle Impound Hearing Coordinator shall retain all material in accordance with record retention guidelines and a roster of those participating in the impound hearing. These records shall be stored at the Area where the impound hearing occurred for a period of **three years.**

227. ASSAULT WITH A MOTOR VEHICLE.

Motor Vehicle Used As A Deadly Weapon. Whenever a motor vehicle is used as the weapon in an assault with a deadly weapon crime, and the suspect's vehicle makes contact with the victim and/or any vehicle occupied by the victim, the reporting officer shall:

- * Complete a Preliminary Investigation Report (PIR), Form 3.1 titled "ADW with a Vehicle;"
- * Complete a diagram which accurately depicts the assault on a blank white sheet of 8 1/2" X 11" paper; and,

Note: The diagram shall be page two of the PIR. The page number shall be documented in the upper-left corner of the diagram, and the title of the crime report shall be placed in the upper center of the page. The Division of Records (DR) number shall be documented in the upper-right corner.

- * Complete the narrative portion of the PIR on a continuation sheet.

Note: Traffic collision investigators shall not routinely be responsible for investigating an assault with a motor vehicle; however, they shall provide advice to the investigating officer when requested.

Motor Vehicle Used As A Deadly Weapon – No Contact. Whenever a motor vehicle is used as the weapon in an assault with a deadly weapon, and the suspect's vehicle does not make contact with the victim or the vehicle that the victim occupies, the reporting officer shall complete a PIR, Form 3.1, titled "ADW with a Vehicle." No diagram is required.

Motor Vehicle Used As A Deadly Weapon – Third Party Contact. Whenever a motor vehicle is used as the weapon in an assault with a deadly weapon, and the suspect's vehicle does not make contact with the victim or the vehicle that the victim occupies, but strikes another person, vehicle, or fixed object resulting in a reportable traffic collision; the reporting officer is not required to complete a

diagram in conjunction with the crime report, but shall complete a PIR, Form 3.1 titled "ADW with a Vehicle" and the appropriate traffic report.

- * Obtain the appropriate vehicle or miscellaneous DR number (Manual Section 5/040.65).

Note: An assault with a motor vehicle does not constitute a traffic collision.

229. VEHICULAR AIR BAGS.

229.10 DETONATION AND BOOKING OF VEHICULAR AIR BAG MODULES.

Employee's Responsibility. Employees who come in contact with an uninstalled air bag module which has been detonated (i.e., bag deployed, preservative powder residue visible) shall recover and book the detonated air bag module in accordance with standard property booking procedures. No special handling is required.

Employees who come in contact with an uninstalled, undetonated air bag module shall:

- * Secure the immediate area;
- * Request the Bomb Squad, Hazardous Devices Section, Emergency Services Division, to respond to the scene;

Note: During off-hours, the Bomb Squad may be contacted through the Department Command Post, Communications Division.

- * Complete a Property Report, Form 10.01, including the name of the Bomb Squad member who detonated or took custody of the air bag module; and,
- * If the module was detonated by the Bomb Squad, recover and book the remains of the module in accordance with standard property booking procedures.

Hazardous Devices Section, Emergency Services Division's Responsibility. The Hazardous Devices Section shall:

- * Respond to all requests involving air bag module(s);
- * Detonate air bag modules if appropriate; and,
- * Assume custody and storage of air bag modules contained in the manufacturer's original packaging.

232. BURGLARY.

232.10 BURGLARY - SAFE INVOLVED.

Officers conducting a preliminary investigation of a burglary in which a safe was attacked, in addition to completing the required reports, shall immediately:

- * Telephone all available information to the Safe Detail, Burglary Special Section, Commercial Crimes Division; and,
- * Request the services of a specialist to conduct a fingerprint investigation (Manual Sections 4/212.15 and 4/212.44).

Exception: When the safe is removed from the

premises or the item of attack is an insulated filing cabinet, telephone all available information to the concerned geographic investigative division.

232.15 ROBBERY OR BURGLARY OF JEWELRY BUSINESS LOCATIONS - NOTIFICATIONS REQUIRED. Officers conducting preliminary investigations of robberies or burglaries where jewelry is the primary object of attack (e.g., jewelry stores, department stores, jewelry counters, pawn shops, sales persons, couriers, motor vehicles, etc.) shall:

- * Notify Robbery-Homicide Division if the crime is a robbery;
- * Notify Burglary Special Section, Commercial Crimes Division if the crime is a burglary (includes Burglary from Motor Vehicle);

Note: During off-hours, notifications shall be made to Detective Support Division.

- * Document the name and serial number of the person notified in the appropriate box on the preliminary investigation report; and,
- * Ensure that the preliminary investigation report is marked so that a copy will be distributed to the concerned coordinating division (Robbery-Homicide Division and Burglary Special Section, Commercial Crimes Division).

232.20 TELEPHONIC NOTIFICATIONS. Officers conducting a preliminary investigation of an offense over which Burglary Special Section, Commercial Crimes Division, has jurisdiction (Manual Section 2/480.56) shall notify Burglary Special Section, Commercial Crimes Division, or Detective Support Division when Burglary Special Section, Commercial Crimes Division is closed.

232.40 BURGLARY TOTALING \$5,000 OR MORE-NOTIFICATION (Manual Section 4/248.70).

232.50 BURGLARY-DAMAGE TO A BANK. Whenever an officer conducts a preliminary investigation of an attempted entry or of damage to any bank during those hours when the bank is closed, he shall report the incident to:

- * Detective Support Division by telephone; or,
- * The Communications control operator by radio.

232.60 BURGLARY-VEHICLE TAKEN (Manual Section 4/220.50).

232.70 BURGLARY FROM AIRCRAFT AND RAILROAD CARS. Burglaries from aircraft and railroad cars shall be reported on a Preliminary Investigation Report, Form 3.1, and titled Preliminary Investigation of a burglary.

236. BICYCLE, STOLEN-LOST-FOUND-RECOVERED-IMPOUNDED.

236.10 BICYCLES, DEFINITION OF. "Bicycle," for the purpose of licensing enforcement and reporting on a bicycle related report, shall mean any device upon which a person may ride, which is propelled by human power through a system of belts, chains, or gears and which has wheels at least **20** inches in diameter and a frame size of at least **14** inches.

Note: All bicycles, regardless of size, shall be licensed at the request of the owner.

236.15 BICYCLE BOOKED EXCESS PERSONAL PROPERTY-REPORT REQUIRED. When a bicycle is booked as excess personal property of an arrestee, the Excess Personal Property Receipt, Form 10.8, is the only report required.

236.20 INVESTIGATION PRIOR TO COMPLETION OF A BICYCLE RELATED REPORT. Before completing a bicycle related report, or an Excess Personal Property Receipt, Form 10.8, the reporting employee shall:

- * Contact Juvenile Division, to obtain any available registration data; and,
- * Request the record clerk in the geographic area to query the Automated Property System (APS) to determine the present status of the bicycle.

236.30 NOTIFICATION BY REPORTING EMPLOYEE TO OWNER OF FOUND OR RECOVERED BICYCLE. When a bicycle is found or recovered and the owner's identity is determined at the time of impounding, the reporting employee shall cause a Property Owner's Notification, Form 10.14, to be completed and mailed.

Note: The reporting employee shall cause to be noted on the appropriate report, whether the Form 10.14 has been mailed.

236.45 TAGS ON BICYCLES OR BICYCLE FRAMES. A No. 7, plain manila tag shall be attached to each bicycle frame or bicycle with a wheel diameter of 20 inches or more which comes into the custody of the Department. The booking employee shall write the date, frame number, and DR number on each tag and attach it to the frame.

236.50 BICYCLES WITH FRAME NUMBERS MISSING OR ALTERED. When a bicycle is taken into custody which does not have a frame number or which has had the frame number altered or obliterated, the concerned employee shall:

- * Book the bicycle "Found" or "Recovered," "Hold for Area Bicycle Officer;"
- * Write the date and DR number on a No. 7, plain manila tag and attach it to the frame; and,
- * Include in the body of the appropriate report, a statement of the condition of the frame number.

236.55 ERROR IN REPORTING RECOVERY. When a bicycle is erroneously reported as recovered, the employee discovering the error shall complete a Follow-up Report, Form 3.14. A copy of the Follow-up Report shall be forwarded to the Automated Vehicle and Property Section, Records and Identification Division.

236.75 REGISTRATION OF BICYCLES. When a person requests that a bicycle be registered regardless of the size, the responsible station personnel shall:

- * Determine if the bicycle has a frame number. If the bicycle does not have a frame number, obtain a Department bicycle frame number from Juvenile Division, and stamp that number into the bottom of the sprocket hanger;
- * Complete a California Bicycle License application and give the pink copy to the person registering the bicycle;
- * Collect the registration fee and deposit it in the divisional Bicycle License Fund Account;
- * Attach the bicycle license to the seat post mast two inches below the crossbar; and,
- * Forward the completed Bicycle Registration to Juvenile Division.

238. DEAD BODIES.

238.10 DETERMINING DEATH. Except when a person is obviously dead, it shall be the responsibility of the emergency ambulance crew to determine if death has occurred.

238.15 DEATH INVESTIGATIONS ON FREEWAYS WITHIN THE CITY. The California Highway Patrol (CHP) has the primary responsibility for the investigation of deaths resulting from traffic collisions on freeways within the City. The Department is responsible for the investigation of **all** other deaths which occur on freeways within the City.

Officers who are called to the scene of an incident involving a death on a freeway shall conduct a preliminary investigation and make the required notifications when it is determined to be the investigative responsibility of the Los Angeles Police Department. When a conflict arises between Department and CHP personnel regarding investigative responsibility for the incident, a Department supervisor shall be requested immediately. The supervisor responding to the scene shall ensure that the call is properly handled and the appropriate notifications are made.

238.17 DEATH INVESTIGATIONS OF JUVENILES UNDER 11 YEARS OF AGE. Officers assigned a call involving the preliminary investigation of the death of a juvenile under 11 years of age, shall contact Juvenile Division, Abused Child Unit, for expertise and advice.

Note: During non-business hours, patrol personnel shall contact Detective Support Division (DSD).

Detective Support Division, Detective Information Section, is responsible for conducting preliminary investigations of undetermined deaths of juveniles under 11 years of age during non-business hours.

Exception: Area detective divisions within Operations-Valley Bureau (OVV) are responsible for conducting the preliminary investigations of undetermined deaths of juveniles under 11 years of age, which occur within OVB, during non-business hours.

238.20 AMBULANCE REQUESTED AT SCENE OF APPARENT DEATH. An ambulance shall be requested at the scene of an apparent death when:

- * There is no doctor in attendance; and,
- * There is a possibility, even if remote, that the person may be alive.

If death has occurred, a Rescue Report, Form F660, shall be obtained from the ambulance crew and attached to the Death Report, Form 3.11.

238.23 DEAD BODIES EXPOSED TO PUBLIC VIEW. When a dead body which does not come within the jurisdiction of the Coroner (Manual Section 4/238.46) is exposed to public view, an ambulance shall be requested. The body shall be released as directed by the investigating officers.

When a dead body which comes within the jurisdiction of the Coroner (Manual Section 4/238.46) is exposed to public view, the investigating officers shall notify the senior Coroner's investigator immediately as soon as practicable. The investigating officers shall be guided by the instructions of the Coroner's representative dispatched to the scene.

When a supervisor at the scene of a death determines that a dead body exposed to public view would probably create an adverse incident, he/she shall notify the senior Coroner's investigator, who will arrange to have the body removed immediately by ambulance. The instructions of the Coroner shall be given to the ambulance crew.

238.26 TRANSPORTATION OF DEAD BODIES. A dead body which comes under the jurisdiction of the Coroner (Manual Section 4/238.46) shall not be removed to a funeral establishment except on instructions of a deputy coroner.

238.30 SEARCHING DEAD BODIES. The officer in charge at the scene of a dead body shall prevent any person, other than a deputy coroner, from searching the body.

Whenever possible, a witness, preferably a relative of the deceased or a member of the household, shall be requested to remain at the scene with the officer. The name and address of this person, and a statement verifying his presence, shall be included in the Death Report, Form 3.11. Whenever personal effects and possessions of the deceased are taken by the deputy coroner, a receipt shall be obtained

(Manual Section 4/238.48). This receipt shall be attached to the Death Report.

238.35 NOTIFICATION TO DEPARTMENT OF JUSTICE. The Commanding Officer, Force Investigation Division, shall notify the Department of Justice, Bureau of Criminal Statistics, Statistical Data Center, in writing within ten days of the occurrence, of each in-custody death and provide the appropriate information relating to the death.

238.36 NOTIFICATION TO DEPARTMENT OF CORRECTIONS. The Commanding Officer, Force Investigation Division, shall notify the State of California Board of Corrections, in writing within ten calendar days of the occurrence, of each in-custody death of a detained juvenile. The notification shall include the appropriate information relating to the death.

238.40 NOTIFICATION TO INVESTIGATING OFFICERS OF DEATH. Officers assigned a dead body call shall telephone, without delay, the concerned geographic investigating officers and notify them of the circumstances. They shall be informed if there is any indication that a death might be suicide or homicide. Detective Support Division shall be notified of the circumstances if the concerned investigating officers are not available. Officers shall abide by instructions of the investigating officers.

238.43 NOTIFICATION TO NEXT OF KIN OF DECEASED PERSON. Whenever practicable, notification to the next of kin of the deceased person shall be made in person by the investigating officers. If the next of kin lives in another Area, a police unit of that Area shall be requested to make the personal notification. If the next of kin lives outside the City, the Coroner shall be requested to make the notification.

Generally, an in-person notification is the preferred method of informing the next of kin of a death. However, circumstances may indicate a need for an alternative method of making such a notification (e.g., telephonically). Officers should use their best judgement in making a determination as to the method of notification to the next of kin of a deceased person.

238.46 NOTIFICATION TO CORONER. It shall be the responsibility of the investigating officers to immediately notify the Coroner of all deaths occurring: (1)

- * When the deceased died while under arrest, while being temporarily detained or while under the care or control of an officer of the Department;
- * When the deceased has not been attended by a physician within twenty days preceding death;
- * When the deceased committed suicide;
- * When the attending physician is unable to state the cause of death;

- * When the deceased died as the result of an accident;
- * When there is any suspicion that the death resulted from the use of narcotics; and,
- * Under such circumstances as to afford a reasonable ground to suspect that death was caused by the criminal act of another.

[(1)Health and Safety Code Section 10250.]

If the Coroner is not immediately needed at the scene of a death which requires notification, the investigating officer shall advise the Coroner of an approximate time when the Coroner's deputy can respond. If no time can be estimated, the investigating officer shall arrange to make a second notification to the Coroner when response is appropriate.

Note: When circumstances indicate that the investigation of the death requires the expertise of a specialized investigator (e.g., homicide detective, traffic collision investigator), notification to the Coroner shall be made by the concerned specialized investigator who responds to the scene of the incident, within one hour of his/her arrival to an incident. Preliminary notification to the Coroner's Office shall include an estimated time when the Coroner's investigator will be needed at the scene. The specialized investigator shall ensure the Coroner's investigator has access to the decedent, in order to conduct a preliminary exam of the body, as soon as possible. Particular consideration shall be given to those situations in which determining the time of death is a critical issue or in which the recovery of biological evidence is crucial to the investigation. The Coroner's investigator shall be advised of the facts necessary to preclude the possible destruction of evidence. If the death is determined to be an obvious natural death and falls within the purview of the Coroner's Office, the investigating officer initially responding to the scene shall make the immediate notification.

238.48 PROPERTY TO CORONER. An officer at the scene of a death requiring a Death Report, Form 3.11 (Manual Section 5/3.11), shall obtain an itemized receipt from the Coroner's deputy for all property, including the contents of wallets and purses, removed from the scene by such deputy. The receipt shall be stapled to the original of the Death Report.

Suicide Notes. Original suicide notes shall accompany the body to a Coroner's mortuary. Portions of suicide notes pertaining to the suicidal act shall be quoted in the Death Report when practicable. When a copy of the original suicide note is desired by investigating officers, a photocopy may be obtained from the Coroner's Office. When the original note is needed for crime laboratory study, it shall be obtained from the Coroner's Office by a member of Scientific Investigation Division.

Poisons and Drugs. All poisons, drugs, and their containers suspected of being connected with a suicide shall accompany the body to the Coroner's Office.

Firearms. All firearms suspected of being suicide weapons shall be booked as evidence to provide the opportunity to test such firearms. The investigating officer shall be responsible for determining the final disposition of the firearm (Manual Section 4/560.40).

238.55 PHOTOGRAPHING DEAD BODIES AT THE CORONER'S OFFICE. Photographers from Scientific Investigation Division shall not photograph dead bodies at the Coroner's Office without being requested to do so by a concerned detective, and such requests shall be limited to specific situations.

Department personnel, responsible for investigations involving dead bodies that have come within the jurisdiction of the Coroner's Office, shall, in investigating routine cases, use those photographs taken during normal Coroner Office proceedings. Coroner photographs are taken in series which includes an identification photo and photographs appropriate to the concerned postmortem examination.

Detectives desiring specific photographs may request such photographs by consulting the concerned Coroner's Office Senior Investigator either prior to or at the time of the postmortem examination.

Detectives who need Coroner's photographs of a dead body shall:

- * Telephonically contact the Subpoena Desk of the Coroner's Office;
- * Provide the Coroner's Case Number; *and*,
- * Request copies of the Coroner's photographs.

Note: Photographs are taken at the time of the autopsy and are normally available within three working days of the date on which the photographs were taken.

Photographers from Scientific Investigation Division shall be requested to photograph dead bodies at the Coroner's Office only in the following cases:

- * Law enforcement activity-related deaths; *and*,
- * Unusual cases where routine Coroner photographs have missed some item which is vital to a successful homicide or traffic investigation.

Law Enforcement Activity-Related Deaths. When a Department photograph of a dead body at the Coroner's Office is required because of an in-custody death, law enforcement activity-related death, and/or officer-involved shooting death, the concerned Detective shall:

- * Make a telephonic request to Scientific Investigation Division, Photo Lab;
- * Specify exactly what is to be photographed; *and*,
- * Supply the DR number and Coroner's Case Number.

The concerned Department photographer shall:

- * Contact the on-duty Senior Coroner Investigator and make arrangements for the photographing;
- * Attempt to schedule the photography between 0500 and 1300 hours; *and*,
- * Be present at the scheduled time and proceed with the photography.

Unusual Cases. When a Department photograph of a dead body at the Coroner's Office is necessary for an unusual case where routine Coroner photographs have missed some item which is vital to a successful homicide or traffic investigation, the concerned detective shall:

- * Make a telephonic request to Scientific Investigation Division, Photo Lab;
- * Specify exactly what is to be photographed, and provide the DR number;
- * Attempt to schedule the photography between 0500 and 1300 hours;
- * Note the date and time the photographer will arrive at the Coroner's Office;
- * Contact the on-duty Senior Coroner Investigator immediately thereafter, and make arrangements for the photographing; *and*,
- * Be present to direct the photography for the Department photographer.

238.60 UNIDENTIFIED DEAD BODIES. When the identity of a dead body is unknown, the reporting officer shall obtain the "John Doe" or "Jane Doe" number from the Coroner's deputy *at the scene*. Pending identification, the number shall be used in lieu of the decedent's name.

238.65 DEATH OF PRISONERS IN DIVISION JAILS. When a prisoner dies in a division jail, the investigating officer, in addition to conducting the usual investigation and completing the usual reports, shall:

- * Cause the completion of a Jail Transfer Record, Form 6.11, transferring the prisoner's personal property to the Coroner;
- * Send a Notification of Prisoner Release Teletype to the Automated Justice Information System (Manual Section 4/165.32); *and*,
- * Ensure that the Supervisor, Jail Dispensaries, Medical Services Division, Personnel Department, is notified. Notification shall be routinely made as soon as possible during normal duty hours, Monday-Friday, 0730-1630 hours.

238.83 HOMICIDE. The first officer to arrive at the scene of a homicide shall immediately isolate the vicinity where the crime was committed, or the body was found. It shall be his or her responsibility to see that no one be permitted to approach the scene until investigating officers arrive and take charge of the case. Upon arrival, the investigating officers shall be in charge of the investigation. Officers assigned to any duty at the scene shall remain until they are relieved by the investigating officers.

240. DRUNK ARRESTS.

240.10 DRUNK ARREST PROCEDURE.

Pre-Booking. Officers who arrest an individual for 647(f) P.C. (Drunk) shall:

- * Ensure that the arrestee receives a screening by medically trained personnel to determine whether the arrestee should be booked or hospitalized;

Note: If the arrestee is to be released to an evaluation and treatment facility (detoxification center), medical treatment shall be obtained if the arrestee displayed symptoms of unconsciousness as described in Manual Section 4/210.23.

- * Secure a copy of the Medical Treatment Record (M.T.) for submission with the Arrest Report at the time the arrestee is booked; *and*,
- * Present the arrestee to the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division, who shall determine whether the arrestee should be prosecuted or released under 849(b)(2) P.C.

Exception: In instances when 647(f) P.C. (Drunk) arrestees who are to be released under provision of 849(b)(2) P.C. are transported to Metropolitan Jail Section by B-Wagon, the watch commander assigned to Metropolitan Jail Section misdemeanor intake section shall, after reviewing the circumstances of the arrest and approving detention when appropriate, assume responsibility for ensuring that arrestees receive medical screening.

When prosecution is warranted, the arresting officer shall complete a long form arrest report thoroughly documenting the circumstances of the arrest.

Booking. Booking personnel shall determine from the arresting/transporting officer whether the arrestee is to be prosecuted or released. Arrestees who are to be prosecuted shall be fully processed. Arrestees who are to be released without prosecution shall not routinely be fingerprinted on Form FD249 and shall not be photographed.

Exception: Arresting and/or investigating officers may, however, request photographs and fingerprints for purposes of identification regardless of the impending release of the arrestee.

When no prosecution is warranted and the arrestee is eligible for release, the Short Arrest Report, Form 5.2.1, shall also serve as a booking approval and booking slip.

When prosecution is requested, the booking employee shall record, in the charge section of the Form 5.1, Consolidated Booking Form, the notation "647(f) P.C. Drunk/Filing Requested."

240.25 RELEASE OF 647(f) P.C. ARRESTEES UNDER 849(b)(2) P.C. An adult who is booked *only* for 647(f) P.C.

(Drunk) shall normally be released under 849(b) (2) P.C. after a period of detoxification (minimum of 4 hours) unless one or more of the following reasons exist for non-release:

- * The arrestee has a want or warrant;
- * The arrestee requests that he/she be taken before a magistrate;
- * The safety of the arrestee or others may be jeopardized by the release; or,
- * There are other specific articulated facts justifying continued detention and/or prosecution.

Exception: Prior to complete detoxification, arrestees may be released to a medical facility or to a friend or relative capable of assuming responsibility for the care of the arrestee.

The watch commander approving the booking of an arrestee *ineligible* for release under 849(b)(2) P.C. shall make a notation in the narrative portion of the Booking Approval, Form 12.31, indicating the reason(s) for ineligibility. Additionally, the watch commander shall ensure that the arresting officer(s) include all facts substantiating the reason(s) for non-release in a long form arrest report (Manual Section 5/5.2).

Exception: A long form arrest report is not required for an arrestee who is ineligible solely because of a misdemeanor warrant unless completion is required under Manual Section 4/725.48.

Circumstances arising *after* booking which necessitate continued detention of an arrestee shall be noted on the reverse side of the detention officer's copy of the Form 12.31. The notation shall be initialed by a supervisor.

If, with the passage of time, the reason for nonrelease is eliminated, the arrestee shall then be released under 849(b)(2) P.C. Examples:

- * The arrestee posts bail for any warrants.
- * The arrestee withdraws a request to be taken before a magistrate.

When circumstances indicate that the continued detention of an arrestee is no longer necessary but prosecution *is* desired, the arrestee shall be considered for a release on a written promise to appear (O.R.).

240.50 INSULIN SHOCK. When a person taken into custody on a drunk charge complains or otherwise indicates that the arrestee is a diabetic suffering from insulin shock, the arrestee shall be taken immediately to a jail dispensary or contract hospital. The arrestee shall be released if the examining physician finds that the arrestee is not intoxicated but is suffering from:

- * Insulin shock, or the effects of some other drug taken under the direction of a physician; or,
- * An illness or injury, the symptoms of which resemble those of intoxication.

242. FIRES.

242.25 NOTIFICATIONS TO FIRE DEPARTMENT. When officers at the scene of a potential fire (e.g. unignited fire bomb), or extinguished fire (e.g. torched stolen vehicle) determine that a call has not been sent to the Fire Department, they shall notify the Fire Department of the circumstances through Communications Division.

242.50 ARSON SUSPECTED. When officers at the scene of a potential fire, or extinguished fire have reason to suspect that arson is involved, they shall notify Detective Information Section, Detective Support Division, without delay. Officers shall be guided by instructions received from Detective Support Division.

242.53 ARSON INVESTIGATIONS. When an arson is immediately associated with the commission of another crime which is the investigative responsibility of a unit of the Police Department, that unit shall be responsible for conducting the investigation. The Fire Department Arson Section will provide technical expertise regarding the origin of the fire.

Note: When an arson-related fraud does not involve another crime other than arson itself, the Fire Department will be responsible for conducting the investigation. Commercial Crimes Division shall provide investigative assistance to the Fire Department investigators.

Interviews of Arrestees. When an arrestee is to be interviewed regarding an arson-related offense, the investigating officer shall, whenever practicable, request the presence of a Fire Department arson investigator.

News Releases. News releases concerning arson-related crimes shall not be released to representatives of the news media until the contents have been approved by the appropriate personnel of both the Fire and Police Departments (Manual Section 1/420.50).

242.55 FIRE DEPARTMENT NOTIFICATIONS OF MOLOTOV COCKTAIL INCIDENTS. Upon receipt from the Los Angeles Fire Department of the field incident investigation report, forward one copy to the concerned Area commanding officer; and forward one copy to the Commanding Officer, Criminal Conspiracy Section, Major Crimes Division.

243. HIGH-RISK PRONE SEARCH.

Officer's Responsibility. When the high-risk prone search is used, the officer **shall** explain the reason for its use to the involved parties. If the officer is unsuccessful in convincing the parties that the search tactic was necessary and appropriate, the officer shall request that a supervisor respond to the scene.

Supervisor's Responsibility. When requested to respond to an incident where the high-risk prone search has been used, a supervisor shall

determine whether use of the search tactic was appropriate and assist the officer in making the proper explanation to the involved parties. The incident shall then be fully documented.

244. FIREARMS, DISCHARGE OF.

244.30 DISCHARGE OF FIREARMS NOTIFICATION. An officer, on or off duty, who discharges a firearm, or an officer conducting a preliminary investigation of the discharge of any firearms, involving an officer, shall notify, or cause to be notified, as soon as practicable, the Administrative Unit, Detective Support Division, stating the facts of the occurrence (Manual Section 4/210.28).

244.50 WRITTEN REPORTS ON DISCHARGE OF FIREARMS. All discharges of firearms shall be reported. When the discharge of a firearm is not covered in other reports requiring a DR or booking number, a Discharge of Firearms Report, Form 3.20, shall be completed. A complete description of the firearm involved shall be included in all reports covering the facts of a shooting. This description shall include:

- * Make;
- * Type;
- * Caliber or gauge;
- * Finish;
- * Barrel length;
- * Serial number;
- * Frame number;
- * Type or color of grips or stock;
- * Marks or initials; and,
- * Unusual features.

When Los Angeles police officers discharge their firearm, neither the officer's residence address nor telephone number shall be included in the report. The description of the firearm need only include the make, caliber, and serial number.

244.55 DELIVERY OF REPORT OF DISCHARGE OF FIREARM. The officer completing the investigation of the discharge of a firearm not resulting in a gunshot wound by a Department employee shall ensure that a copy of the report is delivered to the Office of the Chief of Police within ten administrative working days of the incident. The distribution of such reports is listed in Manual Section 5/3.20-80.

244.90 FIREARMS USED FOR TRAINING. Officers shall never point a firearm capable of firing live ammunition at another person during training. Officers participating in any non live-fire training such as situation/simulation scenarios where the need to simulate the use of a firearm is necessary, shall only utilize firearms that have been rendered unable to fire live ammunition. In addition, officers shall only utilize firearms that have been color-coded (Manual Section 3/610.97), and approved as training firearms by the Firearms Training Unit, Training Division.

245. EMPLOYEE-INVOLVED USE OF FORCE INCIDENTS.

245.02 OFFICER'S PUBLIC SAFETY STATEMENT - CATEGORICAL USE OF FORCE INCIDENTS. Employees involved in a Categorical use of force shall provide a public safety statement to the first arriving supervisor. The statement shall include, but not be limited to the following:

- * Type of force used;
- * Direction and approximate number of any shots fired by the involved employee(s) and/or suspect(s), if applicable;
- * Location of injured persons, including those in need of medical attention, if any;
- * Description of outstanding suspect(s) and his/her direction(s) of travel, time elapsed since the suspect was last seen, and any suspect weapon(s);
- * Description and location of any known victims or witnesses;
- * Description and location of any known evidence; and,
- * Other information as necessary to ensure officer and public safety and assist in the apprehension of outstanding suspects(s).

After providing sufficient information, the employee shall remain separated from other involved/witness employees and shall not discuss the incident with anyone other than the assigned investigators and the employee's representative.

245.05 REPORTABLE NON-CATEGORICAL USE OF FORCE INCIDENTS.

Defined. A reportable use of force incident is classified, per the Consent Decree, as either Categorical or Non-Categorical. Categorical uses of force are outlined in Manual Section 3/794.10. All other reportable uses of force, including the discharge of a TASER or use of a chemical irritant control device, are classified as Non-Categorical use of force incidents.

Exception: Under any circumstances, the discharge of a less-lethal projectile weapon (e.g., beanbag shogun, TASER, 37mm or 40mm projectile launcher, any chemical control dispenser or Compressed Air Projectile System) that does not contact a person is not reportable as a Non-Categorical use of force. Instead, such incidents shall be reported on an Employee's Report, Form 15.7.

A reportable Non-Categorical use of force is defined as an incident in which any on-duty Department employee, or off-duty employee whose occupation as a Department employee is a factor, uses a less-lethal control device or physical force to:

- * Compel a person to comply with the employee's direction; or,
- * Overcome resistance of a person during an arrest or a detention; or,
- * Defend any individual from an aggressive action by another person;

The following incidents are *not* reportable as a Non-Categorical use of force:

- * The use of a C-grip, firm grip, or joint lock to compel a person to comply with an employee's direction which does not result in an injury or complained of injury;
- * The use of force reasonable to overcome passive resistance due to physical disability, mental illness, intoxication, or muscle rigidity of a person (e.g., use of a C-grip or firm grip, joint lock, joint lock walk down or body weight) which does not result in an injury or complained of injury;

Example: An officer uses a firm grip to overcome a suspect's initial resistance (i.e., pulling away) to being handcuffed. Since there are no injuries or complained of injuries, this incident is not a reportable use of force.

- * Under any circumstances, the discharge of a less-lethal projectile weapon (e.g., beanbag shotgun, TASER, 37mm or 40mm projectile launcher, any chemical control dispenser or Compressed Air Projectile System) that does not contact a person;

Note: Such incidents shall be reported on an Employee's Report, Form 15.7, and submitted to the commanding officer for review and appropriate action. After all risk management, misconduct, or policy issues are identified, the Form 15.7 shall be forwarded to Training Group for review and retention.

- * Force used by an organized squad in a crowd control situation, or a riotous situation when the crowd exhibits hostile behavior and does not respond to verbal directions from Department employees. Such incidents are documented via an after-action report or Sergeant's Daily Report, Form 15.48.0; and,

Note: Isolated incidents resulting from a crowd control situation may require a use of force investigation as determined by a supervisor at the scene.

- * Any incident investigated by Force Investigation Division (Manual Section 3/794.10).

245.10 REPORTING A NON-CATEGORICAL USE OF FORCE INCIDENT.

Employee's Responsibility. An employee who becomes involved in a reportable Non-Categorical use of force incident shall:

- * Notify a supervisor without delay;
- * Report the full details of the use of force incident in the related Department arrest or crime report;
- * Use an Employee's Report, Form 15.7, to report the full details of the use of force incident when a crime or arrest report is not required; and,
- * Document the name of the investigating supervisor in the related arrest or crime

report, or Form 15.7, under the heading "Additional."

Off-duty employees who become involved in a reportable use of force incident in which the employee's occupation as a Department employee is a factor shall notify their supervisor or watch commander without unnecessary delay. Notification shall be made to the Department Command Post when the employee's location of assignment is closed.

Note: Off-duty employees completing use of force related reports shall submit a copy to their supervisor no later than their next regularly scheduled tour of duty.

Supervisor's Responsibility. When a Non-Categorical use of force incident occurs, an uninvolved supervisor from the employee's command or from the nearest Area when either the employee's command is closed or the employee's supervisor is not available to respond, shall be assigned to conduct the administrative investigation.

Generally, a supervisor who witnessed a Non-Categorical use of force incident should not conduct a use of force investigation. However, the watch commander may make exceptions on a case-by-case basis, based on exceptional operational needs. The watch commander shall document the exceptional operational need in the Non-Categorical Use of Force Internal Process Report (IPR). Under no circumstances shall a supervisor involved in a use of force incident be permitted to conduct the investigation.

Note: An involved supervisor is defined as a supervisor who provided guidance or direction during the use of force, or participated in on-scene pre-planning or directing related to the incident. A supervisor who participated in or witnessed the use of force, planned the event, or was present at a forced blood withdrawal from a suspect shall not investigate the incident.

The supervisor assigned to conduct the investigation shall:

- * Respond and conduct an on-scene investigation;

Exception: When an on-scene investigation is impractical due to exigent circumstances, such as a hostile group or an off-duty employee's distance from the City, the supervisor shall consult with his/her watch commander or officer in charge and arrange for a reasonable alternative.

- * Collect and preserve all appropriate evidence and canvas the scene to locate witnesses, when appropriate;
- * Conduct individual interviews with the subject of the use of force, witnesses, and all Department employees who either witnessed and/or were involved in the incident (group interviews are prohibited);

- * Determine an initial classification of the Non-Categorical use of force as either a Level I or Level II incident;
- * Identify and document any inconsistencies from interviews conducted;
- * Interview all involved supervisors regarding their actions taken;
- * Review any related crime and/or arrest report or Employee's Report, Form 15.7, after it has been approved by the watch commander/OIC but prior to completing the use of force investigation, to ensure that the incident as depicted in the related report(s) is consistent with the use of force investigation. A Follow-up Investigation, Form 3.14, may be used to make any necessary corrections to the related report or to provide additional information;
- * Complete a Non-Categorical Use of Force Report, Form 1.67.05, including an attached narrative; and
- * Forward the completed Non-Categorical Use of Force Report along with all related reports, to the watch commander/officer in charge. Generally, a Non-Categorical Use of Force Report should be completed before the investigating supervisor's end of watch. However, complex incidents may require additional time not to exceed two calendar days following the incident.

Watch Commander's Responsibility. A watch commander/Officer In Charge (OIC) reviewing a Non-Categorical use of force investigation shall document his/her insight on a Non-Categorical Use of Force Internal Process Report, Form 1.67.04. As part of this evaluation, watch commanders/OICs shall:

- * Evaluate whether or not the amount of force used was reasonable and consistent with actions reported by the involved Department employee(s), ensuring that all relevant tactical, use of force, and policy issues are addressed. The watch commander/OIC shall evaluate the force that was used, not the force options that could have been considered;
- * Ensure that all supervisors are interviewed regarding their conduct at the scene during the incident; and
- * Evaluate the actions of each of these supervisors.

Report Approval. Non-Categorical use of force investigations and any related report(s) (i.e., the crime and/or arrest report or Form 15.7), **shall be approved by an on-duty watch commander/OIC or designee of supervisory rank.** The supervisor who conducted the Non-Categorical use of force investigation shall not approve the Non-Categorical Use of Force Report or the related report(s).

Note: The watch commander/OIC approving the use of force investigation is not required to be the same watch commander/OIC who reviewed and approved the related report(s). Generally, the involved Department

employee's chain of command will conduct and approve the use of force investigation.

Example: Officers from Metropolitan Division (Metro) submit an arrest report to the watch commander, Area of occurrence, while the Metro supervisor assigned to investigate the related use of force submits the completed investigation to his/her Metro OIC.

245.11 NON-CATEGORICAL USE OF FORCE REPORTING LEVELS. All Non-Categorical use of force incidents shall be initially classified by the investigating supervisor as either a Level I or Level II incident.

Level I Incident. A Non-Categorical use of force shall be reported as a Level I incident under the following circumstances:

1. An allegation of unauthorized force is made regarding the force used by a Department employee(s); or
2. The force used results in a serious injury, such as a broken bone, dislocation, an injury requiring sutures, etc., that does not rise to the level of a Categorical use of force incident; or

Note: If the investigating supervisor is unable to verify the seriousness of an injury or complained of injury, it shall be reported as a Level I incident. If the injury requires admission to a hospital, the incident becomes a Categorical use of force and will be investigated by Force Investigation Division.

3. The injuries to the person upon whom force was used are inconsistent with the amount or type of force reported by involved Department employee(s); or
4. Accounts of the incident provided by witnesses and/or the subject of the use of force substantially conflict with the involved employee(s) account.

Level II Incident. All other reportable Non-Categorical uses of force that do not meet Level I criteria shall be reported as Level II incidents. This will include the use of an impact device or less-lethal munitions **with hits** (Refer to Manual Section 4/245.13 for Level II reporting guidelines).

Note: If the use of an impact device or less-lethal munitions causes a serious injury such as a broken bone, dislocation, or an injury requiring sutures, etc., and does not rise to the level of a Categorical use of force, it shall be reported as a Level I incident. Department employees are reminded that any person struck with a baton shall be transported to a Department approved medical facility for medical treatment prior to booking.

245.12 COMPLETING THE NARRATIVE – LEVEL I INCIDENT. In addition to completing pages 1, 2, and 3 of the Non-Categorical Use of Force Report, Form 1.67.05, supervisors investigating a Level I

incident shall prepare and attach a narrative using the following headings:

1. WITNESS STATEMENT(S).
Supervisors shall interview the subject of force, witnesses, and all Department employees who either witnessed and/or were involved in the incident.

A **brief** written summary of the statement provided by the subject of the use of force and/or any witness is only required under this heading if:

- * The interview was not tape-recorded (not applicable to Department employees); or
- * The person's account of the use of force is in substantial conflict with the involved employee(s) account.

Example: "Gregory Jones. This witness stated that he saw a female officer strike the suspect with a closed fist. The involved officers stated that they did not strike the suspect at any time."

Tape-Recording Witness Statements. Supervisors investigating a Level I incident shall tape record statements from the subject of the use of force and all non-Department employee witnesses. Recorded interviews shall be conducted in accordance with Department guidelines established in *Complaint Investigations: A Guide for Supervisors*. If tape recording is not practical or an individual refuses to be tape recorded, the person shall be listed in the narrative under "Witnesses" along with an explanation as to why his/her interview was not tape-recorded and a brief written summary of his/her non-taped statement.

Example: "Janet Jones. This witness agreed to be interviewed on condition that she not be tape-recorded. Jones stated that she did not observe either of the responding officers strike the suspect."

Tape-recording interviews with Department employees is not required. The related crime and/or arrest report or Form 15.7, will serve as documentation of the involved Department employee(s) statement. All tape recordings, including those from personal tape recorders, shall be booked at Scientific Investigation Division (SID) and have tape numbers issued. Tape numbers shall be documented in the Non-Categorical Use of Force Report.

Consistent Statements. Statements provided by witnessing Department employees that are consistent with events as depicted in the related report should be noted. Likewise, if statements provided by non-Department employee witnesses are consistent, this similarly shall be documented.

Example: "The statements provided by the following witnessing Department employees – Officers Nuno, Blake and Ramirez - were consistent with the incident as depicted in the arrest report."

If a person refuses to provide a statement, this shall be documented in this section. An attempt shall still be made to obtain the witness's identifying information.

2. INJURIES/MEDICAL

TREATMENT. Document all visible and complained of injuries, including any medical treatment provided. All individuals receiving medical treatment shall be asked to sign an Authorization for Release of Medical Information Form (Medical Information Form). If they refuse, the appropriate box shall be checked on the Non-Categorical Use of Force Report. If an individual is unable to sign the Medical Release Form, supervisors shall explain why in this section (e.g., "Under the influence, psychological evaluation hold," etc.)

Medical Release Obtained. If a signed Medical Release Form is obtained, Department personnel shall collect the necessary injury and medical information in accordance with Manual Section 4/648. This includes attempting to collect and verify treatment information relevant to the use of force based on interviews with medical personnel.

Medical Release Not Obtained. Federal law now limits access to an individual's medical history and treatment information. Therefore, if a signed Medical Release Form is not obtained, supervisors shall not ask medical personnel for injury and treatment information pertaining to an individual upon whom force was used. Rather, supervisors shall attempt to collect medical information based on personal observations and/or statements from the subject of the use of force, the involved employee(s), and non-medical witnesses. Supervisors shall only collect the medical information necessary to complete the use of force investigation.

Supervisors shall document medical treatment information on the face sheet of the Non-Categorical Use of Force Report and check the appropriate box to indicate the source of the information (i.e., "Verified" or provided by medical personnel; "Observed" and reported by (non-medical) witnesses and/or Department employees; or "Reported" by the subject of force. Only one box shall be checked. If verified information cannot be obtained, "Observed" is the next most desirable option, followed by information reported by the subject of the use of force.

Generally, it is permissible for Department employees to obtain medical information they may overhear or observe, as a bystander, if there is a legitimate law enforcement reason for their presence at the location (e.g., if a suspect in custody requires medical treatment, an officer may reasonably accompany him/her during treatment.) In such cases, information overheard from a treating physician shall be reported as "Verified," and an explanation as to

how the information was collected shall be provided. In all cases, supervisors shall document their efforts to obtain medical information in this section.

Example: "The suspect declined to sign a Medical Release Form. However, Officer Jones stated that he heard the suspect advise Fire Department personnel that he believed his left arm was broken. According to Officer Jones, the suspect stated to him that he believed he may have injured his arm in an attempt to avoid handcuffing. I arrived at the hospital and observed the suspect with a cast on his left arm." (In this case, supervisors would list "Possible Broken Arm" on the Non-Categorical Use of Force Report face sheet and check off "Observed.")

Regardless of whether a signed Medical Release Form is obtained, supervisors shall ask the subject of the use of force if and how he/she was injured and document the response in this section. Any documentation of medical treatment obtained by Department employees shall be listed under "Addenda" and attached to the Non-Categorical Use of Force Report.

Note: Due to potential criminal and civil liability issues, Department employees shall not accept any medical documentation regarding the subject of the use of force unless a signed Medical Release Form is obtained.

3. PHOTOGRAPHS AND OTHER

EVIDENCE. Photographs should be taken and included in all Non-Categorical use of force investigations. If a photograph is impractical (e.g., the subject of the use of force refuses to be photographed, etc.), an explanation shall be documented in this section. Otherwise, the following photographs shall be taken:

- * Visible injuries – or lack thereof - to the subject of the use of force in the complained of area. When it is necessary to photograph the breasts, buttocks, or genitalia, Scientific Investigation Division (SID) shall take the photographs;
- * Visible injuries - or lack thereof - incurred by the involved Department employee(s) if relevant to the use of force, or when a criminal filing for a crime against a peace officer (e.g., 148 or 243 PC, etc.) will be sought;

Example: Taking photographs of an officer's hand when the complainant claims he was punched by the officer numerous times to document the absence or presence of redness or swelling to the hand.

- * The scene of the incident and evidence collected if it is relevant to the use of force and/or sustained injuries (or lack thereof), and;
- * The vantage point of a witness when it may prove useful in resolving conflicting statements between witnesses as it relates to the use of force.

Note: Photographs taken with a digital camera

by Department employees will suffice for recording Level II investigations. Photographs taken by SID are preferred for Level I investigations.

All photographs, including those taken by SID, shall be printed and attached and listed individually under the heading, "Addenda." A brief description of each photograph shall be included in this section. Photographs taken by SID shall reference the appropriate "C" number obtained from SID. Computer disks (of photographs) shall be placed in an envelope and the envelope marked with the corresponding Addendum number. All SID photographs shall be attached to the Non-Categorical Use of Force Report prior to the watch commander/OIC approving the report.

4. INVESTIGATING SUPERVISOR'S

NOTES. Supervisors shall use this heading to address substantial conflicts and/or discrepancies between statements provided by a witness or the subject of the use of force and statements provided by involved Department employees. To assist in the evaluation of these differences, supervisors shall attempt to establish each witness's vantage point when they observed the use of force, as well as any other variables such as time of day, lighting, weather conditions, noise level, or traffic patterns.

Requirements for Witnessing Investigating

Supervisor. Investigating supervisors who witnessed the incident shall summarize their observations in this section and list themselves as a witness under "Witnesses/Non-Involved Employee Witnesses" on the Non-Categorical Use of Force Report.

Verbal Warning Requirements.

Department employees are, in certain circumstances, required to provide a verbal warning prior to the use of less-lethal force. This section shall be used to document the name of the employee giving the warning and what was said. Likewise, in cases where a warning was required but not given, supervisors shall provide an explanation here. If no warning was required, no documentation is necessary.

Any other information relevant to the investigation that does not fall under the previous headings may be documented in this section.

5. ADDENDA.

Supervisors shall numerically list all addenda items (attachments) to the Non-Categorical Use of Force Report (e.g., 1. Arrest Report 2. Vehicle Impound Report 3. Authorization for Release of Medical Information, etc.) and include a brief description of each item. The number that corresponds to the listed item shall be written in red pen or pencil on the lower right corner of each attached document.

245.13 REPORTING LEVEL II INCIDENTS. The process for documenting/

reporting Level II incidents shall mirror that of a Level I incident, with the following exceptions:

- * Tape-recording non-Department employee witnesses is optional;
- * The requirement for an "Incident Overview" is eliminated; and,
- * The requirement to document any witness statements in the narrative of the Non-Categorical Use of Force Report is eliminated. The related crime and/or arrest report or Form 15.7 will serve as documentation of statements for the subject of the use of force, witnesses, and involved Department employees. Any discrepancies between statements shall still be addressed in "Investigating Supervisor's Notes."

Note: Discrepancies that constitute a substantial conflict between witness or suspect accounts and the involved employee(s) account shall be reported as a Level I incident.

245.50 DEPLOYMENT OF THE URBAN POLICE RIFLE (UPR) AND SHOTGUN SLUG AMMUNITION (SSA). The UPR and/or SSA shall only be deployed by a UPR or SSA certified officer upon approval from a supervisor. Each deployment shall be in accordance with Department policy, such as during a spontaneous field incident, and only when there is reason to believe a suspect is:

- * Wearing protective body armor; or,
- * Armed with or has immediate access to a high-powered weapon which surpasses the capability of the weapons normally carried by field personnel; or,
- * Armed and situated in a distant or fortified location which affords the suspect(s) a tactically superior position, in which the deployment of a UPR or SSA reasonably appears necessary to neutralize the threat posed by the suspect(s).

Exception: When a UPR or SSA certified officer encounters an **immediate** life threatening situation which meets the deployment criteria **and** sufficient time **does not** exist to obtain supervisory approval, he/she may deploy the UPR and SSA without prior supervisory approval. When this occurs, the officer deploying the UPR or SSA shall report it to a supervisor as soon as practical. If circumstances necessitating the emergency deployment are not recorded in another administrative investigation, (e.g., an officer-involved shooting report,) then the incident shall be fully documented in the supervisor's daily report.

Once the threat is resolved, or when the Metropolitan Division, Special Weapons and Tactics (SWAT) Team, arrives at the scene and assumes responsibility for control of the incident, the UPR and SSA shall be secured.

CODE ROBERT. When a UPR or SSA is required, the officer shall broadcast his/her unit designation, location, and "Code Robert-UPR" or "Code Robert-Slug." Additionally, the

requesting unit shall determine the urgency of the situation and request either a Code 2 or Code 3 response. A supervisor shall respond to all Code Robert requests and may respond Code 3 when necessary, upon notifying Communications Division. If the field situation changes and the UPR or SSA is no longer needed, the requesting officer shall cancel the Code Robert.

Communications Division's Responsibility. Upon receiving a "Code Robert" request, Communications Division personnel shall:

- * Broadcast an all units "Code Robert-UPR" or "Code Robert-Slug" and the location of the request;
- * Assign the call to a UPR or SSA equipped unit; and,
- * Assign a supervisor to respond.

In most cases, the frequency should remain on stand-by until the incident is resolved or the units move to a tactical frequency.

Responsibility of Personnel Equipped with a UPR or SSA. Only personnel who are UPR or SSA trained and certified are authorized to deploy the UPR or SSA in the field. Personnel who are equipped with the UPR or SSA shall:

- * Secure the UPR and UPR/SSA ammunition in the trunk of their police vehicle until supervisory approval is obtained for its deployment;
- * Ensure they have access to slug ammunition, but not load it into the shotgun prior to supervisory approval;
- * Respond to those requests for a UPR or SSA as assigned; and,
- * Ensure that each situation meets the deployment criteria and that supervisory approval is obtained prior to deploying the UPR or SSA at an incident unless exigent circumstances exist which preclude prior supervisory approval.

When a UPR or SSA is deployed at an incident without prior supervisory approval (exigent circumstances), the deploying officer shall report it to a supervisor as soon as practical.

Supervisor's Responsibility. A supervisor shall respond to each "Code Robert" request and:

- * Determine if deployment of the UPR or SSA is appropriate;
- * Take charge of the tactical incident and determine if the incident is within the capability of the unit(s) at scene or if SWAT should be requested;
- * Ensure that all UPR's and SSA are re-secured once the threat is resolved;
- * Make the necessary notifications if either the UPR or SSA is discharged; and,
- * Document the incident in the supervisor's daily report if no other administrative report (e.g., officer-involved shooting report) is required.

Generally, the supervisor's decision to deploy the UPR or SSA must be made at scene;

however, under exigent circumstances, the authorization may be given via telephone or radio prior to arrival.

Watch Commander's Responsibility. Each patrol and traffic watch commander shall ensure that:

- * UPR and SSA equipment is available at all times for response to a field incident;
- * UPR and SSA trained personnel are deployed on each watch;
- * A "UPR" or "SSA" notation is made on the Daily Work Sheet, Form 15.26, and on the Area Command Center Mobile Field Force roster indicating the units which are deployed with a UPR and/or SSA; and,
- * A supervisor is dispatched to all "Code Robert" requests.

Commanding Officer's Responsibility. Area and traffic division commanding officers shall:

- * Evaluate all UPR and SSA deployment usage within their command to ensure consistency with this policy including proper at-scene supervisory oversight;
- * Maintain a current list of officers within their command who are trained and certified to deploy the UPR and/or SSA (obtained from Training Division); and,
- * Maintain a record of all UPRs and SSA issued to their command and ensure that the weapons are properly stored and maintained by the Area/division Armorer.

246. NONLETHAL CONTROL DEVICES.

246.10 TASER GUIDELINES.

"CODE TOM." When an employee needs a TASER, the employee shall broadcast the unit designation, location and "Code Tom."

"Code Tom" is a "Code Two" call for the unit assigned the call. If the field situation changes and the TASER is no longer needed at the scene, the requesting officer shall broadcast a cancellation of the "Code Tom."

The TASER'S built-in flashlight shall be used **only** when it is anticipated that the TASER will be used in use-of-force situations or in emergencies in which officer safety is a factor as outlined in Manual Section 1/573.

Officer's Responsibility. Each authorized officer shall:

- * Sign out a freshly charged, unloaded TASER and four dart cassettes. If a freshly charged TASER is not available, the officer should obtain one that has been charged within the past 24 hours. In no event shall a TASER that has not been charged within 24 hours be signed out; and,
- * Respond "Code Two" to "Code Tom" requests when assigned.

Note: The use of a TASER requires the completion of a Non-Categorical Use of Force Report, Form 1.67.05, if it makes contact with a person. Under any circumstances, the

discharge of a less-lethal projectile weapon (e.g., beanbag shotgun, TASER, 37mm or 40mm projectile launcher, any chemical control dispenser or Compressed Air Projectile System) that does not contact a person is not reportable as a Non-Categorical use of force. Such incidents shall be reported on an Employee's Report, Form 15.7, and submitted to the commanding officer for review and appropriate action. After all risk management, misconduct, or policy issues are identified, the Form 15.7 shall be forwarded to Training Group for review and retention.

The report shall be completed by a non-involved supervisor who shall:

- * Ensure that the Use of Force box on all related reports is marked and the word "TASER" is written next to the box; and,
- * Sign in the unloaded TASER, along with any unused dart cassettes, at the end of each tour of duty.

246.15 CHEMICAL IRRITANT CONTROL DEVICE GUIDELINES.

Issue of Chemical Irritant Control Devices. Chemical irritant control devices shall be issued in accordance with the following guidelines:

- * Uniformed officers shall be issued a large (120 gram) chemical irritant control device and large holster;
- * Case carrying detectives shall be issued a small (22 gram) chemical irritant control device and small holster;
- * Non-uniformed officers working in staff assignments may be issued a small device and holster at the discretion of their commanding officer, based on an assessment of the particular officer's on-duty need for the device; and,

Note: Employees transferring between uniformed and non-uniformed assignments requiring large and small devices shall retain their currently issued device until it expires, is emptied, or the employee separates from City employment.

- * Employees shall carry their currently issued device in the event of an unusual occurrence (UO) requiring them to be temporarily deployed in uniform.

On-Duty Possession and Use of Chemical Irritant Control Devices. Officers shall possess and maintain Department-authorized chemical irritant control devices subject to the following guidelines:

- * Prior to possessing a chemical irritant control device in an on-duty capacity, personnel shall have successfully completed the Department-sponsored course of instruction;
- * Uniformed field personnel **shall** carry the device in its holster on the equipment belt between the ammunition case and the baton holder;

- * Plainclothes and non-field uniformed personnel **may** carry the device consistent with the needs of their assignment or at the direction of their commanding officer;
- * The use of a chemical irritant control device that contacts a person requires the completion of a Non-Categorical Use of Force Report, Form 1.67.05. Officers shall mark the Use of Force box on all related reports and write the words "chemical spray" next to the box; and,
- * Canisters involved in any type of malfunction shall be replaced in accordance with Manual Section 3/376.

Off-Duty Possession and Use of Chemical Irritant Control Devices. Off-duty officers may possess a chemical irritant control device provided they have successfully completed the Department-sponsored course of instruction, or possess a valid California State permit for possession of a chemical irritant control device.

When an off-duty officer becomes involved in a situation in which a chemical irritant control device is used and the officer's occupation as a peace officer is a factor, the officer shall:

- * Report the full details of the use of force in a related Department arrest or crime report;
- * Use an Employee's Report, Form 15.7, to report the incident when a crime or arrest report is not required;
- * Ensure that the Use of Force box on the arrest or crime report is marked and the words "chemical spray control device" is written next to the box; and,
- * Submit any related reports to an assigned supervisor no later than the next regularly scheduled tour of duty.

246.20 AREA/DIVISIONAL ARMORER (NONLETHAL CONTROL DEVICES COORDINATOR)-RESPONSIBILITY.

Each Area/division Armorer (Non-lethal Control Devices Coordinator) shall:

- * Receive, inspect and ensure the maintenance and replacement of non-lethal control devices assigned to the Area/division;
- * Establish systems to store and issue TASERS and chemical irritant control devices;
- * Establish a rotation system to ensure that TASER devices are electrically charged before being issued;
- * Return defective or damaged TASER dart cassettes to Police Supply Section, Fiscal Operations Division;
- * Obtain service and/or replacements for defective or damaged TASERS and their components from Police Supply Section, Fiscal Operations Division;
- * Ensure that expired chemical irritant control device canisters are replaced; and,
- * Maintain a file of completed Non-Categorical Use of Force Reports, Form 1.67.05.

246.25 COMMANDING OFFICER'S RESPONSIBILITY.

Bureau Commanding Officers. Bureau commanding officers shall monitor the use of non-lethal control devices in the same manner as other use of force incidents.

Bureau commanding officers may approve use of the TASER by selected personnel assigned to specialized divisions within their commands, provided they have received the requisite training.

Note: Normally, personnel assigned to specialized divisions desiring a TASER should coordinate such requests with supervisory personnel of the Area in which use of the TASER might be necessary.

Area/division Commanding Officers. Each commanding officer whose employees are equipped with non-lethal control devices shall:

- * Review each use of a non-lethal control device by an employee within the command;
- * Designate the Area/division Armorer, in addition to other prescribed duties, to fulfill the duties and responsibilities of Non-lethal Control Devices Coordinator; and,
- * Ensure roll call training on non-lethal control devices is provided, as needed.

247. REPORTING INCIDENTS INVOLVING RETIRED PEACE OFFICERS.

An employee who encounters a retired peace officer from this Department or any other law enforcement agency shall forward a copy of all related reports to the Commanding Officer, Personnel Division, fully describing the incident when the individual:

- * Is suffering from an emotional or nervous disorder;
- * Has been committed either voluntarily or involuntarily to any hospital, mental institution or other facility for the use of alcohol, drugs or narcotics; or,
- * Has committed an act of misconduct or been arrested for any crime involving moral turpitude, dishonesty, the use of narcotics, drugs, alcohol, or other intoxicants or for brandishing, discharge or use of any firearm or otherwise comes under the close scrutiny of any law enforcement agency.

When a crime or arrest report is not required, the incident shall be reported on an Employee's Report, Form 15.7.

The Commanding Officer, Personnel Division, shall review the related reports, initiate an investigation and, when appropriate, revoke the retired police officer's privilege to carry a concealed firearm. He or she shall also ensure that appropriate notification is made when an individual retired from another agency is encountered under any of the described conditions.

Note: Retired peace officers are required to possess an identification card bearing an

endorsement authorizing the possession of a concealed or loaded firearm.

248. THEFT.

248.10 IDENTITY THEFT. The victim of Identity Theft is the person whose identity has been fraudulently assumed by another with the intent to obtain credit, goods, or services without the victim's consent. No financial loss is necessary.

An Identity Theft Report should not normally be taken when a related crime report has already been filed with any law enforcement agency. If a resident of Los Angeles is not satisfied that another forgery-related report is sufficient, complete an Identity Theft Report. Note in the narrative, "victim insisted on report" and reference related reports.

Note: An Identity Theft Report should not be taken in lieu of a Worthless Document Report. Specific forgery-related crimes shall continue to be reported on a Worthless Document Report.

The location of occurrence for an Identity Theft is the victim's residence. Therefore, non-residents should be referred to the law enforcement agency having jurisdiction over their residence.

Identity Theft Reports shall not normally be taken telephonically. Residents of the City making telephonic inquiries should be directed to appear in person at the nearest Police Station with copies of supporting documentation and identification to file a report.

Note: Courtesy Reports shall conform to Manual Section 5/030.05.

Officers conducting a preliminary investigation of an Identity Theft shall include with the report the following:

- * Include all copies of documents supporting the allegation (credit reports, invoices, demand letters, affidavits of forgery, etc.) as pages of the report. If these documents are not available, explain in the narrative;
- * Attach a copy of the victim's identification as a report page. If the victim is not in possession of identification at the time of the report, explain in the narrative; and,
- * Include all notifications made by the victim to any financial institutions or credit reporting agencies in the narrative portion of the report.

248.15 ATM CARD FRAUD – DEFINED. An Automated Teller Machine (ATM) card fraud occurs when an unauthorized person uses an ATM card to fraudulently access funds from checking or savings accounts that belong to another person, without their consent, through the use of an automated teller machine. The victim of an ATM card fraud is the person to whom the account belongs and not the financial institution.

Officer's Responsibility. Officers conducting a preliminary investigation of an ATM card

fraud shall complete a Preliminary Investigation Report (PIR), Form 3.1, titled "ATM Card Theft," and include the following information:

- * The exact location of the ATM utilized to commit the fraud;

Note: Location of occurrence will be the location where the ATM was used to commit the fraud. This information may be obtained from the financial institution holding the account. If the ATM location cannot be determined, then advise the victim to contact his/her financial institution before a report can be taken. However, if the victim insists on a report, and meets all of the criteria for the crime of "Identity Theft," then a Preliminary Investigation Report titled, "Identity Theft," shall be completed.

- * The amount of money taken;
- * Whether the victim is still in possession of his/her ATM card; and,
- * Whether the victim has given his/her Personal Identification Number (PIN) to anyone.

Commercial Crimes Division's Responsibility. Fraud cases by means of an ATM card shall be investigated by Forgery Section, Commercial Crimes Division.

Note: Burglary theft, or vandalism of an ATM will continue to be the investigative responsibility of the geographic detectives.

248.20 FALSE PERSONATION. The victim of False Personation is the person whose identity or personal information is used by another person that could result in the victim becoming liable for any suit or prosecution.

Officer's Responsibility. Officers conducting a preliminary investigation of a false personation case shall:

- * Complete a Preliminary Investigation Report (PIR), titled "False Personation," unless a related crime report has been completed by another law enforcement agency;
- * Include photocopies of all documents supporting the allegation of false personation as pages of the report. If these documents are not available, explain the reason in the narrative of the report;
- * Include a copy of the victim's identification as a page of the report. If unable to attach a copy, explain the reason in the narrative of the report; and,
- * Generally not complete reports telephonically. If the crime occurred in the City, the victim should be directed to appear in person at the nearest Area Community Police Station with copies of supporting documentation and identification to file a report.

Note: The elements of the crime of false personation require that a suspect successfully

complete the act, which might result in criminal or civil liability for the victim. If a suspect attempts to personate another at the time of arrest, booking, traffic citation or traffic report, officers should handle the investigation via arrest for the appropriate violation (e.g., Penal Code Section 148.9 or Vehicle Code Section 31) or, if arrested for a more serious crime, include the information in the narrative of the report and request additional filing.

Area Detective Division's Responsibility. False personation cases resulting from any arrest or any other incident, excluding a traffic citation or traffic report, shall be investigated by the Area Detective Division in the Area of occurrence.

Area Traffic Detective Section's Responsibility. False personation cases resulting from a Traffic Notice to Appear (citation) or traffic collision report shall be investigated by the traffic detective section responsible for the Area of occurrence.

248.30 THEFT OF BLANK CHECKS. Officers conducting a preliminary investigation of a theft where blank checks might reasonably have been taken shall request the victim to determine whether any blank personalized or business checks are missing. When such checks are missing, the following information shall be included in the crime report:

- * Number of checks taken;
- * Type of checks (business, payroll, or personalized);
- * The firm's (or person's) name and address, when printed on checks.
- * The color of the missing checks;
- * The serial numbers of the missing checks; and,
- * The name and address of the bank on which the checks are drawn.

248.40 STOLEN, LOST OR RECOVERED BOATS. When reporting, lost or recovered boats, reporting employees shall:

- * Complete a separate Vehicle Report, CHP Form 180, for *each* boat or boat engine/transmission which is stolen, lost, recovered, found or impounded.
- * Query the Department of Motor Vehicles' Vessel Registration File and the State's Automated Boat System through the Area/division records unit, prior to contacting the Vehicle Information Processing Unit (VIPU), Records and Identification Division. Reporting employees shall mark the SVS/ABS box upon completion.

DR Numbers.

- * Each Vehicle Investigation requires a separate vehicle DR number. If more than one boat or boat engine/transmission is stolen, each requires a separate DR number.

Exception: When an outboard engine(s) is

attached to or accompanies a stolen or lost boat, a separate report and separate DR number is **not** required. All information relative to the outboard engine(s) shall be entered in the narrative portion of the report and submitted to VIPU. When a boat is recovered and a previously reported outboard engine(s) is missing, a Follow-up Investigation, Form 3.14, shall be completed by the concerned detective using the same DR number as the recovered vehicle report.

- * A recovered or found report shall bear the same DR number as the original stolen or lost report.

Completion. Reporting employees shall completely describe the boat by documenting the following information, if known, in the proper boxes on the Vehicle Report, CHP Form 180:

- * State or country of registration, registration number and year of expiration.
- * Manufacturer or builder and the use or general design (sail, cruiser, jet ski, etc.).
- * Primary type or mode of propulsion (inboard, outboard, sail, etc.).
- * Primary color.
- * Inboard or outboard engine number(s).
- * Builder's or State-issued hull identification number (BHN).
- * File Control Number and the two-character "associate record identifier", if it appears on the Automated Boat System (ABS) teletype.

The following additional information, if known, shall be included in the narrative portion of the report:

- * Length.
- * Hull material.
- * Owner-applied name/number.

248.50 LOST OR STOLEN BOAT ENGINES. Boat engines shall be completely described and identified. The following information, if known, shall be included in reports involving boat engines or lost or stolen boats:

- * Year.
- * Make.
- * Model.
- * Engine number.
- * Horsepower rating.
- * Inboard or outboard.
- * Number of cylinders.
- * Type (gas, diesel, or jet).
- * Shaft length.
- * Electric or manual start.

248.60 LOST OR STOLEN AIRCRAFT. When reporting lost or stolen aircraft, officers shall completely describe the aircraft by documenting the following information, if known, in the proper boxes on the Vehicle Report, CHP Form 180:

- * Present owner's name.
- * Aircraft registration number and year of registration.

- * Make and model.
- * Name of manufacturer.
- * Year manufactured and type of aircraft.
- * Color of aircraft.
- * Aircraft identification number.

Note: Officers shall request a Vehicle DR number from the Automated Vehicle and Property Section, Records and Identification Division when reporting lost or stolen aircraft.

The following additional information, if known, shall be included in the narrative portion of the report:

- * Type of propulsion and number of engines.
- * Landing gear serial number.
- * Markings.
- * Make, model, and serial number of the radio and navigation equipment on board.
- * Number of seats (places).
- * Whether passenger, non-passenger, or freight.
- * Whether private, commercial, or military.

248.70 THEFT TOTALING \$5000 OR MORE-NOTIFICATION. Officers conducting a preliminary investigation of a theft in which property valued at \$5000 or more was taken, in addition to completing the required reports, shall notify the concerned investigative unit of the theft.

Note: When the concerned investigative unit is closed and property valued at **\$50,000** or more is taken, notification shall be made to Detective Support Division.

252. FORCIBLE RAPE.

252.10 REPORTING A FORCIBLE RAPE. A person desiring to make a forcible rape crime report shall be referred to the concerned investigative division for determination as to whether a report shall be taken when the offense is alleged to have occurred more than thirty days prior to the date reported to the Department.

252.12 REJECTION OF FORCIBLE RAPE REPORTS. When an investigating officer determines that a forcible rape crime report should not be taken for an offense alleged to have occurred more than thirty days prior, he/she shall immediately submit an Intradepartmental Correspondence, Form 15.2, to Robbery-Homicide Division. The report shall include:

- * Victim's name and address.
- * Date and time alleged offense was reported to the Department.
- * Date and time alleged offense occurred.
- * Reasons for not accepting the report.

258. NARCOTICS AND DANGEROUS DRUGS.

258.10 NARCOTIC OR DANGEROUS DRUG EVIDENCE ON ARRESTEE'S PREMISES. When narcotics, dangerous drugs, or equipment employed in the preparation or use of narcotics are found, not

on the person of an arrestee but in any room, apartment building, or other premises occupied, controlled, or used by him, officers shall:

- * Determine the name and address of the manager or landlord of the premises.
- * Gather all mail and communications addressed to the arrestee at the location. Mail in a mailbox or mail receptacle shall not be removed by officers-only by the arrestee or his/her authorized representative.
- * Determine the location of the key to the premises. When the key is in the possession of the arrestee, it shall be booked as evidence.
- * Notify the manager or landlord, if present, of the arrest and obtain a statement from him/her as to the arrestee's status as tenant or occupant of the premises.
- * Book all physical evidence gathered (Manual Section 4/525.).

The results of the foregoing operations shall be indicated in the Arrest Report, Form 5.2.

258.14 RECEIVING NARCOTIC INFORMATION. When officers receive or become aware of information concerning narcotic activity and an arrest is not made at the time of violation, they shall:

- * If the condition exists in the City, complete a Narcotics Report, Form 3.19. When the urgency of the situation demands, they shall also contact their immediate supervisor for instructions.
- * If the condition exists outside the City, complete a Narcotics Report, Form 3.19. In addition, when the urgency of the situation demands, they shall contact the Commanding Officer, Narcotics Division or, when that office is closed, they shall notify the Administrative Unit, Detective Support Division, which shall make the proper notifications. Upon receipt of the Narcotics Report the Commanding Officer, Narcotics Division shall forward the narcotics information to the appropriate law enforcement agency.

Upon receipt of the Narcotics Report, Narcotics Intelligence Network Unit, Narcotics Division, when practicable, shall determine if the reported narcotics activity is being investigated by another unit.

258.17 REPORTING NARCOTIC ACTIVITY. The Form 3.19 shall be used to report narcotic conditions, except when an arrest is made at the time of violation. The Form 3.19 shall include all known information relative to suspects, locations, type of activity, and methods of operation.

Note: When narcotics and vice activity are complained of at the same location, the Narcotics Report, Form 3.19, shall be completed and the vice activity shall be included in the narrative portion of the report. The narcotics activity shall be investigated by narcotics investigating officers; if the vice

condition continues to exist at the conclusion of the narcotics investigation, the concerned investigating officer shall complete a Vice Report, Form 3.18, including the vice information. A vice DR number shall be obtained and the Form 3.18 distributed in the appropriate manner.

258.20 PHOTOGRAPHING NARCOTIC MARKS. Narcotic marks on arrestees shall be photographed at the location where the arrestee is booked, with the following exceptions:

- * Females who are to be booked into Sheriff's custody shall be photographed at the Photographic Section, Scientific Investigation Division (SID).
- * When the marks are on the private parts or unusual portions of the body, officers shall notify Photographic Section, Scientific Investigation Division, who shall take the photographs.

258.25 PRELIMINARY TESTING OF NARCOTICS AND DANGEROUS DRUGS.

Suspect in Custody. The watch commander or investigative supervisor giving booking advice in a narcotic or dangerous drug case shall:

- * Attempt to identify the suspected narcotic or dangerous drug visually, AND MAY,
- * Complete a preliminary drug test on the substance, on felony arrests, to corroborate the arresting officer's opinion.
- * A preliminary drug test shall be completed for misdemeanor arrests. When performed, these tests shall be completed in the presence of the arresting officer, but **not** in the presence of the arrestee.

Note: When multiple types of substances are involved, preliminary drug testing shall **not** be conducted after a positive result is obtained on any one substance. Dispose of the preliminary drug test kit once the test has been completed. The test kit shall **not** be booked into evidence.

When two successive tests on the same substance prove negative, no further preliminary drug tests shall be conducted on the substance. The substance, if believed to be contraband, shall be booked for laboratory analysis. The determination to book or release the suspect shall be based on the circumstances of the arrest.

258.30 OPIATE-URINE TEST.

Admonition of Arrestee. An arrestee who displays objective symptoms of being under the influence of an opiate shall be admonished according to the format on the Admonishment for Urine Test, Form 8.40.1.

Exception: If the charge is 23152 or 23153 VC, the arrestee shall be admonished according to the "Drug Admonition" format on the DUI Arrest Report, Form 5.2.5.

Obtaining Urine Sample. Urine samples shall be obtained from male arrestees at the location of booking in the presence of a male officer. Urine samples shall be obtained from female

arrestees in the presence of a female officer at one of the locations listed in Manual Section 4/343.42.

When necessary, telephonic inquiry shall be made to locate a female officer. When it is impracticable for the female officer to respond to the arrestee's location, the arrestee shall be transported to the female officer's location. Urine tests shall be administered according to procedures outlined in Manual Section 4/343.42.

Exception: For opiate testing, there is no requirement that the arrestee void his/her bladder 20 minutes prior to providing the sample.

The time the sample was obtained and the name and serial number of the officer obtaining it shall be included in the arrest report.

Booking Urine Sample. The sample shall be booked according to procedures outlined in Manual Section 4/343.42.

260. PERSONS WITH A MENTAL ILLNESS.

260.10 PRIVATE PERSONS' REQUEST FOR INFORMATION. Private persons who inquire about treatment of persons with a mental illness or the filing of mental petitions shall be advised to telephone the Mental Evaluation Unit, Detective Support Division.

260.15 MENTAL EVALUATION UNIT NOTIFICATIONS. Any incident commander, crisis negotiation team, or officer in charge of an attempt suicide, barricaded suspect, or hostage incident which involves or may involve an identified person with a mental illness shall contact the Mental Evaluation Unit, Detective Support Division, for information regarding the involved person with a mental illness.

260.20 TAKING PERSONS WITH A MENTAL ILLNESS INTO CUSTODY. If practicable, the Mental Evaluation Unit, Detective Support Division, shall be contacted prior to taking a person suspected with a mental illness into custody when the only reason for detention is the person's mental condition.

The Mental Evaluation Unit shall be contacted prior to transporting a person suspected with a mental illness to any mental health facility or hospital.

When a person suspected with a mental illness has been taken into custody for a criminal offense, the Mental Evaluation Unit shall be contacted prior to the person being booked.

260.25 FIREARMS OR OTHER DEADLY WEAPONS IN POSSESSION OF PERSONS WITH A MENTAL ILLNESS.

Officer's Responsibility. When a person is taken into custody because of his or her mental condition and is in possession of a firearm or

other deadly weapon, the firearm or weapon shall be seized and booked as "Evidence."

Note: For the purpose of this procedure, "deadly weapon", as used in Sections 8100, 8101, 8102, and 8103 WIC, means any weapon, the possession or concealed caring of which is prohibited by Section 12020 of the Penal Code.

When the Mental Evaluation Unit (MEU), Detective Support Division has, verified that a patient with a mental illness, in possession of a weapon, has escaped from a designated mental hospital, the weapon shall be seized and booked as "Evidence" and the patient with a mental illness should be booked for a felony under authority of 8103 (2) (f) (1) WIC.

Officers having probable cause to believe that a person with a mental illness owns, possesses, or has access to a firearm or any other deadly weapon located inside a residence or any other premises shall, when possible, obtain consent to search for the weapon. If consent cannot be obtained, officers shall contact MEU and be guided by the advice of the investigator on duty.

Note: If officers encounter a person with a mental illness they believe to be clearly incapable of providing an informed consent for a search, they shall contact MEU for advice.

A Weapons Confiscation Receipt, Form 10.10.1, shall be completed by the officer and given to any person with a mental illness from whom a firearm or other deadly weapon has been seized. Officers shall ensure that a copy of the Weapons Confiscation Receipt is forwarded to MEU to prevent persons with a mental illness from recovering their firearms or weapons before they have been judged competent to own a firearm or weapon. Additionally, because of the legal complexities of the Welfare and Institutions Code, and in the interest of public safety, officers shall contact MEU for guidance prior to taking any person suspected with a mental illness into custody (Manual Section 4/260.20) and prior to releasing a confiscated firearm or weapon to a person with a mental illness.

260.40 TRANSPORTATION OF PERSONS WITH A MENTAL ILLNESS - REQUEST FOR AMBULANCE. Officers shall request an ambulance to transport persons with a mental illness only:

- * If the person is violent and requires restraint to the extent that he or she must be transported in a recumbent position.
- * If the person is injured or physically ill and is in need of immediate medical attention.

Officers shall make the request for an ambulance to the Mental Evaluation Unit. The request may be made through the communications control operator when a direct request is impractical.

260.44 DISPATCHING AN AMBULANCE FOR PERSONS WITH A

MENTAL ILLNESS. Upon receipt of a request for an ambulance (Manual Section 4/260.40), personnel of the Mental Evaluation Unit, Detective Support Division, shall arrange for an ambulance to be dispatched.

260.46 ACCOMPANYING PERSONS WITH A MENTAL ILLNESS. When a person with a mental illness is transported by ambulance, at least one officer shall ride in the ambulance with the person.

260.50 ENTERING PSYCHOPATHIC WARD-GUNS TO BE CHECKED. When a person with a mental illness is taken to the Los Angeles County-USC Medical Center, the transporting officers shall check their guns at the Admittance Office before accompanying the person to the Psychopathic Ward.

260.52 PERSON CONFINED IN PSYCHOPATHIC WARD, LOS ANGELES COUNTY-USC MEDICAL CENTER-PROPERTY DISPOSITION. When a person is confined in the Psychopathic Ward, Los Angeles County-USC Medical Center, his/her personal property shall accompany him/her.

All firearms which are found in the possession of such person shall be taken from him/her and booked into the custody of the Department (Manual Section 4/260.25). Other weapons or articles with which he/she might injure himself/herself or others shall be taken from him/her and released to the deputy sheriff or hospital attendant receiving the person.

Arrestee to Psychopathic Ward. When the person to be confined is an arrestee, the deputy sheriff or the hospital attendant receiving the arrestee shall be given the arrestee's personal property and shall be required to sign a Property Court Receipt, Form 10.3, therefore.

Exception: Firearms shall be booked "Evidence."

Non-arrestee to Psychopathic Ward. When the person to be confined is not an arrestee, officers shall not take custody of his or her personal property. Upon arrival at the Psychopathic Ward, transporting officers shall:

- * Release to the attendant any weapons or other articles that have been taken from the person with a mental illness.

Exception: Firearms shall be booked "Evidence" (Manual Section 4/260.25).

- * Remain in the presence of the person with a mental illness while he/she is searched by the attendant.
- * Record in their notebooks all valuables released to, or taken by, the attendant.
- * Obtain from the attendant a copy of the receipt made for property taken from the person with a mental illness.

Note: The transporting officers shall forward any receipts obtained to the Mental Evaluation Unit, Detective Support Division.

260.55 TRANSPORTATION OF A FEMALE WITH A MENTAL ILLNESS TO A STATE HOSPITAL. When practicable, a female person with a mental illness shall be transported to a State hospital with a relative or a female police officer in attendance.

260.60 APPREHENSION AND TRANSPORTATION ORDER SERVICE. A State Department of Mental Hygiene apprehension and transportation order issued to the Department shall be processed by the Mental Evaluation Unit, Detective Support Division, and forwarded by teletype to the concerned Area. The concerned Area commanding officer shall ensure that officers are assigned to execute the apprehension and transportation order.

Officers assigned to apprehend a person named on an apprehension and transportation order shall contact the Mental Evaluation Unit prior to discharging their duties.

Note: Section 7325 of the Welfare and Institutions Code requires that the Department, upon receipt of an apprehension and transportation order issued by the State Department of Mental Health, shall apprehend, take into custody and deliver the person named in the order to a place authorized by the State Department of Health.

When practicable, the apprehension of a person with a mental illness, pursuant to an apprehension and transportation order, shall be made during daylight hours.

Juveniles. Juveniles shall be transported to a location designated by the Mental Evaluation Unit.

Adults. Adults shall be transported to the Metropolitan State Hospital, 11400 South Norwalk Boulevard, Norwalk.

Note: When the apprehension and transportation order originates from Camarillo State Hospital, officers may, with the approval of their supervisor, *and* upon the advice of the Mental Evaluation Unit, transport the adult to Camarillo State Hospital.

The transporting officers shall obtain a completed Receipt for Transporting a Patient, State Form 755, from the hospital and forward it, with the teletyped order, to the Mental Evaluation Unit, Detective Support Division.

262. ROBBERY.

262.10 211 IN PROGRESS CALL. All units in the vicinity of a 211 in progress call shall proceed directly to the location of the crime except:

- * When they are engaged in other duties.
- * When a Code Four or Code Four Adam has been broadcast.

262.15 211 JUST OCCURRED CALL. A unit other than the assigned unit shall go Code Six upon arrival at the scene of a 211 just

occurred call. Other units upon hearing an unassigned unit go Code Six at the scene of a call shall then concentrate their efforts on searching the surrounding area.

262.20 DELAYED RESPONSE TO 211 CALL BY ASSIGNED UNIT. The communications control operator shall be notified by the officers assigned to a 211 call when they are engaged in duties which will delay their arrival at the scene.

262.58 IMMEDIATE INVESTIGATION-ROBBERY. When an immediate follow-up investigation of a robbery should be made, the officers assigned to the call shall notify immediately, by telephone, the responsible investigating division. When the responsible division is not available, notification shall be made to Detective Support Division.

262.70 NON-RESIDENT WITNESS TO ROBBERY. When a witness is not a resident of this City, or is a transient, a temporary local address, as well as his or her regular home address, shall be placed in the Preliminary Investigation Report, Form 3.1. If the witness is intending to leave town shortly, the name and address of a friend or relative shall be placed in the Preliminary Investigation Report.

262.90 SUBMITTING PRELIMINARY INVESTIGATION REPORTS OF ROBBERY FOR APPROVAL. An officer or a record clerk who completes a Preliminary Investigation Report, Form 3.1, shall deliver it, without delay, to the supervisor responsible for approving reports.

263. POLICE ACTION ON FEDERAL COURTHOUSE PROPERTY. Personnel of this Department shall respond to major disturbances at the Federal Courthouse (Title 40 U.S. Code, Section 318b) after it has been verified that one of the following has made a request for assistance:

- * The United States Attorney for the Central District of California.
- * The acting United States Attorney for the Central District of California.

When policing a disturbance on Federal Courthouse property, Los Angeles Police Department supervisors will make all decisions necessary to perform enforcement activities and will be solely responsible for the supervision of Department personnel.

264. FEDERAL VIOLATIONS.

264.10 ADVICE BEFORE BOOKING FEDERAL VIOLATIONS. Prior to being booked, an interview shall be given to any person arrested or detained:

- * For the illegal wearing of service uniforms.
- * As an escaped military prisoner.
- * As a deserter.

Persons arrested or detained on the foregoing violations shall be interviewed by the geographic detectives or, when the detectives are not available, by the patrol division watch

commander.

Booking preference shall be given to a state or municipal charge, if one exists.

264.15 COUNTERFEITING VIOLATIONS.

Definition of Counterfeit Currency. Counterfeit currency consists of any currency which has been fraudulently produced, printed, manufactured or forged, and which purports to be United States Currency; or, any United States Currency which has been altered or raised so as to portray a value other than its true face value.

Note: Although currency is most frequently counterfeited, the provisions outlined in this section apply to all forms of counterfeiting prohibited by Title 18, Section 472, of the U.S. Government Code. This includes coins, negotiable postage stamps, bonds, food stamps, etc.

Officer's Responsibility. Officers investigating a counterfeiting violation shall:

- * Notify Commercial Crimes Division or, when that office is closed, Detective Support Division, when any of the following conditions exist:

- * An arrest for a counterfeiting violation is made;

Note: Booking advice shall be obtained from Commercial Crimes Division or, when that office is closed, Detective Support Division. Booking approval shall only be obtained from the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division. Prior to booking, the U.S. Secret Service shall be contacted.

- * An investigation by the U.S. Secret Service is, or appears to be warranted;

- * Any of the following items is observed in a suspect's possession:

- * Counterfeit currency;
- * Raised currency (currency having the corners of larger bills illegally affixed to raise the face value);
- * An unusual number of corners cut from currency above two dollar denominations; and,
- * Currency of large denominations with ends torn off.

- * Book evidence in accordance with established procedures. (Manual Section 4/515.20)

Note: Counterfeit currency is not legal tender and has no intrinsic value. Officers booking counterfeit currency shall use the standard evidence envelope rather than the "Money" envelope.

- * Book adult suspects at the following location:

- * All Valley Bureau Areas, Pacific and West Los Angeles-Valley Jail Section.
- * All other Areas.
- * Male Arrestees-Metropolitan Jail Section.
- * Female Arrestees-77th Street Jail Section or Van Nuys Jail Section.

Note: Juvenile arrestees shall be booked in accordance with established procedures.

264.40 FEDERAL BUREAU OF INVESTIGATION APPROVAL-ILLEGAL WEARING OF UNIFORM. The advice of the Federal Bureau of Investigation shall be obtained prior to the booking of any person on Illegal Wearing of Uniform.

The name of the Federal Bureau of Investigation officer advising the booking shall appear on the Arrest Report, Form 5.2.

264.50 ENFORCEMENT OF UNITED STATES IMMIGRATION LAWS. Officers shall not initiate police action where the objective is to discover the alien status of a person. Officers shall neither arrest nor book persons for violation of Title 8, Section 1325 of the United States Immigration Code (Illegal Entry).

265. VETERANS ADMINISTRATION FACILITIES. Officers of this Department summoned to the Veterans Administration Hospital, or the Veterans Administration Outpatient Clinic, shall follow normal policies and procedures for investigating incidents and making arrests.

Note: The Veterans Administration Police shall retain responsibility for federal law enforcement activities at Veterans Administration facilities located on federal property.

Private Person's Arrest. When a private person's arrest is made at the Veterans Administration Hospital or the Veterans Administration Outpatient Clinic, the arresting person need not accompany the officers to the station when:

- * The arrest is made on the concerned Veterans Administration property;
- * The arresting person is an *employee* of the facility; and,
- * It would be impractical for the arresting person to accompany the officers.

(Private Person's Arrest-See Manual Section 4/216.33)

266. PROWLERS.

266.50 PROWLER REPORTS. A Preliminary Investigation report, Form 3.1, shall be made on prowlers or "peeping toms" when:

- * An arrest under Penal Code Section 647(h) is made, or,

- * The victim has actually observed a prowler suspect in the commission of an act not amounting to an attempt burglary, or,
- * Physical evidence of prowling is found, or,
- * The victim insists that a report be made.

267. ESPIONAGE OR SABOTAGE ACTIVITIES.

267.50 REPORTING ESPIONAGE OR SABOTAGE ACTIVITIES. Employees receiving information pertaining to espionage or sabotage activities shall:

- * Telephonically notify Criminal Conspiracy Section, Major Crimes Division;
- * Complete an Intelligence Report, Form 1.89, in duplicate, forwarding the original to Criminal Conspiracy Section, Major Crimes Division in a sealed envelope via intra-departmental mail.

Exception: When the information is of such a confidential nature that the integrity of an ensuing investigation might be jeopardized by reducing the information to writing, the Form 1.89 shall not be completed.

Note: When Criminal Conspiracy Section, Major Crimes Division is closed, the reporting employee shall request that the Watch Commander, Detective Support Division, advise the concerned on-call personnel of the closed unit to contact the employee.

269. CAL/GANG SYSTEM AND GANG FILE GUIDELINES. The CAL/GANG System shall be the Department's only authorized system for the collection, storage, and retrieval of gang information. The Los Angeles County Sheriff's Department is the Los Angeles County CAL/GANG Administrator. The Commanding Officer, Special Operations Support Division (SOSD), is the Department's CAL/GANG Administrator.

269.10 DEFINITIONS.

Gang. A group of three or more persons who have a common identifying sign, symbol, or name, and whose members individually or collectively engage in, or have engaged in, a pattern or criminal activity creating an atmosphere of fear and intimidation within the community.

Note: Any group, including outlaw motorcycle gangs, prison gangs, posses, taggers, party crews, subversive groups and their associated membership that qualify under the definition of a gang may be maintained in the CAL/GANG System.

Gang Member. A juvenile or adult who has been positively identified and documented as a gang member under the California Department of Justice's (DOJ) approved criteria.

Affiliate Gang Member. A juvenile or adult who is identified by a gang officer as one who associates with a gang, but it not necessarily a full member.

Gang Officer. Any officer or detective assigned to a Department authorized gang investigation unit including, but not limited to, Area Gang Impact Teams (GIT), Bureau Gang Coordinator, and Special Operations Support Division.

Gang-Related Crime. Any crime may constitute a gang-related crime when the suspect or victim is an active or affiliate gang member, or when circumstances indicate that the crime is consistent with gang activity.

Note: Crime consistent with gang activity can include, but is not limited to, incidents when:

- * The suspect or victim has a gang tattoo(s);
- * The suspect or victim has a gang moniker;
- * A statement indicating gang involvement was made;
- * The suspect or victim demonstrated gang behavior; or,
- * Multiple suspects and gang modus operandi (MO) were involved.

Determining if a crime is gang-related is subjective in nature and is a result of a totality of the circumstances. Classification cannot be accomplished accurately without a high degree of gang expertise or validation through the CAL/GANG System.

One or more of the following gang-related criteria shall be used to justify that a crime is gang-related. The reference number correlating to the applicable criteria shall be entered on the Gang Tracking Information Record for each crime classified as gang-related and should be highlighted and/or circled on the report (e.g. Preliminary Investigation Report, Arrest Report, etc.) itself.

Reference Gang-Related Number Justification Criteria.

1. The suspect or victim is a known gang member previously entered into the CAL/GANG System. (Note on the report when suspect is in the CAL/GANG System.)
2. The suspect or victim is a known gang member or affiliate. (Validated by information in the Automated Field Interview (AFI)/NECS, or witness/victim statements.)
3. The suspect or victim has a gang tattoo(s).
4. The suspect or victim has a gang moniker.
5. A statement indicating gang involvement was made.
6. The suspect or victim was “dressed down” or wearing gang colors or clothing.
7. The suspect or victim was demonstrating gang behavior (using gang hand signs).
8. Multiple suspects and gang Modus Operandi (MO) involved.

9. The location of the crime was within identified gang boundaries, or at a known gang location or hangout.
10. Similar reports where the suspects were identified as gang members (Similar MOs, suspects, times and location).
11. The type and/or MO of the crime is inherently gang-related (e.g. drive-by shootings, etc.)

The Area GIT officer in charge shall approve the gang-related crime classification. In the rare circumstance when the classification cannot be determined at the Area level, the Bureau Gang Coordinator shall make the determination. When the Bureau Gang Coordinator cannot determine the classification, the commanding officer, S OSD, shall make the final determination.

Gang-Related Statistical Crimes. When the following violent crimes are determined to be gang-related, they shall be monitored statistically by the Department to assess the level of gang crime in an Area. The statistically monitored gang-related crimes are:

- * Murder;
- * Attempt Murder;
- * Felony Assault;
- * Assault on a Police Officer (Includes Battery, Assault with a Deadly Weapon and Attempt Murder on a Police Officer);
- * Robbery;
- * Shots Fired into an Inhabited Dwelling;
- * Kidnap;
- * Rape;
- * Arson;
- * Witness Intimidation (Includes Terrorist Threats);
- * Extortion;
- * Carjacking; and,
- * Gang-related narcotics violations (Felony Health & Safety Code sections 11350, 11351, 11352, 11357(a), 11358, 11359, 11360, 11370.1, 11377, 11378, and 11379).

Hard-Copy File. The CAL/GANG Card, Form 12.16.9, shall be the only Department authorized hard-copy file that contains detailed information on gang members. The hard copies shall be maintained and secured by the originating gang investigation unit.

Note: All completed Gang Subject I-Card, Form 12.16.4, existing prior to the issuance of the CAL/GANG Card shall be retained and secured as the source document. Updating the I-Card is no longer required.

269.20 CRITERIA FOR GANG MEMBER DOCUMENTATION. The following criteria have been established by the CAL/GANG Executive Board that oversees the operation of the CAL/GANG System Statewide, for identifying individuals as gang members or gang affiliates:

Gang Membership Criteria. Indicators of gang membership shall include at least two of the following criteria:

- * Individual admits to being a gang member, in a non-custodial situation;
- * Individual has been identified as a gang member by a reliable informant or source. This includes the required registration by court order as described in Penal Code Section 186.30;
- * Individual has been identified as a gang member by an untested informant or source with corroboration;
- * Individual is wearing gang attire;
- * Individual has been seen displaying gang hand signs or symbols;
- * Individual has gang tattoos;
- * Individual frequents gang areas;
- * Individual openly associates with documented gang members; or,
- * Individual has been arrested, alone or with known gang members, for a crime consistent with usual gang activity.

When two or more of these criteria are met, a CAL/GANG Card shall be completed by a gang officer for entry into the CAL/GANG System. CAL/GANG Cards shall not be made for individuals that do not meet the criteria.

Gang Affiliate Criteria. An individual who meets only one of the above criteria and is linked with a documented gang member, may be designated as a gang affiliate and entered into the CAL/GANG System. The gang officer shall document the name of the documented gang member with whom the affiliate is associating, the gang member’s date of birth, and his/her CAL/GANG number on the affiliate’s CAL/GANG Card.

269.25 GANG CRIME TRACKING AND ANALYSIS. The accuracy of the CAL/GANG System is based entirely on the accuracy and timeliness of the information entered into it. The Gang Crime Analysis Detail (G-CAD) shall be responsible for compiling, inputting and interpreting gang-related information in accordance with Manual Section 2/550.55.

269.30 CONTACTS WITH GANG MEMBERS.

Investigations and Arrests. When the arrest or preliminary investigation reveals that the crime is gang-related, the reporting officer shall check the “Extra Copy” box on the front of the arrest report or PIR indicating copies be sent to the appropriate Area gang detectives. The reporting officer shall ensure that the narrative fully explains the rationale for determining that the arrest or investigation is gang-related.

Note: Suspected gang membership information may also be further investigated by contacting the Area Gang Impact Team or Bureau Gang Coordinator.

Field Identification. Officers who contact a suspected active or affiliate gang member and determine that the completion of a Field Identification Report (FI Card), Form 15.43, is appropriate, shall document the following additional information on the FI Card:

- * How gang membership was established (e.g., admits gang membership, tattoos, attire, etc.);
- * The specific type of gang activity involved; and,
- * The words "GANG MEMBER" or "GANG AFFILIATE" in the narrative portion of the FI Card, depending upon the criteria documented by the officer.

Upon supervisory review and approval of the FI Card containing gang-related information, it shall be routed to the Area GIT where the FI Card was completed for review and verification. Only a GIT officer shall complete a CAL/GANG Card if the criteria for a gang member or gang affiliate has been met.

After completing the CAL/GANG Card or if a card already exists, the Area G-CAD shall enter the new information into the CAL/GANG System within three working days. The FI Card shall then be routed through the Area Records Unit for normal processing.

Note: Gang officers and other personnel who have completed the required CAL/GANG training may also input and update information into the CAL/GANG System.

269.40 MAINTAINING DEPARTMENT GANG FILES. Any non- CAL/GANG System or gang database is not authorized and shall not be maintained by any individual or Department entity. Private or localized gang databases lack security controls and audit capability required for an intelligence database. As a result, their confidentiality and reliability is severely jeopardized.

Hard-Copy Files. Hard-copy files refer to the completed CAL/GANG Cards, the Gang History Books and the Gang Photograph Books. These files contain information on street gangs, their members and affiliates who are, have been, or are likely to be involved in criminal activity and shall only be maintained by Department-authorized gang investigation units.

Hard-copy files shall remain secured and locked at all times. However, these files shall have 24-hour accessibility through the Area watch commander for emergency usage.

The original hard-copy CAL/GANG Cards on outlaw motorcycle gangs and prison gangs shall only be maintained by SOSD, Gang Support Section (GSS). Hard-copy files on Asian gangs may be maintained by Gang Impact Teams, Bureau Gang Coordinators or Asian Crimes Unit, SOSD.

Note: Street Terrorism Enforcement and Prevention (STEP) books are not considered intelligence files.

CAL/Gang Card Completion. Hard-copy CAL/GANG Cards shall be completed on all gang members and gang affiliates. The purpose for completing a CAL/GANG Card is to document the original source for entry into the CAL/GANG System.

The completed CAL/GANG Card shall contain at least the following information:

- * Complete name;
- * Moniker;
- * Date of birth;
- * Identifying number(s);
- * Juvenile/Parent notification;
- * CAL/GANG number;
- * Criteria rationale, circumstances and date documented;
- * Name and serial number of officer obtaining information;
- * Individual's photograph (if available);
- * Complete name of gang or group; and,
- * Approving Gang Impact Team supervisor signature.

This information and all future updates shall be entered into the CAL/GANG System within three working days.

Note: As much information as possible should be placed on the CAL/GANG Card. Once a CAL/GANG Card has been completed with at least the above information, all future contacts or information shall be documented on an FI Card and input into the CAL/GANG System. Updating the CAL/GANG Card for members and affiliates is not required.

Hard-Copy File Organization. The Department hard-copy files shall be organized as follows:

- * The CAL/GANG Cards may include a copy of a current photograph of the gang member/affiliate. In addition to the existing I-Card, this file shall also be considered the source document for the CAL/GANG System and be arranged by gang name. All CAL/GANG Cards with a CAL/GANG number shall remain on file regardless of status; and,
- * Cards of inactive and deceased individuals without a CAL/GANG number shall be removed from the files and destroyed.

269.50 CAL/GANG SYSTEM AND GANG FILE SECURITY. The purpose of the CAL/GANG System is to provide Department personnel with an investigative tool for conducting investigations which may involve gang members or affiliates.

Confidentiality. All Department personnel are reminded that it is not a crime in and of itself to be a gang member. It is incumbent upon the Department to protect the confidentiality of the CAL/GANG System and the Department gang files, and to safeguard the Constitutional rights of those identified. As a result, access is restricted to gang officers or personnel who have met the "right to know, need to know" criteria.

Retrieval of System Files and Photocopies. Authorization to print from the CAL/GANG System shall only be obtained from the Commanding Officer, SOSD. If approval is obtained, these printouts shall not be copied, faxed, or mailed without approval of the

Commanding Officer, SOSD. Any printouts or copies from the CAL/GANG System or hard-copy files shall not be used as addenda for reports (e.g., search warrants, arrest warrants, or gang injunctions, etc.). They shall not be placed in personal ready reference files, investigative notebooks, case packages, or homicide books.

At the culmination of an investigation, the investigating entity shall forward any CAL/GANG printouts to SOSD for proper filing or destruction.

Printouts from the CAL/GANG System or hard-copy file(s) photocopies, facsimiles (faxes), or any form of reproductions shall not be taken out of the gang investigation entity's office without prior approval of the Commanding Officer, SOSD.

Off-Hour and Emergency Access. Murders, assaults on police officers, and high-profile crimes may occur at anytime and may require access to the CAL/GANG System to ensure timely information is available to the investigating officer, (I/O).

- * **Access.** Accessing the CAL/GANG System requires proper training and a password. Under emergency situations, when personnel trained to access the CAL/GANG System are not available, the I/O shall telephonically request assistance by contacting the person named in the SOSD/GSS notification roster. This roster is maintained by the Department Command Post, Communications Division.
- * **Printing.** If the I/O determines that CAL/GANG information needs to be printed, the I/O shall follow the above procedure for approval and its use.

The I/O shall be guided by the directions of the Commanding Officer, SOSD, for proper disposition of the printed information.

Discovery Motions and Court Requests for Records. The Commanding Officer, SOSD, is the Department Custodian of Records for the CAL/GANG System and for all hard-copy gang files throughout the Department.

The Commanding Officer, SOSD, shall be notified of all legal requests pertaining to information or records from the CAL/GANG System and/or any hard-copy gang files. Gang investigation units shall follow the direction of the Commanding Officer, SOSD, in handling legal requests for gang information. These units shall receive prior approval from the Commanding Officer, SOSD, before releasing any information.

269.60 PHOTOGRAPHING KNOWN OR SUSPECTED GANG MEMBERS. Only gang officers and gang detectives are authorized to take non-booking identification photographs of active and affiliate gang members.

Field Photographs of Suspected Gang Members. Gang officers and gang detectives

shall adhere to the following guidelines when photographing a suspected gang member or gang affiliate:

- * Officers shall not use physical force or any other form of coercion in acquiring a photograph;
- * Officers shall request and receive permission from the individual prior to taking a photograph when that person is not being arrested or otherwise legally detained;
- * Officers shall not pose the individual with name or gang identification cards;
- * Individuals photographed shall be unrestrained and on public property;
- * Officers shall conduct the photographing process contemporaneously with the completion of the FI Card;
- * Photographing may not extend the time necessary to complete the interview process; and,
- * A full explanation shall be provided to the suspect as to the purpose of the photograph.

Security of Gang Member/Affiliate Photographs. Gang Photo Books shall only be maintained by gang units and shall be secured at all times. Gang Photo Books are an important tool in the investigation of gang-related crimes and differ from regular photo or mug books in that they are assembled by gang and not by criminal offense. Gang Photo Books are considered part of the Department's hard-copy gang files. Gang officers shall follow the same security measures with respect to protecting gang member and affiliate photos as exercised for the CAL/GANG System and the hard-copy files. Gang Photo Books shall only be taken into the field with the approval of a GIT supervisor or the Area watch commander and the Document Sign Out Log, Form 15.31.0, shall be utilized.

Note: An automated database is permitted to be used as an index for the Gang Photo Books, consisting only of the gang member/affiliate(s) name, CAL/GANG number, moniker and Gang Photo Book page number. If an automated database is used, a copy of the printed index shall be attached to the index portion of the Gang Photo Book. All prior printing conditions apply if this index is printed out.

Photograph Line-Up Procedures. The CAL/GANG System has the capability of producing a photographic line-up for investigative purposes. Photographs shall not have the name of the gang member on the photo. Photographs may be copied for photo books.

When CAL/GANG generated photo line-ups are not available, I/O's shall use the Department's existing established photo line-up procedures when selecting photos.

269.70 NOTIFICATION TO PARENT OR GUARDIAN OF JUVENILES. Gang officers shall attempt to notify a juvenile's parent or guardian in person when a juvenile is to be added to the Department's gang files. When an in-person or telephonic notification to

the parents or guardian is not possible, (e.g., conflicting work schedules, residence outside of the City, etc.), the investigating GIT OIC shall cause a letter to be mailed to the parents or guardian utilizing the Gang Affiliation Letter, Form 12.16.5, or the Gang Affiliation Letter (Spanish Version), Form 12.16.6. The manner of notification (in-person, telephonic, letter, etc.), date, and officer making the notification shall be indicated on the CAL/GANG Card.

Exception: When parental notification may jeopardize an active criminal investigation, such notification may be delayed. However, once the investigation is no longer jeopardized, the gang investigation unit OIC shall cause the parent or guardian to be advised telephonically, by mail, or in-person of the date, time, and circumstances under which the juvenile's name was entered into the Department's gang files.

269.80 AUDITS AND PURGING OF CAL/GANG RECORDS. Routine and thorough audits and purging of outdated CAL/GANG records enhances the credibility and reliability of both the CAL/GANG System and the hard-copy files.

Audits. Audits of all gang investigation unit's hard-copy files shall be conducted every January by the gang unit's commanding officer. Bureau audits of Area hard-copy gang files shall be conducted every July by the Bureau Gang Coordinator. The findings of these audits shall be reported in writing to the Commanding Officer, SOSD.

Purging. The CAL/GANG System will automatically alert the Department when an individual's database file has had no criteria added for the preceding five-year period. In such cases, the individual's database file shall be purged from the CAL/GANG System. Only trained Department personnel assigned to SOSD/GSS, may purge those individual database files from the system. The CAL/GANG Card whose information has been purged from the CAL/GANG System due to inactivity shall remain in the hard-copy files unaltered. The deceased status of gang members and gang affiliates shall be entered into the CAL/GANG System as that information becomes available to the Area Gang-Crime Analysis Detail. Incarcerated gang members/affiliates shall remain in the CAL/GANG System for a maximum period of five years unless the database file is updated to extend their active status. The CAL/GANG Cards shall remain on file indefinitely.

270. VICE.

270.10 RECEIVING VICE INFORMATION. When an officer receives, or becomes aware of, information concerning a vice violation and an arrest is not made at the time of the violation, he/she shall:

- * If the condition exists in the City, complete a Vice Report, Form 3.18. When the urgency of the situation demands, the

officer shall also contact his/her immediate supervisor for instructions.

- * If the condition exists outside the City, but within Los Angeles County, complete a Vice Report, Form 3.18. In addition, when the urgency of the situation demands, the officer shall contact Vice Division; or when that division is closed, he/she shall notify the Administrative Unit, Detective Support Division, which shall make the proper notifications.

Upon receipt of the Vice Report, the Area commanding officer shall cause the reported vice activity to be investigated when the condition exists in the City. If the condition exists outside the City, the Commanding Officer, Vice Division, shall forward the vice information to the concerned law enforcement agency.

270.20 REPORTING VICE CONDITIONS. The Vice Report, Form 3.18, shall be used by officers to report known or suspected vice activity except when an arrest is made at the time of violation. The Vice Report shall include all known information relative to suspects, type of activity, and methods of operation.

270.35 FORTUNE TELLERS, REPORTING. If officers become aware of crimes associated with fortune telling, such as bunco schemes, they shall complete the appropriate crime report and notify Area detectives.

Fortune telling is no longer considered a vice activity and shall not be reported on the Vice Report, Form 3.18.

270.50 BARS AND LIQUOR ESTABLISHMENTS, REPORTING POLICE PROBLEMS. Officers shall report any information concerning premises licensed by the Department of Alcoholic Beverage Control which have become a police problem, and when it is believed that the Department of Alcoholic Beverage Control may assist through investigative or enforcement action. This information shall be forwarded to Vice Division on an Employee's Report, Form 15.7, and shall include:

- * The name of the licensee.
- * The type of license.
- * The address of the premises.
- * The number of the license.

An officer having information indicating organized criminal activity or extensive criminal association of a licensee or an applicant for a license granted by the Department of Alcoholic Beverage Control shall proceed as set forth in Manual Section 4/271.20.

270.60 PROSTITUTION ARRESTS IN PUBLIC DWELLINGS. The person in charge of a public dwelling where an arrest for prostitution has been made shall be:

- * Shown the persons arrested.

- * Informed of the arrest and any statements made by the arrested persons as to the use of the premises for prostitution.

The Arrest Report, Form 5.2, shall include:

- * The name, address, and capacity of the person so informed.
- * The person's statements and reaction when informed that prostitution was being practiced on the premises.

271. INTELLIGENCE.

271.20 REPORTING INTELLIGENCE INFORMATION. Employees shall notify the concerned intelligence division when intelligence information comes to their attention which may be of significance to the Department.

Major Crimes Division. Major Crimes Division shall be notified when the information is related to persons, organizations, or activities connected with, or suspected of being connected with:

- * Organized crime.
- * The unlawful disruption of public order through civil disobedience.
- * The unlawful overthrow of constituted government.
- * A threat to the safety of the President of the United States or other persons under the protection of the United States Secret Service.
- * A threat to the safety of any elected or appointed official or other person of public prominence.

Notifications shall be reported on an Intelligence Report, Form 1.89, and forwarded to the watch commander of the concerned intelligence division via intradepartmental mail. In emergencies, or when the information is confidential, the notification shall be made to the information control officer of the concerned intelligence division in person or by telephone. When the offices of the concerned intelligence division are closed and the nature of the information requires immediate action, the Watch Commander, Detective Support Division, shall be requested to notify the concerned stand-by intelligence personnel to contact the reporting employee. When practicable, the report shall include names, addresses, associates of persons reported upon, and other pertinent information.

271.25 STALKING, THREATS, AND HARASSMENT. When officers become aware of an individual who demonstrates an abnormal fixation and generates a long-term pattern of harassment, threats, stalking, or unsolicited acts of visitation or telephonic or written communication in an annoying or threatening manner toward another person, officers shall contact the Threat Management Unit (TMU), Detective Support Division (DSD), for advice. The TMU, DSD, is responsible for investigating all written and

verbal and threats of harm to public officials or prominent persons.

Note: During off hours, TMU can be reached via the Mental Evaluation Unit, DSD. If TMU personnel cannot be reached contact DSD watch commander for advice.

Copies of any arrest or crime reports involving cases known to be under investigation by TMU, or fitting the criteria required by TMU for investigation, shall be forwarded to TMU.

271.30 THREATENING LETTERS.

When written communications threatening harm to public officials or prominent persons come into the custody of the Department, they shall be preserved for a fingerprint investigation and forwarded to:

- * Threat Management Unit, Detective Support Division, for the following:
 - * Mayor;
 - * City Council members;
 - * City Attorney;
 - * City Controller; and,
 - * Persons designated by the Commanding Officer, Detective Bureau, and the Director, Office of Operations.

Note: Threat Management Unit shall conduct an investigation prior to forwarding the communications to Major Crimes Division.

- * Commanding Officer, Major Crimes Division, for all persons not listed above.

The Commanding Officer, Detective Bureau, shall ensure that each communication receives appropriate police action and is forwarded to the California Department of Justice for inclusion in the Automated Threatening Letter File.

271.35 THREATS AGAINST PUBLIC OFFICIALS.

Any employee who receives information concerning a threat against the life of a California state public official shall, in addition to completing the appropriate crime report:

- * Telephonically report the threat and the circumstances surrounding the threat to the Executive Protection Bureau, California State Police, (213) 620-3216, available 24 hours.
- * Record the date and time of the notification and the name of the person notified in the appropriate section of the arrest and/or crime report.

Note: A California state public official is an elected state official, an officer or employee of the State of California appointed by the Governor and exempt from civil service, or a justice of the California Supreme Court or Court of Appeals.

272. SPOUSE BEATING.

272.20 REPORTING SPOUSE BEATING OFFENSE. Spouse beating offenses shall be

reported on the Preliminary Investigation Report, Form 3.1.

272.40 PHOTOGRAPHING VICTIM OF SPOUSE BEATING. The officer making a Preliminary Investigation Report, Form 3.1, on a spouse beating offense shall have photographs taken of the victim's injury. Photographs shall be made by the Photographic Section, Scientific Investigation Division. If the Photographic Section is not open, Detective Support Division shall be notified.

272.45 REMOVING CLOTHING FROM FEMALE TO PHOTOGRAPH INJURY.

An adult female shall be present whenever any clothes are removed from any other female for the purpose of photographing an injury. The name and address of the adult female witness shall be placed in the crime report.

273. BATTERY.

273.40 PHOTOGRAPHING VICTIM OF BATTERY.

When the victim of a reported battery has injuries which should be photographed, the reporting officer shall issue the Victim's Report Memo, Form 3.17, and advise the victim to contact the Photographic Section, Scientific Investigation Division, to make an appointment to have the injuries photographed. "Photos Advised" shall be entered in the narrative portion of the report.

274. INTERVIEWING.

274.10 TAKING REPORTS AT THE STATION.

When a person appears at a station and wishes to report an incident, the desk officer shall:

- * Determine if a report should be taken.
- * Complete the appropriate report.
- * Cause the reporting person to sign the report.
- * Submit the report to a supervisor for approval.

When the taking of the report is beyond the ability of the desk officer or requires expert knowledge, the desk officer shall refer the reporting person to the concerned division investigating unit. When the concerned division investigating unit is not available, referral shall be made to the division watch commander. In all cases, the final interviewing officer shall take the report.

Exception: When the person wishes to make a traffic collision report or an auto theft report at the station, the desk officer shall follow the procedure set forth for:

- * Traffic collision reporting (Manual Section 4/430.05).
- * Auto theft reporting (Manual Section 4/220).

274.20 TELEPHONIC REPORTS. The following crimes may be reported telephonically when no unusual circumstances exist which require a field investigation.

- * Stolen vehicle, when:

- * The person reporting is the registered owner or lessee of the vehicle; AND,
- * The employee taking the report has verified through Department of Motor Vehicles files:
 - * The registration and ownership of the vehicle.
 - * The identity of the reporting person.

Note: Stolen vehicle reports shall **not** be taken telephonically for **rented** vehicles.

- * Burglary/Theft From Vehicle, or Plain Theft, when:
 - * The property taken is valued at less than \$3,000; and,
 - * The person reporting is the owner of the property taken.
- * Grand Theft-Pickpocket when:
 - * The suspect is not at the scene;
 - * There is no possibility of locating the suspect through a limited follow-up investigation by field personnel; and,
 - * The property taken is valued at less than \$3,000.
- * Battery, when:
 - * No additional battery is likely to occur; and,
 - * The injury, if any, does not require immediate medical attention.
- * Lewd/Annoying Phone Call, when the reporting person is in no immediate danger.
- * Any misdemeanor reportable on a Preliminary Investigation Report, Form 3.1, when:
 - * The amount of damage is estimated at less than \$3,000., and,
 - * The offense is not directly related to a labor dispute, and,
 - * The offense has no racial, ethnic, or religious connotations.

Note: If the reporting person requests a receipt, he shall be advised that a Victim's Report Memo, Form 3.17, may be obtained at the station where the report was completed.

Automated Plain Paper Telephonic Reports. Telephonic report information may, in some instances, be entered directly into the automated system (CCAD) via a CRT device. The computer printout of the information printed on plain paper will constitute the crime report.

- * **Processing.** Plain paper reports shall be processed in the same manner as the Preliminary Investigation Report, Form 3.1, or the Vehicle Report, CHP Form 180; i.e., approval, DR number, distribution, and filing requirements are the same as for the handwritten reports.

- * **Criteria for Use.** Automated telephonic reporting may be used only by designated

employees of the Information and Report Office, Communications Division, and only when:

- * A suspect/suspect vehicle has not been seen;
- * Prints or other evidence are not present;
- * There is no distinct M.O.;
- * The property loss is less than \$3,000;
- * There is no serious injury to the victim; and,
- * There is only one victim involved.

Note: Crimes that are reported telephonically but do not conform to automated telephonic criteria shall be reported on preprinted report forms.

274.30 VEHICLE LICENSE PLATE INFORMATION. Officers who receive verbal information about the license plate number of a vehicle involved in a crime shall:

- * Direct the victim or witness to write the license plate information on a piece of paper, then have the victim or witness sign, date, and record the time on the piece of paper.
- * Book the piece of paper as evidence (Manual Section 4/510).

Exception: When the license plate number is that of a vehicle involved in a traffic collision, such as a hit and run vehicle, officers shall attach the piece of paper to a separate Narrative/Supplemental, CHP Form 556, with transparent tape, complete the first two lines of the CHP Form 556 and forward it with the Traffic Collision Report.

275. PIN MAPS.

275.10 CRIME PIN MAPS. Those divisions or units maintaining crime pin maps shall post such maps with the following designated pins:

DIVISIONAL PIN MAPS

Crime	Pin Color	Plain	With Bar	With Dot
Burglary	Red	Day	Night	A.M.
Robbery	Green	"	"	"
Rape and Assaults	Black	"	"	"
Theft from Auto	Yellow	"	"	"
Auto Theft	Orange	"	"	"
Purse Snatching	Chocolate	"	"	"
Recovered Auto	White	"	"	"
Burglary from Auto	Blue	"	"	"

WATCH PIN MAPS

Crime	Pin
Residence Burglary	Plain Red
Business Burglary	Red With Bar
Gas Station Burglary	Red With Dot
Street Robbery	Plain Green
Business Robbery	Green With Bar
All Other Robberies	Green With Dot
Rape	Plain Black
Assaults	Black With Bar
Theft from Auto	Plain Yellow
Theft from Business	Yellow With Bar
Other Thefts	Yellow With Dot
Auto Theft (Street)	Plain Orange
Auto Theft (Parking Lot)	Orange With Bar
Auto Theft (Other)	Orange With Dot
Purse Snatching	Plain Chocolate
Recovered Auto	Plain White
Burglary from Auto	Plain Blue

275.50 TRAFFIC PIN MAP INFORMATION. Traffic collision pin maps

shall be kept up to date on the basis of information received from the Crime and Miscellaneous Reports Section, Records and Identification Division.

276. TRESPASS.

276.10 ISSUANCE AND DISTRIBUTION OF THE TRESPASS WARNING LETTER, FORM 3.21.

Officer's Responsibility - Whenever an officer determines that an individual has entered upon Housing Authority property without lawful permission, the officer shall verbally advise the individual that he or she is trespassing. A check shall then be made to determine if a Form 3.21 is on file with division of occurrence.

If the individual was issued a Form 3.21 within the preceding 30-day period, the individual **shall** be arrested for violation of Section 41.23 LAMC. A copy of the Form 3.21 shall be made and attached to the arrest report. The **original** Trespass Warning Letters shall remain in the Trespass warning book at the division's subpoena control office.

If a Trespass Warning Letter is not on file, the officer shall issue a Form 3.21. The officer shall read the second paragraph of the Trespass Warning Letter to the violator, and then request the violator to sign the form. If the individual refuses to sign the form, the officer shall print "Refused" on the violator's signature line followed by his/her initials. The officer shall sign and date the form prior to providing the violator with the second copy of the document. The original document and one copy shall be turned in with the officer's Daily Field Activities Report, Form 15.52.

Note: An individual that was previously served with a Trespass Warning Letter, may be arrested only when the warning and arrest are for the same Housing Authority - property with the 30-day period.

Subpoena Control Officer's Responsibility - Subpoena control officers shall ensure that the **original** Form 3.21 be retained in a notebook binder in the Subpoena Control office. A copy shall also be placed in a three-ring notebook binder that shall be retained at the division's front desk, for field personnel use.

Commanding Officer's Responsibility - Commanding officers shall ensure that a binder is maintained in the division's subpoena control office to retain the **original** Trespass Warning Letters. A Trespass Warning book shall also be maintained at the division's front desk for use by field personnel. Commanding officers shall ensure that copies of the Form 3.21 are purged from the book after 30 days.

278. DEPOSITING WEAPONS AT JAIL. Officers entering any area of a jail where arrestees are booked or detained shall deposit weapons in a weapons locker or other location of safety prior to, or immediately upon, entering the jail.

Note: Weapons shall include, but are not limited to, firearms, saps, and batons.

279. SHOTGUNS IN POLICE VEHICLES. A loaded Department shotgun carried in a police vehicle shall contain four rounds of ammunition in the magazine, shall be cocked, and the safety shall be in the "ON" position. A shotgun shall not be carried in a police vehicle with a round of ammunition in the chamber.

280. PRIVATE PERSONS IN POLICE VEHICLES. All requests to ride in police vehicles for the purpose of gathering information for use in feature articles shall be referred to the Commanding Officer, Public Information Office. All requests by private persons to ride in police vehicles for purposes other than feature articles shall be referred to the concerned division commanding officer.

282. LOST OR DAMAGED DEPARTMENT EQUIPMENT. Loss, recovery, unserviceable condition of, or damage to, City-owned equipment shall be reported by the discovering employee (s) to a supervisor as soon as practicable. The supervisor shall conduct an investigation to determine if the loss, damage or condition of the item was a result of negligence or carelessness on the part of a Department employee. The supervisor conducting the investigation shall ensure that a lost or theft report is completed on all missing items. Should employee negligence or carelessness be indicated in the investigation, an Employee's Report to that effect shall be initiated by the investigating supervisor. The commanding officer of the unit to which the equipment is assigned, shall forward an Intradepartmental Correspondence, Form 15.2, explaining the circumstances of the loss, and/or corrective action taken, along with a copy of any related report(s) to the Commanding Officer, Administrative and Technical Services Bureau.

When employees' Department identification cards or badges are lost or stolen, they shall obtain a replacement from Personnel Division.

When supervisors approve a crime or lost property report which includes a lost or stolen Department Badge or identification card, they shall cause a teletype to be sent to all Department facilities with the heading:
"ATTENTION LOST/STOLEN
DEPARTMENT IDENTIFICATION
CARD/BADGE."

Any lost, theft, damage or destruction of electronic communication equipment shall be reported as directed in Manual Section 3/579.

283. DAMAGE TO PRIVATE PROPERTY. Employees who have taken police action resulting in the mistaken damage of private property shall immediately notify their supervisor or watch commander and complete an Employee's Report, Form 15.7, prior to the end of his/her tour of duty, giving the details of the occurrence. The employee's supervisor shall ensure that telephonic

notification is made to the Police Supply Section, Fiscal Operations Division, requesting the repair of the property. The concerned supervisor shall report the incident to the concerned commanding officer. The commanding officer shall complete an Intradepartmental Correspondence, Form 15.2, explaining the circumstances of the incident and ensure that the completed correspondence is forwarded to the Commanding Officer, Fiscal Operations Division. The Form 15.7 completed by the concerned officer and a copy of the commanding officer's Form 15.2 shall be filed in the officer's unit of assignment.

Note: When Fiscal Operations Division is closed, the telephonic notification shall be made to Detective Support Division.

**284. INTERNATIONAL RELATIONS.
284.10 DIPLOMATIC AND CONSULAR CONTACTS.**

Officer's Responsibility. When officers detain an individual suspected of committing a crime who claims to be a diplomatic agent, a career consular officer, an honorary consular officer, or a family member or employee of such agent, and there is a question as to the suspect's identity or immunity, the officer shall:

- * Immediately obtain the assistance of a supervisor;
- * Immediately cause the office of the Chief of Staff, Office of the Chief of Police, to be notified of the detention, identity, and claim of the individual; and,
- * Be guided by the advice of the Chief of Staff.

Note: When the office of the Chief of Staff is closed, notification should be made to the Watch Commander, Detective Support Division.

If detained, the diplomatic agent, consular officer, or honorary consular officer should not normally be handcuffed. However, in circumstances where the safety of the public or the police officer is in danger, or it is apparent that a serious crime may be committed, police officers shall take necessary action.

In all cases where a diplomatic agent, consular officer, honorary consular officer, or member of the diplomatic agent's staff is detained for a felony crime or for driving under the influence, notification shall be made to the Chief of Staff, or, when that office is closed, the Chief's staff officer, or Watch Commander, Detective Support Division.

Chief of Staff's Responsibility. When notified that a foreign national has been detained by a member of this Department and claims to have diplomatic or consular immunity, the Chief of Staff shall:

- * Contact the Protocol Office, United States Department of State, for verification; and,
- * Advise the requesting department personnel of the status of the foreign national and

procedures to be followed during the contact.

Note: When the office of the Chief of Staff is closed, Detective Support Division shall be responsible for making the appropriate inquiries and advising the notifying officer.

284.15 DIPLOMATIC AGENT IMMUNITY. A diplomatic agent is any person entrusted by a foreign government and approved by the United States government to exercise diplomatic functions in this country. This includes the Ambassador, Minister, and the Minister Counselor, Counselor, First Secretary, Second Secretary, attaché, or other diplomatic officer. Diplomatic agents enjoy the highest degree of privileges and immunities.

Criminal Incidents. Diplomatic Agents, their families, and members of their administrative and technical staff are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense. This is known as personal inviolability.

Diplomatic agents, their family members and members of their administrative or technical staff stopped while driving under the influence should not be permitted to continue driving. Officers shall immediately obtain the assistance of a supervisor who shall assess the situation and determine the appropriate action to be taken. Field sobriety tests should be offered, but cannot be compelled. When practicable, the supervisor shall assist the individual in securing an alternate means of transportation (e.g., request a cab, contact a responsible party) or when, reasonable, transport the individual to a location of their choice. All the facts of the incident, including all objective signs of intoxication should be documented in the appropriate Department report (e.g., CHP, Form 555.03, Traffic Collision Information, Form 4.37, etc.) If no other Department report is completed, the facts shall be documented in an Employee's Report, Form 15.7, and forwarded to the Chief of Staff.

Note: Service staff of diplomatic agents are immune from prosecution for acts committed while performing diplomatic functions. However, they are subject to criminal offense under other circumstances.

Traffic Enforcement. Officers shall not normally issue personal service or absentee citations to diplomatic agents, their family members, or members of their administrative and technical staff. Officers shall not impound the vehicles of these officials. In those instances when the driving of the official is a danger to others, a supervisor shall be summoned to the scene. With the supervisor's approval, a citation may be issued. If the individual refuses to sign the citation, he or she shall be permitted to leave the location. All copies of the unsigned citation, accompanied by an Employee's Report, Form 15.7, explaining circumstances of the contact, shall be forwarded to the Chief of Staff the next business day following the incident. If the

individual signs the citation, a photocopy of the citation accompanied by an Employee's Report, Form 15.7, explaining the circumstances of the contact shall be forwarded to the Chief of Staff the next business day following the incident.

Exception: The vehicle of the diplomatic agent, their family, or member of their administrative or technical staff may be impounded when it constitutes a traffic hazard or when parked on a tow-away zone. The vehicles shall be cited when they are impounded.

Premises and Property Immunity. Officers shall not enter the premises of the diplomatic agent or the premises of the administrative or technical staff. The premises can include the residence, office or office space within the residence, even in "hot pursuit," without the express consent of the head of the diplomatic post or his or her designee. Consent may be assumed in the case of fire or other disaster requiring prompt action.

Officers shall take all appropriate steps to protect the diplomatic agent's premise and the premises of their administrative and technical staff against any disturbance of the peace of the diplomat post or impairment of its dignity. No arrest or other probable cause is necessary to remove unwanted persons from the premises upon request of the individual.

Diplomatic agent archives, files, and documents, including official mail are immune from local jurisdiction at all times wherever they may be. The diplomatic mailbag shall not be opened or detained. The diplomatic courier is immune from any form of arrest or detention during the performance of his or her duty.

284.20 CAREER CONSULAR OFFICER IMMUNITY. A career consular officer is any person entrusted by a foreign government and authorized by the United States Government to perform formal consular functions in this country. This includes the Consul-General, Consuls, and Vice-Consuls. A career consular officer is a citizen of a foreign country empowered by its government to act in its behalf on trade matters and other limited governmental functions. Each career consular officer possesses State Department credentials (bearing the State Department's seal, the name of the officer, his or her title, and the signatures of State Department officials) and other official identification.

Criminal Incidents. Career consular officers have only official acts or functional immunity in respect to both criminal and civil matters. Career consular officers may only be arrested for a felony pursuant to a warrant and may be detained at anytime if the offense involved is an immediate threat to public safety. A career consular officer is not liable to detention or arrest for a misdemeanor. The consular officer shall be informed of the violation and be permitted to continue on his or her way. This is known as consular inviolability. A career

consular officer's family and staff have no consular inviolability whatsoever. If the career consular officer commits or is in the process of committing a felony, which is an immediate danger to the public safety, the consular officer shall be taken into custody and held until booking advice is received.

Career consular officers stopped while driving under the influence should not be permitted to continue driving. Officers shall immediately obtain the assistance of a supervisor who shall assess the situation and determine the appropriate action to be taken. Field sobriety tests should be offered but they cannot be compelled. When practicable, the supervisor shall assist the consular officer in securing an alternate means of transportation (e.g., request a cab; contact a responsible party) or, when reasonable, transport the consular officer to a location of the consular officer's choice. All the facts of the incident, including all objective signs of intoxication, should be documented in the appropriate Department report (e.g., Traffic Collision Report, CHP Form 180, Municipal Supplement, Form 4.03.01, etc.). If no other Department report is completed, the facts should be documented in an Employee Report, Form 15.7, and forwarded to the Chief of Staff.

Traffic Enforcement. The traffic enforcement section regarding diplomatic agents (Manual Section 4/284.15) shall apply to career consular officers as well.

Premises and Property Immunity. Officers shall not enter a career consular officer's official office or the official office space within the consular officer's residence, even in "hot pursuit," without the express consent of the head of the consular post or his or her designee. Consent may be assumed in the case of fire or other disaster requiring prompt action.

Officers shall take all appropriate steps to protect the consular officer's premises against any disturbance of the peace of the diplomatic post or impairment of its dignity. No arrest or other probable cause is necessary to remove unwanted persons from the premises upon request of the consular officer.

Career consular officer archives, files, and documents including official mail, are immune from local jurisdiction at all times wherever they may be. The consular mailbag shall not be opened or detained. The consular courier is immune from any form of arrest or detention during the performance of his or her duty.

Note: The United States may have reached bilateral agreement with certain foreign governments, whereby their consular personnel in the United States (and their families) have privileges and immunities approximating those afforded diplomatic officers. Police officers should be guided by the Chief of Staff in these instances.

284.25 HONORARY CONSULAR OFFICER IMMUNITY. An honorary consular officer is a United States citizen or a

citizen of a foreign country who is a permanent resident of the United States appointed to perform the functions of a career consular officer. They do not possess a State Department identification card, but may have other official identification.

Criminal Incidents. Honorary consular officers may be detained and arrested for felony or misdemeanor offenses. They may not be prosecuted for acts committed only when performing consular functions. After an honorary consular officer or employee has been arrested, he or she may raise the defense of immunity at the trial. The determination regarding immunity will be made by the judge. Members of an honorary consular officer's family and private or domestic staff have no consular inviolability whatsoever.

Traffic Enforcement. The traffic enforcement section regarding diplomatic agents (Manual Section 4/284.15) shall apply to honorary consular officers as well.

Premises and Property Immunity. Official office, archives, files and documents, including mail, are immune from local jurisdiction at all times wherever they may be. The consular mailbag shall not be opened or detained. The consular courier is immune from any form of arrest or detention during the performance of his or her duty.

284.35 REQUESTS FOR INFORMATION REGARDING CONSULAR OFFICERS. Officers desiring additional information regarding consuls and consular relations shall contact the Chief of Staff. Legal information regarding consular immunity may be obtained from Risk Management Group, during normal business hours.

284.38 REPORT-DISTRIBUTION WHEN CIRCUMSTANCES INVOLVE CONSULAR OFFICERS. The supervisor approving the report shall cause one copy of all crime, arrest, traffic and other related reports involving consular officers to be distributed to the following entities: Chief of Staff; Commanding Officer, Special Operations Bureau; Commanding Officer, Major Crimes Division; Commanding Officer, Public Information Office, Office of the Chief of Police.

284.40 NOTIFICATION PROCEDURES FOR AGGRAVATED CONTACTS INVOLVING CONSULAR OFFICERS.

Officer's Responsibility. An officer who has observed or who is called to the scene of an incident involving a consular officer or a member of his or her family which is, or may become, aggravated shall:

- * **Immediately** obtain the assistance of a supervisor.
- * As soon as practicable, notify the Chief of Staff, or the Administrative Unit, Detective Support Division, after hours.

- * Complete an Employee's Report, Form 15.7, and any other report necessary under the circumstances.

Note: The Form 15.7 need not be completed when all the information necessary for the Chief of Police is included in another written report.

Supervisor's Responsibility. A supervisor called to the scene of an aggravated incident involving a consular officer or a member of his or her family shall:

- * Assess the situation and take any appropriate action.
- * **Immediately** notify the Chief of Staff, describing the situation and circumstances of the aggravated incident. During those hours when the Chief of Staff is closed, the Watch Commander, Detective Support Division, shall be notified and directed to contact the concerned staff officer. The supervisor shall remain available for a return call from the concerned staff officer.
- * Contact the Protocol Officer or Assistant Protocol Officer, Office of the Mayor. During those hours when the Protocol Office is closed, the City Hall switchboard operator shall be requested to transfer the call to either of the concerned protocol officers.
- * Cause a copy of the concerned reports to be forwarded without delay in accordance with Manual Section 5/030.66.

Watch Commander, Detective Support Division's Responsibility. When requested by the field supervisor, the Watch Commander, Detective Support Division, shall notify the Chief of Staff and request him/her to call the field supervisor.

Note: Although consular immunity does not extend to a consular officer's family, this notification procedure shall be observed for aggravated incidents involving a consular officer or a member of his or her family. Aggravated incidents are not limited to driving under the influence or felony offenses but shall be considered incidents of any nature which may tend to become aggravated due to the circumstances or personalities involved.

284.45 REQUESTS FOR POLITICAL ASYLUM.

Employee's Responsibility. An employee receiving a request for political asylum from a foreign national shall immediately notify a supervisor.

- * If the total circumstances are not recorded on another report, complete an Employee's Report, Form 15.7, setting forth the facts of the situation.

Note: A foreign national, including a minor, within the United States is entitled to the same protections under the law guaranteed a United States citizen; therefore, officers may use that force necessary to protect a person requesting asylum and to ensure the safety of that person.

Supervisor's Responsibility. A supervisor notified of a request for political asylum by a foreign national shall:

- * Cause the Watch Commander, Detective Support Division (DSD), to be notified and be guided by his or her advice; and,
- * Cause a copy of all reports to be forwarded, without delay, in accordance with Manual Section 5/15.7-84.

DSD's Responsibility. The Watch Commander, DSD, shall immediately notify the Operations Center, Department of State, Washington, D.C., of a request (or imminent request) for political asylum which:

- * Is politically sensitive;
- * Involves the possibility of forcible repatriation;
- * Is determined by the DSD Watch Commander to be of special interest to the Department of State;
- * Involves a foreign national who is present in the United States as part of an official visit, formal cultural or athletic exchange, exchange student program or state-owned business or enterprise activity, or who is in transit through the United States in such capacity; or,
- * Involves any foreign diplomat, foreign consular officer, or foreign official, regardless of the country.

Any other requests for political asylum shall be referred to the Immigration and Naturalization Service.

The Watch Commander, DSD, shall ensure that the Chief of Staff is notified of any request for political asylum as soon as practicable.

284.46 RIGHTS OF ARRESTED FOREIGN NATIONALS.

Officer's Responsibility. Officers arresting or detaining a foreign national shall notify Detective Support Division (DSD) of the arrest or detention whether or not the foreign national wants the consulate notified.

Note: Manual Section 4/284.10 defines those persons protected by unlimited immunity from arrest or detention.

DSD's Responsibility. Detective Support Division shall be guided by the **Department of State Guidelines Regarding Foreign Nationals Arrested or Detained in the United States**, and make the appropriate notifications to the concerned consular officials.

Watch Commander's Responsibility. The Watch Commander of the concerned custodial facility shall ensure that the arrestee is allowed to communicate, correspond with, and be visited by consular officials of his country.

284.47 DEATH OR GUARDIANSHIP OF A FOREIGN NATIONAL.

Employee's Responsibility. An officer shall notify DSD when investigating:

- * The death of a foreign national; or,
- * Any situation which requires the appointment of a guardian or trustee for a foreign national.

DSD's Responsibility. The Watch Commander, DSD, shall ensure that the appropriate foreign consular officials are notified of:

- * The death of a foreign national; or,
- * The need to appoint a guardian or trustee for a foreign national.

286. PARKER CENTER MOTOR POOL VEHICLES.

286.10 OBTAINING VEHICLES FROM THE PARKER CENTER MOTOR POOL. When requesting a Parker Center Motor Pool vehicle, the requesting employee shall:

- * Complete the appropriate sections of the LAPD Transportation Order, Form 11.34.0, and forward it to the appropriate supervisor for approval;
- * Advise the approving supervisor of the reason the pool vehicle is needed; the estimated mileage the pool vehicle will be driven; and how long the vehicle will be in use; and,
- * Submit the approved LAPD Transportation Order, Form 11.34.0, to the Parker Center Motor Pool Dispatcher (Manual Section 3/582.50).

286.20 RETURNING VEHICLES TO THE PARKER CENTER MOTOR POOL. Once the specified use for a Parker Center Motor Pool vehicle has been completed, return the vehicle **immediately** as follows:

- * To the Parker Center Motor Pool Dispatcher;
- * When the Motor Pool Dispatch Office is closed, return the vehicle to Property Division; or
- * When the Motor Pool Dispatch Office and Property Division are closed, return the vehicle to the Parker Center Motor Pool Dispatcher before 0900 hours the following business day.

287. FUEL CREDIT CARDS.

287.10 CHECKING OUT FUEL CREDIT CARDS. An employee shall be issued either an assigned or loaned fuel credit card when:

- * Department business requires an employee to utilize a Department vehicle to travel on an extended trip outside the City; or,
- * Where specific circumstances might preempt the use of Department fueling facilities because of a conflict with the employee's assignment.

Assigned fuel credit cards are used by specialized divisions and shall be issued and controlled by the commanding officers of these divisions.

Loaned fuel credit cards are used for extended trips outside the City and shall be issued and

controlled by the Administrative Unit, Detective Support Division (DSD).

Note: Upon return of a loaned credit card, Detective Support Division personnel shall ensure that the employee provides receipts for any gasoline obtained, and that the receipts bear the employee's serial number and the license number, shop number, and mileage of the City vehicle.

Requests for additional or replacement fuel credit cards shall be made by forwarding the appropriate correspondence to Motor Transport Division.

287.50 USE OF FUEL CREDIT CARDS. Credit cards shall be used only to purchase gasoline, oil, and other automotive supplies for use in City-owned vehicles.

Employee's Responsibility. Every employee using a Department fuel credit card shall:

- * Obtain fuel from a Department facility when possible, unless it would jeopardize his/her assignment when traveling within the City or surrounding areas;
- * Purchase only approved items (i.e., regular gasoline, diesel fuel, or oil). Gasoline or diesel fuel shall be purchased from selfservice pumps when available;
- * Obtain a written receipt for all charges made on the credit card;
- * Ensure the credit card receipt bears the credit card number, the name and address of the service station from which the supplies were purchased, an itemized list of purchases, quantity of fuel in whole and tenths of gallon, and a legible total cost;
- * Place his/her serial number and the license number, shop number, and mileage of the City vehicle on the front side of the credit card receipt; and,
- * Submit receipts to the Administrative Unit, DSD, when a loaned fuel credit card is used; or,
- * Submit receipts to their immediate supervisor when an assigned fuel credit card of a specialized division is used.

Note: Employees shall not use the Department fuel credit card for purchasing repairs or servicing of Department vehicles. When an employee experiences mechanical problems outside the City, the employee shall contact the Motor Transport Division watch commander for instructions.

A fuel credit card shall only be used by the person to whom it was issued and shall only be used at appropriate service stations. Fuel may be purchased for more than one vehicle with the same credit card at one time, but a separate receipt shall be obtained for each vehicle serviced.

Exception: Prearranged group purchases of fuel for solo motorcycles do not require a separate receipt.

Supervisor's Responsibility. Each supervisor reviewing fuel credit card receipts shall:

- * Ensure each receipt is properly completed and verify that the usage was for Department business in a City vehicle; and,
- * Forward each credit card receipt to his/her commanding officer.

Commanding Officer's Responsibility. Each commanding officer reviewing fuel credit card receipts shall :

- * Ensure the receipts are reviewed for completeness and validity;
- * Maintain a 90-day retention file for the receipts; and,
- * Assist Motor Transport Division in resolving errors or exceptions upon receipt of a credit card use of exception report.

Motor Transport Division's Responsibility. Motor Transport Division shall:

- * Review monthly fuel invoices from the credit card company for errors and exceptions;
- * Create an exception report, listing purchases other than approved items;
- * Submit an exception report to the appropriate commanding officer(s); and,
- * Forward approved invoices and a copy of the exception report to Fiscal Operations Division within 10 days.

288. "UNDERCOVER" LICENSE PLATES. "Undercover" license plates shall not be used at any time on a Department vehicle equipped with a visible red light, siren, or any other visible police equipment or on a vehicle which is painted or otherwise identified as a police vehicle, or which is operated by a uniformed officer.

289. SAFETY BELTS IN DEPARTMENT VEHICLES.

Employee's Responsibility. Employees and all others operating or riding in Department vehicles shall wear three-point safety belts when provided. Two-point safety belts (lap belts) shall be worn when three-point safety belts are not provided. Employees intending to operate or ride in a Department vehicle shall ensure that all occupants of the vehicle are using the available safety belts before the vehicle is operated.

Child Seat Restraints. A child twelve (12) years of age and under, who is to be transported in any Department vehicle, shall be secured in the rear seat of the vehicle. A child who is under six (6) years of age or weighing less than sixty (60) pounds shall be secured in a child passenger seat restraint (car seat).

Employees shall place the child in a car seat which is Federal Safety Standard approved, and employees should attempt to place the child in a car seat which is appropriate for the child's weight.

Traffic Coordination Section should be contacted for clarification regarding the appropriate car seat for the child's weight.

Note: A Department vehicle is any motor vehicle which is under the direction and control of the police Department, including privately-owned vehicles used for City business.

Safety belts shall be adjusted so they provide maximum protection with reasonable comfort.

Safety belts shall be inspected at the start of each watch. Any Department vehicle equipped with an unserviceable safety belt shall be removed from service.

Tactical Considerations. When a potentially dangerous tactical situation is perceived or anticipated, the safety belt may be removed to allow adequate time for safe response to the situation. During special operations, the safety belt may be removed when, in the belted employee's judgment, wearing the safety belt might adversely affect the special operation or endanger the employee.

Examples:

- * Officers may remove their safety belts immediately prior to arriving at the location of an emergency call so they can quickly leave their vehicles upon arrival.
- * Officers may remove their safety belts immediately prior to stopping a suspect. However, officers should be careful not to remove their safety belts prematurely and thus risk being without safety belt protection during a pursuit.

292. MOTION PICTURE/TELEVISION FILMING WORK PERMITS.

292.05 EMPLOYEE/RETIRED OFFICER'S RESPONSIBILITY. Employees or retired officers seeking employment at motion picture/television filming locations shall:

- * Complete the Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01;
- * Submit the completed application to his/her immediate supervisor for processing;

Note: Retired officers shall submit the completed application directly to the Work Permit Coordinator, Personnel Group, for approval.

- * Prior to processing of the application by Personnel Group, have a color photograph taken as directed by the Work Permit Coordinator, Personnel Group; and,

Note: Neither active employees nor retired officers shall engage in off-duty motion picture/television filming employment until final approval from Personnel Group has been obtained.

- * Comply with all rules and regulations as outlined on the Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01.

Note: Retired or off-duty officers who fail to

comply with the rules and regulations of their Motion Picture/Television Filming Work Permits may be subject to suspension or revocation of their Motion Picture/Television Filming Work Permits. Active officers may also be subject to disciplinary action by the Department.

Off-duty officers employed by a filming company for the purpose of traffic control shall not issue citations for moving, non-moving or parking violations. An off-duty officer who believes enforcement action is appropriate at a filming location may proceed by submitting a Complaint Application, Form 5.15, or shall summon on-duty personnel who shall be responsible for the final determination regarding enforcement action.

Officers who are denied a Motion Picture/Television Filming Work Permit may appeal the denial by utilizing the appeal procedure in accordance with Manual Section 3/744.36.

Supervisor's Responsibility. A supervisor receiving a Motion Picture/Television Filming Work Permit Application/Renewal shall:

- * Review the application for completeness;
- * Acknowledge receipt of the application by completing the "SUPERVISOR REVIEWING APPLICATION" line;
- * Ensure that the employment does not conflict with any duty restrictions the employee may have;

Note: An employee's duty restrictions shall be obtained by contacting Medical Liaison Section, and/or the Area Sick/IOD Coordinator.

- * Document any information discovered that may result in a denial of the request for motion picture/television filming employment;
- * Forward the original application with all associated documents to the requesting employee's commanding officer;
- * If the employee is requesting to use a two-wheeled motorcycle, ensure the requirements of Rule No. 4 on the application are verified; and,
- * If the employee is requesting to use a two-wheeled motorcycle, ensure that the requesting employee has included copies of his/her current driver's license endorsed for motorcycle operation, current motorcycle registration, and proof of insurance.

Commanding Officer's Responsibility. A Commanding officer receiving a request for engagement in outside employment at a motion picture/television filming location shall:

- * Review the application for appropriateness;
- * Ensure that the requesting employee and reviewing supervisor have included copies of the required documentation;
- * Review the documents to ensure the reviewing supervisor has conducted the appropriate investigation and that it does

not conflict with any duty restrictions the employee may have;

- * Recommend approval or denial of the application by completing the "COMMANDING OFFICER, DIVISION OF ASSIGNMENT" line; and,

Note: The commanding officer's signature does not constitute approval of the request for motion picture/television filming employment.

- * Submit the application to Personnel Group.

If denial of the application is recommended, the reason shall be stated in an Intradepartmental Correspondence, Form 15.2, and submitted to the Commanding Officer, Personnel Group, along with the application.

Commanding Officer, Emergency Services Division's Responsibility. The Commanding Officer, Emergency Services Division shall be responsible for:

- * Investigating all complaints made against retired officers who have violated LAMC sections or Department rules and regulations covered by the Motion Picture/Television Filming Work Permit;
- * Completing all complaint investigations and recommending adjudication of complaints concerning retired officers; and,
- * Forwarding the completed investigation and recommended adjudication to the Commanding Officer, Personnel Group, for approval.

Note: In cases where off-duty, active Department personnel are alleged to have violated LAMC sections or Department rules and regulations, the Commanding Officer, ESD, shall notify the involved officer's commanding officer for appropriate action.

Commanding Officer, Personnel Group's Responsibility. The Commanding Officer, Personnel Group, shall be responsible for:

- * Reviewing, processing, and investigating each active and/or retired officer's Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01;
- * Final approval or denial of each active and/or retired officer's application; and,
- * Ensuring that the employment request by the active officer does not conflict with any duty restrictions.

294. IDENTIFICATION OF PERSONNEL REQUESTING TO CHECK DEPARTMENT RECORDS. An employee desiring to inspect the records maintained by Records and Identification Division shall present his/her identification card for inspection except when he is in uniform.

295. USE OF DEPARTMENT TELEVISION PRODUCTION EQUIPMENT.

Routine Requests. A commanding officer who desires to utilize the Department's television production equipment shall submit an

Intradepartmental Correspondence, Form 15.2, to the Chief of Staff, at least one month prior to the date the equipment is needed. The request shall include a script or a description of the proposed production.

Exception: In cases of extreme urgency, a telephonic request may be made to the Commanding Officer, Training Division.

Major Police Incident Requests. During a major police incident, requests for the use of the color-video van shall be made to the Commanding Officer, Training Division. When Training Division is closed, requests shall be made to the Administrative Unit, Detective Support Division.

Note: Because the van requires a crew of six and an hour to "set up" and an hour to "shut down," each request for the use of the color-video van shall be carefully evaluated.

At the scene of a major police incident, the incident commander shall ensure that adequate security is provided for the van and equipment.

Outside Requests. Requests for the use of Department television production equipment which originate outside the Department shall be referred to the Office of the Chief of Police.

296. BUSINESS CARDS. When investigating officers make an official call for the purpose of interviewing a witness or victim, they shall leave an official Police Department business card, complete with their name and division or detail to which they are assigned.

296.01 BUSINESS CARDS-DETAINEE RELEASED WITHOUT BEING BOOKED OR CITED. When any person detained by a member of this Department is subsequently released without being booked or cited, the responsible officer shall explain the reason for the detention. Prior to the person's release, the officer shall provide the detained person with an official Department business card, complete with the officer's name and division of assignment.

Note: Officers issuing Field Data Reports shall be guided by business card requirements as detailed in Manual Section 4/202.02.

During the performance of official duties, Department members shall provide a business card to any person upon request, providing the action does not interfere with the officer's performance of his/her duty.

296.02 BUSINESS CARDS-FORMATTING AND LANGUAGE GUIDELINES. The front of the Department-issued business card shall contain the following information:

- * The telephone number of the issuing employee's division of assignment;
- * "Join the LAPD (866) 444-LAPD - Recruitment Hotline" at the bottom of the card; and,

- * The specific telephone number of the Telecommunications Device for the Deaf (TDD) machine located in the Area, division, or section in which the employee is assigned. However if a TDD machine is not available where the employee is assigned, the Communications Division TDD number, (877) 275-5273 shall be used in its place.

The back of the Department-issued business card shall contain the following information:

- * The upper portion shall contain appropriately identified spaces for the date, time, incident number, and comments to be completed by the employee at the time of the citizen contact.
- * An advisement to dial 9-1-1 in the event of an emergency; and,
- * "Should you have information regarding a criminal investigation or activity, please contact your local police station or the LAPD crime hotline at 1-877-529-3855. The Department is committed to providing quality service to the community. If you wish to comment on the level of service you received, please contact a Department supervisor or telephone 1-800-339-6868, or TDD # (213) 485-3604."

Non-Department-issued business cards used while on duty, or for identification as a Department employee while off duty, shall contain identical information provided on the Department-issued business cards. This includes the information and phone numbers on the back of the card. The City seal may be replaced with the Department seal or an image of the Department badge of the appropriate rank. All images, slogans, or verbiage other than those contained on the Department-issued business cards, shall be approved by the employee's commanding officer prior to use. Consideration for the cards' content should include its format, professionalism, and appropriateness of the Department's image to both the public and law enforcement community.

297. ACTING PRESS RELATIONS OFFICER, ASSIGNMENT OF. Pending the arrival of the Press Relations Officer, the Incident Commander at the scene of a serious police incident of an emergency nature shall immediately assign an officer of the highest subordinate rank as the Acting Press Relations Officer. The appointed officer shall be responsible for assisting press representatives in the performance of their functions until the arrival of the Department Press Relations Officer.

298. NEWS MEDIA IDENTIFICATION CARDS.

298.40 NEWS MEDIA IDENTIFICATION CARDS AT FIRE OR DISASTER. At the scene of a fire or other disaster, an employee shall permit holders of news media identification cards to pass through

police and fire lines to obtain news or photographs.

298.80 NEWS MEDIA IDENTIFICATION CARDS AT THE SCENE OF A CRIME. The senior officer assigned to the follow-up investigation of a crime shall be responsible for determining the advisability of permitting members of the news media access to the scene.

299. USE OF DEPARTMENT AIRCRAFT. Department aircraft shall be used as a tactical aid to regular police operations; in addition, the aircraft may be used for specific assignments that will assist in furthering the objectives of the Department.

Note: Pilots, observers, and those persons regularly assigned to helicopter duty shall be provided with a custom-fitted, Department-approved helmet.

299.20 FLIGHT REQUEST PROCEDURE. The following procedures shall be used to request aircraft flight operations:

- * Aircraft flights, except those initiated by personnel of Narcotics Division, shall be requested by a commanding officer on an Intradepartmental Correspondence, Form 15.2, and upon approval by a staff officer in his/her chain of command, forwarded to the Commanding Officer, Air Support Division.
- * Aircraft flights initiated by personnel of Narcotics Division shall be approved by a command officer of Narcotics Division, who shall be responsible for notifying the Commanding Officer, Air Support Division, of the approved request.
- * Requests for approval of aircraft flights for transportation of personnel of other City departments shall be referred to the Director, Office of Operations.
- * In cases when time does not permit the use of written requests, or when spontaneous activities require air support, requests may be made **telephonically** to Air Support Division.

Note: Field units may make requests for air support over Tactical Frequency I or II.

Administrative Flights - Defined. Administrative flights are transportation flights provided to staff officers.

Administrative Flight Request Procedures. The following procedures shall be used to request administrative flights.

- * Administrative flights should be requested for major incidents that require a staff officer's presence, the time to respond to the location is of the essence, and regular use of a City vehicle would create a problem in facilitating a timely response.
- * Requests for the use of Department aircraft for administrative flights shall be approved by the Director, Office of Operations, or in his or her absence, by the Commanding Officer, Special Operations Bureau. If

neither is available, emergency requests shall be referred to the watch commander of Air Support Division.

- * The Commanding Officer, Air Support Division, shall maintain a recordation of all administrative flights.

299.40 FLIGHT OPERATION APPROVAL. The Commanding Officer or, in his/her absence, the Watch Commander, Air Support Division, shall be responsible for the operational approval of Department aircraft flights.

299.45 HELICOPTER LANDINGS AT COMMUNITY EVENTS. When a commanding officer, in the interests of Department community relations, desires a Department helicopter to land at a site not previously approved for helicopter landings, he or she shall:

- * Forward the following to Air Support Division:
 - * An Intradepartmental Correspondence, Form 15.2, requesting the helicopter landing and an inspection of the proposed landing site; and,

Note: A helicopter is prohibited by law from landing within 1,000 feet of a public or private school consisting of any grades from one through twelve.

- * Written approval from the owner of the property on which the helicopter is to land.
- * Upon approval of the landing site by Air Support Division, obtain the detailed procedures from Air Support Division necessary for securing final approval for the landing of a helicopter. Necessary approvals included in this procedure are:

- * Fire Department permit;
- * One-time zone variance, when required;

Note: A three-to six-week delay may be anticipated between requesting and obtaining a zone variance.

- * Telephonic approval of the General Aviation District Office of the Federal Aviation Administration; and,
- * Written approval of the California Department of Transportation, Division of Aeronautics.

- * Forward all required approvals to Air Support Division.

Upon receipt of a Form 15.2 requesting helicopter landing at a community event and a letter of approval from the owner of the property on which the helicopter will land, the Commanding Officer, Air Support Division, shall:

- * Cause the landing site to be inspected to ensure an adequate landing area and notify the concerned commanding officer of the results of the inspection;

- * Upon approval of the landing site, ensure that the commanding officer of the requesting division receives guidance in obtaining approvals; and,
- * Ensure that a helicopter makes an appearance at the requested time and location.

Note: The requesting division shall be immediately notified when it is determined that a helicopter will not be available for the appearance.

TRAFFIC CONTROL

305. TRAFFIC ENFORCEMENT.

305.10 RADAR ENFORCEMENT. Radar enforcement of speed-law violations shall be requested only on streets which are either topographically or operationally impractical for traditional enforcement methods, and,

- * Have a history of speed-related accidents, or,
- * Are the subject of numerous citizens' complaints regarding excessive speed.

A request for radar enforcement shall be initiated on an Employee's Report, Form 15.7, outlining reasons for requesting radar at the particular location. The Form 15.7 shall be submitted to the employee's commanding officer. The commanding officer shall cause the request to be reviewed and, if appropriate, forward the Form 15.7 to the concerned traffic division commanding officer for approval.

Disapproved requests shall be returned to the concerned commanding officer on a Form 15.2 delineating the reasons for disapproval.

305.60 VISIBLE PATROL. To assist in the apprehension of traffic violators, a police unit may be parked on the street during periods of light traffic in a position readily visible to the driving public. However, during heavy traffic, visible patrol shall be maintained except when the unit is assigned other duties.

318. CITATIONS, USE OF.

318.10 TRAFFIC NOTICE TO APPEAR, USE OF. A Traffic Notice to Appear, Form 4.50.0, shall be used only when the citing officer witnesses the essential elements of the violation by the person cited.

All parking citations, other than a violation of 22526 (a) CVC (Gridlock), shall be issued on an absentee citation. A Gridlock violation may be cited either on an absentee citation or on a Traffic Notice to Appear when the citing officer observes the driver commit the violation.

Exception: An officer assigned to a bureau traffic division, Collision Investigation Follow-up (CIFU) Section, may issue a Traffic Notice to Appear in absentia to a juvenile violator for an alleged traffic violation, not declared to be a felony, based on information contained in a

traffic collision report or resulting from a follow-up investigation.

318.40 ABSENTEE CITATIONS, USE OF. Absentee citations shall be used only for parking violations and violations of Sections 5200 CVC (Display of License Plates), 5204 CVC (Current License Plate Tab Not Displayed), or 4000(a)(1) CVC (No Evidence of Current Registration) and only when the citing employee did not witness the driver park or operate the vehicle.

318.80 RETURNING COMPLETED CITATIONS. The citing employee shall submit the originals of all completed Traffic Notices to Appear (with the original Continuation of Notice to Appear stapled to them, when appropriate) and the originals of all completed absentee citations to the watch commander then on-duty:

- * At the end of watch if the employee returns to the station, or,
- * No later than roll call the following day if the employee does not return to the station at the end of the watch, or,
- * By other arrangements with the concerned supervisor if the employee will be absent the following day and it is impracticable to return to the station at the end of watch.

320. CITATIONS, COMPLETION OF.

320.10 COMPLETING CITATIONS. When issuing a Traffic Notice to Appear or Continuation of Notice to Appear (Manual Section 4/320.12), the citing employee shall use a medium black ball point pen. The citing employee shall place an aluminum plate, or similar hard-surfaced material, under the last copy of the citation before starting to complete it.

Note: Special care shall be given to the portion of the citation bearing the citation number, to prevent that portion from being marked, torn, folded, or otherwise mutilated.

The original of the Traffic Notice to Appear or the Continuation of Notice to Appear shall not contain any information which does not appear on the defendant's copy (40505 VC).

320.12 CITATION CONTINUATION. The Continuation of Notice to Appear, Form 4.50.5, shall be used as a continuation page for the Traffic Notice to Appear when citing for:

- * Complex traffic infractions;

Note: The Traffic Notice to Appear (alone) shall be used for citing simple traffic infractions and Section 12500(a) of the California Vehicle Code.

- * Numerous mechanical infractions; and/or,
- * Misdemeanor traffic violations which do not require booking (Section 40302 of the Vehicle Code lists violations which require mandatory booking), or for which citing is opted (Section 40303 of the Vehicle Code lists violations which may be cited or

booked at the discretion of the arresting officer).

Note: The Traffic Notice to Appear and Continuation of Notice to Appear shall be used in lieu of the Nontraffic Notice to Appear, Form 5.2.2, for citing misdemeanor traffic violations.

Defendants of the following misdemeanor traffic sections shall normally be booked, and an Arrest Report, Form 5.2, completed, unless a watch commander determines that citing is more feasible due to extenuating circumstances (and all other release from custody criteria are met):

- * Evading or vehicle pursuit (2800.1 VC).
- * Vehicle tampering (10852 VC).
- * Vandalism to vehicle (10853 VC).
- * Hit-and-Run (20002 VC).
- * Reckless driving (23101 or 23104 VC).
- * Speed contest (23109 VC).

320.14 CORRECTABLE VIOLATIONS.

An officer issuing a Traffic Notice to Appear (citation) for certain offenses and under certain conditions shall indicate that the charge will be dismissed by the court on proof of correction. Check the appropriate "yes" or "no" check box for each violation on the citation. The appropriate dismissal status for commonly cited CVC violations is contained in the Citation Guide, Form 16.65.

California Vehicle Code Sections that are Correctable (40303.5 CVC). Violations of the following VC Sections will be dismissed by the court on proof of correction. Generally, the "yes" box shall be checked if the following applies:

- * Any registration infraction listed in Division 3, CVC, and also listed as "correctable" in the Citation Guide, Form 16.65;
- * Any driver license infraction listed in Division 6, CVC, Section 12951(a) CVC (driver license not in possession); or,
- * Any equipment infraction listed in Divisions 12, 13, 14.8, 16, 16.5 and 16.7 CVC, or Section 21201 (bicycle equipment), and also listed as "correctable" in the Citation Guide, Form 16.65.

Conditions Required for Making a Correctable Violations as Not Correctable (40610(b) CVC). Pursuant to 40601(b) CVC, a citing officer may mark a correctable violation as not correctable when any of the following conditions exist:

- * Evidence of fraud or persistent neglect; or,
- * The violation presents an immediate safety hazard; or,
- * The violator does not agree to, or cannot, promptly correct the violation.

Certificate of Correction. The reverse of the violator's copy of the Traffic Notice to Appear (citation) has a section for a signature certifying that a violation has been corrected. Officers shall **not** certify violations as being corrected.

Exception: Officers assigned to the Specialized Enforcement Unit, Traffic Coordination Section, may certify certain violations as being corrected.

320.15 DATE OF VIOLATION ENTERED ON CITATIONS. The month written in full, or the accepted written abbreviation of the month, shall be used on a traffic citation. The sequence for the date of the violation shall be month, day, and year. If the citation is issued on a date other than actual date of the violation, the date shall be entered in the space provided.

Note: The actual date of the violation shall be entered in the space provided on the top portion of the citation.

320.16 TIME ENTERED ON CITATIONS. Use non-military time and check the appropriate AM or PM box (i.e., 8:30 instead of 0830; 2:20 instead of 1420).

Note: If military time is used, Notice of Correction and Proof of Service, Form 4.07.0, shall be completed to change the time from military to non-military.

320.17 MISDEMEANOR CHECK BOX ON CITATIONS. Check the misdemeanor check box if any cited violation is a misdemeanor. The Citation Guide, Form 16.65, shows misdemeanors with an "M" and infractions with an "I" preceding the section number.

320.20 LICENSE PLATE NUMBERS ENTERED ON CITATIONS

Personalized License Plates. When the vehicle bears a personalized license plate, the letters and/or numbers shall be recorded on the citation followed by the letters "PLP" enclosed in parentheses.

Example: LAPD 1 (PLP).

320.21 COMMERCIAL VEHICLE (C.V.) CHECK BOX ON CITATIONS. Check the C.V. box if Section 15210(b) VC applies. Section 15210(b) VC defines a commercial vehicle as a motor vehicle or combination of motor vehicles used to transport passengers or property and:

- * Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- * Has a gross vehicle weight rating of 26,001 or more pounds; or
- * Is designed to transport 16 or more persons, including the driver; or
- * Is used in the transportation of hazardous materials.

320.22 HAZARDOUS MATERIALS (H.M.) CHECK BOX ON CITATIONS. Check the H.M. box if a vehicle is transporting hazardous materials as defined in Sections 353 and 2452 VC. Hazardous material haulers are defined as commercial vehicles in the VC. However, the "H.M." rather than the "C.V."

check box shall be checked when hazardous cargo is being transported. Hazardous materials include, but are not limited to radioactive material, poison, flammable gas, nonflammable gas, flammable liquid, oxidizer, flammable solid, corrosive material, irritating materials, combustible liquids, explosives, blasting agents, etiologic agents, organic peroxides, hazardous wastes, and other regulated materials of classes A, B, C, D, and E listed in the VC.

320.25 INFORMATION TO BE PRINTED ON CITATIONS. The following information shall be printed on a citation:

- * Name and address of the violator, as required.
- * Location of violation.
- * Name of citing officer, as it appears on the payroll roster.
- * Name of arresting officer, if different from the citing officer, as it appears on the payroll roster.

320.28 DIAGRAMS ON CITATIONS. The diagram shall be used to indicate the movement of the vehicles and pedestrians. When the violation occurs in the City and not on a freeway, a single check mark (+) shall be used to indicate the corner nearest to the violation.

320.30 VIOLATIONS ENTERED ON CITATIONS. List each code and section number or separate count of the same section on a separate line, followed by a brief description of the corpus delicti and related information. Circle the "M" or "I" to denote whether a violation is a misdemeanor or an infraction. Enter the most serious violation first. A moving violation shall be considered more serious than a non-moving violation.

320.33 LIST PROBABLE CAUSE FOR TRAFFIC STOP ON TRAFFIC CITATION. When issuing a Traffic Notice to Appear (citation), the issuing officer shall either cite for or list the probable cause for the traffic stop in the citation narrative. When the probable cause for the traffic stop is not being cited, the reason shall be described without using the actual numerical section and code violation.

320.35 FINANCIAL RESPONSIBILITY REQUIREMENTS. An officer issuing a Traffic Notice to Appear for Vehicle Code violations other than parking shall write the financial responsibility information on the citation (16028 VC).

Note: Section 16028 VC applies only to vehicles required to be registered in California, and to mopeds driven upon the highway.

Evidence of Financial Responsibility. For purposes of Section 16028 VC, evidence of financial responsibility shall be in writing.

Note: Both the name of the insurance company and the number of the policy must be provided. If either item of information is unavailable, the

citation shall be completed as if no evidence of financial responsibility was produced.

Citing Section. Section 16028(a) VC, an infraction, shall be used as the citing section for violations of failing to provide evidence of financial responsibility.

Citing a Foreign Vehicle.

- * **Commercial Vehicles.** Certain out-of-state commercial vehicles are required to be registered in California. This registration, and proof of financial responsibility, is evidenced by a Uniform Identification Cab Card issued by the Public Utilities Commission. Other out-of-state commercial vehicles are not required to be registered in California due to reciprocity agreements. Enforcement of 16028(a) VC on out-of-state commercial vehicles is limited to officers assigned to the Specialized Enforcement Unit, Traffic Coordination Section.
- * **Passenger Vehicles.** The owner of an out-of-state passenger vehicle is required to apply for California registration within 20 days after accepting gainful employment or establishing residence in this state, whichever occurs first.

Exception: Military personnel on active duty in California are not required to register their vehicle in this state, as long as the vehicle has valid out-of-state plates (6701 VC).

Officers familiar with the provisions of 6700 VC and related VC sections may cite out-of-state passenger vehicles for a violation of 16028 (a) VC when appropriate.

Citing an Employer. If the driver of a vehicle owned, operated, or leased by the driver's employer fails to provide evidence of financial responsibility, officers shall use the following citing procedure:

- * The driver shall be cited for the original violation.
- * A separate Traffic Notice to Appear shall be issued to the employer for failure to provide evidence of financial responsibility.
- * Officers shall tell the driver that State law requires the driver to notify the employer of the citation within 5 days.
- * The driver shall be requested to sign the citation on behalf of the employer.

Note: The driver is not required to sign the citation. "DRIVER REFUSED" shall be entered in the signature space if appropriate.

- * The driver shall be requested to give the employer the defendant's copy of the citation.

Note: If the driver refuses to accept the employer's copy of the citation, it shall be inserted back into the form set and "DRIVER REFUSED TO ACCEPT COPY" shall be entered in the "Violations" space. The employer's copy shall be turned in with the original (green) copy of this citation. The

supervisor checking citations shall forward both copies to the Traffic Court Liaison Unit, 1945 South Hill Street. The Traffic Court Liaison Unit shall ensure that the employer is notified of the citation.

320.38 VIOLATIONS NOT COMMITTED IN OFFICER'S PRESENCE CHECK BOX ON CITATIONS. Do not use this check box. At this time, the Department does not cite for violations not committed in the officer's presence. However, this item is still required to be included on the citations by the Judicial Council of California.

320.40 VACATION PERIODS ENTERED ON CITATIONS. The citing officer shall enter his/her complete vacation period, including regular and special days off, when known, in the appropriate space. When the vacation has been taken, the word "past" shall be entered on the citation.

320.45 APPEARANCE DATE ENTERED ON CITATIONS. The court date for both adult and juvenile traffic defendants shall be assigned utilizing the Citation Guide, Form 16.65.0.

Note: If persons cited to court request more time in which to appear, they shall be advised that such requests must be made by them or their representative to the court indicated on the citation.

The time of appearance for juvenile citations shall be as follows:

- * Officers issuing personal service citations to juveniles between 0600 and 1800 hours shall cite the juveniles to the P.M. session of the Juvenile Court, Traffic Division, as indicated on the citations. The time period for the A.M. session shall be lined out.
- * Officers issuing personal service citations to juveniles between 1800 hours and 0600 hours shall cite the juveniles to the A.M. session of the Juvenile Court, Traffic Division, as indicated on the citations. The time period for the P.M. session shall be lined out.

320.46 PLACE OF APPEARANCE INDICATED ON CITATIONS. The place of appearance on a citation shall be determined by the location of occurrence and shall be indicated on the citation by placing an "X" in the proper square.

Violators requesting to be cited to the "County Seat" or an alternative court location shall be cited to the requested court location when the following conditions exist:

- * The requested court location is one listed on the Traffic Notice to Appear or is eligible for addition to the form; and,
- * The violator's place of residence or the violator's principal place of employment is located closer to the requested court location than to the court location normally utilized for the Area of occurrence. (Section 40502(b) CVC).

Note: All traffic court locations located within the City of Los Angeles which are preprinted on the traffic citation qualify as a "County Seat." Officer shall not cite violators to non-traffic courts nor to court locations outside the City of Los Angeles.

If the traffic citation form is being used is out of date and there are eligible court locations that are not preprinted on the citation, the violator may select one of the new court locations subject to the conditions above.

320.47 COURT LOCATION CHECK BOXES ON CITATIONS. Check the appropriate court location by referring to the Traffic Notice to Appear, Form 4.50.0, book cover. Determine the violation location and then simply check the appropriate court.

Note: Care should be taken to check the correct court.

320.48 TO BE NOTIFIED CHECK BOX ON CITATIONS. Do not use this check box.

320.50 BAILABLE TRAFFIC OFFENSES, COURT APPEARANCE. When a traffic defendant demands to be cited before a Municipal Court judge, he/she shall be advised to follow the instructions on the reverse side of the defendant's copy of the citation.

(1)Vehicle Code Section 40502(b).

320.55 NOTES ON CITATIONS. When issuing a traffic citation, an officer shall include, in addition to any other notes, all data necessary to establish a prime facie case for each of the sections cited.

When the citation is issued for a speed violation and the speedometer of the police vehicle was used as a clocking device, the officer shall record the following information after the description of the violation:

- * Police vehicle shop number.
- * Date of last calibration.
- * Speedometer reading.
- * Calibrated speed.

If a defendant's employer is cited for no evidence of financial responsibility and the employee refuses to accept the employer's copy, the citing officer shall enter the following on the last line of the "Violations" section: "DRIVER REFUSED TO ACCEPT COPY."

320.57 DESCRIPTION OF DEFENDANT ON CITATION. In addition to specific descriptors required on a Traffic Notice to Appear, the officer completing the citation shall list visible, obvious tattoos, scars, birthmarks, missing extremities and/or deformities in the "Miscellaneous Descriptive Information" space.

320.60 ABBREVIATIONS ON CITATIONS. Abbreviations used in traffic citation notes shall be limited to:

* I/S Intersection

*Deft	Defendant
*Approx	Approximately
*Veh	Vehicle
*N/B, S/B, E/B, W/B	Direction
*Ped	Pedestrian
*MPH	Miles per hour
*POV	Passed other vehicle
*ROW	Right-of-way
*X-ing	Crossing
*Mkd X-walk	Marked crosswalk
*Dble Line	Double line
*45/25	Clocked speed in zone
*Driv Lic	Driver's license
*Exp	Expired
*Temp	Temporary
*Plts	Plates
*Sig	Signal
*M/C	Motorcycle
*Bus Dist	Business district
*Res Dist	Residential district
*Reg	Registration
*Traf	Traffic
*BL Stop	Boulevard stop
*Lt/T	Left turn
*Rt/T	Right turn
*Spd	Speed
*Blks	Blocks
*FY	Freeway
*Obs	Observed
*X-walk	Crosswalk
*SP-CNS	Specially Constructed Vehicle
*Est	Estimate
*FTC	Following too closely
*Ln Chg	Lane change
*Max	Maximum
*M/L	Moving lane
*Pkd	Parked
*War	Warrant check
*(PLP)	Personalized License Plate

320.80 ERRORS OR OMISSIONS ON CITATIONS OR CITATION CONTINUATIONS. When an error is made on a Traffic Notice to Appear and the defendant's copy is still available, the citing employee shall correct the error by drawing a single line through the error and legibly printing the correct information as near as possible to the error. The initials "VCC" (Violator's {defendant} copy corrected), followed by the concerned employee's initials, shall be written on the original citation directly below the citation number located at the top of the citation. No part of the initials shall interfere with the citation number.

When an error or omission is noted on a traffic citation other than in the notes or diagram and the defendant's copy is no longer available the correct information shall be entered on a Notice of Correction and Proof of Service, Form 4.07.0. In the Proof of Service section of Form 4.07.0, the issuing officer shall provide the defendant's name and mailing address in the box provided. A supervisor shall review the Form 4.07.0 and provide the date the Proof of Service was placed in the Departmental mail, and the Area/division shall be indicated in the space provided for the postal mailbox address.

Note: The "United States postal mailbox" is required language by the Judicial Council of California which is standardized on forms statewide. The Departmental mail system is the acceptable method to cause the Notice of Correction and Proof of Service to be sent via United States Mail.

Additionally, the supervisor shall sign and date the Proof of Service in the spaces provided and;

- * Ensure the original (white) copy is stapled at the lower left corner on top of the

original Traffic Notice to Appear. The Proof of Service portion of the form shall be folded over to the back of the Traffic Notice to Appear; and,

- * Ensure the duplicate (pink) copy of the form is folded in half, placed in a Department envelope with the address box showing in the window and placed in the Departmental mail.

When an employee becomes aware of an error in the notes or diagram of a Traffic Notice to Appear or Continuation of Notice to Appear, and the defendant's copy is no longer available, the employee shall not correct the error. The employee shall write the correct information on the reverse side of the last copy of the citation in the citation book to use as reference for court proceedings.

320.85 REMOVAL OF CITATIONS FROM BOOKS. Upon completion of a citation, the appropriate page(s) (Manual Section 4/318.80) shall be immediately removed from the book. Those citations removed from the book shall be cared for in such a manner as to prevent them from being torn, folded, or otherwise mutilated.

322. CITATIONS-OFFICER DEFENDANT CONTACTS.

322.10 RECEIVING THE DRIVER'S LICENSE. A driver's license shall not be accepted from a person when it is contained in a billfold or card case. The defendant shall be requested to remove and exhibit the license only. When the driver's license is received, the person shall be addressed by the last name indicated on the driver's license, preceded by the person's correct title.

322.12 CONFISCATING SUSPENDED OR REVOKED DRIVER'S LICENSES.

Officer's Responsibility. When an officer becomes aware that an individual is in possession of a suspended or revoked driver's license, the officer shall:

- * Confiscate the driver's license pursuant to Section 4460 VC;
- * Advise the individual of the reason for the license confiscation;
- * Complete a Verbal Notice by Peace Officer, DMV or Court Employee, DMV Form DL 310;
- * Provide the pink copy to the driver;
- * Mail the original (white) copy of the DMV Form DL310, the DMV driver's history printout and the associated driver's license directly to the DMV address listed on the DMV Form DL310; and,
- * Attach the completed yellow copy of the DMV Form DL 310 to the Daily Field Activities Report, Form 15.52.

Supervisor's Responsibility. Supervisors shall, after review, ensure that confiscated suspended or revoked driver's licenses are forwarded directly to the DMV. The licenses shall be forwarded with:

- * Completed DMV Form DL 310;
- * DMV driver's history printout; and,
- * Citation, if any.

322.30 INSTRUCTIONS NOT TO BE GIVEN TO TRAFFIC DEFENDANTS. Officers shall not:

- * Quote amounts of bail.
- * Suggest the defendant telephone the Traffic Violations Bureau for information.
- * Suggest that the case may be handled by mail.
- * Attempt to outline the policy of the court or Traffic Violations Bureau in regard to adjustment of certain types of violations.
- * Suggest or recommend any automobile club or similar organization.

322.80 DEPARTING FROM TRAFFIC DEFENDANT. After a Traffic Notice to Appear is completed, the defendant should be assisted into the traffic flow and unless impracticable, the officers shall legally change their patrol to a direction other than that which the defendant is traveling.

324. OTHER JURISDICTION-TRAFFIC OFFENSES.

324.20 TRAFFIC VIOLATOR ENTERS ANOTHER JURISDICTION. Whenever a traffic violation takes place within the City of Los Angeles and the defendant, before being apprehended, enters another jurisdiction, a traffic citation shall be issued or a physical arrest made in accordance with the circumstances of the violation committed within the City limits. When, after entering the other jurisdiction, the violator commits an offense of greater severity than that committed within the City of Los Angeles, the officer shall:

- * When the offense committed requires a physical arrest, make the arrest and the booking in the capacity of a private person at the nearest police station of the jurisdiction of the arrest; or,
- * When the offense is a citable violation, file an application for complaint with the prosecutor having jurisdiction of the location of occurrence; and,
- * Issue a citation or complete a Complaint Application, Form 5.15, for the violation committed within the City of Los Angeles.

324.30 TAKING TRAFFIC ENFORCEMENT ACTION OUTSIDE THE CITY OF LOS ANGELES. Generally, Department personnel shall refrain from taking enforcement action for traffic violations which occur outside the City of Los Angeles. When the nature and/or severity of the offense involves immediate danger to persons or property, or of the escape of the violator, officers may detain the violator for the observed traffic violation and the officer shall:

- * Request the response of a member of the law enforcement agency having primary jurisdiction for the location of occurrence

- and request that agency complete a Traffic Notice to Appear listing the Department employee as a witness on the citation; or,
- * File an application for complaint (Complaint Application, Form 5.15) with the prosecutor having jurisdiction of the location of occurrence.

Exception: When the traffic violation is committed on the boundary (or within 500 yards) of the Los Angeles City limits, Department personnel may cite the violator and cause them to appear at the appropriate traffic court listed on the Traffic Notice to Appear (Penal Code Section 782).

326. CANCELLING CITATIONS.

326.10 CANCELLATION OF CITATIONS-WHEN AND BY WHOM REQUESTED. A Citation Cancellation Request, Form 4.45, shall be completed for the below listed circumstances. Such requests may be initiated by the bureau commanding officer, the citing employee's Area/division commanding officer, or the employee indicated in parenthesis after each circumstance below as follows:

Note: Requests initiated by a Department staff officer shall be submitted to the next higher level of review within the staff officer's chain of command for approval.

B.O. Meter. A parking meter noted on an Absentee Citation is found to be defective (employee making on-scene determination).

Note: When a defendant has already departed the scene and later complains that a parking meter was defective, the defendant shall be referred to the Parking Violations Bureau, LADOT for adjudication.

Lost Traffic Notice to Appear (Citation Book. When a Traffic Notice to Appear book is lost (Manual Section 4/328.70) (employee discovering the loss).

Stolen Vehicle. An Absentee Citation was attached to a vehicle after it had been reported stolen (employee recovering vehicle).

Note: If a stolen vehicle has received multiple absentee citations during the period it was stolen, only one Citation Cancellation Request shall be completed. The additional citations shall be listed in the "Explanation" section.

City Vehicle Exempt from Meters. A City vehicle is cited for a parking meter violation (employee who parked vehicle).

Imperfect Citation or Mutilated Citation Book. A defect is found of which might affect the legibility, legality, or processing of the citation (employee first observing defect).

Error in Posted Sign. A citation has been issued as a result of an error on a traffic control sign (employee making on-scene determination).

Note: When a defendant has already departed the scene and later complains that a traffic control sign was defective or illegible, the defendant shall be referred to the Parking Violations Bureau, LADOT, for adjudication.

Inoperative Vehicle. An Absentee Citation has been attached to a vehicle illegally parked because of mechanical failure and the operator has taken reasonable measures to remove the vehicle as soon as possible (employee determining that the vehicle is inoperative and that reasonable measures were taken).

False Information Given to Officer. A Traffic Notice to Appear has been started or completed and the citing officer determines that false information has been given to the extent that a new citation must be completed (citing officer). If Section 31 VC is to be charged, the citing officer shall arrest and book for Section 31 VC under the authority of 40302(a)VC (Manual Section 4/354.10).

Error in Judgment or Identity by Citing Employee. An error in judgment or identity by the citing employee results in the belief that the citation is not justified-citing employee.

Department Rules Violated. The citing employee's commanding officer determines that the citation was issued in violation of Department rules-citing employee.

Legal Immunity. The law provides that the operator or the vehicle cited is legally immune from prosecution-citing employee.

Adult Arrested or Complaint Application Completed in Lieu of Citation-Citing Employee. (See Manual Section 4/346.40 regarding juveniles.)

Driver Physically Unable to Move Vehicle. An Absentee Citation was issued to a parked vehicle and the driver was physically unable to move the vehicle because of his/her arrest, illness, injury, or death-citing employee.

Government Employee Executing Official Task. An Absentee Citation is attached to any vehicle parked by a government employee executing an official task-LAPD employee who parked vehicle. (The Form 4.45 shall be forwarded, via the chain of command, to the Parking Enforcement Bureau, LADOT. Persons requesting cancellation of citations issued to vehicles controlled by other City departments or outside agencies shall be directed to the Parking Enforcement Bureau.)

Citation Not Completed Due to an Emergency. A citation was started but not completed due to an emergency-citing employee.

Other. Circumstances not specified above in which a citation has been issued but obviously should be canceled in the interest of justice (any employee who can verify facts.)

326.15 CANCELLATION OF CITATIONS ISSUED ON DEPARTMENT VEHICLES BY THE LOS ANGELES

DEPARTMENT OF TRANSPORTATION (LADOT). Citations issued on Department vehicles by LADOT employees may be canceled when the vehicle was parked at an LADOT exempt location by a Department employee conducting City business.

Note: Traffic Coordination Section maintains a list of LADOT exempt locations. If the vehicle is unmarked and does not display exempt ("E") license plates, the vehicle must have a Los Angeles Police Department, official City vehicle placard visible on the vehicle's dashboard.

After determining that the employee was conducting City business, the commanding officer shall forward the citation and a letter to the Parking Administrator, LADOT. The letter shall state that the employee was conducting City business at the time the citation was issued.

326.67 CITATION CANCELLATIONS RELATING TO COMPLAINT INVESTIGATIONS. Absentee Citations (parking). An Absentee Citation shall not be placed on "hold" pending the result of a complaint investigation. An Absentee Citation related to a complaint investigation shall either be submitted to the Traffic Court Liaison Unit (TCLU) without delay or the supervisor shall request cancellation in accordance with Department procedure (Manual Section 4/326.75).

Traffic Notice to Appear (traffic citation). During the preliminary stages of a complaint investigation involving a traffic citation, the supervisor shall determine if cancellation of the citation is appropriate.

* When immediate cancellation is appropriate, the supervisor shall submit a Citation Cancellation Request, Form 4.45, with the original citation attached, to the employee's commanding officer for approval. The employee's commanding officer shall forward the cancellation request and original citation to the bureau commanding officer for final approval; or,

* When further investigation is required determining whether a cancellation is appropriate, the supervisor, after obtaining approval from the employee's commanding officer, shall forward the original traffic citation to the Officer in Charge (OIC), Traffic Court Liaison Unit with instructions to place a "hold" on the traffic citation.

If the original traffic citation is not available, the supervisor shall contact the OIC, TCLU telephonically and request that a "hold" be placed on the traffic citation.

Note: The defendant's copy of the traffic citation, if available, shall be maintained with the complaint investigation file until the investigation is completed.

* When a "hold" has been placed on the traffic citation, the supervisor shall ensure

that the defendant is notified of the temporary suspension of judicial proceedings against him/her, and that the defendant will not have to appear in court or pay any fines in connection with the traffic citation until he/she is notified otherwise by the Department.

Processing a "Held" Citation Upon Completion of a Complaint Investigation.

Upon completion of the complaint investigation, the supervisor shall determine the proper disposition of the traffic citation and notify the OIC, Traffic Court Liaison Unit of the action to be taken:

* If the hold is to be released, a supervisor shall ensure that the defendant's copy is returned to the defendant with the pink (violin's) copy of the Notice of Correction and Proof of Service, Form 4.07, advising the defendant of the new court date. The original (white) copy of the Notice of Correction and Proof of Service shall be forwarded to the OIC, TCLU for filing with the original traffic citation; or,

Note: The Department has one year to file a traffic citation case (California Penal Code Section 802). When a "hold" is released, that date shall be used to determine the new court date utilizing the Citation Guide, Form 16.65. If the date of the commission of the offense is more than one year prior to the release date, a Citation Cancellation Request shall be completed and the defendant notified of the action taken.

* If the traffic citation is to be cancelled, the supervisor shall ensure that a Citation Cancellation Request is completed and the defendant notified of the action taken.

326.70 LOST ORIGINAL TRAFFIC NOTICE TO APPEAR. When a Traffic Notice to Appear, Form 4.50.0, has been issued and the original (green) copy is lost or is otherwise unavailable, the citing employee shall:

* Remove the citation book copy (goldenrod or yellow copy) from the book and replace it with a photocopy;

Exception: When the original (green) copy has been mistakenly given to the violator, the violator (white) copy shall be submitted instead of the goldenrod copy.

* Make the following notation on the photocopy:

* "Certified to be a True Copy of the Original";

* X _____ and,

* Sign the photocopy certifying it to be a true copy of the original citation.

* Submit to his/her supervisor, for review, the goldenrod copy and a completed Employee's Report, Form 15.7, addressed to the Officer-in-Charge, Traffic Court

Liaison Unit (TCLU), advising that the original traffic citation has been lost or is otherwise unavailable; and

* When the assigned court date is within thirty days, a completed Notice of Correction and Proof of Service, Form 4.07.0, shall be attached to the Employee's Report, Form 15.7, and the violator notified as required. After reviewing the Form 15.7, the supervisor shall immediately forward the citation and related documentation to the TCLU.

Note: A Traffic Notice To Appear issued for an offense when the commission of the offense is in excess of one year, shall be cancelled in accordance with Section 4/326.10 of the Department Manual.

Traffic Court Liaison Unit's Responsibility. Upon receipt of the citation and related documentation, the TCLU shall file the goldenrod, yellow, or white copy of the citation and a photocopy with the Los Angeles Superior Court.

If only the original Continuation of Notice to Appear, Form 4.50.5 is lost, the original citation shall still be processed; but the court will not enforce the violations listed on the lost Continuation of Notice to Appear.

326.75 NOTIFYING DEFENDANT OF CITATION CANCELLATION. An employee requesting a citation cancellation after the defendant's copy has been issued, shall complete a Citation Cancellation Request, Form 4.45, and prepare a letter and addressed envelope notifying the defendant of the cancellation. The letter shall be signed by the commanding officer of the requesting employee, and forwarded with the Citation Cancellation Request through channels to the Traffic Court Liaison Unit (TCLU), Traffic Coordination Section (TCS). Upon receipt of a Citation Cancellation Request, TCLU shall submit the citation and attached request to the appropriate court. When the court approves a request for citation cancellation, TCLU shall mail the letter notifying the defendant of the citation cancellation.

Note: Whenever TCLU is notified that the court has denied the Department's request to cancel a citation, TCLU shall process the citation as directed by the court and notify the commanding officer of the court's decision on the cancellation request.

Defendant's Copy of Citation. When possible, the defendant's copy of a citation to be canceled shall be obtained and forwarded with the Citation Cancellation Request, Form 4.45.

When the defendant's copy cannot be obtained, the circumstances shall be included in the "EXPLANATION" portion of the Form 4.45.

328. CITATION BOOKS.

328.10 RECEIVING CITATION BOOKS. Upon receiving a citation book, the

employee shall write, in ink, his/her name, serial number, division, and date of receipt on the front cover of the book. No notation of any kind shall be made on any citation prior to issuance.

328.40 DISPOSITION OF TRANSFERRED OFFICERS' CITATION BOOKS (Manual Section 3/202.26).

328.60 COMPLETED CITATION BOOKS. When a citation book is completely used, the book shall be returned and a new book obtained. The completed citation book shall be retained in compliance with the Los Angeles Administrative Code, Section 12.3.

328.70 LOST CITATION BOOKS. When a citation book is lost, a Citation Cancellation Request, Form 4.45, shall be made canceling the unused citations. The request shall include the numbers of the first and last citation in the book and shall specify numbers of the citations which have not been issued. When a lost citation book is found after a Citation Cancellation Request has been completed, it shall be stored (Manual Section 4/328.60) and shall not be further used by the Department.

328.80 RECALL AND REISSUANCE OF CITATION BOOKS. All traffic citation books that are not completed within three months after issuance shall be recalled and reissued to more enforcement-active employees (Manual Section 3/202.24).

334. REFUSAL TO SIGN CITATION.

334.10 INFORMATION TO TRAFFIC VIOLATOR-REFUSAL TO SIGN CITATION. When a violator refuses to sign a traffic citation, the citing officer shall refer the violator to the printed information on the face of the citation directly above the space provided for his/her signature. He/she shall be informed that the signing of the citation does not constitute an admission of guilt, but that it is merely a signed promise to appear in answer to the charge.

When the violator has been so advised and continues to refuse to sign the traffic citation, the citing officer shall request that a supervisor be dispatched to the scene. The supervisor shall, whenever possible, resolve the matter at the scene.

Note: When an officer is taking enforcement action for a violator (employee) not having proof of financial responsibility for an employer's vehicle, the violator (employee) shall not be arrested for refusing to sign the traffic citation. Officers shall follow the procedure delineated in Manual Section 4/320.35 (Financial Responsibility Requirements – Citing an Employer). A supervisor request is not required in this instance.

The violator shall be requested to sign the Continuation Form, in addition to the Traffic Notice to Appear. If the violator signs the citation, but refuses to sign the Continuation,

the issuing officer shall print "REFUSED TO SIGN" in the space provided for the signature, and release the violator.

334.40 REFERRAL OF TRAFFIC VIOLATOR WHO REFUSES TO SIGN CITATION. If, after the procedures outlined in Manual Section 4/334.10 have been followed, the violator still refuses to sign the citation, he/she shall be processed as follows:

Adults. The adult violator shall be brought before the watch commander, Area of occurrence, who, upon determining that all necessary elements of a traffic offense are present and indicated on the citation, shall reemphasize to the violator the content of Manual Section 4/334.10. If the violator will then sign the citation, he/she shall be permitted to do so and be released. If he/she refuses to sign his/her name, the violator shall be booked (Manual Section 4/334.50).

Note: When an officer is taking enforcement action for a violator (employee) not having proof of financial responsibility for an employer's vehicle, the violator (employee) shall not be arrested for refusing to sign the traffic citation. Officers shall follow the procedure delineated in Manual Section 4/320.35 (Financial Responsibility Requirements – Citing an Employer). A supervisor request is not required in this instance.

Juveniles. The juvenile violator shall be brought before the appropriate Area juvenile coordinator who, upon determining that all necessary elements of a traffic offense are present and indicated on the citation, shall reemphasize to the juvenile the content of Manual Section 4/334.10. If the juvenile will then sign the citation, he/she shall be permitted to do so and be released. If the violator refuses to sign his/her name, the juvenile coordinator shall cause the juvenile to be processed according to established procedures (Manual Section 4/218).

Note: When the juvenile coordinator is unavailable, the juvenile shall be taken before the watch commander in the Area of arrest, who shall assume this responsibility.

334.50 BOOKING TRAFFIC DEFENDANTS CHARGED WITH MORE THAN ONE OFFENSE. When a person who refuses to sign a citation is charged with more than one offense, he/she shall be booked on the more serious offense. The elements of all other offenses charged shall be included in the Arrest Report, Form 5.2. The charge shall be listed as specified in Manual Section 4/610.55.

334.70 CANCELLATION OF CITATION WHEN TRAFFIC DEFENDANTS BOOKED. When a defendant refuses to sign a traffic citation and the defendant is booked as a result of his/her refusal to sign, the citation shall be canceled (Manual Section 4/326.10).

340. FREEWAYS.

340.10 FREEWAY DIRECTION DESIGNATIONS. The following direction designations shall be used when referring to a freeway location:

Artesia-Redondo Freeway	East-West
Century Freeway	East-West
Foothill Freeway	East-West
Glen Anderson Freeway	East-West
Glendale Freeway	East-West
Golden State Freeway	North-South
Harbor Freeway	North-South
Hollywood Freeway	North-South
Long Beach Freeway	North-South
Marina Freeway	East-West
Pasadena Freeway	North-South
Pomona Freeway	East-West
Route 47 Freeway	North-South
San Bernardino Freeway	East-West
San Diego Freeway	North-South
Santa Ana Freeway	North-South
Santa Monica Freeway	East-West
Simi Valley Freeway	East-West
Ventura Freeway	East-West

340.20 FREEWAY NAME ABBREVIATIONS. When referring to a freeway name, the abbreviations used shall be limited to:

Artesia-Redondo Freeway	Art Rdo FY
Century Freeway	Cent FY
Foothill Freeway	Fhl FY
Glendale Freeway	Glen FY
Golden State Freeway	G State FY
Harbor Freeway	Harb FY
Hollywood Freeway	Hwd FY
Long Beach Freeway	L B FY
Marina Freeway	Mar FY
Pasadena Freeway	Pasa FY
Pomona Freeway	Pom FY
Route 47 Freeway	RT 47 FY
San Bernardino Freeway	San Ber FY
San Diego Freeway	S Diego FY
Santa Ana Freeway	S Ana FY
Santa Monica Freeway	S Mon FY
Simi Valley Freeway	Simi Val FY
Ventura Freeway	Vent FY

340.30 DELINEATION OF FREEWAY RESPONSIBILITY. The California Highway Patrol (CHP) is responsible for traffic supervision on all freeways within the City of Los Angeles. This responsibility includes all portions of the highway within a freeway right-of-way, in addition to other improvements as indicated below:

- * Off-Ramp-The CHP's responsibility will terminate at the prolongation of the nearest curb or edge of the roadway of the first intersecting City street.
- * On-Ramp-The CHP's responsibility will commence at the prolongation of the nearest curb or edge of roadway of the last intersecting City street.
- * Bus and Passenger Ramps-The CHP's responsibilities for those portions of the freeway designated as bus stops, which are separate roadways set aside from the normal traffic lanes, will include the entire bus

ramp and the bus passenger ramps or stairways to the sidewalk, the curb, or edge of the nearest City street, property, or freeway perimeter fence.

Officers of this Department may cite traffic violators and shall provide assistance to motorists on the freeways within the City.

Diversion of Freeway Traffic to Surface Streets. When it is necessary to divert freeway traffic onto surface streets, the CHP will notify the Commanding Officer, Communications Division, who shall be responsible for notifying the concerned field services division commanding officer. The field services division commanding officer shall deploy sufficient personnel to handle the increased traffic flow on surface streets. The CHP will be responsible for blocking on-ramps where traffic is not permitted to enter the freeway.

342. REPORTING INCOMPETENT DRIVERS. When an officer has reason to believe that a licensed driver is not a competent driver, he or she shall forward a Department of Motor Vehicles, Notice of Priority Reexamination of Driver/Request for Reexamination of Driver, Form DS 427, to the detective section of the concerned traffic division. One copy of the form shall be completed describing the reason for the requested re-examination. Each officer completing the form shall:

- * Record all observations which substantiate the officer's opinion that the driver needs to be re-examined for driving ability.
- * List in the summary portion any statements made by the driver regarding his/her own physical condition or defects.

Exception: In cases involving an epileptic seizure, an Injury Report, Form 3.15, shall be completed instead of the Department of Motor Vehicles, Notice of Priority Reexamination of Driver/Request for Reexamination of Driver, Form DS 427.

343. UNDER-THE-INFLUENCE DRIVERS.

343.10 DRIVING-UNDER-THE-INFLUENCE ARRESTS. An arrest for driving under the influence shall be made when:

- * An officer witnesses a person commit the elements of driving while under the influence; or,
- * The under-the-influence driver was lawfully detained by an officer of this or another law enforcement agency; or,
- * The under-the-influence driver was lawfully arrested or detained by a private person who witnessed the driving element of the offense.

An arrest may be made for 23152(a) VC per authority of 40300.5 VC when a traffic collision has occurred but the arresting officer did not witness driving, when:

- * The arresting officer has reasonable cause to believe that a person involved in the traffic collision was driving a vehicle while under the influence of intoxicating liquor, or the combined influence of intoxicating liquor and any drug; and,
- * The arrest is effected as a continuous uninterrupted portion of the investigation.

Note: The arrest shall be limited to the location of the traffic collision or the location of any timely follow-up investigation.

The element of being under-the-influence shall be based on the objective symptoms observed by the arresting officer. Results of other examinations shall be corroborative evidence only.

343.20 SOBRIETY EXAMINATION. The physical phases of the sobriety examination shall be given when an under-the-influence driver is able and willing to perform them and, when practicable, shall be conducted at the scene of the incident in the presence of witnesses.

A sobriety examination, as per Form 5.2.5, shall be completed when an officer:

- * Arrests a person whom he/she witnesses commit the elements of driving while under the influence; or,
- * Arrests a driver suspected of being intoxicated who was lawfully arrested or detained by another peace officer or a private person (Manual Section 4/343.10); or,
- * Is investigating a suspect for driving-under-the-influence; or,
- * Is investigating a traffic collision and an involved driver displays any objective symptoms of being under-the-influence, regardless of whether the driver is arrested.

When a suspected under-the-influence driver refuses to submit to a field sobriety test, the investigating officer shall, read the Field Sobriety Test Admonition to the driver.

343.25 DRIVING-UNDER-THE-INFLUENCE (DUI) DRUG ARREST PROCEDURES.

Arresting Officer's Responsibility. When an arrest is made for driving under-the-influence of drugs or combination of drugs and alcohol, the arresting officer shall:

- * Admonish the arrestee regarding a chemical test as per the Chemical Test Admonition on the DUI Arrest Report, Form 5.2.5.
- * Administer a chemical test to the arrestee.

Note: Whenever possible, a breath test should be administered to determine alcohol intoxication.

- * If the breath test is obtained and the results are .08% or higher, book the arrestee for Section 23152(a) (DUI) V.C. When the results are below .08%, complete the following:

- * Read to the arrestee verbatim the Drug Admonition from the DUI Arrest Report.
- * Obtain a urine or blood sample from the arrestee.

Note: If urine is the only chemical examination administered, officers shall obtain the first void for possible detection of drugs, and the second void for the possible detection of alcohol. Both samples shall be marked accordingly and booked as evidence.

- * If the breath test is obtained and the results are .30% or higher, the arrestee **shall** be examined by medical personnel pursuant to Manual Section 4/648.17.
- * Request a Drug Recognition Expert (DRE) or, if none available, a Narcotics Expert.
- * If an on-duty DRE or Narcotics Expert is not available within the concerned bureau, the arresting officer shall obtain an MT for the arrestee and request the examining physician to include an opinion regarding objective symptoms and possible drug ingestion.

Exception: If a traffic death or traffic felony arrest is involved and a DRE or Narcotics Expert is not available within the concerned bureau, the arresting officer shall contact Communications Division and request an on-duty DRE or Narcotics Expert from anywhere in the City. If no on-duty DRE or Narcotics Expert is available, the officer shall contact the Administrative Unit, Detective Support Division, and request that an off-duty DRE be dispatched.

- * When applicable, include the Drug Influence Evaluation Form (completed by an expert) as a page of the arrest report.

Drug Recognition Expert (DRE)/Narcotics Expert's Responsibility. A DRE or Narcotics Expert is responsible for evaluating and rendering an opinion of the drug influence of DUI Drug arrestees. As part of that examination, the expert shall:

- * Advise the arresting officer of any additional tests required.
- * Determine if an MT is needed.
- * Complete the Drug Influence Evaluation Form.
- * Enter a brief description of the findings and the examining officer's name and serial number in the Remarks Section of the Booking Approval, Form 12.31.

Note: If during a drug evaluation, the expert determines that he/she is not qualified to render an opinion, the watch commander approving the booking shall determine if another expert should be called.

343.28 ADMINISTRATIVE PER SE ORDER OF SUSPENSION.

343.30 ARRESTING OFFICER'S RESPONSIBILITY. An officer making an arrest for driving-under-the-influence (DUI) shall complete a DUI arrest report in the usual

manner and confiscate the California driver's license of the arrestee when the arrestee:

- * Refuses to submit to and complete a chemical test; or

Note: The Chemical Test Admonition portion must be read to the arrestee in its entirety, even when the arrestee refuses to submit to or complete a chemical test.

- * Takes a breath test which shows a blood alcohol concentration (BAC) level of .08 percent or more; or,
- * Takes a urine or blood test and the officer believes that subsequent test results will show that the driver is at or above a blood alcohol concentration of .08 percent.

Note: Out-of-state/foreign licenses are not included under California law and cannot be confiscated.

Upon completion of the DUI arrest report and confiscation of the arrestee's California driver's license, the arresting officer shall complete:

- * A Department of Motor Vehicles (DMV) Officer's Statement, Form DS367, and write the arrestee's booking number in the upper right corner; and,
- * A DMV Administrative Per Se Order Of Suspension/Revocation Temporary License Endorsement, Form DS360.

Upon approval of the DUI arrest report and Administrative Per Se documentation, officers shall:

- * Attach page two of the DMV Form DS360 to the DUI arrest report;
- * Issue page three of the DMV Form DS360 to the arrestee; and,
- * Mail the original Form DS367; page one of the Form DS360; the arrestee's original California Driver License; and Intoxicator EC/IR Operator Checklist, Form 5.20.7, to the DMV location which corresponds with the geographic bureau of arrest.

Note: The law requires that all reports and forms be received by DMV within five working days of the date of arrest.

Page two of the DMV Form DS360, issued to the arrestee, will serve as a temporary driver's license for 45 days from the date of arrest for an arrestee with a valid California Driver License in his or her possession. Once the arrestee's driver's license has been confiscated, the arrestee will have 10 days to request a DMV hearing. Failure by the arrestee to request a hearing will result in an automatic suspension of the arrestee's California Driver License.

Exception: The arresting officer shall check the "No Temporary License Issued" box on the DMV Form DS360, and complete the explanation why no temporary license was issued, if:

- * The arrestee has an out-of-state/foreign driver license; or,

- * The arrestee has not been issued a valid California Driver License; or,
- * The arrestee's California Driver License is suspended, revoked, or not in possession.

Packaging Blood or Urine Samples. If an arrestee chooses a blood or urine test, the arresting officer shall follow procedures described in Manual Sections 4/343.40 or 4/343.42. Additionally, the arresting officer shall complete the top half of the DMV Form, DS367A, and mail all three copies of the form to Scientific Investigation Division.

Supervisor's Responsibility. Supervisors approving DUI arrest reports shall ensure that arresting officers have complied with Administrative Per Se procedures (23158.5 VC), when applicable.

343.33 INDEPENDENT TEST BY QUALIFIED PERSON. When qualified persons appear at the place of confinement by requests of the prisoner (Manual Sections 4/658.12 and 4/658.17) or other person, for the purpose of obtaining a breath, blood, or urine sample, they shall be permitted to do so upon consent of the prisoner.

- * Only a duly licensed doctor, laboratory technologist, bio-analyst, or registered nurse shall be permitted to withdraw a sample of the arrestee's blood. This limitation shall not apply to the taking of breath or urine specimens;
- * The doctor must be a physician or surgeon (M.D. or osteopath) licensed to practice in the State of California. If there is a question as to the identification of the doctor, Detective Support Division shall be called to see if the doctor is listed in the Directory of the State Board of Osteopathic Examiners;
- * The laboratory technologists or bio-analysts must be licensed to practice in the State of California. If there is a question as to their identification, Detective Support Division shall be called to see if they are listed in the Department of Public Health directory for licensed laboratory technologists and bioanalysts; and,
- * The registered nurse must be licensed to practice in the State of California and must perform the blood extraction under the supervision or at the immediate direction, of a doctor.

A Follow-Up Report, Form 3.14, shall be used, by the officer having custody of the prisoner, to record:

- * The time the telephone call was made by or for the prisoner;
- * The time the person arrived at the place of confinement and requested to see the prisoner;
- * The person's name, address, and telephone number, including business office address and telephone number;
- * The time the sample was taken;
- * The amount of blood taken as stated by the person;

- * The names and serial numbers of the officers witnessing the telephone call and the taking of the breath, blood, or urine sample;
- * The name of the doctor employing or supervising the registered nurse; and,
- * Any other appropriate information.

343.36 CHEMICAL TEST

ADMONITIONS. Prior to administering a chemical test to a driving-under-the-influence arrestee, the Chemical Test Admonition (23157 VC) section of the Driving-Under-The-Influence Arrest Report, Form 5.2.5, shall be read to the arrestee. The name and serial number of the admonishing officer shall be entered in the space provided in this section.

Note: The Chemical Test Admonition (23157VC) (Spanish) contained in the Los Angeles Police Department Citation Guide, Form 16.65.0, shall be read to Spanish speaking driving-under-the-influence arrestees, by an officer fluent in, and capable of, testifying in Spanish.

After a breath test, if the arrestee is suspected of driving under the influence of alcohol, the Additional Chemical Test Admonition (23157.5 VC) section of the Driving-Under-The-Influence Arrest Report shall be read to the arrestee. The name and serial number of the admonishing officer shall be entered in the space provided in this section. If drug use is suspected, the Drug Admonition of the Driving-Under-The-Influence Arrest Report shall be read to the arrestee instead of the Additional Chemical Test Admonition. The name and serial number of the admonishing officer shall be entered in the space provided in this section.

343.38 BREATH TEST.

Use of Equipment. Breath-testing equipment is located at Metropolitan Jail Section (Parker Center), Valley Headquarters Building, 77th Street Jail Section, and all geographic Areas except Central, Newton Street, Hollenbeck, and Rampart Areas. Operation of the breath-testing equipment shall be restricted to personnel who have been trained in its use. Arresting officers not trained in the use of the breath-testing equipment shall ensure that the examination is administered by an officer trained in its use.

An Intoximeter EC/IR Operator Check List, Form 5.20.7, shall be completed each time the Intoximeter EC/IR is set up for a test and for each subject to whom a test is administered.

Note: Breath-testing equipment may be used as an investigative aid in driving-under-the-influence arrests involving narcotics, non-narcotic drugs, or dangerous drugs, or for other purposes at the discretion of the concerned watch commander.

Watch commanders shall ensure that breath-testing equipment receives timely calibration by qualified personnel.

Administering Test. Prior to administering the test, the testing officer shall observe the subject for a 15-minute period, during which the subject shall not have eaten, drunk, smoked, regurgitated, or vomited.

Note: If the subject regurgitates, vomits, eats, drinks, or smokes between samplings, the pre-testing observation shall be repeated.

At least two breath samples shall be collected. (No waiting period is required between samples.) If the readings of the two samples vary more than .02 percentage points, additional samples shall be collected until the results of any two samples are within .02 percentage points. If five samples have been collected and the test is not complete (two samples, within .02 percentage points), the officer shall direct the subject to submit to either a blood or urine test. Failure to complete a test shall be deemed a "refusal."

Note: Arrestees who obtain a EC/IR reading of .30 percent or higher shall be examined by medical personnel pursuant to Manual Section 4/648.17

Recording Results. The EC/IR test tape shall be separated from the machine **only** when:

- * The test is completed (two samples, within .02 percentage points); or,
- * Five samples have been collected and the test is not completed.

The date/time stamp shall be applied on the front of the test tape with each sample, and the time of each sampling shall be recorded.

Note: The date/time stamp and the required entries shall not cover any portion of the test results.

The EC/IR test tape shall be stapled to the EC/IR Check List on the space provided. The staple shall be positioned in a manner that will not interfere with reading the test results. When the test tape is longer than the Check List, the tape shall be folded in a manner that will not interfere with reading the test results.

The Intoximeter EC/IR Operator Check List shall be completed by the administering officer and:

- * Attached to the Arrest Report; or,
- * Submitted with the officer's DFAR and a DUI Arrest Report, Form 5.2.5, when no arrest report is completed.

343.40 BLOOD TEST.

Criteria for Requesting. A blood sample may be requested in the following situations:

- * The arrestee indicates a willingness to submit to a blood test incidental to the arrest; or,
- * The arrestee is in custody for a felony and the level of intoxication would be an essential element in the alleged violation; or,
- * The arrestee is unconscious or is so impaired and is unable to consent to a

chemical test. When such a condition exists, the following steps shall be taken in order to determine if the arrestee is a hemophiliac or a heart patient possibly using anticoagulant medication:

- * Check for medical information on the arrestee's person such as a "Medic Alert" bracelet or necklace, or any other item indicative of the arrestee's medical background;
- * If a relative or a friend of the arrestee is present who can provide information about the arrestee's medical condition, record the name, the relationship to the arrestee, and the statements of that person in the arrest report; and,
- * Inform the attending physician of all information in the officer's possession which may have a bearing on the arrestee's physical condition.

Requesting Forced Blood Sample Withdrawal. A forced blood sample may be obtained from an arrestee only when **all** of the following conditions have been met:

- * The arrestee is in custody for a felony traffic offense where the injury occurred to a person other than the arrestee; **and,**
- * Intoxication is an essential element of the alleged violation; **and,**
- * The arrestee refuses to voluntarily submit to **any of the available chemical tests; and,**
- * Prior approval from a traffic supervisor has been obtained; **and,**
- * A traffic or patrol supervisor is present at the medical facility (e.g., jail dispensary, contract hospital, etc.) to witness the withdrawal of blood from the suspect.

Note: The name and serial number of the approving supervisor and the supervisor present during the forced blood withdrawal, if different from the approving supervisor, shall be written in the arrest report.

Exception: An arrestee whose medical condition prohibits a blood sample from being taken shall not be forced to submit to a blood test.

Traffic Division Supervisor's Responsibility. Upon being advised of a request for a forced blood withdrawal, the concerned traffic division supervisor shall determine if the criteria for forced blood withdrawal is met. The approving supervisor, if **readily available**, should be the supervisor present during the procedure.

The supervisor who is present at the scene of a forced blood withdrawal where the use of force becomes necessary shall ensure that the use-of-force investigation is conducted by a non-involved supervisor.

Requesting Withdrawal. Whenever a blood sample is to be obtained from an arrestee, the arresting officer shall direct a Request for Withdrawal of Blood, Form 4.35, to any of the following hospital personnel:

- * Physician.
- * Registered nurse.
- * Licensed clinical laboratory technologist.
- * Licensed clinical bio-analyst.

Physician or Hospital Employee Refusal.

When a physician or hospital employee authorized by Vehicle Code Section 23158 VC refuses to withdraw a blood sample, the officers having custody of the arrestee shall request a supervisor to respond to their location. Upon arrival, the responding supervisor shall:

- * Become familiarized with the situation including a determination that the arrest and officer's actions conformed with Department policy;
- * Verify the refusal by the hospital employee to withdraw blood; and,
- * Attempt to contact an administrator of the hospital who may advise the refusing employee as to responsibilities according to the contract provisions of the hospital, to the City.

When the employee still refuses to withdraw a blood sample, the supervisor shall then request the arrestee to submit to one of the other two remaining chemical tests. When the arrestee refuses the other tests, the supervisor shall advise the officers to complete the appropriate arrest report, including a notation regarding the absence of a chemical test.

Note: If a hospital employee refuses to withdraw a blood sample and the arrestee declines the remaining tests, the arrestee may be transported to a Jail Division Dispensary to obtain the blood sample.

After the arrestee is booked and all appropriate reports are completed, the concerned supervisor and officers shall each complete an Employee's Report, Form 15.7, recording all pertinent information regarding the refusal to withdraw blood. The completed Employee's Reports shall be forwarded through channels to Detective Support Division-Attention Medical Evaluation Unit.

Obtaining and Packaging. The withdrawal of all blood samples shall be witnessed by the requesting officer. Officers obtaining blood samples for alcohol or drug analysis shall, in addition to following the procedures outlined on the Analyzed Evidence To Be Refrigerated Envelope, Form 12.51.1, place the defendant's booking number above the officer's serial number when completing the Sealed Evidence Label. If there is no arrestee, the DR number shall be placed in the space above the booking officer's serial number. When there is more than one suspect and a DR number is used, both the DR number and the last name of the suspect shall be used.

Officers obtaining whole blood samples from hospital employees *for other than alcohol or drug analysis* shall:

- * Tilt the vial slowly and gently for approximately twenty seconds to ensure the

preservative in the vial mixes with the blood;

- * Complete the label on the vial with the suspect's name, the DR number, and the booking officer's initials;
- * Check the "Blood Grouping" box on the Analyzed Evidence To Be Refrigerated Envelope, and complete all other applicable reports;
- * Place the vial in the Analyzed Evidence Envelope and seal the envelope with a Sealed Evidence Label bearing the date and DR number and the officer's payroll signature and serial number signed in ink; and,
- * Affix the Biohazard Label to the **upper left corner** of the front of the Analyzed Evidence To Be Refrigerated Envelope.

Supervisor Approving. The supervisor approving the booking of the sample shall inspect the sample vial or container label to ensure that the required identifying information is included.

Booking. Whole blood samples shall be booked in the SID courier refrigerated temporary storage locker most convenient for the booking employee. The SID courier shall be responsible for transporting items to be analyzed to SID.

343.42 URINE TEST.

Location Obtained. A urine sample shall be obtained from a male arrestee at the booking location, and from a female at:

- * Female Jail Unit, Valley Section, when arrested in West Los Angeles, Pacific, or the Valley Areas; and,
- * The Area of arrest, when arrested in the metropolitan area.

Administering Test. An officer or station officer of the same sex as the arrestee shall:

- * Escort the arrestee to an appropriate restroom facility;
- * Instruct the arrestee that he/she must empty his/her bladder;
- * Remain present while the arrestee empties his/her bladder;
- * Wait twenty minutes, or as soon as possible thereafter, before attempting to collect a urine sample;
- * Provide the arrestee with a pretreated urine sample container;
- * Ensure that the container is not rinsed prior to sample collection;
- * Remain present while the arrestee provides a urine sample; and,
- * Ensure that the label identifying the chemist responsible for preparation of the container is not removed.

Note: A protective glove shall be worn when handling a urine sample.

The Driving-Under-the-Influence Arrest Report (Continuation), Form 5.2.5, shall indicate:

- * The time the bladder of the arrestee was first emptied,
- * The time the urine sample was collected, and,
- * The name of the employee who administered the urine test.

Note: When an arresting officer becomes aware that an arrestee has emptied his/her bladder after coming into the custody of the officer, the twenty-minute waiting period shall begin at the time the bladder was first emptied. The time and circumstances of the emptying shall be recorded on the Driving-Under-the-Influence Arrest Report (Continuation), Form 5.2.5.

Booking Sample. The officer booking a urine sample shall:

- * Ensure that the lid is placed *tightly* on the container;
- * Place a completed Sealed-Evidence Label on the side of the container, and place the defendant's booking number above the officer's serial number when completing the Sealed-Evidence Label. If there is no arrestee, the DR number shall be placed in the space above the booking officer's serial number. When there is more than one suspect and a DR number is used, both the DR number and the last name of the suspect shall be used;
- * Complete the Analyzed Evidence To Be Refrigerated Envelope, Form 12.51.1, and check the appropriate box, "Alcohol Analysis" or "Drug Analysis;"
- * Place the container in the Analyzed Evidence Envelope;
- * Seal the flap of the envelope with a completed Sealed Evidence Label; and,
- * Affix the Biohazard Label to the **upper left corner** of the front of the Analyzed Evidence Envelope.

Alcohol and/or opiate urine samples shall be booked in the SID courier refrigerated temporary storage locker most convenient for the booking employee. The SID courier shall be responsible for transporting items to be analyzed to SID.

Supervisor Approving. The supervisor approving the booking of the sample shall inspect the sample vial or container label to ensure that the required identifying information is included.

343.57 REFUSAL TO SUBMIT TO OR COMPLETE CHEMICAL TEST-NOTIFICATION TO DMV.

When a person who has been arrested for operating a motor vehicle while under the influence of intoxicating liquor and/or drugs refuses to submit to or complete a chemical test, the arresting officer shall mark the left margin of the related Driving-Under-The-Influence Arrest Report, "Copy to Bureau Traffic Division Auditor."

343.60 DRIVING-UNDER-THE-INFLUENCE ARREST-OFFICER

REPORTING. When an arrest is made for any offense committed while driving a vehicle under the influence of alcohol and/or drugs, one officer shall normally complete the report and be prepared to testify regarding all phases of the arrest. That officer's name shall be placed in the upper portion of the "Reporting Officer's" box on page 1 of the Arrest Report and in the appropriate boxes of Form 5.2.5.

343.65 MISDEMEANOR TRAFFIC COLLISION DRIVING-UNDER-THE-INFLUENCE RELATED BOOKINGS.

When an arrestee involved in a traffic collision is booked for driving under the influence (23152(a) VC) the officer responsible for completing the arrest and traffic collision reports shall cause the arrest report and a copy of the traffic collision report to be submitted together at the location of booking for processing and distribution.

Exception: When the arrestee is booked into the Los Angeles County-USC Medical Center jail ward or Los Angeles County Jail, the reports shall be submitted to the approving supervisor at the Communications Division Telephonic Report Counter, Parker Center.

Note: Records unit personnel shall ensure that one copy of the Traffic Collision Report is forwarded, with the copies of the DUI arrest report, to the appropriate custodial detention officer. The original reports and subsequent copies shall be processed and distributed according to current procedures.

343.70 DRIVING-UNDER-THE-INFLUENCE BOOKINGS.

A teletype request shall be sent to DMV concerning each arrestee booked for 23152(a) VC. This request shall be teletyped by divisional record clerks immediately upon receipt of the Booking and Identification Record, Form 5.1, from the location of the arrestee's detention. Requests may be sent using either the driver's license number or the full name of the arrestee.

When using the driver's license number, the teletype shall be sent in the following form:

- * ID.
- * (Information code, driver's license number.)

When no driver's license number is available, the teletype shall contain: (Manual Section 4/155.15)

- * STATUS AND RECORD.
- * Arrestee's full name.
- * Arrestee's address.
- * Arrestee's birthdate (if unknown, give age).

Teletype requests shall originate from the division at which the arrest reports are completed for distribution. The employee shall use the appropriate teletype code to ensure that the docket number and the court of prior conviction, if applicable, appear on the reply from DMV. The employee making the inquiry shall attach the return teletype information to the court copy of the arrest report and forward them to the detention officer having custody of

the arrestee.

344. TRAFFIC CASES INVOLVING PHYSICIANS.

344.50 ARREST OF PHYSICIAN ENROUTE TO TREAT EMERGENCY CASE. When a physician is taken into custody while enroute to treat an emergency case, the arresting officer shall immediately cause the patient to be notified. If this is not possible, the person who summoned the physician shall be notified.

A physician traveling in response to an emergency shall be exempt from the provisions of Vehicle Code Section 22351 (Speed Law Violations) and 22352 (Prima Facie Speed Limits), if the vehicle so used by the physician displays an insignia approved by the Department of Motor Vehicles indicating that the vehicle is owned by a licensed physician (21058 VC).

Note: The caduceus, symbol of the American Medical Association, is the approved insignia.

346. TRAFFIC CASES INVOLVING JUVENILES.

346.10 CITING PROCEDURE-TRAFFIC NOTICE TO APPEAR (CITATION). When a juvenile is issued a Traffic Notice to Appear, Form 4.50.0 for a moving or non-moving violation, the juvenile shall be advised that a parent or guardian's presence is required when at Juvenile Traffic Court in answer to the citation.

346.20 REFUSAL TO SIGN CITATION-JUVENILES. When a juvenile refuses to sign a citation, the juvenile shall be processed according to Manual Section 4/334.40.

346.40 MISDEMEANOR TRAFFIC VIOLATION-JUVENILE ARRESTED. When a juvenile is booked for a misdemeanor Vehicle or Municipal Code (traffic-related) violation, the arresting officer shall:

- * Complete a Traffic Notice to Appear in the normal manner and have the juvenile sign the citation.
- * Cite the juvenile to the morning or afternoon session (Manual Section 4/320.45) of the Juvenile Traffic Court on the appropriate citing date.
- * Give the juvenile the defendant's copy.

Note: If the juvenile is to be released to a parent or guardian, the defendant's copy of the citation should be given to the parent or guardian at the time of release.

- * Complete an Arrest Report, Form 5.2, and include the citation number and the notation that the court copy of the citation is attached to the investigating officer's copy of the arrest report.
- * Attach the court copy of the citation to the arrest report.
- * When the juvenile is to be released to a parent or guardian, provide the adult with a

copy of the Juvenile, Notice to Appear, Form 9.3.

Exception: Juveniles arrested for violation of Section 23152 VC shall be processed in the same manner as a non-traffic misdemeanor arrest. A Traffic Notice to Appear shall not be issued for driving under the influence.

The investigating officer shall:

- * When the juvenile is not detained, forward one copy of the arrest report and the court copy of the citation to Traffic Court Liaison, Traffic Coordination Section.
- * When continued detention is deemed necessary, process the detained petition request, court copy of the citation, and related reports in the same manner as a detained petition request for any other charge.

346.45 JUVENILE OFFENSES INVOLVING ALCOHOL. Officers citing a juvenile for a violation of 23140(a) VC shall:

- * Document probable cause for administering the Intoximeter EC/IR Test in the narrative section of a Traffic Notice to Appear or on a Continuation of Notice to Appear, if necessary;
- * Write the corresponding citation number in the box entitled "DR NO." in the upper right corner of the completed Intoximeter EC/IR Operator Check List, Form 5.20.7;
- * Attach the completed Form 5.20.7 to the Traffic Notice to Appear "court copy" (green), and forward it to the appropriate Juvenile Traffic Court; and,
- * Release the juvenile to a parent or guardian.

Note: Section 23140(a) VC does not require a Field Sobriety Test (FST); however, should an officer administer an FST, the results of the FST shall be documented on a Driving-Under-the-Influence Arrest Report (Continuation), Form 5.2.5. The completed Form 5.2.5 shall include the corresponding citation number in the upper right corner of the box entitled "DR" and be attached to the Traffic Notice to Appear "court copy" (green) and forwarded to the appropriate Juvenile Traffic Court. Enforcement of Section 23140(a) VC does not preclude the enforcement of 23152(a) VC, Driving-Under-the-Influence of Alcohol or Drugs.

347. TRAFFIC CASES INVOLVING PUBLIC TRANSPORTATION.

347.10 TRAFFIC VIOLATIONS BY PUBLIC TRANSPORTATION VEHICLES. When an officer observes a citable traffic violation committed by the operator of a vehicle subject to the jurisdiction of the Department of Transportation, the MTA, or any municipal bus line, the officer shall, if appropriate, complete a Traffic Notice to Appear (Citation).

When practicable, buses should be allowed to proceed to the next regular stopping point before enforcement action is taken. A bus shall

not be detained any longer than is necessary to complete the citation. All other public transportation vehicles shall be stopped at the nearest available parking space.

Note: The Department of Transportation has jurisdiction over motor buses, private school buses, sightseeing buses, charter buses, taxicabs, automobiles for hire, and private ambulances.

347.30 CITING PROCEDURES-PUBLIC TRANSPORTATION VEHICLES. When a citation is issued to the operator of a public transportation vehicle or a vehicle subject to the jurisdiction of the Department of Transportation, it shall be completed in the normally prescribed manner.

347.80 ARREST OF PERSON OPERATING PUBLIC TRANSPORTATION VEHICLE. If a person operating a vehicle under the jurisdiction of the Department of Transportation, the SCRTD, or a municipal bus line, is taken into custody and no other crew member is available, the arresting officer shall:

- * Notify the concerned company dispatcher, if available; and,
- * Remain at the scene until an authorized person takes charge of the vehicle.

349. TRAFFIC VIOLATIONS INVOLVING POST OFFICE EMPLOYEES.

349.05 POST OFFICE VEHICLES-DEFINED. Post Office vehicles, as used in this section, shall include all publicly or privately owned vehicles operated by the United States Post Office for the purpose of, and while engaged in, the transportation, delivery or pick-up of United States mail.

349.20 TURNING EXEMPTIONS-POST OFFICE EMPLOYEES. Operators of Post Office vehicles on scheduled routes shall be exempt from the provisions of special signs regulating street turning movements. This exemption shall not apply when one-way streets are affected.

349.40 CITING PROCEDURE-POST OFFICE EMPLOYEES. When an officer observes a citable traffic violation committed by the operator of a Post Office vehicle, the officer shall, if appropriate, complete a Traffic Notice to Appear, Form 4.50.0 (Citation). The defendant shall be requested to sign the citation. The citing officer shall complete the Traffic Notice to Appear in the normally prescribed manner.

Note: Operators of government owned or leased mail trucks are not required to hold a State of California driver's license while so engaged. (Vehicle Code Section 12501a).

349.60 PHYSICAL ARREST OF POSTAL, EMPLOYEES (Manual Section 4/216.60).

349.80 PARKING VIOLATIONS-POST OFFICE VEHICLES (Manual Section 4/384.70).

354. TRAFFIC VIOLATIONS.

354.05 TRAFFIC VIOLATIONS ON ROADWAYS IN PUBLIC PARKS. Traffic violations occurring on a roadway in a public park, other than Riverside Drive or the Pasadena Freeway, shall be cited with the appropriate Los Angeles Municipal Code sections. Only those sections of the Vehicle Code which apply to private property are applicable to violations in public parks.

354.10 FALSE INFORMATION TO PEACE OFFICERS. An officer engaged in enforcement of the Vehicle Code (VC) who becomes aware that a person has knowingly provided false information shall arrest and book for Section 31 VC under the authority of 40302(a)VC.

Note: A Nontraffic Notice to Appear may be completed if conditions for release are met, and the procedures for release are followed (Manual Section 4/216.65).

Officers shall cancel a citation (Traffic Notice to Appear) on which false information was recorded by completing a Citation Cancellation Request, Form 4.45, and document the canceling of the citation in the narrative of the arrest report. Any additional violations listed on the cancelled citation shall also be documented in the narrative of the arrest report as additional filings. A photocopy of the cancelled citation shall be included as a page of the arrest report.

354.24 CITATIONS ISSUED FOR ILLEGAL USE OF SIREN. When a citation is issued for Illegal Use of Siren, Vehicle Code Section 27002, the citing officer shall complete an Employee's Report, Form 15.7, in triplicate, containing the details of the offense. This form shall be forwarded to the Commanding Officer, Special Operations Bureau.

354.30 COURT APPEARANCE BY OFFICER IN SPEED CASES. When an officer is subpoenaed to court in connection with a case involving a speed violation, he/she shall be prepared to:

- * Establish the speed zone qualifications at the location in question by testimony concerning the legal posting on the highway, or in the absence of such posting, by a house or business count; and,
- * Completely describe the speed zone signs as to size, shape, and wording, when the posting is to be used as the sole means of establishing the speed zone.

354.35 APPREHENSION FOR RECKLESS DRIVING. When a violator is apprehended for Reckless Driving, Vehicle

Code Section 23103, the essential elements and the location of each count shall be included in the Complaint Application, Form 5.15, or when an arrest is made, in the Arrest Report, Form 5.2. When a citation has been started or issued for any of the violations, a Citation Cancellation Request, Form 4.45, shall be completed.

354.38 CITATIONS ISSUED FOR NO BICYCLE LICENSE.

Citing Procedure-General. A citation for violation of 26.01 L.A.M.C. (Unlicensed Bicycle) shall not be issued if the owner produces a valid California Bicycle License Application (pink copy) for the bicycle.

The name and address of the Los Angeles police station nearest the residence of the violator where bicycle licenses may be obtained shall be included in the notes of a citation issued for failure to have a bicycle license.

Citing Procedure - Juvenile. An officer issuing a citation to a juvenile for violation of 26.01 L.A.M.C. shall instruct the juvenile to:

- * Have the bicycle licensed at a Los Angeles police station or in the jurisdiction of residence; and,
- * After licensing, if there are no other violations cited, have the bicycle inspected at a Los Angeles police station prior to the appearance date indicated on the citation.

Processing of Citations-Juvenile. Officers licensing or inspecting a bicycle shall determine whether:

- * The only violation cited is 26.01 L.A.M.C.
- * The bicycle was properly licensed and inspected prior to the appearance date indicated on the citation.

If these two conditions are met, the officer shall:

- * Retain the violator's copy of the citation;
- * Inform the violator that an appearance in Juvenile Traffic Court is not required, unless otherwise notified by the court;
- * Record the date, the bicycle license number, the agency licensing, and name and division of assignment on the back of the violator's copy of the citation; and,
- * Forward the citation to the Juvenile Traffic Court, 1945 South Hill Street, Los Angeles, Attention: Court Liaison Unit.

If the citation has been issued for violations in addition to 26.01 L.A.M.C., or if the bicycle has not been properly licensed and inspected prior to the court appearance date, the juvenile shall be instructed to retain the copy of the citation and appear in the Juvenile Court, Traffic Division, as specified on the citation.

Citing Procedure-Adult. An adult issued a citation for violation of 26.01 L.A.M.C. shall be instructed to have the bicycle licensed at a Los Angeles Police station or in the

jurisdiction of residence, prior to making the appearance indicated on the citation.

354.40 TRAINS BLOCKING MOVEMENT OF TRAFFIC. Whenever a train blocks the movement of traffic upon a street for more than ten minutes a Complaint Application, Form 5.15, may be completed. The Form 5.15 shall be submitted to a supervisor for approval.

Officer's Responsibility. When completing a Complaint Application, Form 5.15, the Complaint Application shall include, when practicable:

- * The date, time and exact location of occurrence (including the name of the blocked streets);
- * The name of the railroad involved, including the numbers of the locomotive and caboose;
- * The name(s) of the engineer and/or the conductor and their stated reason, if any, for the delay;
- * The name(s) and phone number(s) of witness(es) and/or person(s) reporting; and,
- * The duration of the delay during which the train blocked the movement of traffic.

(State Public Utilities Commission General Order No. 135).

Exception: Officers shall not submit a Complaint Application when:

- * There are no vehicle(s) or pedestrian(s) waiting;
- * The train is moving continuously in the same direction; or,
- * The train is stopped because of State and/or Federal laws, terrain and/or physical conditions, adverse weather conditions, conditions rendering the roadbed or track unsafe, mechanical failures, train accidents, or other occurrences over which the railroad has no control.

Records Supervisor's Responsibility. Records supervisors shall:

- * Ensure that all Complaint Applications for trains blocking movement of traffic receive a Division of Records (DR) Number; and,
- * Forward the Complaint Application to the responsible traffic division.

Traffic Division Collision Investigator's Responsibility. Traffic Division, Collision Investigators (CI) shall:

- * Review the Complaint Application;
- * Ensure that the Complaint Application meets Los Angeles City Attorney's filing requirements; and,
- * Present the Complaint Application to the Los Angeles City Attorney's Office for filing.

360. VEHICLE EQUIPMENT VIOLATIONS.

360.30 CITATIONS ISSUED FOR DEFECTIVE EQUIPMENT. When a Traffic

Notice to Appear (citation) is issued for defective motor vehicle equipment, the driver of the vehicle shall be advised to secure an equipment inspection prior to appearing in answer to the citation. Inspection services may be obtained for:

- * Brakes or headlights; from an official light or brake inspection station; and,
- * Equipment other than brakes or headlights: from a Los Angeles County Sheriff's inspection station or a California Highway Patrol (CHP) inspection facility.

360.35 CERTIFYING CORRECTIONS. Officers (other than those assigned to the Specialized Enforcement Unit, Traffic Coordination Section) shall not certify (sign off) violations as being corrected. Driver's license and registration violations may be certified as corrected by the Department of Motor Vehicles or any clerk of a court. Equipment violations may be certified as corrected as noted on the reverse of the Notice to Appear, Form 4.50, violator's (white) copy.

372. TRAFFIC SIGNS AND DEVICES.

372.05 ENFORCEMENT WHEN TRAFFIC SIGNS NOT LEGIBLE AND VISIBLE. A citation shall not be issued if, at the time of a violation, any required official sign or marking is not in place and sufficiently legible and visible to be seen by an ordinarily observant person. (Los Angeles Municipal Code Section 80.10).

372.10 LEGALITY OF TRAFFIC SIGNS AND MARKINGS. When enforcing traffic laws, employees shall presume that any posted official sign or marking has been legally placed and established.

372.20 EMERGENCY PARKING REGULATION SIGNS. Persons or organizations requesting emergency parking regulation signs shall be referred to the Los Angeles Department of Transportation.

372.25 DEFECTIVE TRAFFIC SIGNS AND SIGNALS. Employees observing or receiving information that any official traffic control device is defective, damaged, or missing shall:

- * Immediately notify the communications control operator;
- * When conflicting directions are displayed by the traffic signals, adjust the lights to appear flashing red or take other action to eliminate the hazard; and,
- * When a hazard cannot be corrected, or a possibility of conflict is present, manually direct traffic or secure uniformed personnel to direct traffic.

When a traffic signal repair person is at the scene of a defective traffic signal, the decision as to whether the signal is to be turned off shall be made by the repair person.

372.28 DEFECTIVE PARKING METERS. Employees observing or receiving

information concerning a parking meter in need of repair or replacement shall, without delay, notify the desk officer of the geographic Area in which the meter is located. The notification shall include the location and the serial number of the parking meter. When a parking meter, or its parts or contents, is booked into the custody of the Department, the notification shall also include the classification of property (Evidence or Non-evidence), the DR number, and the location where the property is held.

Parking Meter Log. The desk officer, when notified of a parking meter in need of repair or replacement, or that a parking meter, or its parts or contents, has been booked, shall record in the Parking Meter Log the time of reporting and the information given him/her by the reporting officer for later reference by Traffic Department repair persons.

372.35 REQUESTING INSTALLATION OF SIGNS, SIGNALS, AND MARKINGS. An employee requesting installation of a sign, signal, or markings shall submit an Employee's Report, Form 15.7, to his/her immediate superior officer. When approved, the report shall be forwarded through channels, to Traffic Coordination Section.

372.40 USE OF FLARES. Use of flares shall be limited to protecting the scene of a traffic collision or other emergency occurrence on a traffic-way.

378. INTERSECTION CONTROL.

378.20 EMPLOYEE'S POSITION IN INTERSECTION. The following factors shall be considered in choosing the position to be taken by an officer at an intersection:

- * Personal safety.
- * Visibility of traffic.
- * Non-obstruction of traffic.
- * Ability to effect necessary control.
- * Accessibility to persons wishing information.

378.40 USE OF WHISTLE FOR INTERSECTION CONTROL.

Signal Changes. The whistle shall be used in conjunction with electric traffic signal changes only when necessary.

Full Manual Control. When in full manual control of an intersection, an employee shall use the whistle to supplement arm signals used for stopping and starting the flow of traffic.

Warning. Short, rapid whistle blasts may be used to gain attention or to prevent violations.

378.60 PERSONS REQUESTING INFORMATION AT INTERSECTIONS. Motorists or pedestrians requesting information shall be directed to a place of safety before being given such information.

378.80 ORAL DIRECTIONS AT INTERSECTION. Employees shall not shout

directions which can be given by proper manual signals.

384. PARKING CONTROL.

384.05 ISSUANCE OF PARKING VIOLATION WARNINGS. Warning of Parking Violation, Form 4.10, shall be issued in lieu of citations for a period of not less than three, nor more than, seven days:

- * When new parking regulations become effective; or,
- * When parking regulations already in effect have not been enforced for an appreciable length of time and enforcement is resumed; or,
- * When a vehicle appears to be abandoned.

Exception: This section does not pertain to temporary or emergency parking regulations.

384.15 RESTRICTED PARKING ZONES-ENFORCEMENT. When a citation is issued for parking in any of the following types of zones, the citing section shall be "Los Angeles Municipal Code 80.56":

- * White passenger loading zones stenciled "Passenger Loading Only."
- * Yellow loading zones stenciled "Loading Only."
- * Green parking zones stenciled "Passenger Cars Only-15 Minute Limit."
- * Red zones stenciled "No Standing."

Subsections of Los Angeles Municipal Code Section 80.56 shall not be shown on the citation, but the specific violation shall be identified by indicating in the notes on the citation the color of the zone.

384.20 WHITE, YELLOW, AND GREEN ZONES-ESTABLISHMENT AND REPAINTING. Persons who request information on the establishment or repainting of white, yellow, or green parking zones, shall be referred to the Department of Transportation.

384.25 ANGLE PARKING. Citing employees shall be alert for unnecessary violations of regulations requiring parallel parking. While consideration may be given to the necessity for angle parking when loading or unloading merchandise of such size and weight that parallel parking would unreasonably aggravate the process, such consideration shall not be based upon mere convenience.

384.30 COMMERCIAL VEHICLES DEFINED. For purposes of enforcing traffic regulations, the following shall be considered commercial vehicles:

- * All motor vehicles bearing California commercial license plates; and,
- * All motor vehicles bearing a "Commercial Vehicle Identification Permit" issued by the Board of Traffic Commissioners, pursuant to Los Angeles Municipal Code Section 80.60.1.

384.35 PARKING ON PRIVATE

PROPERTY WITHOUT PERMISSION. The name and address of the complainant shall be included in the notes on a citation issued for illegal parking on private property.

384.45 SEARCHLIGHT, GENERATOR, AND FLOODLIGHT UNITS-PARKING ENFORCEMENT. Employees initiating enforcement action against persons maintaining illegally parked searchlight, generator, or floodlight units shall complete a Complaint Application, Form 5.15, which shall include:

- * The name of the offender (person in charge of, or operating, the equipment at the time the violation occurred);
- * The name of the owner of the equipment; and,
- * A statement of the offender, when present, as to whether he/she was instructed to park the equipment in that specific place.

384.50 OPERATING SEARCHLIGHT, GENERATOR, OR FLOODLIGHT WITHOUT PERMIT. If a person operating a searchlight, generator, or floodlight unit on the street is unable to establish that he/she has obtained a permit, officers shall contact the concerned geographic uniformed division to ascertain whether the person has an effective permit. If the person does not have an effective permit, a Complaint Application, Form 5.15, shall be completed and shall include:

- * The name of the offender (person in charge of, or operating, the equipment at the time the violation occurred;)
- * The name of the owner of the equipment; and,
- * A statement of the offender as to whether he/she was informed that a permit for the vehicle was or was not obtained.

384.55 TIRE MARKING. When a tire is marked with chalk or crayon, the mark shall be made across the tread area of the tire.

384.60 COMPLETING ABSENTEE PARKING CITATION. The following procedures shall apply to the completion of absentee parking citations:

Citation Books. The completion of the absentee parking citation shall consist of completing all applicable items through the violation section of the citation. Officers shall refer to the Los Angeles Department of Transportation (LADOT) citation reference card to ensure that the proper abbreviations and codes are entered on the citation.

Note: Officers shall enter their unit designation (e.g. 12A53, 3X62, etc.) in the space marked "Beat No."

Overtime Parking. A citation issued for overtime parking shall include the time of the start of the check, immediately above the time of issuance.

Return of Operator. If the operator of the concerned vehicle is present at any time during

the issuance of an absentee parking citation, the notes of the citation shall so indicate. The completed citation shall be attached to the vehicle.

Citation Corrections. Corrections on the absentee citation may be made prior to issuance if an error is made in other than the vehicle identification or violation portions and only by legibly writing over the error. Illegible corrections shall cause the citation to be canceled and a new citation issued. Strikeovers shall not be used to correct a citation and changes shall not be made after the citation has been issued.

Note: The Form 4.07.0 shall not be used to correct an absentee citation.

Canceling Citations. An absentee parking citation shall be canceled and a new citation issued when an error is made in the vehicle identification or violation fields of the citation. When it is necessary to cancel an absentee parking citation, employees shall be guided by Manual Section 4/326.

384.65 BOARD OF EDUCATION VEHICLES. The following described windshield card is used by Assistant Supervisors of Attendance, Board of Education, while parked in front of schools for the purpose of delivering or picking up absentee students. When displayed in the windshield of a vehicle parked in front of a school, the card shall be accepted as indicating that the vehicle is actually engaged in loading or unloading. The card is white cardboard, eight by nine inches, and bears the following information:

- * Identifying code letter and number.
- * Board of Education gold seal.
- * Make of car.
- * License number of car.
- * Owner.
- * Occupation.
- * Black lettering reading "Los Angeles City Board of Education. This is now being used to enforce the provisions of the School Code pertaining to compulsory school attendance."
- * Signed by the Head Supervisor.
- * Approved by the Deputy Superintendent of Schools.

384.70 POST OFFICE VEHICLES. Post Office Vehicles (Manual Section 4/349.05), while delivering or picking up mail, may be permitted to park in any of the following places:

- * In any red zone or white passenger loading zone.
- * In the Central Traffic District during prohibited hours.
- * In front of a fire hydrant, when the doors of the vehicle are not locked.
- * In crosswalks, when permission has been granted by this Department with reference to a specific location.

* Double parking, when no legal parking space nor any of the foregoing places are available within 150 feet of the driver's destination.

385. PARKING DEPARTMENT VEHICLES.

385.20 LOCKING DEPARTMENT VEHICLES. Unless it is impractical, an employee shall securely lock a Department vehicle when leaving it parked on the street or other public places.

When an employee parks a Department vehicle and leaves it unlocked and unattended, he/she shall remove all dangerous or valuable equipment that is not securely attached to the vehicle.

387. CALIBRATING SPEEDOMETERS.

387.10 SPEEDOMETER CALIBRATIONS OF DEPARTMENT VEHICLES. Speedometers of Department vehicles used to enforce the provisions of the Vehicle Code shall be calibrated semi-annually, and the information entered on three copies of the Speedometer Calibration Record, Form 11.30. (For distribution, see Manual Section 5/11.30-80).

The location and method of the calibration of speedometers shall be determined by the Commanding Officer, Motor Transport Division.

TRAFFIC COLLISIONS

405. TRAFFIC COLLISION TERMINOLOGY.

405.10 TERMS AND DEFINITIONS. The following terms and definitions shall apply to the investigation and reporting of traffic collisions:

Traffic Collision. A traffic collision is an unintentional occurrence in which the movement of a conveyance causes death, injury, or property damage.

Note: Accidents involving conveyances being used as industrial machinery or engaged in authorized sporting events are not traffic collisions.

Conveyance. A conveyance is any device by which persons or property may be propelled, moved, or drawn from place to place. Included are motor vehicles, trains, animals under human control, and bicycles.

Trafficway. A trafficway is a publicly maintained route open to the use of the public for the purpose of vehicular and pedestrian travel, extending from property line to property line, including sidewalks, parkways, and roadways. Highway, street, and trafficway are synonymous.

Note: A private road shall be considered a trafficway when it is open to through public travel and joins at each end with a trafficway.

Roadway. A roadway is that portion of a trafficway ordinarily used for vehicular travel only.

Non-trafficway. A non-trafficway is public or private property of a type neither designated nor normally used as a trafficway.

City Property Involved. A traffic collision is "City Property Involved" when one or more of the following is involved:

- * A City employee acting within the scope of his employment.
- * Damage to property owned, maintained, or contracted by the City.
- * Any possibility of City liability resulting from the actions of any involved party being influenced by City property or a City employee acting within the scope of his employment.
- * Water in the roadway other than from precipitation run off.

Note: Investigating officers shall identify the source of the water and determine how it may have contributed to the collision.

Injury. Injury is any bodily harm that is in need of first aid or the attention of a physician. It is not necessary that treatment or first aid be received. An injury need not be apparent, but may be a complaint of pain without visible signs of injury.

Party. A party is a driver of a conveyance, the last driver of a parked or unattended vehicle, or a pedestrian who is directly involved in a traffic collision.

Witness. A witness is any person, other than a party, who has any pertinent information regarding a traffic collision.

Property-Other. Property, other than conveyances, which sustains damage as the result of a traffic collision shall be considered "property-other."

410. PRELIMINARY PROCEDURES AT SCENE OF TRAFFIC COLLISIONS.

410.05 DUTIES OF FIRST OFFICER ARRIVING AT SCENE. The first officer to arrive at the scene of a traffic collision shall:

- * If necessary, summon an ambulance.
- * If necessary, render first aid.
- * Protect involved vehicles, personal property, and persons using the trafficway (Manual Section 4/208.10).
- * Notify the CHP, via Communications Division, when the location is within the CHP's area of responsibility.

410.15 INVESTIGATION-RESPONSIBILITY OF ASSIGNED UNIT.

A unit assigned a traffic collision call shall be responsible for completing the investigation and the necessary reports unless advised by the

communications control operator that the call has been reassigned or canceled.

An officer investigating a traffic collision shall ensure that a supervisor is dispatched to the scene when an accident involves:

- * On-duty Department personnel and results in death or serious injury to any involved person.
- * An aircraft accident results in death, serious injury, or extensive property damage.
- * Other circumstances which indicate the need for immediate follow-up investigation.

412. SPECIALIZED COLLISION INVESTIGATION DETAIL.

The Specialized Collision Investigation Detail (SCID) is responsible for the reconstruction and analysis of contributory traffic collision factors. The Specialized Collision Investigation Detail shall be requested in any of the following incidents:

- * Any City-owned or City-mileage vehicle involved in a fatal or "A" injury traffic collision, including "City property involved by influence" collisions.
- * Any traffic collision resulting in a fatal injury which may result in a felony criminal prosecution where the investigation is beyond the scope of the investigating officer's expertise.
- * Any major unusual traffic occurrence that is beyond the expertise of the concerned geographic traffic bureau.

The traffic division watch commander or on-call traffic division detective of the concerned geographic bureau shall contact the Officer in Charge, Traffic Coordination Section, for approval prior to requesting the SCID.

Note: When Traffic Coordination Section is closed, the Watch Commander, Detective Support Division, shall be notified and shall contact the Officer in Charge, Traffic Coordination Section.

415. TRAFFIC COLLISION REPORTING REQUIREMENTS.

415.05 REPORTABLE TRAFFIC COLLISION. A traffic collision report shall be completed when a traffic collision involves one or more of the following:

- * Death;
- * Injury;
- * Hit and Run;
- * CPI;
- * DUI; and,
- * Traffic felony.

Note: The investigation of school bus traffic collisions by officers of this Department shall be limited to those accidents that are within the Department's standard traffic collision reporting policy when the involved school bus was not transporting students or actively loading or unloading students at the time of the accident. Department personnel at the scene of a school bus traffic collision which is not the

investigative responsibility of this Department shall notify the CHP and stand by until CHP personnel arrive.

Exception: Trains, animals, and/or bicycles (Manual Section 4/430.25).

415.07 CLASSIFICATION OF TRAFFIC COLLISIONS AND FORMS REQUIRED.

An officer assigned a Traffic Collision call shall conduct a preliminary investigation to determine whether the occurrence requires a Class II (minor) or Class I (in-depth) investigation.

- * A Class II investigation requires completion of a CHP, Form 555. If more space is required a CHP, Form 556 shall be used; and,
- * A Class I investigation requires completion of CHP, Form 555, and a Municipal Supplement, Form 4.03.1.

415.10 CLASS I TRAFFIC COLLISION INVESTIGATION CRITERIA.

A Class I Traffic Collision Investigation shall be conducted when a traffic collision investigated at the scene involves one or more of the following:

- * Death;
- * "A" Injury;
- * Traffic felony;
- * Unbooked DUI driver;
- * All CPI vehicles and/or a possibility of City liability;
- * H&R Misdemeanor with Follow-up possibility (complete H&R vehicle license number or distinctive vehicle description, i.e. business name;)
- * Unusual incident as defined in Manual Section 4/214.50; and,
- * Complex circumstances which cannot be adequately reported with a Class II Investigation.

415.15 CLASS II TRAFFIC COLLISION INVESTIGATION CRITERIA.

A Class II Traffic Collision Investigation shall be completed when a Class I investigation is not required.

415.20 PROPERTY DAMAGE ONLY (PDO) TRAFFIC COLLISION.

Officers at the scene of a PDO traffic collision shall:

- * Assist in clearing the scene;
- * Verify that a correct exchange of information has taken place, or issue each involved party a Traffic Collision Information, Form 4.37;
- * Inform the involved parties regarding the requirement for submission of the State Form SR-1 to the Department of Motor Vehicles; and,
- * Inform the involved parties that a traffic collision report is neither required nor will be taken by this Department.

Note: An officer receiving a citizen request for police presence at the scene of a property damage only traffic collision shall use the

criteria established for the reporting of traffic collisions (Manual Section 4/415.05) to determine if a police unit should be dispatched.

415.25 DAMAGE TO UNATTENDED PROPERTY.

When the owner or person in possession of property damaged in a traffic collision cannot be located, a CHP, Form 555.03, shall be used to record the following information only:

- * Date and time reported;
- * Date and time of occurrence, if known;
- * Point of impact;
- * Name, address, phone number, and driver's license number of each known party;
- * Year, make, model, color and license number of known vehicles; and,
- * All information known concerning the unattended property.

A copy of the original report shall be given to the reporting party. A copy shall be left in a conspicuous place on the vehicle or other damaged property. No DR number shall be obtained. Field officers shall attach the report to their log. Desk officers shall forward the report to their watch commander. "Unattended PDO T/C" shall be written at the top of the report. The watch commander shall cause all "Unattended PDO T/C" reports to be forwarded to the concerned traffic division.

420. PARTIES AND WITNESSES TO TRAFFIC COLLISIONS.

420.05 INFORMATION TO PARTIES INVOLVED IN TRAFFIC COLLISIONS.

An officer conducting an investigation of a traffic collision shall:

Traffic Collision Report CHP, Form 555.03.

- * When practicable, give a copy of the CHP, Form 555.03 (complete or not) to all available parties.

Traffic Collision Information, Form 4.37.

- * If no report is taken, or a copy of the CHP, Form 555 is not given, give a 4.37 to each party and verify that a correct exchange of information has been made.
- * Leave a 4.37 with Property-Other parties when no CHP, Form 555 copy is available; e.g., two vehicle or pedestrian parties involved.

Advice on All Traffic Collisions.

- * Refrain from suggesting that insurance rates will be affected by the reporting of the traffic collision.
- * Refrain from indicating to the parties whether the property damage or injuries do, or do not, necessitate a report to the Department of Motor Vehicles as specified in Vehicle Code Section 16000. (Refer the parties to their insurance agents or to the local DMV office.)
- * Refer parties wishing to obtain the Financial Responsibility Report, DMV Form SR1 to an insurance agent, automobile club, the

Department of Motor Vehicles, or any police station.

420.10 SOBRIETY OF PARTIES TO A TRAFFIC COLLISION.

An officer investigating a traffic collision involving a suspected under-the-influence driver shall follow procedures prescribed in Manual Section 4/343.

420.15 ARMED FORCES PERSONNEL INVOLVED IN TRAFFIC COLLISION.

When Armed Forces personnel involved in a traffic collision are killed, or are injured to the extent that they require hospitalization, the investigating officer shall notify the Department Command Post, Communications Division. Armed Forces personnel shall include:

- * Regular members of the Army, Navy, Air Force, Marine Corps, and Coast Guard, and reservists who are on active duty.
- * Civilian employees of the Armed Forces while acting within the scope of their employment.

420.20 JUVENILES INVOLVED IN TRAFFIC COLLISION.

The following information shall be obtained when a juvenile is a party to a reportable traffic collision, or when a provable traffic violation on the part of a juvenile witness is established:

- * Full name and address of natural mother and father, even if divorced; or if deceased, the name only.
- * Name and address of step-parents.
- * Name and address of legal guardian.
- * Name and address of the juvenile's spouse.
- * Name and address of a person with whom the juvenile is presently living, if other than any of the above.
- * Juvenile's date of birth.

The applicable information shall be included in the appropriate traffic collision report.

420.25 TRAFFIC COLLISION INVESTIGATION.

When an on-duty officer observes or is notified by a citizen of a reportable traffic collision, the officer shall notify Communications Division and request a traffic unit be assigned to investigate the accident. When the officer is assigned to a traffic division, he/she shall notify Communications Division and, if available, investigate the traffic collision. If no traffic collision units are available, or when directed by Communications Division, the officer shall investigate the accident.

420.30 WITNESSING OFFICERS ASSIGNED A TRAFFIC COLLISION INVESTIGATION.

When officers who have witnessed a *reportable* traffic collision (Manual Section 4/415.05) are assigned the investigation they shall:

- * Complete the investigation and reports;
- * List themselves as witnesses and include their statements in the traffic collision report; and,

- * Use the traffic collision report to request prosecution for **all** violations witnessed by them or disclosed by the investigation.

Exception: A witnessing officer shall complete a Narrative Supplement, Form 556 when the accident involves a Department employee or vehicle (direct or by influence).

Note: Officers witnessing a **non-reportable** traffic collision involving a Vehicle Code violation may issue a traffic citation (Traffic Notice to Appear) or take other appropriate enforcement action.

420.35 ASSIGNMENT OF TRAFFIC COLLISION CALL TO NON-WITNESSING OFFICER. When the investigation of a traffic collision witnessed by an officer is assigned to a non-witnessing officer, the investigating officer shall complete the investigation and, if necessary, the appropriate reports. If a traffic collision report is completed, the investigating officer shall:

- * List the witnessing officer as a witness and include his/her statements in the traffic collision report.
- * Obtain a completed Narrative Supplemental, Form from the witnessing officer when the accident involves a Department employee or vehicle.

Note: If a violation was observed, the witnessing officer may cite or take other appropriate enforcement action, or the investigating officer may use the traffic collision report to request prosecution for violations established by the investigation.

The traffic collision report shall be used to request prosecution of a person other than a driver arrested for misdemeanor driving under the influence when the elements of a traffic violation are established by either:

- * Statements of a competent person; **or**
- * A combination of statements and physical evidence, when no citation is issued.

Note: A traffic citation shall not be issued by an off-duty officer involved in or witnessing a traffic collision.

430. TRAFFIC COLLISION INVESTIGATIVE AND REPORTING PROCEDURES.

430.05 REPORTING TRAFFIC COLLISIONS NOT INVESTIGATED AT SCENE. When a report is taken at a location other than at the scene of a traffic collision, a desk officer or other officer assigned shall obtain the reporting person's name and the date and location of the accident. After obtaining this information, the officer shall telephone the Crime and Miscellaneous Reports Section, Records and Identification Division, to determine whether the report is original or supplemental.

Original Report. When the report is an original, the report taken shall be the same as would be taken if the accident had been

investigated at the scene (Manual Sections 4/415.10 and 4/415.15).

Note: An accident investigation supervisor shall be contacted for advice prior to completing a Traffic Collision Report when the traffic collision involves death, an alleged traffic felony, a Department employee or vehicle, or any possibility of City liability.

Supplemental Report. When the report is supplemental and a statement of the reporting person is required, the DR number shall be obtained; and the officer shall complete a Narrative Supplemental, CHP Form 556.

430.10 DANGEROUS SUBSTANCES INVOLVED IN TRAFFIC COLLISIONS. When a traffic collision occurs involving radioactive materials, explosives, flammable substances, hazardous chemicals, or other dangerous materials, the officer at the scene shall:

- * Keep all persons and conveyances at a safe distance from the substance, liquid run-off, or gaseous vapor;
- * Immediately cause Detective Support Division to be notified in cases involving radioactive materials (Manual Section 4/214.25); and,
- * Request assistance from the Fire Department in cases involving explosives, flammable substances, hazardous chemicals or other dangerous materials. In that request, officers shall provide the following:
 - * Type of substance i.e., flammable, toxic, chemical, etc.;
 - * Complete chemical name of the substance; and,
 - * Whether substance is spilled or leaking.

Note: Caution must be exercised in the use of flares to protect the accident scene. Officers shall evaluate the circumstances to ensure that the flares do not inadvertently act as a source of ignition.

430.25 BICYCLES, ANIMALS, AND TRAINS INVOLVED IN TRAFFIC COLLISIONS. The following are subject to traffic collision reporting requirements in the same manner as motor vehicles:

- * Trains and animals, either ridden or driven, when on a trafficway.
- * Bicycles, when on a roadway or a paved shoulder.

Exception: A traffic collision report is not required in cases involving only the element of a rider falling from a bicycle or animal.

Unattended animals injured or killed when involved with a moving conveyance on a trafficway shall be classified as "property-other."

Non-trafficway Occurrence. A traffic collision report is not required when a bicycle, animal, or train is involved in a non-trafficway occurrence unless one of the following is also involved;

- * City property.
- * A moving motor vehicle and the occurrence qualifies as a reportable traffic collision (Manual Section 4/415.05).

430.26 LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY (LACMTA) BLUE, GOLD OR GREEN LINE INVOLVED IN TRAFFIC COLLISION. In the event of a traffic collision (T/C) involving the LACMTA's Metro Blue, Gold and Green Lines, a field supervisor shall respond and serve as a liaison between LASD and LAPD traffic units. When LAPD traffic units are unavailable, or delayed, any patrol unit may be assigned to initiate the investigation of Metro Blue Line traffic collisions. Commercial freight and passenger rail lines (such as Southern Pacific, Union Pacific, Amtrak, etc.) also operate within the City limits. Calls for service from these lines will be dispatched to the appropriate Area patrol units.

Note: The Department shall continue to investigate light rail and bus-involved traffic collisions within the City. Los Angeles County Sheriff's Department will investigate traffic collisions or other accidents occurring on an LACMTA right-of-way, but not at a street intersection.

430.30 TRAFFIC VIOLATION INVOLVED. An officer shall complete a traffic collision report when investigation at the scene of a traffic collision establishes a provable traffic offense on the part of any person. The traffic collision report shall be used to request prosecution of a person other than a driver arrested for misdemeanor driving under the influence when the elements of a traffic violation are established by either:

- * Statements of a competent person or persons; or,
- * A combination of statements and physical evidence.

Note: No report is required when a citation is issued for a violation observed by an on-duty officer and the violation is the only requirement for a report.

430.37 TRAFFIC VIOLATION WITNESSED BY OFFICER AT SCENE OF TRAFFIC COLLISION. An officer issuing a citation (Traffic Notice to Appear) for a traffic violation committed by a person involved in a traffic collision witnessed by the officer shall ensure that:

- * All essential elements of the violation have been observed by the officer; and,
- * No other requirement for a traffic collision report is present.

Note: A traffic citation shall not be issued by an off-duty officer involved in or witnessing a traffic collision. When applicable, prosecution may be requested by application for complaint or by use of the traffic collision report.

Reporting Procedure. A traffic collision witnessed by an officer does not require a traffic collision report when:

- * A traffic violation committed by a person involved in the traffic collision is the only requirement for a traffic collision report; and,
- * A citation has been issued for the violation.

430.38 DEPARTMENT MOUNTED UNIT INVOLVED IN TRAFFIC COLLISION. Horses being used as part of the Department's Mounted Unit shall be considered as a CPI traffic collision when:

- * The horse is being ridden by an on-duty officer and its motion causes injury or property damage; or,
- * The horse is being transported between the boarding location and the location where the horse is to be used for City business and it causes or sustains damage or injury.

Note: If the horse is being used in a tactical situation, e.g., crowd control, and it causes injury, only an Injury Report, Form 3.15, is required. A deliberate act, i.e., thrown rock, resulting in movement of a horse which causes injury or damage is not a traffic collision. The appropriate crime report shall be completed.

430.40 ILLEGALLY PARKED VEHICLES INVOLVED IN TRAFFIC COLLISION. An investigating officer initiating enforcement for an illegally parked, unattended vehicle involved in a traffic collision shall:

- * Ensure that the violation is not a result of the traffic collision;
- * Issue an absentee parking citation; and,
- * Include the information regarding the citation in the traffic collision report.

Note: When a parking violation is the only requirement for a report and a citation is issued for the violation, a traffic collision report is not required (Manual Section 4/430.37).

430.45 PHOTOGRAPHS AT SCENE OF TRAFFIC COLLISIONS. An officer investigating a traffic collision shall cause photographs to be taken depicting damage or lack of damage, and other pertinent details when:

- * Photographs would be of evidential value; or,
- * Photographs would be of value in the traffic education program; or,
- * City property is involved; or,
- * A fatality or near-fatality occurs.

When a unit not equipped with a camera is assigned to investigate a traffic collision requiring photographs, a collision investigation unit shall be requested to take the photographs.

430.50 HIT-AND-RUN TRAFFIC COLLISION. An officer shall conduct an investigation and complete an appropriate traffic collision report when a traffic collision

results in property damage or personal injury and the elements of hit-and-run are indicated.

Broadcasts. An officer at the scene of a hit-and-run traffic collision shall, without delay, obtain and broadcast any available description of a hit-and-run driver and conveyance when:

- * Hit-and-run felony is indicated; or,
- * A hit-and-run misdemeanor driver is suspected of being under the influence of an intoxicant; or,
- * Extensive property damage has occurred.

Teletypes. A supervisor shall be contacted regarding the sending of a local teletype when hit-and-run is involved. An investigating officer shall contact:

- * A South Traffic Division supervisor when the accident occurred in a South Bureau Area.
- * A Central Traffic Division supervisor when the accident occurred in a Central Bureau Area.
- * A West Traffic Division supervisor when the accident occurred in a West Bureau Area.
- * A Valley Traffic Division supervisor when the accident occurred in a Valley Bureau Area.

430.55 NON-CONTACT TRAFFIC COLLISION. An incident shall be considered a non-contact traffic collision when it is alleged that an illegal or negligent act of any person not directly involved is the proximate cause of a traffic collision and an independent witness or other substantiates the involvement.

When a hit-and-run driver and/or vehicle has been identified, they shall be listed as a party on page one of the California Highway Patrol (CHP) Form 555, and the hit-and-run box shall be checked if applicable. If the traffic collision is reportable (Manual Section 4/415.05), the suspected person, when known, shall be listed on the traffic collision report as a party. Statements of persons substantiating the non-contact involvement shall be included in the traffic collision report.

430.60 IMPOUNDING VEHICLE INVOLVED IN TRAFFIC COLLISION. An officer impounding a vehicle involved in a traffic collision shall follow procedures prescribed in Manual Section 4/220.

432. TRAFFIC COLLISION INJURY CLASSIFICATION.

432.10 INJURY CLASSIFICATION-CRITERIA. Traffic collision injuries shall be classified as follows:

- * **'A' Injury.** Major injury. Any serious, incapacitating injury which normally requires hospitalization, other than for observation, *and* prevents the victim from walking or driving.

- * **'B' Injury.** Non-incapacitating injury. Any visible injury, other than fatal or incapacitating.
- * **'C' Injury.** Momentary unconsciousness or complaint of pain without visible signs of injury.
- * **'K' Injury.** An injury which results in death.

432.20 INJURY CLASSIFICATION-RESPONSIBILITY FOR. Injury classification shall be determined by the reporting officer on the basis of information available at the scene of the accident or at the time of the initial follow-up at a medical facility. Injury classification shall not be changed on any copy of the original traffic report after the report has been distributed.

Note: A field officer who receives a death notification *after* the distribution of the Traffic Collision Report shall not change the injury classification.

433. COMBINED TRAFFIC COLLISION AND ARREST REPORT.

433.05 TRAFFIC RELATED ARREST-DEFINED. A traffic related arrest is an arrest for which the follow-up investigation is the responsibility of Traffic Division Collision Investigation Sections (Manual Section 2/535.20).

433.10 REPORTING OFFICER RESPONSIBILITY. Officers conducting a Class I Traffic Collision investigation which results in a traffic-related arrest shall combine the reporting of the incident. The combined traffic collision and arrest report shall consist of:

- * An Arrest Report, Form 5.2;
- * A Class I Traffic Collision Investigation, CHP Forms 555, 556, and Municipal Supplement 4.03.1; and, if applicable,
- * A Driving-Under-The-Influence (DUI) Arrest Report Continuation, Form 5.2.5.

Note: Supervisors may approve completion of the arrest and traffic collision reports separately, when unusual circumstances make the use of the combined reporting procedure impractical. When the combined reporting procedure is not used, the traffic collision report and the arrest report shall be approved by the same supervisor.

433.15 COMPLETION OF THE REPORT

Arrest Report. All reports shall be completed in the usual manner except that the Arrest Report, Form 5.2, shall be modified as follows:

- * "Combined Traffic Collision/Arrest Report" shall be written in the top right margin.
- * The "Crime Report Box" shall be checked.
- * In the "Victim's Name Box," the name of an injured person other than Party 1 shall be entered.

Note: If there are no injuries, the name of

Party 2 shall be entered in the "Victim's Name Box."

- * "See Traffic Collision Report" shall be written in the "Involved Persons Section."
- * The only entries in the "Combined Crime Report Section" shall be "Traffic" in the "Type of Offense Box," and the appropriate information in the "Date and Time Crime Occurred Box."

The DUI Continuation, if used, shall bear the notation "See Traffic Collision Report" in the "Narrative Section."

Arrest Narrative. The arrest narrative shall be written in the "Remarks" heading of the Traffic Collision Report. The circumstances of the arrest will be recorded in the usual manner including headings for:

- * Source of activity;
- * Investigation;
- * Observations;
- * Arrest;
- * Injuries;
- * Booking;
- * Evidence;
- * Photographs; and,
- * Additional Information.

Corrections. Subsequent to the distribution of the report by the Area records unit, corrections shall be made on the Narrative Supplemental CHP, Form 556.

Exception: If the "Charge" indicated on the Arrest Report is to be changed, the Follow-Up Investigation Form 3.14, shall be used.

Numbering Combined Traffic Collision and Arrest Report Pages. The pages of the traffic collision and arrest portions of the combined traffic collision and arrest report shall be numbered separately.

A complete Class I Traffic Collision Report shall be completed and pages numbered in the normal manner.

The arrest report pages shall be numbered as follows:

- * Arrest Report, Form 5.2 shall be numbered page 1.
- * When applicable, the Driving-Under-The-Influence (DUI) Arrest Report Continuation, Form 5.2.5, shall be numbered pages 2 and 3.

Note: Any additional forms such as, the IR 3000 DFC Operator Checklist, Form 5.20.7, or forms associated with Administrative Per Se Order of Suspension shall be attached to the arrest pages and numbered consecutively.

433.20 SUPERVISOR'S RESPONSIBILITY. When the arrest is for a felony, a supervisor from the concerned traffic division shall approve the combined traffic collision and arrest report and all other reports related to the incident. When the arrest is for a misdemeanor, a supervisor from the Area of

occurrence may approve the report and any related reports.

Note: If separate reports are completed, both the traffic collision and the arrest report shall be approved by the same supervisor (Manual Section 4/433.10).

Supervisors shall ensure that the combined traffic collision and arrest report is processed as specified in Department Manual Sections 4/415, 4/420, 4/433, 4/440, 5/5.1, and 5/5.2.

435. TRAFFIC DEATHS.

435.05 PROCEDURE AT SCENE OF FATAL TRAFFIC COLLISION. An officer assigned to investigate a traffic collision which resulted in a death shall:

- * Immediately request the communications control operator to dispatch a traffic supervisor. If a traffic supervisor is not available, request a patrol supervisor.
- * Allow no one to search the body, except Coroner's deputies and obtain a receipt from the Deputy Coroner when personal effects are removed from the body.
- * Contact a traffic supervisor for advice before releasing drivers involved in the traffic collision.
- * Cause photographs to be taken of the victim at the scene.

Note: If the deceased died as a result of a traffic collision, officers may search the body for a universal donor's card only. That card is normally attached to or kept with the driver's license.

435.10 REPORTING TRAFFIC DEATHS. The officer originally charged with the investigation of a traffic collision shall be responsible for completing a Death Report, Form 3.11, for a death resulting from a traffic collision when the victim is dead at the scene or dies while the officer is on the same tour of duty.

Investigating Officer Not Available. When the officer originally charged with the investigation has reported end-of-watch, the death report for a death resulting from a traffic collision shall be completed by the concerned bureau accident investigation follow-up unit.

435.15 NOTIFICATION TO NEXT OF KIN OF DECEASED TRAFFIC VICTIM. The officer assigned to the initial investigation of a fatal traffic collision shall cause the deceased person's next of kin to be notified. Whenever practicable, notification shall be made in person by the investigating officer. If the next of kin lives in another Area, a police unit of that Area shall be requested to make a personal notification. The Coroner shall be requested to make the notification if the deceased person's relatives live outside the City.

Generally, an in-person notification is the preferred method of informing the next of kin of a death. However, circumstances may

indicate a need for an alternative method of making such a notification (e.g., telephonically). Officers should use their best judgement in making a determination as to the method of notification to the next of kin of a deceased person.

437. COLLISION INVESTIGATION FOLLOW-UP.

437.10 FOLLOW-UP INVESTIGATING OFFICER'S RESPONSIBILITY. When notified that a traffic collision has occurred, the concerned investigating officer shall determine whether immediate follow-up investigation is required. When appropriate, he/she shall respond and direct the investigation.

437.20 OFFICER IN CHARGE OF THE COLLISION INVESTIGATION FOLLOW-UP UNIT-RESPONSIBILITY. The officer in charge of a collision investigation follow-up unit shall forward a roster of on-call investigating officers to the Administrative Unit, Detective Support Division, on a weekly basis.

440. CITY PROPERTY-INVOLVED TRAFFIC COLLISION.

440.10 DUTIES OF EMPLOYEES INVOLVED IN TRAFFIC COLLISION. When employees, including members of the Police Reserve Corps, becomes directly involved in or participate in events leading to a traffic collision while operating or riding in a City-owned vehicle or acting within the scope of their official duties, employees shall:

- * Immediately request a communications control operator to dispatch a collision investigation unit and a supervisor to the scene (Manual Section 3/206).
- * Cooperate with the concerned investigative agency dispatched to the scene. When investigating officers are from an agency other than this Department, Department employee's statements concerning their involvement shall only include their personal identification, registration information for the vehicle they are in, and a description of their direction of travel. Information relating to the conduct of Department employees shall be regarded as confidential for the use of the City Attorney. Complete statements as to the identity, actions, and statements of persons other than Department employees may be made.
- * Comply with local ordinances and Vehicle Code provisions relating to traffic collisions.
- * Complete a Narrative Supplemental CHP, Form 556.

Note: An officer involved in a CPI traffic collision shall use the address and telephone number of his/her area of assignment in the completion of the Traffic Collision Report.

Accident Occurring Outside the City. When the accident occurred outside the City and a

Los Angeles Police Department accident investigation unit is not dispatched to the scene, the involved employee shall:

- * Complete the necessary traffic collision reports upon his return to the City; and,
- * Notify the Liability Section, City Attorney's Office, when the accident results in injury, death, or serious property damage. When it is impractical to notify the City Attorney's Office, the notification shall be made to the Watch Commander, Detective Support Division, who shall notify the watch commander at the employee's Area of assignment and the City Attorney's Office.

440.20 ADVISING OTHER PARTIES WHEN DEPARTMENT EMPLOYEE INVOLVED IN TRAFFIC COLLISION. When an employee is involved in an accident with a person not a member of this Department, the employee shall urge the person to remain at the scene of the accident until the arrival of a collision investigation unit. If the person insists upon leaving the scene, the employee shall obtain:

- * The person's name and address.
- * The location where he/she may be interviewed.
- * The license number of his/her vehicle.
- * The number of his/her driver's license or other valid identification.

440.25 INVESTIGATING OFFICER'S DUTIES WHEN CITY PROPERTY INVOLVED IN TRAFFIC COLLISION. An officer conducting an investigation at the scene of a City-property-involved traffic collision shall:

- * Request that a supervisor be dispatched to the scene, if none has been requested, when the accident involved Department-owned or operated equipment, or a Department employee (Manual Section 3/206).
- * Notify a supervisor when the accident involves on-duty Department personnel and death or serious injury result to any involved person.
- * Take photographs depicting the extent of damage or lack of damage, and other pertinent details.
- * Complete the necessary reports.

Note: The Traffic Collision Report, CHP, Form 555, shall be processed as an internal report only (similar to an Employee's Report, Form 15.7) when:

- * There are no injuries;
 - * All vehicles and "property other" parties involved are owned by the City of Los Angeles;
 - * The accident involves **minor** property damage (small dents or paint transfer) only; and,
 - * A supervisor's approval has been obtained.
- * Include seat belt information.

- * Ensure that the traffic reports are marked "CPI."
- * Notify the Liability Section, City Attorney's Office, by telephone when the accident results in an injury, no matter how slight, to a person other than a City employee.

Exception: The City Attorney's Office need not be contacted when property of the Department of Airports, Harbor Department, or Department of Water and Power is the only City property involved in a traffic collision.

Investigation Criteria. A Class II (Manual Section 4/415.07) City-property-involved traffic investigation may be conducted where there is property damage between a City vehicle and a parked, unattended vehicle or any other property when the following criteria are met.

- * There is a minor property damage only;
- * There are no injuries;
- * A traffic supervisor has been called to the scene and has given approval for a Class II investigation;
- * Photographs depicting the extent of damage or lack of damage and other pertinent details are taken; and,
- * Party and/or witness statements are included in the narrative.

Exception: When the party and/or witness is an on-duty employee or on-duty Police Reserve Officer all statements shall be included on the Narrative Supplemental, CHP Form.

Note: The approving supervisor's name and serial number shall be included in the narrative of the Class II report.

On-Duty Officer Involved in Traffic Collision. When an on-duty peace officer or firefighter operating an authorized emergency vehicle is involved in a traffic collision, the investigating officer shall complete the "Special Conditions" box, CHP, Form 555, by including the following information:

- * The officer's or firefighter's vehicle involvement number, i.e., V-1 or V-2, etc., and,
- * The words "on-duty, emergency vehicle" (abbreviate if necessary).

Supervisor's Responsibility: The supervisor approving an on-duty peace officer involved traffic collision report shall ensure that the information in the Special Conditions box is completed prior to approving the report.

Note: For the purposes of reporting, an Authorized Emergency Vehicle is any State or municipally-owned vehicle operated by an on-duty peace officer or firefighter in the performance of his/her duty.

440.26 CORRECTIONS TO OFFICERS' DRIVING RECORDS EMPLOYEE - RESPONSIBILITY. A sworn employee whose driving record improperly reflects an on-duty traffic collision may correct the error

by completing an Employee's Report, Form 15.7, and submitting it to his/her supervisor for approval. The form 15.7 shall contain:

- * The sworn employee's full name, serial number, division of assignment and California driver's license number;
- * The date and location of traffic collision in question; and,
- * The Division of Records (DR) number for the reported traffic collision.

Watch Commander/Supervisor's Responsibility. The watch commander or supervisor reviewing the Employee's Report, Form 15.7, shall review the report for completeness and ensure the report is forwarded to the Fleet Safety Coordinator, Traffic Coordination Section.

Fleet Safety Coordinator/Traffic Coordination Section Responsibility. The Fleet Safety Coordinator, Traffic Coordination Section, shall verify the traffic collision occurred on-duty, shall assist the sworn employee with compiling any required documentation and will initiate all related correspondence to DMV.

440.27 CPI TRAFFIC COLLISIONS ON CITY FREEWAYS. Communications Division will be notified by the CHP when a CPI traffic collision has occurred on a freeway within the City. Department personnel assigned to investigate the accident shall cooperate with the CHP investigators at the scene but shall maintain the confidential nature of the Department reports.

440.45 REPORTING DEPARTMENT EMPLOYEE TRAFFIC COLLISIONS TO THE DEPARTMENT OF MOTOR VEHICLES. When an employee, including a member of the Police Reserve Corps, becomes involved in a traffic collision while operating a City-owned or mileage vehicle, the employee shall not submit reports to DMV regarding financial responsibility. Employees receiving correspondence from DMV concerning a traffic collision shall forward the correspondence, without entries, to the Chief Investigator, Liability Section, City Attorney's Office.

440.50 NOTIFYING CITY ATTORNEY WHEN CITY PROPERTY INVOLVED IN TRAFFIC COLLISION. Notification to the Liability Section, City Attorney's Office, shall include:

- * Names of employees involved, and their assignments;
- * Locations at which employees can be reached;
- * Names of other persons involved;
- * A description of the accident and the investigation;
- * The identity of persons injured, and the extent of injuries; and,
- * The type and extent of property damage.

When the Liability Section is closed, the City

Hall switchboard operator shall be requested to transfer the call to the home of the person designated by the City Attorney to receive such calls. The date and time that the notification was made and the name of the person notified shall be included in the traffic collision report.

BOOKING, CUSTODY AND DISPOSITION OF PROPERTY

501. AUTOMATED PROPERTY INFORMATION MANAGEMENT SYSTEM (APIMS).

501.10 APIMS. The Automated Property Information Management System (APIMS), is the system used for the booking, tracking, and disposal of property.

501.20 APIMS CONFIDENTIALITY. For those instances which require the booking of property to be confidential, the booking officer shall include the words, "Confidential Booking," in large letters on the first line of the Property Report, Form 10.1. Access to any confidential booking information is restricted to Property Division personnel and the concerned investigating unit's Property Disposition Coordinator.

505. PROPERTY CLASSIFICATIONS.

505.10 CLASSIFICATIONS OF PROPERTY. Items entered into the Department property system shall be classified as follows:

- * Evidence-items which are or may be related to a crime, or which may either implicate or exonerate a person.
- * Excess Personal Property-non-evidentiary personal property of an arrestee which cannot be packaged in a prisoner's property package or purse.
- * Non-evidence-property other than evidence or excess personal property.

505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE. Evidence booked into the Department's property system shall be classified as follows:

- * Analyzed Evidence-Shelf Storage-evidence, other than narcotics, that does not require cold storage.
- * Analyzed Evidence-To Be Refrigerated-whole blood, urine, saliva, etc.
- * Analyzed Evidence-To Be Frozen-biological evidence (dried blood/semen, swabs/slides/aspirates, etc.).

Exception: The Sexual Assault Evidence Kit shall be booked as one item, to be frozen.

- * Analyzed Evidence-narcotics.

505.20 RECLASSIFICATION OF NON-EVIDENCE. Non-evidence may be

reclassified to evidence by completion of a Follow-up Report, Form 3.14.

Note: Additional property may not be booked on a Follow-up Report, Form 3.14.

510. BOOKING PROCEDURE.

510.10 BOOKING EVIDENCE AND NON-EVIDENCE-GENERAL. The employee seizing or taking custody of evidence shall ensure it is properly booked without unnecessary delay.

All property which is to be booked shall be inventoried and listed on the Property Report, Form 10.1. The employee seizing or taking custody of a closed container shall open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior. Evidence may only be booked by a sworn employee, a Police Service Representative in the course of his/her official duties, a detention officer assigned to Jail Division, or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees shall book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution will not be jeopardized, the property shall be returned to the owner. When appropriate, employees shall utilize photographs in lieu of actual evidence.

Note: If there is a question as to whether or not photographs will suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence shall not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property shall issue a Receipt for Property Taken into Custody, Form 10.10 (duplicate copy), to the person relieved of the property (Manual Sections 4/645.20 and 5/10.10). The **original** of the Form 10.10 shall be included as a page of the original Property Report, Form 10.1; Release from Custody (RFC) Report Continuation, Form 5.02.8; or Arrest Report, Form 5.2, when evidence to be booked is listed.

Evidence and non-evidence shall not be stored in the personal possession of any employee, except certain forgery-related evidence (Manual Section 4/570.20).

One copy of the Property Report, Form 10.1, or Release from Custody Report Continuation, Form 5.2.8; or Arrest face sheet, Form 5.2, shall accompany the property when booked.

Exception: Two copies shall accompany narcotics or firearm bookings, or blood or urine bookings within Operations-Valley Bureau.

It is not necessary to issue the Form 10.10 for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Form 10.10 used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee shall complete a Property Report, Form 10.1, and make a notation on the report that the property is in the possession of the finder.

Note: The assigned detectives (Manual Section 4/790.) shall ensure that the finder has complied with laws governing found property (Civil Code 1020.1, 2080.3; Penal Code 177 and 485).

The employee booking property shall, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee shall notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

Note: When an employee recovers property from an area containing more than one person (i.e., cell, holding tank, etc.), the employee shall ensure that the detective division responsible for each arrestee is notified using the above-referenced procedure.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

Note: Booking employees shall continue to check all firearms against the Automated Firearms System (Manual Section 4/540.30) and attach a copy of the printout to the appropriate report.

510.12 BOOKING ANALYZED EVIDENCE-GENERAL. Evidence to be transported to SID for analysis shall be placed into the SID Courier temporary storage locker.

Exceptions:

- * Items too large for temporary storage lockers;
- * Narcotics seizures in excess of 30 pounds net weight (Manual Section 4/540.75);
- * Explosives not considered safe (Manual Section 4/540.20);
- * Hazardous chemicals or materials (Manual Section 4/212.49);

Note: Compressed gas cylinders shall be booked at Central or Valley Property Sections.

- * Toluene-soaked rags or other evidence open to the air requiring special handling (Manual Section 4/515.10); and,

Note: During hours when SID is closed, employees requiring evidence handling or storage advice shall telephonically contact an SID criminalist via Detective Support Division (DSD).

- * Any amount of PCP in a container one-half gallon or larger or a total of one-half gallon or more of PCP (Manual Section 4/540.72).

These lockers **shall not** be used for temporary storage of evidence to be booked into the Area property room.

Booking Employee's Responsibility. An employee booking all types of evidence to be analyzed shall:

- * Record appropriate information on all required envelopes or tags.
- * Place the evidence in the correct classification of Laboratory and Analyzed Evidence Envelope, or tag correctly.

Note: Evidence requiring freezer storage shall be placed into the SID courier temporary storage freezer within six (6) hours after being obtained.

- * Seal the Analyzed Evidence Envelope with a red Analyzed Evidence Seal, Form 10.12.7, over each flap of the required envelope and long the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. An Analyzed Evidence Seal shall be placed on the top surface where the tape ends meet (Manual Section 4/535.07). The Property Booking Guide contains additional information.

Note: The packaging of any item which only requires latent print analysis shall be clearly marked "Hold for Prints" and booked into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a telephonic request for the analysis shall be made to SID. Scientific Investigation Division shall make arrangements with Property Division for the SID courier to transport the item for analysis.

Following supervisory approval of packaging and related reports, the booking employee shall:

- * Place the evidence and reports into the appropriate SID courier temporary storage locker; and,

Note: Entry into any of the SID temporary storage lockers is restricted to an on-duty supervisor and shall be witnessed by another sworn employee.

- * Complete the Analyzed Evidence Control Log.

Note: Personnel assigned to specialized divisions or sections shall use Area SID courier temporary storage locker facilities. Specialized division personnel shall notify the Area watch commander prior to placing any property in the storage locker. If there is insufficient space in the SID courier temporary storage locker, or if distance precludes use of Area facilities, evidence shall be taken directly to the Evidence Control Unit (ECU) for booking. When the ECU is closed, such evidence shall be transported to Central or Valley Property Sections.

Supervisor's Responsibility. The supervisor reviewing the evidence to be analyzed shall:

- * Ensure the evidence is properly packaged and, if a firearm, properly cleared;
- * Place all evidence to be analyzed into the SID courier temporary storage locker and secure the locker;
- * Review related reports for accuracy of completion; and,
- * Upon approval of packaging and reports, sign the Analyzed Evidence Control Log signifying readiness of the evidence for courier pick up and analysis.

Watch Commander's Responsibility. The watch commander of an Area or facility with SID courier temporary storage lockers shall:

- * At the start of each watch, inventory any evidence in the SID courier temporary storage locker to ensure that the contents correspond with the Analyzed Evidence Control Log and immediately reconcile any discrepancies;
- * Remove evidence from the SID courier temporary storage locker as requested by the SID courier;
- * Ensure that any booking irregularities identified by the courier are immediately corrected by on-duty Area personnel, and Follow-up Investigation, Form 3.14, is completed when appropriate;
- * Retain a copy of the Analyzed Evidence Control Log after it has been reviewed and signed by the SID courier;
- * When the Area property room is closed, accept any transferred evidence from the SID courier and place it in the Area property room interim storage locker; and,
- * Accept and appropriately store any evidence submitted by Property Division personnel for transfer to SID or any other Property Division facility.

Investigative Personnel's Responsibility. Concerned investigative personnel shall make a telephonic request to SID for evidence analysis as soon as it becomes apparent that the evidence will be needed to further the case investigation or prosecution. Items being held only for latent print analysis shall be booked directly into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed and will

only be processed upon the request of the investigating officer to SID.

Commanding Officer's Responsibility. Area commanding officers shall ensure that secure, separate, and proper SID courier temporary storage lockers are maintained on station premises to accommodate storage of evidence to be analyzed, including evidence requiring shelf, refrigerator, or freezer storage.

Note: The Commanding Officer, Property Division, shall maintain SID courier temporary storage lockers at Central and Valley Property Sections.

Courier's Responsibility. The SID courier shall pick up and deliver to SID evidence to be analyzed and other items, as appropriate. Upon arriving at an Area station, the courier shall:

- * Request that the on-duty watch commander remove all evidence to be analyzed from the SID courier temporary storage locker;
- * Verify evidence to be analyzed has been properly reported, packaged, and stored;

Note: Observed deficiencies shall be brought immediately to the attention of the watch commander and corrective action taken by on-duty Area personnel.

- * Verify two copies of the completed Property Report, Form 10.01, and/or Arrest Report, Form 5.2, face sheet accompany each narcotics, blood, urine, firearms, or analyzed evidence booking;
- * Provide a signed copy of the Analyzed Evidence Control Log to the watch commander;
- * Deliver property and reports which are being transferred from SID to the Area property room;

Note: The property, a copy of the Property Report, and the Property Transfer Record, Form 10.02, shall be placed in the Area property room interim storage locker if the Area property room is closed.

- * Promptly deliver evidence to be analyzed to the ECU for booking into the Automated Property Information Management System (APIMS); and,
- * Deliver other items which were picked up, e.g., narcotics reports, to the appropriate location along the courier route.

Property Officer's Responsibility. Central and Valley Property Sections shall be responsible for maintaining SID courier temporary storage lockers for items requiring analysis. Central and Valley Property Sections' property officers shall complete the appropriate entry on the Analyzed Evidence Control Log.

When an item is being transferred from a Property Division facility to SID for analysis, i.e., latent prints, the property officer shall include with the evidence a copy of the Property Report, along with a Property Transfer Record, and submit the item to the watch commander for placement in the

appropriate SID courier temporary storage locker. When preparing evidence for return to Area property rooms, the ECU officers shall include a copy of the Property Report and a Property Transfer Record with the evidence being returned.

Each Area has three lockers used by officers and detectives for the temporary placement of items to be transported for analysis to SID by courier unit personnel. They are the narcotics/shelf storage locker, the refrigerator, and the freezer. The narcotics locker and the shelf storage locker are synonymous.

Note: The packaging of any item which only requires latent print analysis shall be clearly marked "Hold for Prints" and booked into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a telephonic request for the analysis shall be made to SID. Scientific Investigation Division shall make arrangements with Property Division for the SID courier to transport the item for analysis.

Following supervisory approval of packaging and related reports, the booking employee shall:

- * Place the evidence and reports into the appropriate SID Courier temporary storage locker; and,

Note: Entry into any of the SID temporary storage lockers is restricted to an on-duty supervisor and shall be witnessed by another sworn employee.

- * Complete the Analyzed Evidence Control Log.

Note: Personnel assigned to specialized divisions or sections shall use Area SID courier temporary storage locker facilities. Specialized division personnel shall notify the Area watch commander prior to placing any property in the storage locker. If there is insufficient space in the SID courier temporary storage locker, or if distance precludes use of Area facilities, evidence shall be taken directly to the Evidence Control Unit (ECU) for booking. When the ECU is closed, such evidence shall be transported to Central or Valley Property Sections.

510.20 BOOKING HIGH-VALUE PROPERTY. HIGH-VALUE PROPERTY - DEFINED. "High-value" property is any individual item (except those reported on a Vehicle Report, CHP Form 180) valued at \$5,000 or more. The value of the property may be based on personal knowledge, expertise listing the property value, or statements made by the victim or person reporting.

Officer's Responsibility. When an officer seizes or takes into custody high-value property, the concerned officer shall:

- * Attempt to determine the true owner of the property. This can be accomplished through

statements of the victim or person reporting, receipts and ownership documents or serial numbers of other markings on the property itself;

Note: The owner may or may not be the same as the victim, person reporting, person in possession, or arrestee.

- * Ensure the property is packaged or labeled and secured;
- * Transport the property and all other associated property to Central Property Section or Valley Property Section, Property Division, for booking;
- * Ensure the property is booked without unnecessary delay;
- * When completing a Property Report, Form 10.01, place the letters "HV" under the miscellaneous column next to the item description. The true owners information, if available, shall be entered in the space provided for owner information; and,
- * When completing a Preliminary Investigation Report (PIR), Form 3.1, or Arrest Report, form 5.02, the letters "HV" shall be placed under the miscellaneous column next to the item description. The true owner's information, if available, shall be listed in the "Involved Persons" section denoted by the code "TO" if the true owner is different than the victim or person reporting.

Note: If the true owner of a high-value item cannot be identified or is the same as the victim or person reporting, a statement indicating such shall be included in the narrative portion of the PIR, Arrest Report or Property Report.

Investigating Officer's Responsibility. Upon receiving a PIR, Arrest Report or Property Report listing high-value property **without** the true owner's information, the investigating officer shall conduct a follow-up investigation to determine the true owner.

Upon receiving information from the Property Disposition Coordinator that a high-value item is available for release, the investigating officer shall:

- * Notify the true owner telephonically;
- * Have the Property Disposition Coordinator input complete and accurate release instructions into the Automated Property Information Management System (APIMS); and,
- * Document all efforts to contact the high-value property owner on the follow-up Investigation, Form 3.14.

Note: If the true owner of the high-value item available for release cannot be determined, the investigating officer shall have the Property Disposition Coordinator input complete and accurate disposition instructions into APIMS.

Property Officers' Responsibility. Property officers at Central Property or Valley Property Sections of Property Division who accept high-value property for booking shall:

- * Verify the value or estimated value of the property being booked in the presence of the booking officer;
- * Ensure the property information is input into APIMS as high-value;
- * Ensure the letters "HV" have been noted on the appropriate forms;
- * Notify a Property Division supervisor of the high-value property being booked; and,
- * Have the property booked into the property room safe or other appropriate location.

510.40 PROPERTY REMOVED FROM RECOVERED VEHICLE. Property removed from a recovered vehicle shall be booked as evidence.

Exception: Property of no evidentiary value known to be the personal property of the arrestee (Manual Section 4/645.20).

510.50 BOOKING OF EXCESS PERSONAL PROPERTY OF ARRESTEE (Manual Section 4/645.20).

510.60 PROPERTY IMPROPERLY PRESENTED FOR BOOKING. A property Officer shall inspect all evidence and non-evidence submitted for booking to ensure the property is:

- * Properly packaged;
- * Identified correctly; and,
- * Accurately described on the report.

Property will not be accepted until the deficiencies are corrected.

Note: The watch commander shall inspect all narcotics evidence submitted for booking and shall ensure the property is properly packaged, identified, and stored in the Area's interim storage area. The watch commander shall cause the evidence to be transferred to Central or Valley Property Section (Manual Section 4/515.30).

515. LOCATION OF BOOKING.

515.10 LOCATION BOOKED - GENERAL. Evidence and non-evidence shall be booked in the Area of occurrence. When the Area property room is closed, the property shall be properly packaged and identified, and stored in an interim storage area as designated by the Commanding Officer, Property Division.

Exceptions:

- * Employees working in, or assigned to, a division located within Central Area may book property directly into Central Property Section, regardless of the Area of occurrence.
- * Employees working in, or assigned to, Van Nuys Area may book property directly into Valley Property Section regardless of the Area of occurrence.
- * Narcotics and evidence to be analyzed shall be booked into the appropriate SID courier temporary storage locker and transported to

SID by the courier (Manual Section 4/515.30).

- * Scientific Investigation Division personnel shall book and store, in designated storage areas, explosives not considered "safe" (Manual Section 4/540.20).
- * Evidence connected with Commercial Crimes Division investigations (Manual Section 4/515.20).
- * Evidence connected with Burglary Special Section, Commercial Crimes Division investigations (Manual Section 4/515.25).
- * Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Parker Center, shall be booked at Property Division (Manual Section 4/604.19).
- * Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Valley Section, shall be booked at Valley Property Section (Manual Section 4/604.19).
- * Property requiring analysis or comparison by Scientific Investigation Division (Manual Section 4/515.30).
- * Narcotics-stained currency which is held for checking by the Narcotics Division K-9 Detail shall be booked at Central or Valley Property Sections.
- * Toluene-soaked rags and other evidence open to the air requiring special handling shall be booked at Central or Valley Property Section.

515.20 LOCATION BOOKED-COMMERCIAL CRIMES DIVISION INVESTIGATING. When evidence is seized related to a Commercial Crimes Division investigation (Manual Section 2/480.05) including counterfeit or altered currency, and no arrest is made, the evidence shall be booked in the Area where it was taken into custody.

Note: Property Division shall transfer the evidence to Central Property Section or Valley Property Section within 30 calendar days of the date the evidence was booked.

If an arrestee is in custody related to a Commercial Crimes Division investigation, and evidence is seized, the evidence shall be booked directly into Central Property Section or Valley Property Section.

Exceptions:

- * Evidence seized in West Los Angeles or Pacific Areas shall be booked into West Los Angeles Property Section.
- * Evidence seized in Harbor Area shall be booked into Harbor Property Section.

515.25 LOCATION BOOKED - BURGLARY SPECIAL SECTION INVESTIGATING. When an arrest is made, evidence connected with a Burglary Special Section, Burglary Special Unit, investigation (Manual Section 2/480.56) shall be booked directly into Central Property Section or Valley Property Section.

Exceptions:

- * Evidence seized in West Los Angeles or Pacific Areas shall be booked as follows: Male, or combination male and female arrestee-booked into the Area of occurrence. Female arrestee-booked at Valley Property Section.
- * Evidence seized in Harbor Area shall be booked into Harbor Property Section.

Note: Evidence in a case involving only juvenile arrests shall be booked in the Area of arrest. If a case involves both adult and juvenile arrestees, the evidence shall be booked as though only an adult were involved.

515.30 LOCATION BOOKED-EVIDENCE TO SCIENTIFIC INVESTIGATION DIVISION. Evidence to be examined by Scientific Investigation Division (SID), shall be booked into the SID courier system at the Area location most convenient to the booking employee. The request for analysis shall be made to SID by the investigating officer. The evidence shall be placed in the appropriate locker: Narcotics/shelf, refrigerator, or freezer.

Exceptions:

- * Items too large for temporary storage lockers;
- * Narcotics seizures in excess of 30 pounds net weight (Manual Section 4/540.75);
- * Explosives not considered "safe" (Manual Section 4/540.20);
- * Hazardous chemicals or materials (Manual Section 4/212.49);

Note: Compressed gas cylinders shall be booked at Central or Valley Property Sections.

- * Toluene-soaked rags or other evidence open to the air requiring special handling (Manual Section 4/515.10); and,

Note: During hours when SID is closed, employees requiring evidence handling or storage advice shall telephonically contact an SID criminalist via Detective Support Division (DSD).

- * Any amount of PCP in a container one-half gallon or larger or a total volume of one-half gallon or more of PCP (Manual Section 4/540.72).

These lockers **shall not** be used for temporary storage of evidence to be booked into the Area property room.

520. PROPERTY - TO WHOM BOOKED.

520.10 EVIDENCE BOOKED TO ARRESTEE. When evidence is known to be related to previously booked evidence, it shall be booked to the same person under the same DR number as originally reported. Item numbers shall start with the next sequential number from the original report. If not related to previously booked evidence, evidence shall be booked to the arrestee whether seized at the

time of arrest or subsequent thereto. When two or more persons are arrested at the same time and place, all evidence shall be booked to one arrestee whose name shall appear in the space provided on the Property Report, Form 10.1, or Release from Custody (RFC) Report Continuation, Form 5.02.8. Names and information regarding other arrestees and evidence shall appear in the narrative of the report. The report shall designate from whom the various items were seized.

If no arrest has been made, the evidence shall be booked to the victim.

If there is neither an arrestee nor a victim, evidence shall be booked to the owner or possessor of the evidence.

If there is neither an arrestee, victim, owner, nor possessor associated with the evidence, it shall be booked to the Department employee booking the property.

Note: Possessor shall be defined as someone other than an owner in possession of evidence which is being taken into police custody. Possessor may include the finder of evidence.

520.20 NON-EVIDENCE BOOKED TO OWNER. Non-evidence shall be booked to its owner. If ownership cannot be determined, it shall be booked to the finder.

Exception: When non-evidence is removed from a vehicle, and the owner of the property is unknown, it shall be booked to the registered owner of the vehicle. When neither is known, it shall be booked to the employee.

520.30 BOOKING PARKING METERS. Parking meters or their parts or contents, which are booked as non-evidence, shall be booked to the Department of Transportation, City of Los Angeles. (Notification to Desk Officer- Manual Section 4/372.28).

525. PRESERVING PROPERTY.

525.10 PRESERVING PROPERTY-GENERAL. All property shall be protected from contamination, alteration, destruction, and damage. Employees taking custody of property which they do not know how to preserve shall obtain assistance from Scientific Investigation Division.

525.20 PRESERVING WET STAINS. Items containing wet blood, semen, or chemical stains shall be permitted to dry at room temperature before packaging. Plastic containers or plastic wrap shall **not** be used as a packaging material.

525.28 HANDLING OF WORTHLESS DOCUMENTS. When a Worthless Document Report, Form 3.6, is made, the DR number shall be typed or written in ink in the upper right corner of the face of the document. The document shall be reproduced upon the report. Each worthless document shall be placed into a Department-approved check protector, and then paper-clipped to the prescribed number of copies of the Worthless Document Report and

sent to Commercial Crimes Division for processing and redistribution.

Exception: When it is necessary for an officer to retain the document, he/she shall cause a notation to be included in the body of the report. This notation shall state that he/she has retained the document and the "work copies" of the report and the reasoning therefor. He shall send two copies of the report to Commercial Crimes Division.

525.30 PRESERVING SPATTERED STAINS OR SCRAPINGS. Spattered stains or scrapings shall be removed from an object and packaged by, or under the direction of, a specialist from Scientific Investigation Division.

530. MARKING EVIDENCE FOR IDENTIFICATION.

530.10 MARKING EVIDENCE-GENERAL. An item of evidence shall *not* be marked for later identification when:

- * It bears a serial number.

Note: Watches shall not be dismantled for purposes of locating a serial number.

- * It would alter its evidentiary value.
- * It is capable of being identified through distinctive markings and recorded information.
- * It is a flag of the United States of America or of the State of California (Manual Section 4/535.30).

When evidence is marked, the mark shall be:

- * As small as practicable.
- * Distinctive.
- * Placed so as to prevent reduction of the item's marketable value.
- * Made as soon as practicable by the finding employee.

Evidence that cannot be marked or later identified by distinctive markings shall be packaged and sealed with a completed sealed evidence label. An outline of the object shall be traced on the package when it would be of value in making identification at a later date.

530.20 MARKING EXPENDED AMMUNITION. When its evidentiary value would not be affected, expended ammunition shall be marked as follows:

- * Cartridge case-on the inside, or if not practicable, on the outside near the opened end.
- * Bullet-on the base.

530.30 MARKING OF BOOKED DOCUMENTS. The DR Number shall be the only marking placed on a worthless document or invoice by the reporting employee. It shall be printed in ink or typed as near as practicable to the upper right hand corner of the face without interfering with markings already present. The person reporting should initial the reverse side of the document or invoice.

535. PACKAGING OF BOOKED PROPERTY.

535.05 PACKAGING PROPERTY-GENERAL. The outer package of booked property shall be no smaller than a 7-1/2" x 10-1/2" manila envelope. Employees shall use preprinted envelopes when available. Blank envelopes shall have a completed property tag stapled to the front.

Small items shall be wrapped in a bundle and/or placed in a coin envelope. Each coin envelope shall bear the item number and DR number of the related report. Personnel shall consider cardboard carton packaging when the evidence is too large to fit into an envelope specified for storage of that type of evidence.

Note: Carton packaging that is used to hold analyzed evidence or other forms of non-analyzed evidence shall have the appropriate evidence tag completed and secured to the outside of the carton.

535.07 PACKAGING ANALYZED EVIDENCE-GENERAL. Evidence to be analyzed shall be packaged in, or tagged with, appropriate Analyzed Evidence Envelopes, Laboratory Envelopes or Analyzed Evidence Tags.

Employees booking all types of evidence to be analyzed shall place a red Analyzed Evidence Seal, Form 10.12.7, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. A red Analyzed Evidence Seal shall be placed on the top surface where the tape ends meet. The Property Booking Guide contains additional information.

Note: The packaging of any item which only requires latent print analysis shall be clearly marked "Hold for Prints" and booked into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a telephonic request for the analysis shall be made to SID. Scientific Investigation Division shall make arrangements with Property Division for the SID courier to transport the item for analysis.

- * Analyzed Evidence Envelopes:
 - * Analyzed Evidence-Shelf Storage Envelope, Form 12.51
 - * Analyzed Evidence-To Be Refrigerated Envelope, Form 12.51.1
 - * Analyzed Evidence-To Be Frozen Envelope, Form 12.51.2
 - * Analyzed Evidence-Narcotics Envelope, Form 12.51.3
- * Analyzed Evidence Tags:

- * Analyzed Evidence-Shelf Storage Tag, Form 10.12.3
- * Analyzed Evidence-To Be Refrigerated Tag, Form 10.12.4
- * Analyzed Evidence-To Be Frozen Tag, Form 10.12.5
- * Analyzed Evidence-Narcotics Tag, Form 10.12.6
- * Analyzed Evidence Seals, Form 10.12.7

535.10 PACKAGING ALCOHOLIC BEVERAGES. A container of an alcoholic beverage shall be securely capped and sealed with a completed sealed evidence label.

If the container cannot be capped, a sample shall be sealed in an approved evidence bottle, and booked with the original container.

535.15 PACKAGING BLOOD SAMPLES (Manual Section 4/343.42).

535.20 PACKAGING AMMUNITION. Each discharged projectile, cartridge case, or misfired cartridge which is submitted to Scientific Investigation Division shall be individually wrapped in soft tissue, sealed in a coin envelope, and packaged separately from the firearm.

Ammunition that is not to be submitted to Scientific Investigation Division shall be placed in a coin envelope and packaged with the gun, if practicable.

The words "Live Ammo" shall be printed in red letters on the outside of a package containing live ammunition.

535.25 PACKAGING FIREWORKS (Manual Section 4/540.20).

535.30 PACKAGING FLAGS. When a flag of the United States of America or the State of California is booked, it shall be properly folded and placed in an envelope or wrapped in paper. The envelope or package shall be marked "U.S. Flag" or "California Flag" as appropriate, and sealed with a completed sealed evidence label. An identifying mark shall not be placed on the flag.

535.35 PACKAGING GLASS FRAGMENTS. Small pieces of glass shall be identified by tracing their perimeters on the outside of the coin envelope or package into which they are placed. Each tracing shall be numbered and initialed. The property report shall include information which will enable the employee to identify each tracing with the corresponding piece of glass. Very small pieces of glass need not be traced.

535.40 PACKAGING JEWELRY (Manual Section 4/535.85).

535.45 PACKAGING KNIVES AND SHARP INSTRUMENTS. A blade or sharp point shall be packaged to protect a person who may later handle it. When its evidentiary value would not be affected, an unprotected blade or point shall be packaged as follows:

- * **Pocket Knife.** Folded closed or package as a fixed bladed knife.
- * **Fixed Bladed Knife.** Fasten two strips of cardboard one on each side of the blade.
- * **Razor Blades.** Wrapped in paper and placed in a coin envelope.
- * **Straight Edge Razor.** Fold the blade into the handle and secure.
- * **Ice Pick.** Affix a piece of cork over the point or attach several pieces of paper to the point with cellulose tape.
- * **Syringes.** Syringes, not in the original manufacturer's protective case, shall be placed into a Department-approved syringe tube. Officers shall affix a Biohazard Label to the outer envelope into which the syringe tube is placed.

535.50 PACKAGING MONEY (Manual Section 4/540.60).

535.55 PACKAGING NARCOTICS (Manual Section 4/540.70).

535.60 PACKAGING PAWNSHOP TICKETS (Manual Section 4/535.85).

535.65 PACKAGING POISONS. Poisons shall be placed in glass containers.

Note: Food-stuffs involved in an animal poisoning shall not be booked unless a suspect is identified.

535.70 PACKAGING PURSES. When purses are not wrapped, the valuables shall be removed and booked separately (Manual Section 4/535.85).

535.75 PACKAGING BIOLOGICAL SLIDES. Biological slides or specimens shall be booked in an Analyzed Evidence-To Be Frozen Envelope, Form 12.51.2, and sealed with a completed evidence label.

If slides or specimens of biological smears are received without a slide container or other protective wrapping, two strips of cardboard slightly larger than the slides shall be placed on each side and secured at the edges with staples or cellulose tape.

535.80 PACKAGING URINE SAMPLES (Manual Section 4/343.42).

535.85 PACKAGING VALUABLES. Small valuable items shall be placed in coin envelopes and packaged in a 7 1/2"x10 1/2" manila envelope or other suitable container. Valuables shall not be packaged with other items.

Exception: Jewelry in a jewelry case or appropriate container need not be removed and packaged separately. However, each piece shall be itemized on the related report.

535.90 PACKAGING VOLATILE FUELS (Manual Section 4/212.49).

536. INFECTIOUS MATERIALS.

536.10 CLASSIFICATION OF POTENTIALLY INFECTIOUS

MATERIALS. Potentially infectious materials are defined as:

- * Human blood, human blood components, and products made of human blood.
- * Human body fluids, including semen, vaginal secretions, cerebrospinal fluid.
- * Any human tissue or organ.
- * Any item contaminated by the above substances.
- * Syringes not in the manufacturer's packaging.

536.15 PACKAGING OF POTENTIALLY INFECTIOUS PROPERTY. Any potentially infectious material which is entered into the Department property system **shall** have a Biohazard Label affixed to the outer packing in a conspicuous place by the employee seizing or taking custody of the property.

Completion of Property Report. The officer packaging the potentially infectious material (Manual Section 4/536.10) shall write "BIOHAZARD" in the miscellaneous section of the item description for each potentially infectious material listed on the Property Report, Form 10.1.

Envelope Packaging. Potentially infectious material which is packaged in any Department evidence envelope shall have the Biohazard Label affixed to the upper left corner of the appropriate envelope before being booked into property.

Carton Packaging. Potentially infectious material which is packaged in a cardboard carton shall have one Biohazard Label affixed to the top of the carton in plain view, and one Biohazard Label affixed to the upper left corner of the appropriate evidence envelope or evidence tag that is secured to the outside of the carton.

Other Packaging. Potentially infectious material which is packaged in a container other than an envelope or carton shall have the Biohazard Label affixed to the upper left corner of the appropriate evidence envelope, Personal Property Envelope, Form 10.13.1, or property tag.

Note: The Biohazard Label shall only be affixed to the outer packaging of potentially infectious material. For example, an officer obtaining whole blood samples for alcohol or drug Analysis (4/343.40) would affix the Biohazard Label only to the Analyzed Evidence To Be Refrigerated Envelope, Form 12.51.1, not to the vial that contains the actual blood sample.

540. ITEMS REQUIRING SPECIAL HANDLING OR PROCESSING.

540.10 COIN-OPERATED MACHINES. When money can be removed from a coin-operated machine without causing damage, it shall be removed at the location of booking in the presence of a supervisor and when practicable, the person who had control of the machine at the time it was taken into

custody. After retrieving Secret Service funds, the remaining money shall be packaged and booked separately.

If opening the machine would cause damage, the money shall remain in the machine. Each coin opening shall be sealed with a completed evidence label. The seams of the case shall also be sealed.

Note: At the time a machine is destroyed, the investigating officer shall retrieve and book any money stored therein.

540.20 BOOKING EXPLOSIVE SUBSTANCES.

Explosive substances are classified as "Safe" or "Dangerous."

BOOKING "SAFE" EXPLOSIVES. "Safe" explosive items are booked in the same manner as any other property. A package containing a "Safe" explosive item shall be marked with large red letters indicating the type of explosive material contained, for example, "Fireworks," "Flares," or "Live Ammo." The types of "Safe explosives are:

- * Fireworks-"Safe and Sane" types (Bearing State Fire Marshal seal) and less than 10 pounds gross weight;
- * Emergency Highway flares/fuses; and,
- * Fixed ammunition and blank or saluting cartridges less than .50 caliber.

BOOKING "DANGEROUS" EXPLOSIVES. All other explosive substances are classified as "Dangerous" and shall only be recovered and booked by Hazardous Devices Section personnel. The Hazardous Devices Section technician who assumes custody of a dangerous explosive substance shall ensure that a Property Report, Form 10.1, is completed and distributed as soon as practicable. Common examples of "Dangerous" explosive substances are:

- * Fireworks not bearing the State Fire Marshal seal or with a gross weight of ten pounds or more;
- * Firecrackers and similarly constructed explosive devices that do not bear a State Fire Marshal seal, such as Cherry Bombs, M80's, and M100's;
- * Seal Bombs and bird distracters (Agricultural/wildlife types of fireworks);
- * Railroad Torpedoes; and,
- * Ammunition .50 caliber and larger.

Note: Officers recovering ammunition .50 caliber or larger shall contact ESD, Hazardous Devices Section, or the Department Command Post during off-hours. A Hazardous Devices Section officer will determine whether the recovered ammunition is considered "Safe" and can be booked at Property Division. In cases when an Hazardous Devices Section officer advises that the ammunition is considered "Safe" to book, officers shall note the name, rank, and serial number of the Hazardous Devices Section officer authorizing the booking in the Property Report, Form 10.1.

When investigating officers cannot determine the classification of a suspected explosive substance as "Safe" or "Dangerous," officers shall treat the suspected item as "Dangerous" and contact the Hazardous Devices Section of ESD or the Department Command Post during off-hours for advice.

540.25 BOOKING HAZARDOUS CHEMICALS (4/212.49).

540.30 BOOKING FIREARMS.

General. All firearms coming into the custody of the Department shall be classified as evidence.

Booking Firearms-Officer's Responsibility.

An officer booking a firearm into Department custody shall ensure that the firearm is unloaded and safe for handling. Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, Scientific Investigation Division (SID), for advice. Additionally, if physical evidence such as latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, SID shall be requested to respond for assistance.

Note: During off-hours and weekends, SID firearms examiners may be contacted for advice or response through Detective Support Division.

In all cases, the Firearms Unit shall be contacted to examine and clear the following types of hazardous weapons prior to booking:

- * Muzzle loaders.
- * Cap-and-ball black powder weapons.
- * Jammed or inoperative weapons, including weapons with rounds that cannot be extracted.

When possible, weapons shall be broken down or otherwise modified and packaged to allow easy visual examination and assurance they are unloaded.

Upon ensuring the firearm is unloaded and safe for handling, the booking employee shall:

- * Complete a Property Report, Form 10.01.0.

Note: The name and serial number of the SID firearms examiner, along with the date and time a hazardous weapon was rendered safe for handling, shall be documented in the Form 10.01.0. For firearms contaminated with diseased or infectious bodily fluids or for other specially packaged or sealed firearms, documentation of the clearing of weapons shall be included in the Form 10.01.0.

- * Complete the Firearms Supplemental Property Report, Form 10.01.01.

Note: Officers shall complete one Firearms Supplemental Property Report for each firearm booked. When more than three associates exist, complete another Firearms Supplemental Property Report, Form 10.01.01. When more than three firearms are booked,

complete the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. When a firearm is recovered directly from a specific person, any other individual in the possessor's company will be considered an associate and their information shall be entered into "Possessor's Associate" section. The Firearms Supplemental Property Report shall become a page of the Property Report, Form 10.01.0, and continue the page numbering sequence and be submitted to a supervisor for approval.

- * When multiple firearms are booked on a single Property Report, Form 10.01.0, and all have the same possessor, associates, recovery location and recovery date, the first firearm is listed on the Firearms Supplemental Property Report, Form 10.01.01. Additional firearms will be listed on the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. The appropriate information shall be recorded on the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, by the officer booking the firearm into a Department Property Room.
- * The Continuation Sheet for Firearms Supplemental Property Report shall become a page of the Property Report, Form 10.01.0, and continue the page numbering sequence and be submitted to a supervisor for approval.
- * Cause the Automated Firearms System (AFS) and National Crime Information Center (NCIC) to be queried to determine wants and registration information.
- * Telephonically report all firearms reported stolen, lost, recovered, located and booked to the Automated Vehicle and Property Section, Records and Identification Division.
- * Document the results of the AFS and NCIC query on the Form 10.01.0.
- * Affix the AFS/NCIC print out to the Form 10.01.0 with transparent tape, immediately below the recorded description of the firearm.
- * Print the word "FIREARM" in red in the top margin of the Form 10.01.0.
- * When booking a firearm at a location other than the property unit within the geographic Area in which the firearm was seized, print in the left margin of the Form 10.01.0, a statement directing extra copy distribution to the robbery unit of the geographic Area in which the firearm was seized.
- * Submit the completed Forms, 10.01.0 and 10.01.01, to a supervisor for approval.
- * Deposit the property and two copies each of the approved Forms 10.01.0, 10.01.01, and 10.01.02, when applicable, with the concerned property unit.

Note: All information relative to a firearm will be entered into the AFS by personnel assigned to the Automated Vehicle and Property Section, Records and Identification Division.

Supervisor's Responsibility. The supervisor approving the Form 10.01.0 shall:

- * Physically inspect the firearm (unless held for latent prints) to verify the accuracy of the information contained on the Form 10.01.0 and to verify that the firearm is unloaded.

Note: If the firearm is being held for latent prints or other scientific evidence, supervisors shall visually inspect the firearm to verify as much information as possible is contained in the Form 10.01.0.

- * Ensure that a notation is made in the narrative portion of the Form 10.01.0 when unable to query AFS and NCIC.

The supervisor approving the Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable, shall review the form for completeness and accuracy, ensuring that all available information has been included.

Receiving Booked Firearms-Property Officer's Responsibility. The property officer receiving a booked firearm shall:

- * Inspect the firearm and verify all information contained in the Form 10.01.0.
- * At the beginning of each work day, forward one copy of each Form 10.01.0, the Firearms Supplemental Property Report, Form 10.01.01 and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable, and a copy of the AFS/NCIC printout directly to the Gun Unit, Detective Support Division and Records and Identification Division (R&I), via intradepartmental mail.
- * Ensure that a completed Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable, is attached to the Property Report for each firearm booked.

Packaging. Long guns including sawed-off long guns need not be packaged. An Evidence Tag, Form 10.12, shall be attached to the barrel.

Handguns shall be packaged when practicable.

Only the weapon's clip, magazine, ammunition or holster may be packaged with a firearm.

Note: A clip or magazine shall not be stored in a weapon, and ammunition shall not be stored in a clip or magazine.

540.31 BOOKING BODY ARMOR. When anti-ballistic equipment (body armor) is used during the commission or attempted commission of a crime or is illegally possessed, it shall be booked into Department custody. Training Division shall conduct an analysis to determine if the body armor performed according to its specifications and to identify possible trends of armor used by suspects. This analysis includes body armor

worn by Department personnel when impacted by a ballistic object or stabbing instrument.

Note: Body armor includes vests, helmets, plates, and any related anti-ballistic product.

Officer's Responsibility. An officer recovering body armor used during the commission or attempted commission of a crime, illegally possessed, or worn by Department personnel when impacted by a ballistic object or stabbing instrument shall:

- * Complete a Property Report, Form 10.1, and include the serial number, model name or model number, threat level, manufacturer, size, color of the carrier, and whether it is a male or female design; and,
- * Book the body armor into Department custody (4/510).

Commanding Officer, Training Division, Responsibility. The Commanding Officer, Training Division, shall establish a procedure for the analysis and evaluation of body armor. Upon receipt of Form 10.1 documenting the seizure or recovery of body armor, the commanding officer shall:

- * Ensure that prior to analysis, approval is obtained from the investigating officer responsible for the body armor to avoid compromising its evidentiary value;
- * Ensure that the results of each analysis are cataloged;
- * Produce an annual report associated with the analysis and effectiveness of Department issued body armor and body armor used by suspects; and,
- * When needed, ensure that training and tactics are developed for officers when confronting suspects wearing body armor.

540.32 PROCESSING FIREARMS HELD FOR LATENT PRINTS OR OTHER SCIENTIFIC EVIDENCE.

Employee Booking Firearm - Responsibility. Firearms to be examined for latent fingerprints or other scientific evidence shall be unloaded safely and in a manner consistent with the preservation of evidence prior to booking.

Note: Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, SID, for advice or response. Additionally, if physical evidence such as latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, SID shall be requested to respond for assistance. The Firearms Unit shall be contacted to examine and clear hazardous weapons (4/540.30). During off-hours and weekends, SID firearms examiners may be contacted for advice or response through the Department Command Post.

Employees in possession of a firearm requiring examination for latent prints or other scientific evidence shall:

- * Place long guns in a long gun box, seal the box with a red Analyzed Evidence Seal,

Form 10.12.7, and affix an Evidence Tag, Form 10.12, to the box;

Note: Long guns too large for an appropriate carton shall be wrapped to protect their evidentiary value. The wrapping shall be taped and sealed with an Analyzed Evidence Seal as described in Manual Section 4/535.07, Packaging Analyzed Evidence.

- * Place handguns in a handgun box, seal the box with a red Analyzed Evidence Seal, fold the Handgun Evidence Envelope, Form 10.20.0, into thirds and secure it in a manner that clearly displays the bold "Handgun" label as well as the information completed by the employee;

Note: All firearms which are being held for examination of any type shall be secured in the required manner as noted in Manual Section 4/535.07, Packaging Analyzed Evidence.

- * Complete the Property Report, recording as much information as possible about the firearm without destroying any of its evidentiary value, and indicate on the Property Report that the firearm was booked at SID; and,
- * Place the firearm in the designated SID courier temporary storage locker for pick up.

Note: If a firearm only requires latent print analysis, the firearm shall be booked into a Property Division facility and the investigating officer shall request analysis via SID.

Investigating Officer's Responsibility. Upon determining that SID analysis is required for any item booked, the investigating officer shall:

- * Telephonically notify SID of the desired analysis;
- * Ensure that a properly completed Analyzed Evidence Report, Form 12.20, is received from SID; and,
- * Document on a Follow-up Investigation Report, Form 3.14, any pertinent information.

Scientific Investigation Division Responsibility. When a firearm is to be examined for latent prints or other scientific evidence, personnel assigned to SID shall:

- * Transport firearms to the Evidence Control Unit (ECU), SID, via the courier unit;
- * Book the firearm into APIMS;
- * Update the description of any firearm for which the description is incomplete on a Property Report by:
 - * Completing a Follow-up Report and forwarding the original to R&I Division, with copies to the Gun Unit, DSD, and the concerned investigating officer. The Automated Vehicle and Property Section, R&I Division shall enter any updated information into the Automated Firearms System and the concerned

investigating officer shall ensure this is done; and,

- * Entering the additional descriptive information into APIMS.
- * Forward a copy of each Property Report and a copy of the attached AFS/NCIC printout directly to the Gun Unit, DSD;
- * Process requests for analysis received from investigative personnel;
- * Notify the investigating officer when analysis is completed; and,
- * Return the firearm via the courier unit to the property room indicated by the investigating officer.

Property Division's Responsibility. Property Division facilities shall be responsible for the long term storage of analyzed firearms.

540.40 PROCESSING FIREARMS SURRENDERED FOR DISPOSAL. When a firearm is voluntarily surrendered to the Department for disposal, the following additional procedures shall apply:

- * Ammunition accepted with the firearm shall be listed on the same report.
- * The words "Voluntary Gun Disposal" shall be entered on the first line of the narrative portion of the Property Report, Form 10.1.
- * The owner shall be required to sign the following statement, which shall be included as the last paragraph in the narrative portion of the report: "I hereby relinquish to the Los Angeles Police Department any right, title, or interest in the above-described firearm(s)."
- * Advise the owner that the firearm will be disposed of in accordance with the procedures set forth in Penal Code Section 12028.
- * Issue the owner a Receipt for Property Taken Into Custody, Form 10.10.0.
- * Book the firearm.

Note: The firearm shall be transferred to Central Property Section within five days.

540.50 BOOKING FIREARMS FOR RENUMBERING. Any pistol or revolver without a manufacturer's number or other mark or identification which comes into Department custody shall be processed by Detective Support Division prior to release of the weapon. When the owner or person having custody of a pistol or revolver without an identification number requests the renumbering of the weapon, it shall be booked and , Detective Support Division, shall be designated as the "Investigating Division" on the Property Report, Form 10.1.

Note: A complete physical description of the owner of the firearm shall be included in the property report.

If the investigating officer determines that the firearm should be numbered, he or she shall cause the necessary copies of the Firearm Identification Report, Form 12.7, to be

prepared and forwarded to Scientific Investigation Division.

Upon receipt of a Firearm Identification Report, Scientific Investigation Division personnel shall process the firearm. After processing, the firearm shall be returned to the investigating officer, who shall ensure the weapon is returned to the location where it was booked.

Note: The Firearm Identification Report registers the firearm.

540.60 BOOKING MONEY. All monies taken into Department custody shall be counted by the officer booking the money and the appropriate supervisor prior to booking. A copy of the related Property Report, Form 10.1, must accompany each money booking.

Note: When an officer seizes or takes into custody U.S. currency totaling less than \$5,000, the concerned officer shall book the currency at the Area property room. The items shall be placed in the designated interim storage locker when the Area property room is closed. When an officer seizes or takes into custody U.S. currency totaling \$5,000 or more, the officer shall transport the currency to Valley Property Section or Central Property Section, Property Division, for recounting and booking.

Officer's Responsibility. When an officer seizes or takes into custody U.S. currency, the officer shall:

- * Count the currency, in the presence of a supervisor preferably not involved in the seizure, and place the currency into a Money Envelope, Form 10.12.2;
- * Obtain the signature of the supervisor verifying the money count on the Money Envelope;
- * Ensure that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Seal the top flap of the Money Envelope with an Analyzed Evidence Seal (LAPD Sealed Evidence-red), Form 10.12.7;
- * Complete a Property Report listing the currency booked; and,

Note: Money that is of unique evidentiary value, e.g., possible fingerprints, shall be listed on the Property Report as outlined in 5/10.01-26.

- * Book the items into the appropriate property facility.

Note: When booked money requires checking by a Narcotics Division K-9 unit and a unit is unavailable prior to booking, the booking officers shall notify the property officer that after counting and booking the currency to place the Money Envelope into a Kapak bag to ensure the currency is not contaminated during storage. Items held for checking by the K-9 Detail must be booked at Central or Valley Property Sections.

Supervisor's Responsibility. Supervisors responsible for counting currency shall:

- * Verify that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Sign the Money Envelope in the appropriate place and ensure the envelope is properly sealed; and,
- * Ensure that the items are booked into the appropriate property facility.

Note: A supervisor shall witness the recount of all currency removed from interim storage by the property officer for booking into the Area property room. The supervisor shall sign and date the Analyzed Evidence Seal (LAPD Sealed Evidence-blue), Form 10.12.7, overlaying the Money Envelope flap next to the signature of the property officer.

Property Officer's Responsibility. Property officers at Area property rooms who accept currency for booking shall:

- * Recount the currency in the presence of the booking officer;
- * If the currency is removed from interim storage for booking into the Area property room, recount the currency in the presence of any sworn supervisor;

Note: The property officer shall be responsible for applying blue evidence seals to all currency packages opened for recounting. All resealing shall be done in the presence of the sworn supervisor witnessing the recount. The property officer shall sign and date the blue evidence seal overlaying the Money Envelope flap in the presence of the sworn supervisor.

- * Ensure the money count is properly listed on the Money Envelope;
- * Seal the Money Envelope with a blue evidence seal and sign and date the evidence seal; and,
- * Place the item into secure storage.

Property officers at Central Property Section or Valley Property Section who accept currency for booking shall:

- * Recount the currency in the presence of the booking officers;
- * Verify the currency count matches the Money Envelope;
- * Place the currency into the Money Envelope and seal with a blue evidence seal;
- * Sign and date the blue evidence seal; and,
- * Obtain the signature of a Property Division supervisor on the blue evidence seal overlaying the Money Envelope flap.

Commanding Officer, Property Division's Responsibility. The Commanding Officer, Property Division, shall, as soon as practical upon expiration of the 60-day time limit, cause all monies eligible for deposit into the Booked Money Account, not stored in the Central Property Section, Property Division, to be transferred to Central Property Section or Valley Property Section for deposit.

Exception: If a release has been authorized and is pending, the money will not be transferred and deposited until the required term for claiming the money has expired.

Upon determination that money in the account is eligible for disbursement, the commanding officer of Property Division shall cause a Booked Money Disbursement, Form 10.26, to be completed and forwarded to Fiscal Operations Division.

Note: Monies not yet deposited into the Booked Money Account may be released in accordance with procedures outlined in Section 4/555.10.

540.62 BOOKING OF NUMISMATIC, MUTILATED, OR COUNTERFEIT CURRENCY. Foreign currency, gold coins, proof sets, and coins which are obviously part of numismatic collections shall be booked separately and not as money. Additionally, counterfeit currency, dye-packs, and raised bills, regardless of denomination, shall not be booked as U.S. currency or in a Money Envelope. Officers booking numismatic, mutilated, or counterfeit currency shall:

- * If the items constitute a coin collection or collectable items, list the total face value of the coin or bill collection and the breakdown by denomination on the Property Report; or
- * If the item is counterfeit or a raised bill, list the face value along with the serial number from each bill on the Property Report; or
- * If the item is a dye pack, list the visible serial numbers and face value of any remaining bills.
- * In the presence of a supervisor, place the items in a plain manila envelope stamped with a currency denomination grid on the face of the envelope;
- * Itemize the totals of the items on the grid, e.g., "10 pennies, 4 nickels, 2 dimes," etc., from the Property Report;
- * Write in large letters on the lower portion of the face of the envelope what is contained within, e.g., dye pack, coin collection, etc.;
- * Seal the top flap of the envelope with a red evidence seal;
- * Have the witnessing supervisor sign the evidence seal overlaying the envelope flap; and,
- * Book the property (4/515.20).

540.64 REMOVAL OF CURRENCY FROM PROPERTY DIVISION.

Withdrawal for Court Proceedings. Officers shall contact the District Attorney's Office or City Attorney's Office, as appropriate, to determine if currency booked in conjunction with the court case is needed in court. When currency is required as evidence in a court proceeding, the officer shall:

- * Withdraw the currency from Property Division and sign the Property Card-Envelope (Money), Form 10.07.1, upon receipt;

- * Obtain copies of the Property Court Receipt, Form 10.3;
- * Transport the sealed Money Envelope to the appropriate court; and,
- * Have the court execute the Property Receipt with a court stamp and court clerk's signature when the currency is accepted as evidence and deliver the receipt to Property Division not later than the close of the following working day.

Note: When the currency is not accepted as evidence by the court, the concerned officer shall return the currency and unexecuted receipts to Property Division as soon as practicable.

Release of Currency to Private Persons. When releasing currency to a private person in response to a Property Disposition/Update Request, Form 10.06, teletype, or Property Owner's Notification, Form 10.14, property officers shall:

- * Verify identification of the private person;
- * Ensure that the property release authorization is on file;
- * Ensure that a supervisor is present to continuously observe the release of the currency; and,

Note: In Central or Valley Property Sections, a property supervisor shall be present. In outlying Area property rooms, a watch commander or other sworn supervisor shall be present.

- * Complete the necessary documentation to record the release of the currency under the auspices of the supervisor verifying the release and have the witnessing supervisor initial the form.

540.66 MONEY HELD FOR SPECIFIC EVIDENTIARY VALUE. When an employee takes into custody currency that has any specific evidentiary value, e.g., possible fingerprints, unique identifying characteristics etc., the booking employee shall place the phrase "Hold Money for Evidence" above the line where the money evidence appears on the Property Report Form 10.1. Facts supporting retention should be set forth in narrative form immediately following the line item listing on the Property Report and in the narrative or corresponding reports.

Note: Money that has no hold for evidentiary value will be deposited into the Booked Money Account by Property Division after 60 days of custody.

Investigating Officer's Responsibility. Investigating officers shall review money booked in conjunction with cases under their purview and determine if a hold for evidence placed on the money is necessary or may be necessary.

Placing a Hold. Investigating officers requesting a hold on money booked shall complete a Follow-Up Investigation, Form

3.14, and forward the form to the Commanding Officer, Property Division.

Releasing a Hold. Investigating officers requesting the release of a hold placed on money booked shall complete a Form 3.14 documenting approval received from the Deputy District Attorney or Deputy City Attorney, as appropriate, and a statement that the booked money is eligible for deposit into the booked money deposit system. Upon approval, retain a copy in the case package and forward the original to the Commanding Officer, Property Division.

Note: Completion of the Form 3.14 stating the currency is eligible for deposit does not relieve the investigating officer of the responsibility to complete a Property Disposition Request, Form 10.06, if appropriate.

540.70 PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked in or labeled with an Analyzed Evidence-Narcotics Envelope, Form 12.51.3 and a Narcotic Evidence Booking Identification Card, Form 10.12.9.

Booking Employee's Responsibility. When packaging small quantities of narcotics, officers shall:

- * Place the narcotics into a ziplock "baggie;"
- * Complete and **sign** a separate Narcotic Evidence Booking Identification Card, Form 10.12.9, for each Analyzed Evidence-Narcotic Envelope;

Note: The Identification Card is **not** to be itemized on the report. Officers are also reminded that a separate Analyzed Evidence-Narcotics Envelope shall be used to contain the evidence obtained from each arrestee.

- * Place the "baggie" and the Identification Card into an Analyzed Evidence-Narcotics envelope, Form 12.51.3;

Exception: Plant material shall not be placed in a plastic bag before being placed into an Analyzed Evidence Narcotics Envelope.

- * Staple the flap shut as closely as possible to the lower edge using two staples on opposite sides of the flap; and,
- * Place Analyzed Evidence Seals, Form 10.12.7, over each flap and the center seam.

Note: Narcotics evidence weighing a kilo or more shall be placed in a plastic numbered property bag and placed in a cardboard box along with a Narcotic Evidence Booking Identification Card. The box shall be sealed with a high quality fiber reinforced tape. A completed Analyzed Evidence Narcotics Envelope, Form 12.51.3, shall be attached to the outside of the cardboard box.

The package shall be sealed with a completed evidence label. A separate Analyzed Evidence Envelope and a Narcotic Evidence Booking

Identification Card shall be used for the evidence obtained from each arrestee. Ziplock "baggies" may be used to separate evidence within the Analyzed Evidence Envelope. Each envelope shall bear an item number and be listed on related reports. No other evidence, except narcotic paraphernalia requiring analysis, shall be included in the sealed package. The Analyzed Evidence Envelope shall not be filled above the fold of the upper flap of the package.

An officer seizing one kilogram or larger size packages of dangerous drugs or narcotics evidence shall:

- * Consecutively number the exterior of each package wrapping;
- * Complete the Narcotic Evidence Booking Identification Card;
- * Weigh the packages for gross weight and place them in a cardboard box;

Note: "Gross weight" is the weight of each individual package of narcotics including the packaging material. "Control weight" is the weight of a single box containing several individual packages. "Net weight" is the weight of the narcotics without any packaging material. Refer to Manual Section 4/540.75 for handling seizures exceeding 30 pounds net weight.

- * Weigh the box and contents for control weight and seal with wide, high quality tape and a sealed evidence label;
- * List the gross weight and control weight on the Property Report; and,
- * Complete an Analyzed Evidence-Narcotics Envelope, Form 12.51.3, and attach it to the outside of the cardboard box, indicating the numbered packages contained within and the gross and control weight of the box and its contents.

Note: When booking large quantities of narcotics requiring numerous boxes, an Analyzed Evidence-Narcotics Envelope shall be attached to the outside of the first box of each item number on the Property Report, Form 10.01, which consists of one or more boxes, and an Analyzed Evidence-Narcotics Tag, Form 10.26.6, shall be attached to each remaining box. Each of the boxes shall contain a Narcotic Evidence Booking Identification Card. The item number, box number, and total number of boxes shall be documented on each box.

Exception: Kilogram-sized packages of dangerous drugs or narcotics which have been opened by Scientific Investigation Division (SID) personnel for net weighing shall be resealed, including the original packaging material, inside a 33-gallon plastic bag, with high quality tape sealing the opening of the bag. The sealed bag containing the loose drugs or narcotics and original packaging material shall then be placed inside a second bag of the same type and similarly sealed. An evidence seal shall be placed over the tape on the outside bag.

The employee booking the evidence shall in all cases complete the upper portion of the form on the face of the envelope, including any special instructions for the chemist making the analysis.

Note: Refer to 4/540.72 for Phencyclidine, (PCP) or its analogs handling procedures.

Marijuana Cigarettes. Marijuana cigarettes shall be marked for identification. Each cigarette and specific location from which the cigarette was taken shall be listed on related reports.

Paraphernalia Containing Narcotics Residue. An officer booking paraphernalia containing narcotics residue shall:

- * Place narcotics paraphernalia into a plastic ziplock "baggie," size permitting, or into a plastic property bag if the residue may be destroyed, or directly into an Analyzed Evidence-Narcotics Envelope along with a Narcotic Evidence Booking Identification Card;
- * Staple the envelope flap shut as close as possible to the lower edge using two staples on opposite sides; and,
- * Place Analyzed Evidence Seals over each flap and the center seam.

Exception: Paraphernalia containing plant material residue shall be placed inside a coin envelope, if practical, and placed directly into an Analyzed Evidence-Narcotics Envelope.

Note: This section does not affect booking procedures for paraphernalia not containing narcotics residue.

Toluene. When toluene or similar toxic substance is exposed to the air (e.g., glue on a rag or in a paper bag), the evidence shall be placed in a glass container.

Weights and Measures. "Substances" except growing marijuana, shall be counted and/or weighed. The actual weight in grams or pounds, specify whether net (without container) or gross weight, shall be listed.

Note: Containers included in the gross weight shall be described in the Property Report, Form 10.1 (or Arrest Report, Form 5.2, if used to book the evidence).

Marijuana plants shall be counted. Their number and net weight (minus dirt and container) shall be recorded on the property report. The plants shall be placed in a carton. If necessary, the plants may be folded. Generally, the dirt and the container need not be booked.

Note: When practicable, the plants shall be photographed prior to being uprooted.

Preliminary Chemical Test. A supervisor or detective **may** perform a preliminary chemical test, on felony cases, to corroborate the arresting officer's opinion. A preliminary drug test **shall** be completed for misdemeanor arrests. The officer performing the chemical

test, or, when no test is administered, a supervisor, Area of occurrence, shall:

- * Verify the quantity of evidence listed on the Property Report, Form 10.1, (or Release from Custody (RFC) Report Continuation, Form 5.02.8; or Arrest face sheet, Form 5.2, if used to book the evidence);
- * Witness the sealing of the evidence; and,
- * When available, approve the related evidence report.

Note: Dispose of the Preliminary Drug Test Kit once the test has been completed. The test kit shall **not** be booked into evidence.

The employee booking the evidence shall:

- * Complete the Preliminary Drug Test Section of the Property Report, Form 10.1, (or Release from Custody (RFC) Report Continuation, Form 5.02.8; or Arrest face sheet, Form 5.2, if used to book the evidence);
- * Enter the letter "P" in **red** on the upper right-hand corner of the Analyzed Evidence Envelope when the preliminary chemical test is positive; and,
- * Any remaining portion of a unit of evidence on which a preliminary drug test has been performed shall be placed in a separate package marked "Test Sample" and included in the Analyzed Evidence Envelope with other evidence.

Juvenile Arrested. When booking controlled substance evidence in juvenile cases indicate whether the juvenile is "**Detained**" or "**Released**," in red on the upper left corner of the Analyzed Evidence-Narcotics Envelope, Form 12.51.3.

If a juvenile is detained or when narcotics or a substance believed to be toxic for which no preliminary chemical test is available is involved, complete an Analyzed Evidence Report, Form 12.20; staple it to the Analyzed Evidence Envelope.

Exception: The Analyzed Evidence Report need not be completed when a container lists toluene as one of the contents, and toluene is the only reason for the booking.

Booking Location. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked into SID via the courier unit. The item requiring analysis shall be placed into the narcotics storage locker for pick up by the SID courier unit.

540.71 CHEMICAL ANALYSIS OF NARCOTICS WHEN NO ARRESTEE IS IN CUSTODY.

Booking Officer's Responsibility. When booking a large quantity of a controlled substance (over 1000 grams net weight) into evidence and no arrestee is in custody, the booking officer shall request an extra copy of the Property Report, Form 10.01, to be sent to Narcotics Division. Booking officers shall also write "Conduct a Chemical Analysis-Over

1000 grams" in the "Special Instructions to Analyst" box of the Analyzed Evidence-Narcotics Envelope, Form 12.51.3.

Supervisor/Watch Commander's Responsibility. The supervisor or watch commander reviewing the Property Report, Form 10.01, shall verify that the "Extra Copy To" box is checked and a copy is directed to Narcotics Division, prior to approving the report, when a large quantity of a controlled substance is seized and no arrestee is in custody.

Narcotics Division's Responsibility. Upon receiving a Property Report indicating a large quantity of a controlled substance (over 1000 grams net weight) has been booked into evidence and no arrestee is in custody, Narcotics Division shall:

- * Ensure that the evidence and a completed Analyzed Evidence Report, Form 12.20, is delivered to Scientific Investigation Division for analysis within 30 days of booking;
- * Request Scientific Investigation Division forward a completed copy of the Analyzed Evidence Report to Narcotics Division; and,
- * Update the control file for the related evidence.

Scientific Investigation Division's Responsibility. In cases when no arrestee is in custody, Scientific Investigation Division shall conduct a chemical analysis of large quantities of controlled substances (over 1000 grams net weight) booked into evidence within 30 days of Scientific Investigation Division's receipt of the evidence. A completed copy of the Analyzed Evidence Report, Form 12.20, shall be forwarded to Narcotics Division.

540.72 PHENCYCLIDINE OR ITS ANALOGS - HANDLING PROCEDURES. PCP shall refer to phencyclidine or any of its analogs.

Transporting Employee's Responsibility. An employee handling seized quantities of phencyclidine (PCP) or its analogs shall:

- * Not smoke;
- * Ensure that there are no flames in the immediate vicinity;
- * Avoid unnecessary contact with the container or cigarettes containing PCP;
- * Handle the container or cigarettes only while wearing protective gloves;
- * Secure the container of PCP to avoid any excess seepage;
- * Place the secured PCP container into a plastic bucket containing vermiculite as soon as practicable and seal the bucket with a plastic lid; and,
- * Place the sealed plastic bucket into the trunk of the police vehicle and transport it to the appropriate Department facility and immediately book the PCP.

Note: The plastic bucket shall be booked only in those situations when the PCP spills into the

vermiculite while being transported. When the PCP spills, officers shall leave the PCP in the bucket and ensure that the bucket is sealed and booked according to established booking procedures. Scientific Investigation Division (SID) can analyze the PCP even though it has spilled into the vermiculite.

Booking Procedures. An employee booking PCP or its analogs shall:

- * When PCP is in a 1/2 gallon or larger container OR there is a total volume of 1/2 gallon or more of PCP, the Hazardous Chemical Team (HCT), SID shall be notified. Officers shall not remove the PCP from the location without the approval of the HCT. Officers shall be guided by the HCT regarding the packaging and booking of the PCP. During off-hours, the HCT can be reached by contacting Detective Support Division;
- * When the amount of PCP is between one pint and one-half gallon, officers shall transport the PCP to Central or Valley Property Section for booking;
- * When the amount of PCP is less than one pint, the PCP may be placed in the narcotics/shelf storage locker for transfer to SID by the courier unit;
- * Place the container of PCP into a numbered plastic property bag as soon as practicable;
- * Heat seal the container and contents in at least two unnumbered plastic property bags after the preliminary drug test when the supervisor has elected to complete such tests;
- * Keep the container of PCP away from all work spaces as much as practicable;
- * Officers shall adhere to the proper packaging procedures for PCP as delineated in the Property Booking Guide;
- * Seek the advice of SID personnel when in doubt about the handling/packaging of PCP;
- * Place the container of PCP in the narcotics/shelf storage locker for transportation to SID via the SID courier unit; and,

Note: If any amount of PCP is in a container one-half gallon or larger, or the aggregate amount of PCP is one-half gallon or more, or if other chemicals are present at the location of seizure, the Hazardous Chemical Team (HCT), SID, shall be notified. Officers shall not remove the PCP from the location without the approval of the HCT. Officers shall be guided by the HCT regarding the packaging and booking of the PCP. During off-hours, the HCT can be reached by contacting Detective Support Division.

- * Ensure that the PCP is placed in the narcotics/shelf storage locker for transportation to SID via the SID courier.

Commanding Officer's Responsibility. Commanding officers shall maintain an adequate supply of plastic gloves, buckets, vermiculite (absorbent material), and lids in a safe and accessible place as follows:

Patrol/Traffic/Metropolitan Divisions. Ensure that an adequate supply of equipment is maintained in each patrol vehicle.

Detective/Specialized Divisions and Sections. Ensure that the equipment is available for use whenever it is required by personnel under their command.

540.73 TEMPORARY STORAGE OF NARCOTICS EVIDENCE AT AREA STATIONS. Narcotics evidence may be stored at Area stations on a temporary basis when one of the following criteria exists:

- * No arrestee is in custody.
- * The arrestee is booked into the Area jail.
- * The arrestee is released from custody (RFC).

Officers booking arrestees directly at Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section, shall book narcotics evidence directly into Central Property Section, 77th Street Property, or Valley Property Section, Property Division, respectively.

Exception: Large quantities of narcotics in powder, pill, plant, or liquid form (30 grams or more of heroin, cocaine, or methamphetamine, 500 or more pills, a kilogram or more of plant material, or 1 pint or more of liquid PCP or its analogs) shall be immediately booked at Central Property Section or Valley Property Section by the booking employee.

When booking PCP in a one-half gallon or larger container OR when there is a total volume of one-half gallon or more of PCP, officers shall comply with Manual Section 4/540.72.

540.75 SEIZURES OF LARGE QUANTITIES OF CONTROLLED SUBSTANCES IN EXCESS OF THIRTY POUNDS.

Officer's Responsibility. Officers who seize quantities of a controlled substance in excess of thirty (30) pounds net weight, which are to be booked into Department facilities, shall immediately notify the Complaint Unit, Narcotics Division, and the Hazardous Chemical Team, SID. When SID is closed, notification shall be made to Detective Support Division.

Note: When booking PCP in a one-half gallon or larger container OR when there is a total volume of one-half gallon or more of PCP, officers shall comply with Manual Section 4/540.72.

Exception: Officers assigned to, and actively working the Airport Detail (LAX), Narcotics Division, are exempted from the prescribed notification procedures and need not request the Complaint Unit, Narcotics Division, or the Hazardous Chemical Team, SID, to respond when seizures of marijuana are made weighing 150 pounds or less.

Scientific Investigation Division's Responsibility. When notified of the seizure of a controlled substance in excess of thirty (30) pounds net weight, which is going to be booked into a Department facility, criminalists from SID shall respond to the location where the narcotics are to be weighed and packaged. Scientific Investigation Division personnel will remove the required number of samples for testing, and weigh and package the controlled substance in accordance with Department procedures for packaging evidence. The officers responsible for the seizure shall maintain control of the evidence and book it into the Department property system.

Narcotics Division's Responsibility. When notified of a seizure of a controlled substance in excess of thirty pounds net weight, which is going to be booked into a Department facility, officers from the Complaint Unit, Narcotics Division, shall determine if it is necessary to respond to the scene of the seizure. Complaint Unit officers who respond to the scene of a seizure shall provide advice and guidance to the booking officers. The Complaint Unit officers shall ensure that the required number of samples are removed by SID personnel and are properly identified on the Property Report. Complaint Unit officers shall also ensure that a required portion of the seizure is separated for possible court enhancements. Any portion of the seizure that qualifies for pre-trial destruction shall be identified by Complaint Unit personnel prior to booking and the proper notations made on the Property Report.

540.77 SEIZURES OF EXCESSIVE QUANTITIES OF NARCOTICS.

Excessive Quantities Defined. Excessive quantities of narcotics are those that exceed 500 pounds or more of cocaine, heroin, or other narcotic substance in powder or pill form; 100 pounds or more of plant material; or more than one-half gallon of liquid phencyclidine (PCP).

Note: If any other chemicals or narcotic components are present at the location of the seizure, officers shall comply with Manual Section 4/212.49.

Officer's Responsibility. Officers who seize excessive quantities of a controlled substance which are to be booked into Department facilities shall immediately notify the Complaint Unit, Narcotics Division, and the Hazardous Chemical Team, Scientific Investigation Division (SID). When either SID or Narcotics Division is closed, notifications shall be made to Detective Support Division.

The officers responsible for the seizure shall maintain control of the evidence until it is completely booked into existing or auxiliary property storage and they have been relieved of security of the evidence by a Metropolitan Division supervisor.

Narcotics Division's Responsibility. Upon notification of a seizure of an excessive

quantity of narcotics, the officer in charge of the Complaint Unit, Narcotics Division, shall:

- * Contact the commanding officer or, if unavailable, the watch commander of Property Division for the purpose of determining if the quantity seized will exceed the storage capacity of Property Division. If narcotics cannot be stored in existing facilities, the officer in charge of the Complaint Unit shall proceed with booking instructions provided by Property Division;
- * If necessary, contact Metropolitan Division for personnel to provide security at the seizure location;
- * If necessary, obtain a suitable vehicle to transport the seizure to an appropriate location such as a Property Division or SID facility or an auxiliary storage site; and,
- * If needed, provide a driver or arrange for Metropolitan Division personnel to drive the narcotics transportation vehicle.

Note: The Complaint Unit shall provide advice and guidance to officers assigned to entities other than Narcotics Division who seize excessive quantities of narcotics.

Property Division's Responsibility. When a Property Division or SID facility receives a seizure of excessive quantities of narcotics which exceed normal narcotics storage capabilities, the commanding officer or, if unavailable, the watch commander of Property Division shall:

- * Determine if auxiliary storage must be used;
- * Contact Metropolitan Division for personnel to provide security at the Property Division facility or SID location in possession of the narcotics and during the narcotics transfer;
- * Contact Metropolitan Division to provide a driver for the narcotics transportation vehicle; and,
- * Obtain a suitable vehicle to transport the narcotics seizure to an auxiliary storage site.

Note: Property Division shall contact Emergency Services Division if a driver is needed for a tractor-trailer type vehicle.

Scientific Investigation Division's Responsibility. When notified of the seizure of an excessive quantity of a controlled substance which is going to be booked into a Department or auxiliary facility, criminalists from SID shall respond to the location where the narcotics are to be weighed and packaged. Scientific Investigation Division personnel will remove the required number of samples for testing, and weigh and repackage the controlled substance in accordance with Department procedures for packaging evidence.

Metropolitan Division's Responsibility. Metropolitan Division shall develop site plans for auxiliary storage of narcotics and select an adequate auxiliary storage location when needed.

When notified by Property Division that a large seizure of narcotics will be temporarily stored in auxiliary storage the Commanding Officer, Metropolitan Division, shall:

- * As soon as possible, provide adequate personnel to secure the auxiliary storage;
- * Provide a driver for the transportation vehicle and delivery vehicle to the seizure location;
- * Transport the narcotics to auxiliary storage; and,
- * Maintain security until the seizure can be transferred and destroyed.

540.80 BOOKING PERISHABLES. Perishables, when practicable, shall be retained by the owner or agent (4/555.40). Price tags and labels shall be retained.

Note: Consideration shall be given to photographing the evidence prior to release.

When it is necessary to book perishable evidence, the Watch Commander, Central Property Section, shall be contacted for advice. (Ordinarily, perishables shall not be stored longer than 48 hours).

540.90 PROCESSING EVIDENCE SEIZED DURING SERVICE OF A SEARCH WARRANT. An employee seizing evidence during the service of a search warrant shall use the Property Report, Form 10.01, as the inventory attachment to the Return to Search Warrant (District Attorney's Office form). The inventory shall be reported to the court within 10 days after issuance of the warrant and shall include all property seized whether or not it was listed on the search warrant. Items seized, which were **listed** on the search warrant, shall be delineated on the Property Report (inventory attachment to the Return to search Warrant) under the heading "Seized Pursuant to the Search Warrant-Listed."

Exceptions:

- * If items are seized which were not **listed** on the search warrant, they shall be listed on the Property Report (inventory attachment to the Return to Search Warrant) under the heading "Seized Pursuant to the Search Warrant-Unlisted" and shall start with the next sequential item number. Officers must be prepared to articulate probable cause when unlisted items are seized during the service of a search warrant.

Note: Both "listed" and "unlisted" items seized during the service of a search warrant require a Court Order for Search Warrant Property, Form 10.18, authorizing disposition (4/565.10).

The current priority for listing booked property, i.e., narcotics, money, firearms, should be used under each heading (5/030.40).

- * An employee seizing copies of bank records or other documents obtained from a "third party" source (i.e. real estate documents, telephone and Internet service provider records) may use the Follow-up

Investigation Report, Form 3.14, as the inventory attachment when the copies are to be retained in the investigator's case file. The Form 3.14 shall contain the following information:

- * Search Warrant number;
- * Date issued;
- * Name of judge issuing;
- * Court number;
- * Item seized; and,
- * The following statement:

"The copies of the records seized pursuant to this warrant and described above may be retained by the investigating officer. The investigating officer may dispose of the copies upon disposition of the case and expiration of the time limit for notice of appeal if no appeal is made."

543. WITHDRAWAL OF NARCOTICS EVIDENCE.

543.10 WITHDRAWAL OF NARCOTICS EVIDENCE FROM PROPERTY DIVISION. Employees shall only withdraw narcotics evidence from Property Division storage when required for:

- * Court;
- * Court-ordered destruction;
- * Administrative or other official hearing to which the officer has been subpoenaed; or,
- * Special purposes for which the approval of the Chief of Police has been obtained.

Department employees, including Los Angeles Fire Department Investigators, who withdraw and return property, or who request the transfer or release of property for any authorized purpose, shall provide the appropriate Department picture identification for verification of identity and provide a right thumbprint and signature on the Property Division Record.

543.20 WITHDRAWAL OF NARCOTICS FOR SPECIAL PURPOSES. Only narcotics which have been previously allocated for use by court order may be withdrawn for special purposes such as investigations or training.

Requesting Employee's Responsibility. An employee requesting approval for the withdrawal of narcotics for special purposes from Property Division storage shall:

- * Complete an Intradepartmental Correspondence, Form 15.2, for the signature of the concerned commanding officer, with the following information:
 - * Date and time of intended use.
 - * Necessity of request (training, demonstration, etc.)
 - * Identification of the narcotics source, including DR number and item number from the concerned report.
 - * Type and quantity of narcotics necessary.
 - * Proposed manner of use.

Note: The manner and necessity of the anticipated destruction of any narcotics used for special purposes shall be documented in the request.

- * Duration of use.
 - * Benefits to the Department.
 - * Employee responsible for withdrawal and return of the narcotics.
- * Submit the completed Form 15.2 to the concerned commanding officer for approval and signature;

Note: To ensure the required amount of security necessary for investigations involving the use of narcotics for special purposes, the Form 15.2 must be hand-carried between levels of review and remain a confidential document to any employee outside the review process.

- * Upon the receipt of approval from the Chief of Police, obtain a court order to withdraw narcotics from the pre-allocated portion stored at Property Division;

Note: The original court order setting aside the initial allotment of narcotics for use for special purposes is not generally a blanket order authorizing withdrawal. The requesting employee shall obtain a court order for each withdrawal from the allotment. Court orders setting aside allotments of narcotics for use in training only may be blanket orders, and withdrawals from this allotment do not require separate court orders.

- * Set up an appointment with a Chief Forensic Chemist, Scientific Investigation Division (SID), for analysis and weighing of the narcotics;
- * Present the approved request along with the court order to the Property Division commanding officer or designee; and,
- * Withdraw the requested narcotics and transport them to SID for examination.

Return of Narcotics-Employee's Responsibility. Upon completion of the use of the narcotics, the concerned employee shall:

- * Repackage all items, including transformed items;
- * After making an appointment with a Chief Forensic Chemist at SID, deliver the narcotics to SID for reanalysis and weighing;
- * Following examination of the narcotics by SID, return the narcotics to Property Division; and,
- * Complete a Follow-Up Investigation Report, Form 3.14, containing the following information:
 - * Explanation of any transformation, adulteration, or change to the narcotics.
 - * If rebooked as evidence, the name and booking number the narcotics were booked to.
 - * Dates and times narcotics were checked out, rebooked, or redeposited, and by whom.

- * DR number of the new evidence booking, if rebooked as evidence.
 - * Number of narcotic packages checked out and returned.
 - * Weight of narcotics packages, individually and en masse, checked out and returned.
- * Forward a Form 15.2 approved by the concerned commanding officer, the completed Form 3.14, and a copy of the SID Analyzed Evidence Report, Form 12.20, documenting the analysis and weight of the narcotics, through channels to the Chief of Staff, Office of the Chief of Police, advising of completion of the use of narcotics for a special purpose.

Commanding Officer's Responsibility. The commanding officer of an employee requesting narcotics use for a special purpose shall review the request and, upon approval, sign and forward the Form 15.2 requesting authorization for the withdrawal of narcotics to Office of Operations, via Narcotics Division, for appropriate action.

Exception: When requesting the withdrawal of narcotics for a special purpose, the Commanding Officer, Internal Affairs Group, shall obtain approval from, and forward all related correspondence directly to the Chief of Staff.

Commanding Officer, Narcotics Division's Responsibility. The Commanding Officer, Narcotics Division, shall:

- * Ensure that an appropriate quantity of narcotics is set aside, via court order, at Property Division for use for special purposes;
- * Coordinate all requests approved by the COP with the requesting employee's commanding officer;
- * Forward all denied requests to the requesting employee's commanding officer;
- * Maintain a file of all approved and denied requests; and,
- * Upon approving a request for narcotics use, forward the Form 15.2 to Office of Operations.

Exception: Requests from the Commanding Officer, Internal Affairs Group, shall be submitted to and handled by the Chief of Staff.

Office of Operations' Responsibility. Upon approving a request for approval of narcotics use, the Director, Office of Operations, shall forward the Form 15.2 with the Office's recommendation to the Office of the Chief of Police.

Chief of Staff's Responsibility. The Chief of Staff shall:

- * Review all requests for narcotics use submitted by Internal Affairs Group;
- * Upon approving a request for the use of apportioned narcotics, forward the approved Form 15.2 to the Office of the Chief of Police; and,

- * Forward all requests approved or denied by the Chief of Police for Internal Affairs Group to the Commanding Officer, Internal Affairs Group.

Office of the Chief of Police's Responsibility. Upon receipt of a request to withdraw narcotics from Property Division, the Chief of Staff, Office of the Chief of Police, shall:

- * Review and submit the request to the Chief of Police;
- * Upon approval, return the original Form 15.2 to the Commanding Officer, Narcotics Division.
- * Maintain a file of all requests; and,
- * If the request is denied, forward the Form 15.2 along with the denial to the Commanding Officer, Narcotics Division.

Exception: Requests from Internal Affairs Group shall be forwarded to the Commanding Officer, Internal Affairs Group.

Property Division's Responsibility. Property Division personnel involved in the withdrawal and return of narcotics evidence shall:

- * Verify the Department picture identification of the employee withdrawing the narcotics and obtain their right thumbprint and signature on the appropriate Property Division record;
- * Upon receipt of the original Form 15.2 bearing the signature of the Chief of Police and the original court order authorizing withdrawal of the specified amount of narcotics, release the specified amount of narcotics to the employee; and,
- * Maintain a file of the requests for withdrawal of narcotics authorized by the Chief of Police.

Scientific Investigation Division's Responsibility. Scientific Investigation Division personnel involved in examination of narcotics to be used for a special purpose shall:

- * Verify the identification of the employee requesting examination of narcotics;
- * Analyze, package, seal, and weigh all narcotics packages individually and en masse upon checkout and return in the presence of the requesting employee;
- * Complete an Analyzed Evidence Report, Form 12.20, documenting the results of the testing and weighing of the narcotics; and,
- * Forward a copy of the analyzed evidence report to the Commanding Officer, Narcotics Division, and the requesting employee's commanding officer.

543.25 WITHDRAWAL OF NARCOTICS FOR CONTROLLED DELIVERY. Officers requesting withdrawal of narcotics for use in controlled deliveries shall follow procedures delineated in Manual Section 4/543.20.

Requesting Employee's Responsibility. An employee receiving approval for the withdrawal of narcotics for use in a controlled delivery shall:

- * Present the approved Form 15.2 along with the approved court order to Property Division;
- * Complete a Property Disposition/Update Request, Form 10.06;
- * Obtain a signature on a Property Court Receipt, Form 10.03, from the officer or case agent assuming responsibility for booking the narcotics in the jurisdiction delivered; and,
- * Return the Form 10.03 to Property Division as soon as possible.

Property Division's Responsibility. Property Division employees involved in the withdrawal of narcotics for use in a controlled delivery shall:

- * Verify the Department picture identification of the employee requesting the narcotics and obtain their right thumbprint and signature on the appropriate Property Division record;
- * Ensure the employee requesting the narcotics completes a Form 10.03;
- * Provide a Form 10.10 to the employee requesting the withdrawal of narcotics; and,
- * Upon receipt of the original Form 15.2 bearing the signature of the Chief of Police and the original court order authorizing withdrawal of the specified amount of narcotics, release the specified amount of narcotics to the employee requesting.

543.30 EXIGENT CIRCUMSTANCES-APPROVAL. Narcotics may be removed from Property Division in exigent circumstances when needed for an ongoing investigation which requires the immediate use of narcotics. The concerned employee shall complete a Form 15.2, with all required information, requesting the immediate withdrawal of the narcotics and submit the Form 15.2 for the approval and signature of the concerned commanding officer. Upon review, the commanding officer shall obtain telephonic approval from the Commanding Officer, Narcotics Division. Upon approval, the concerned commanding officer shall obtain approval from the Director, Office of Operations. Final approval shall be obtained from the Office of the Chief of Police or Chief of Staff if the Chief of Police is unavailable.

The approved Form 15.2, bearing signatures obtained telephonically from the Commanding Officer, Narcotics Division; Director, Office of Operations; and the Chief of Police or Chief of Staff, shall be presented to Property Division along with the court order to obtain the evidence. A copy of the telephonically completed Form 15.2 shall be forwarded by the requesting commanding officer to the office of the Chief of Police via the commanding officers of Narcotics Division and Office of Operations, the next administrative working day. If Property Division is closed, the concerned commanding officer shall contact Detective Support Division to dispatch an authorized Property Division employee to open the narcotics storage area.

Note: Officers assigned to Internal Affairs Group requesting narcotics to be removed in exigent circumstances shall, upon approval from the Commanding Officer, Internal Affairs Group, obtain approval from the Chief of Staff. Final approval shall be obtained from the Chief of Police.

544. PROPERTY SIGN-OUT.

544.10 LONG-TERM PROPERTY SIGN-OUT. When necessary, property is eligible for long-term sign-out for such reasons as a lengthy analysis, investigative needs, etc. A long-term sign-out may be obtained at the time of the initial sign-out or anytime thereafter.

With a long-term sign-out, property may be signed out for 60 days before a Notice of Overdue Signed-Out Property, Form 10.05.1, will be sent. A Notice will be sent every 30 days thereafter until the property has been returned to Property Division or a completed Property Court Receipt has been received by Property Division.

545. EVIDENCE TO COURT.

545.05 OBTAINING EVIDENCE FROM A PROPERTY DIVISION FACILITY FOR TRANSPORTATION TO COURT. Department employees, including Los Angeles Fire Department Investigators, who withdraw and return property, or who request the transfer or release of property for any authorized purpose shall:

- * Furnish the Property Officer with the DR number under which the property was booked;
- * Provide the appropriate Department picture identification for verification of identity and provide a right thumbprint and signature on the Property Division Record;
- * Present the subpoena or notice, covering all property requested for court or other administrative proceedings such as a parole or probation hearing;
- * Complete a transfer and release transaction on the appropriate property division record, and;
- * Be responsible for safeguarding such evidence until it has been received by the court or returned to storage.

Note: The Property Officer shall include the appropriate number of Property Court Receipts to the employee at the time the evidence is withdrawn.

Booking Employee. The employee who books evidence shall be responsible for transporting that evidence to court as follows:

- * In misdemeanor cases, including those where the defendant was originally booked on a felony charge and only a misdemeanor complaint was filed.
- * In juvenile cases.
- * In narcotic and dangerous drug cases.

Investigating Officer. The investigating officer shall be responsible for transporting

evidence (except dangerous drugs and narcotics) in adult felony cases.

Expert Witness: The employee who is to offer expert testimony regarding an analysis shall transport evidence requiring special handling. The expert witnesses shall inform the investigating officer or booking officer of their intention to transport the evidence.

Note: No volatile or dangerous materials which include, but are not limited to, objects or substances found to contain Phencyclidine (PCP), any of its analogs, or either in any form shall be brought into any courtroom unless specifically requested by the court

545.10 OBTAINING ANALYZED EVIDENCE FROM THE EVIDENCE CONTROL UNIT, SCIENTIFIC INVESTIGATION DIVISION. An employee requesting analyzed evidence from the Evidence Control Unit (ECU), Scientific Investigation Division (SID), for court purposes shall:

- * Complete an entry on the SID Court Evidence Request Log maintained at all SID courier temporary storage lockers, and Central and Valley Property Sections, at least three court days prior to the scheduled court date;

Exception: An employee receiving a subpoena less than three court days prior to a scheduled court date may contact the ECU telephonically during business hours and request that the evidence be delivered by the SID courier to the SID courier temporary storage locker most convenient for pick up. **Employees shall not sign out evidence at the ECU.**

- * Request that the evidence be delivered to any SID courier temporary storage locker most convenient to the employee for pick up;
- * Prior to withdrawing the evidence from the SID courier temporary storage locker, notify the on-duty watch commander of the presence of the evidence and request the locker to be opened and the evidence to be removed;

Note: Any evidence which does not qualify for placement into temporary storage, e.g., PCP, explosives, etc., shall not be delivered to an SID courier temporary storage locker for court purposes.

- * Sign the Court Evidence Request Log accompanying the evidence, ensure that four copies of the Property Court Receipt are attached, and transport the evidence to court;

Note: If four copies of the Property Court Receipts are not attached, the employee can photocopy the additional number needed.

- * Following its presentation in court, return evidence on (the same day) to the SID courier temporary storage locker from which it was removed;

- * Request the on-duty watch commander to verify the packaging is intact and document the return on the Court Evidence Control Log;
- * If the item is needed in court the next calendar day, mark the Court Evidence Control Log and attach a note to the evidence indicating the evidence is needed for another day in court; and,
- * If an evidence package is opened in court, the court will order the employee to reseal the package "on the record." If an employee believes a sealed evidence package may be opened in court, the employee shall have in his or her possession extra evidence seals with which to reseal the package. In the event that the resealing is not entered "on the record," the employee shall reseal the package in the presence of an on-duty supervisor or the property officer receiving the item back into evidence at the location from which it was signed out.

Exception: If narcotics evidence is not ordered resealed by the court "on the record," the employee shall request to be allowed to reseal the evidence "on the record" prior to being released from the witness stand. Property Division facilities will not accept opened narcotics packages that have not been resealed "on the record."

Note: The Los Angeles County Municipal and Superior Courts have adopted a policy which states that all controlled substances as defined in 11007 H&S, which includes Schedule 1-4 narcotics as defined in 11054-11057 H&S, are hazardous materials. As such, they shall only be taken into a court in a sealed package. This includes, but is not limited to, cocaine and marijuana. Manual Section 4/545.05 prohibits PCP, any of its analogs, or ether in any form from being brought into any courtroom unless specifically requested by the court.

Supervisor's Responsibility. Supervisors witnessing the removal of evidence from SID courier temporary storage lockers for court shall:

- * Upon request, remove the evidence for court from the SID courier temporary storage locker;
- * Have the employee sign the Court Evidence Control Log and retain the log in the storage locker;
- * Deliver the evidence to the requesting employee;
- * Sign the Court Evidence Control Log in the "Supervisor Witness" box;
- * Upon return of the court evidence, verify the packaging is intact;
- * If the packaging has been opened, verify the package has been resealed;
- * Ensure the employee signs the Court Evidence Control Log in the appropriate space; and,
- * Sign the Court Evidence Control Log in the "Supervisor Witness" box.

Courier's Responsibility. The SID courier

transporting evidence to SID courier temporary storage lockers for court shall:

- * Place the requested item into the SID courier temporary storage locker with four copies of the Property Court Receipt;
- * Return to the ECU any evidence no longer needed for court, or any Property Court Receipts indicating the evidence has been retained by the court; and,
- * Document and notify the ECU if evidence is needed for subsequent days in court.

Scientific Investigation Division's Responsibility. Upon being notified that evidence stored at SID is needed for court, concerned ECU personnel shall:

- * Ensure four copies of the Property Court Receipt are prepared and accompany the evidence requested;
- * Instruct the courier to transport the evidence to the requested SID courier temporary storage locker;
- * Maintain a control file of all evidence which is left in SID courier temporary storage lockers for subsequent days in court;
- * Maintain a control file of all requests and Property Court Receipts; and,
- * Forward the original copy of the Property Court Receipt to Records and Identification Division (R&I).

545.11 PHOTOGRAPHS OF VOLATILE OR DANGEROUS SUBSTANCES TO COURT. An employee, receiving a subpoena in a case for which volatile or dangerous evidence was booked (4/545.10), shall:

- * Telephonically notify Photographic Section, Scientific Investigation Division, and request the photographs of the substance;

Note: If the request is made less than five (5) court days prior to the scheduled court date, the requesting employee shall pick up the photographs at Scientific Investigation Division.

- * Obtain a copy of the Analyzed Evidence Report, Form 12.20, of the evidence from Property Division.
- * Take the photographs and the Analyzed Evidence Report, Form 12.20, to court.
- * Retain the photographs and the Analyzed Evidence Report, Form 12.20, for future court use when not received into evidence.

545.13 PHOTOGRAPHS OF NARCOTICS EVIDENCE FOR COURT.

Officer's Responsibility. An employee having been subpoenaed for a narcotics court hearing shall:

- * Retrieve the photograph(s) of the narcotics from his/her Subpoena Control Officer (SCO) and take only the photographs to court; and,
- * Upon the completion of the court hearing, notify the SCO that the photograph(s) was admitted into court or return any

photograph(s) to the SCO if they were not admitted or the case was continued.

Scientific Investigation Division's Responsibility. Scientific Investigation Division (SID) shall:

- * Photograph all narcotic evidence and maintain liaison with the Superior and Municipal courts to ensure the Department's procedure for photographing narcotics evidence continues to be in compliance with the courts' standards.

Subpoena Control Officer's Responsibility. The Subpoena Control Officer receiving the photographs from SID shall:

- * Maintain a file of the photographs by DR number and available for use by the served employee.

Property Disposition Coordinator's Responsibility. The Property Disposition Coordinator (PDC), upon receiving instruction for the disposition of all narcotics booked in relation to a case shall notify the SCO that the related photograph(s) can be destroyed.

545.20 EVIDENCE RECEIVED BY COURT. When evidence is received by the court, the employee shall:

- * Have the court clerk sign and affix the court stamp to the Property Court Receipt. One copy of the Property Court Receipt may be retained by the court.
- * Two copies of the completed Property Court Receipt shall be returned to the location from which the evidence was signed out, no later than the next working day.
- * If the evidence was signed out from the SID courier temporary storage locker, the employee shall close out the entry on the Court Evidence Control Log and retain a copy of the completed Property Court Receipt if desired. The completed Property Court Receipt **must be returned the same day the evidence was signed out.**

Note: The courts have indicated they will no longer take physical custody of any hazardous material after it is admitted into evidence. The officer shall return the evidence to the sign out location.

- * If some evidence items are retained by the court and others are returned to the SID courier temporary storage locker or a Property Division facility, the employee shall have the court clerk sign the Property Court Receipt for the items retained. Indicate on the receipt which items were retained and which items were returned to storage.

Note: In the event that the court refuses to sign for any property retained in its possession, the employee shall telephonically notify the Property Division or SID facility from which the property was issued to enter a long-term court sign out status in APIMS. The name of the person notified shall be noted on the Court

Evidence Control Log.

545.25 EVIDENCE PACKAGES OPENED IN COURT.

If an evidence package is opened in court, the court will order the employee to reseal the package "on the record." If an employee believes a sealed evidence package may be opened in court, the employee shall have in his or her possession extra evidence seals with which to reseal the package. In the event that the resealing is not entered "on the record," the employee shall reseal the package in the presence of an on-duty supervisor or the property officer receiving the item back into evidence at the location from which it was signed out. The supervisor or property officer shall sign the receipt and include his or her serial number. The Property Court Receipt shall indicate which items were returned.

Exception: If narcotics evidence is not ordered resealed by the court "on the record," the employee shall request to be allowed to reseal the evidence "on the record" prior to being released from the witness stand. Property Division facilities will not accept opened narcotics packages that have not been resealed "on the record".

545.30 EVIDENCE RELEASED IN COURT.

If property transported to court is not received into evidence, and is no longer needed for court proceedings, and the investigating officer (I/O) intends to release any or all of the items to an owner or agent, the I/O and the owner/agent shall return to the sign-out location to complete the necessary release procedures. **Property is not eligible for release at court if it was signed out for court purposes.** If the owner/agent is not able to return with the officer, he/she shall be instructed to return to the original property sign-out location during operating hours. The I/O shall ensure that disposition instructions are entered into APIMS by the Property Disposition Coordinator (PDC), as soon as possible.

Exception: Money booked as evidence in connection with a gambling arrest (4/565.30) or property booked as contraband, shall not be released to a claimant unless so ordered by the court.

Note: If the court has received the evidence into its custody and chooses to release it to a concerned party while at court, it is allowed to do so. The investigating officer shall return each signed Property Court Receipt, Form 10.03, to the property sign-out location.

An employee shall not solicit or receive any firearm or other property from a criminal court, unless the employee was the legal owner of the property at the time of its seizure.

545.40 PROPERTY RETURNED FROM COURT.

Immediately following a court appearance, property which is not accepted by the court shall be returned to the property room from which it was withdrawn. If the property room is closed, the transporting officer shall place the property in the approved interim

storage container and document the return of the property on the Property Division Booking Record, Form 10.04. The date and time the property was returned shall be noted in the "Court Return" column.

If evidence was signed out from the ECU via the SID courier unit, the evidence shall be returned to the appropriate SID courier temporary storage locker from which it was removed **on the same day.** The "Package or Receipt Returned By" box on the Court Evidence Control Log shall be appropriately completed.

When disposition instructions can be determined, a completed Property Disposition/Update Request, Form 10.6, shall accompany the returned property.

Note: When property is to be placed in interim storage, the concerned watch commander or officer in charge shall verify the accuracy of each entry on the Form 10.04 by initialing the "W/C" column.

550. DISPOSITION OF PROPERTY.

550.05 DISPOSITION OF PROPERTY-RESPONSIBILITY.

Area/Specialized Division, Commanding Officer. Area/specialized division, commanding officers shall designate an employee under their command as the Property Disposition Coordinator (PDC). The PDC shall be responsible and accountable for each Property Disposition Request, Form 10.06, and Property Disposition Request Summary, Form 10.06.1, received.

Note: The PDC shall be assigned as a member of the Area/specialized division commanding officer's staff and, within Areas, this position shall not be delegated to patrol or detective divisions.

Property Disposition Coordinator's Responsibility. The duties of the Property Disposition Coordinator (PDC), shall include, but are not limited to:

- * Obtaining the monthly Disposition Summary Report, Form 10.06.1, by the seventh day of each month;

Exception: Previously identified specialized units that do not have full-time PDCs will be sent the Disposition Summary Report by Property Division. The Report must be completed and returned to Property Division by the 25th day of the month.

- * Conducting all preliminary case research;
- * Accessing the appropriate automated court systems and Department records, in the furtherance of case research;

Note: The system to be accessed include, but are not limited to, the Network Communications System (NECS), the Consolidated Crime Analysis Database (CCAD), the Prosecutor's Management Information System (PROMIS), the Municipal

Court Information Management System (MCIS), and the Expanded Traffic Record System (ETRS).

- * Providing disposition instructions for **all** narcotics booked in relation to a case and shall notify the Subpoena Control Officer (SCO) that the related photograph(s) can be destroyed;
- * Providing disposition instructions for all non-firearm-related misdemeanor cases and property booked as non-evidence;
- * Forwarding the Item Detail Summary, Form 10.06.2, with the preliminary case research information for all felonies, and misdemeanors involving firearms, to the detective commanding officer for distribution to the appropriate investigating officer (I/O);

Note: If case research indicates that an "Investigative Hold" is appropriate for **any** case, the PDC may place a hold without the I/O's approval.

- * Updating the Primary Investigative Unit (PIU) responsibility section when investigative responsibility for booked property has been transferred to another entity. The DR number shall be "Rerouted" to the assuming I/O's division and the "Related Employee" section updated with the I/O information. Once the PIU responsibility has been transferred, an "Investigative Hold" should be placed on the property;

Note: Responsibility for the disposition of booked property shall not be rerouted to other Areas/divisions as a result of personnel transfers. The PDC shall telephonically contact the transferred employee(s) if needed.

- * Updating APIMS by the last day of the month;
- * Retaining all signed Item Detail Summaries in accordance with records retention requirements for original documents;
- * Ensuring that co-defendants are listed as additional suspects or arrestees in APIMS;
- * Performing ad-hoc queries in APIMS as requested; and,
- * Updating APIMS when a completed Form 10.06.0, with disposition instructions is received prior to the DR number appearing on a Disposition Summary Report.

Detective Commanding Officer's Responsibility. Upon receipt of an Item Detail Summary, the detective commanding officer shall:

- * Distribute the Item Detail Summary to the I/O responsible for the disposition instructions;
- * Ensure that each completed Item Detail Summary contains all required information; and,
- * Ensure that each completed Item Detail Summary is returned to the PDC by the 20th day of each month.

Investigating Officer's Responsibility. Upon receipt of an Item Detail Summary, investigating officers shall:

- * Ascertain the correct disposition instructions for each Item Detail Summary;
- * Ensure that co-defendants are listed as additional suspects or arrestees in APIMS;
- * Complete the Item Detail Summary by entering the appropriate disposition instruction(s) such as: Investigative Hold, Authorized for Release, Authorized for Disposal, or Reroute;

Note: Holds on property shall not exceed six-month increments with the exception of property booked in connection with homicide, rape, or officer-involved shooting investigations. Such holds may be placed in one-year increments.

- * Include the designated recipient's full name and address, and item numbers when property is to be released;

Note: Investigating officers are required to sign the Item Detail Summary for items authorized for disposal or release.

- * Complete a Property Disposition/Update Request, Form 10.06, and forward it to the PDC for input into APIMS if an Item Detail Summary has not been generated and property is available for release or disposition; and,
- * Present a completed Property Disposition/Update Request to a property officer if property must be immediately released to a waiting individual and the PDC is not available. The property officer shall input the release instructions into APIMS and release the property.

Note: If property is booked at another Property Division facility, a property officer shall input the release instructions into APIMS and refer the person to whom the property is being released to the appropriate property room.

A teletype to a Property Division facility in order to release property is appropriate **only** when a PDC or Area property officer is not available and an immediate release is necessary.

550.10 DISPOSITION

AUTHORIZATION. Authorization for property disposition (Investigative Hold, Authorized for Release, Authorized for Disposal, or Reroute) may be given only by the investigating officer, booking officer, or Property Disposition Coordinator. Authorization shall be effected by:

- * Completing a Property Disposition/Update Request and forwarding it to the PDC for input into APIMS; or,
- * Presenting a completed Property Disposition/Update Request to a property officer if property must be immediately released to a waiting individual and the PDC is not available.

Note: If property is booked at another Property Division facility, a property officer shall input the release instructions into APIMS and refer the person to whom the property is being released to the appropriate property room.

A teletype to a Property Division facility in order to release property is appropriate **only** when a PDC or Area property officer is not available and an immediate release is necessary.

Exception: Property Division employees may authorize the disposition of unclaimed property.

Employees responsible for authorizing the disposition of property shall cause the **immediate** release of an arrestee's property when the employees become aware that:

- * The arrestee is released from custody and no charges are filed; or,
- * The property is no longer required for investigation or prosecution; or,
- * There is no legal basis to justify holding the property.

Note: When the property is not released, the arrestee should be advised of the reason for retention and, if appropriate, the procedures required to obtain the property. Property shall be released only to the person authorized on a Property Disposition Request or property release teletype.

550.12 CHARGE-BASED EVIDENCE DISPOSITION. The investigative unit having responsibility for the filing of a booking charge shall also be responsible for filing any additional charges for which prima facie evidence exists in the arrest report. However, if another Department entity is better suited to handle the follow-up investigation and subsequent disposition of property, that responsibility may be transferred after mutual agreement. The following procedures shall be adhered to when conducting follow-up investigations and determining disposition of evidence booked in connection with investigations and arrests.

Investigations and Arrests by Investigative Personnel. Investigating officers who book evidence as a result of an arrest, investigation, or for any other reason shall be responsible for the follow-up investigation and disposition of that evidence.

The investigative officer shall confer with any other Department entity handling a case involving the booked property to determine responsibility for disposition of the property. If no other entity is handling a case involving the booked property, the investigative officer shall confer with the Department entity having sufficient expertise to determine if that entity will assume the responsibility for the follow-up investigation and disposition of property.

Note: The concerned investigative officer shall continue to be responsible for obtaining an approved Court Order for Search Warrant

Property, Form 10.18, prior to authorizing disposition of evidence seized pursuant to a search warrant (4/565.10).

Felony Investigations and Arrests by Uniformed or Non-Investigative Personnel. The responsibility for the follow-up investigation and authorization of evidence disposition is determined by the booking charge. Reports shall be distributed to any division handling a case which involves the booked evidence.

Follow-up investigation and evidence disposition responsibilities for felony cases are as follows:

* **Adults or Juveniles Booked on a Felony Non-Narcotics Charge:** The follow-up investigation and disposition of all evidence in all cases for which an adult or juvenile arrestee was booked on a felony non-narcotics charge (except those cases handled by traffic or specialized detective divisions or any other Department entity responsible for follow-up investigation of felony crimes) shall be the responsibility of the concerned operations support division. If the arrest involves additional narcotics charges, the concerned operations support division shall also file related narcotics charges and perform related investigation and disposition of evidence.

* **Adults Booked on a Felony Narcotics Charge:** The follow-up investigation and disposition of all evidence for which an adult arrestee was booked on a felony narcotics charge shall be the responsibility of Narcotics Division. Narcotics Division shall also file non-narcotics charges for which prima facie evidence exists in the arrest report and perform related investigation and disposition of evidence.

Note: Prior to filing non-narcotics charges, Narcotics Division detectives shall contact each detective division which is currently handling a case involving the booked property or which may be interested in developing a case involving the property. If no other entity is handling a case involving the booked property, the investigative officer shall confer with the Department entity having sufficient expertise to determine if that entity will assume the responsibility for the follow-up investigation and disposition of property.

* **Juveniles Booked on a Felony Narcotics Charge:** The follow-up investigation and disposition of all evidence for which a juvenile arrestee was booked on a felony narcotics charge shall be the responsibility of Juvenile Division. Juvenile Division shall also file non-narcotics charges for which prima facie evidence exists in the arrest report.

Note: Prior to filing non-narcotics charges, Juvenile Division detectives shall liaise with the concerned detective division.

* **Adults and Juveniles Booked Together on a Felony Narcotics Charge:** The follow-up investigation and disposition of all evidence in cases involving adults and juveniles arrested together shall be handled per mutual agreement between Narcotics Division and Juvenile Division.

Misdemeanor Investigations and Arrests by Uniformed or Non-Investigative Personnel. Authorization for the disposition of evidence for misdemeanor cases, including felony cases filed as misdemeanors, shall be the responsibility of the concerned PDC.

Note: The Narcotics Division PDC shall be responsible for 11550 H&S (Being Under-the-Influence of Controlled Substances) misdemeanor evidence. The Juvenile Division PDC shall be responsible for juvenile misdemeanor narcotics arrests and child abuse-related evidence for assigned cases.

Transfer of Investigative Responsibility. When the follow-up investigation is outside the investigative officer's area of expertise, the responsibility for the follow-up investigation may be transferred. The commanding officer of the original investigative officer shall confer with the commanding officer of the entity having expertise regarding the transfer of responsibility for follow-up investigation and subsequent property disposition.

When the responsibility for the follow-up investigation and disposition of property is transferred from one division to another, the commanding officer of the transferring division shall ensure that a Follow-up Investigation, Form 3.14, is completed. One copy of the Form 3.14 shall be kept in the concerned case package at the original division, one copy shall be forwarded to the receiving division, and one copy shall be forwarded to the property room where the evidence is stored.

When an investigating officer assumes investigative responsibility for a case in which property has been booked under **another division's DR number**, the investigating officer shall ensure that the Primary Investigative Unit (PIU) responsibility in the Automated Property Information Management System is transferred to the investigating officer's division. The investigating officer shall notify his/her Property Disposition Coordinator (PDC) who shall "Reroute" the concerned DR number to the investigating officer's division. The PDC shall also update the "Related Employee" section with the concerned investigating officer's information. Once the PIU responsibility has been transferred, the PDC should place an "Investigative Hold" on the property.

If the entity with expertise elects not to conduct the follow-up investigation, the originator shall complete an Investigator's Case Progress Log, Form 1.44, documenting such, including the declining officer's name, serial number, and unit of assignment. The original

entity shall then maintain responsibility for the follow-up investigation and property disposition.

550.20 RELEASE NOTIFICATIONS. When a PDC enters release instructions into APIMS, a Property Owners Notification, Form 10.14, will automatically be generated. Property Division personnel are responsible for mailing the notice.

Note: When evidence is to be released to an arrestee who is in custody, the investigator or arresting officer shall inform the arrestee to obtain the evidence at the location where it is being stored.

The property shall be held in the Area of booking for a minimum of ten days following notification, at which time it may be transferred to Central Property Section or Valley Property Section.

550.25 DISPOSITION OF COUNTERFEIT CURRENCY. Counterfeit currency shall be "Authorized for Release" to the United States Secret Service under the "Government Agent" code.

Property Division shall transfer counterfeit currency to Central or Valley Property Section pending relinquishment to the United States Secret Service.

550.30 DISPOSITION OF LICENSE PLATES. When license plates are no longer needed as evidence, they shall be "Authorized for Disposal" by the concerned employee.

Property Division shall transfer the license plates to Central or Valley Property Section pending relinquishment to the California Department of Motor Vehicles (DMV). License plates shall not be released to individuals. Persons requesting the release of license plates shall be referred to the DMV.

Exception: Personalized license plates are eligible for release to the owner or agent. If the owner or agent cannot be located, the license plate shall be "Authorized for Disposal."

552. DESTRUCTION OF EVIDENCE.

552.02 PRE-TRIAL AUTHORIZATION FOR THE DESTRUCTION OF LARGE QUANTITIES OF CONTROLLED SUBSTANCES.

Responsibility of Commanding Officer, Property Division. Upon determining that a quantity of a booked controlled substance, exceeding the limits defined in Health and Safety Code Section 11479 et seq., poses a security or storage problem, the Commanding Officer, Property Division, shall direct a Pre-Trial Narcotics Destruction Authorization, Form 10.11, to the Commanding Officer, Narcotics Division, via the Commanding Officer, Administrative and Technical Services Bureau.

Responsibility of Commanding Officer, Narcotics Division. The Commanding Officer,

Narcotics Division, shall review and coordinate all requests for the pre-trial destruction of excessive quantities of controlled substances.

Upon receiving a Pre-Trial Narcotics Destruction Authorization, the Commanding Officer, Narcotics Division, shall direct a member of Narcotics Division to investigate the controlled substance for pre-trial destruction.

Upon determining the narcotics can be destroyed, the Commanding Officer, Narcotics Division, shall forward the Pre-Trial Narcotics Destruction Authorization, through channels, to the Chief of Police, requesting the destruction of the controlled substance.

When circumstances indicate that pre-trial destruction of narcotics would be inappropriate, the Commanding Officer, Narcotics Division, shall explain the reason for non-destruction in the narrative portion of the Pre-Trial Narcotics Destruction Authorization and return the signed form to the Commanding Officer, Property Division.

Note: Appeals to the decision of the Commanding Officer, Narcotics Division, may be made telephonically to the Commanding Officer, Narcotics Division, and the Assistant to the Director, Office of Operations, if critical to storage or security.

Responsibility of the Assistant to the Director, Office of Operations. The Assistant to the Director, Office of Operations, shall review the Pre-Trial Narcotics Destruction Authorization and upon approval or disapproval, shall forward the form to the Commanding Officer, Property Division.

552.05 DESTRUCTION OF NARCOTICS.

Commanding Officer, Property Division. The Commanding Officer, Property Division, shall be responsible for the following:

- * Completing all budget requests and maintaining contractual agreements with narcotics disposal sites;
- * Forwarding an Interdepartmental Correspondence, Form 15.2, to the Assistant to the Director of the Office of Operations (OO) thirty days prior to the destruction that describes the narcotics to be destroyed; and,

Note: The 15.2 shall be marked "CONFIDENTIAL" and shall be hand delivered to the Assistant to the Director of OO in a sealed envelope.

- * At the direction of the Assistant to the Director of OO, make sufficient Property Division personnel available to assist in the destruction.

Commanding Officer, Scientific Investigation Division (SID). The Commanding Officer, SID, shall be responsible for the following:

- * At the direction of the Assistant to the Director of OO, make sufficient SID personnel available to assist in the destruction;
- * Determining whether of not the narcotics destruction necessitates the assignment of the Hazardous Chemicals Team to the narcotics destruction site; and,
- * Upon completion of the analysis of the narcotics random samples, direct an Intradepartmental Correspondence to the Assistant to the Director of OO detailing the results of the analysis.

Commanding Officer, Narcotics Division.
The Commanding Officer, Narcotics Division (ND), shall be responsible for the following:

- * Ensuring that all narcotics scheduled for destruction will not jeopardize a criminal investigation or court case;
- * Preparing and providing any pre or post-destruction documents to the court(s) or prosecutor(s) and to the Assistant to the Director of OO;
- * At the direction of the Assistant to the Director of OO, make sufficient personnel available for monitoring the examination, weighing and testing of those randomly selected items scheduled for destruction, and for the actual destruction of narcotics.

Commanding Officer, Metropolitan Division. The Commanding Officer, Metropolitan Division shall be responsible for the following:

- * Providing adequate security for the destruction of narcotics;

Note: This includes developing a security plan for each destruction and submitting it to the Assistant to the Director of OO for approval prior to the destruction date.

- * Making sufficient personnel available to the Assistant to the Director of OO for the destruction.

Assistant to the Director of the Office of Operations. The Assistant to the Director of OO is in charge of each narcotics destruction. This includes:

- * Developing a written plan for each destruction;
- * Inventorying the narcotics;
- * Identifying the narcotics to be re-tested and the manner in which the re-testing is to occur; and,
- * Overseeing the work of all commands involved in the destruction.

Note: The Assistant to the Director of the Office of Operations may delegate his/her authority regarding the destruction of evidence to an appropriate staff officer.

The Assistant to the Director of OO also has the authority to require the temporary reassignment of personnel throughout the Department to assist in the narcotics destruction. Generally, those personnel should

be from non-operational commands and shall not have been involved in any investigation resulting in the seizure of the narcotics to be destroyed.

Exception: Audit Division should not be involved in the destruction of narcotics, though they may provide their random sampling expertise to the Assistant to the Director of OO.

The Assistant to the Director of OO shall complete and maintain a full report for each destruction and review those reports prior to each destruction to prevent the development of a predictable pattern.

Note: Depending upon the amount of narcotics to be destroyed, each destruction usually requires the assignment of four to ten people for about two weeks.

552.07 DESTRUCTION OF HAZARDOUS MATERIAL CONTROLLED SUBSTANCE MIXTURES.

Scientific Investigation Division's Responsibility. When in a field situation, upon identifying the presence of methamphetamine reaction mixtures, the Scientific Investigation Division Hazardous Chemicals Team personnel shall, in full compliance with Section 11479 H&S and sound investigative practice:

- * Take samples from all containers to be destroyed;
- * Cause photographs to be taken which depict the total amount of the substances, or the containers of the sampled substances, to be destroyed;
- * Obtain gross weights and volumes by direct measurement, or by an estimate based upon dimensional measurement;
- * If it can be accomplished safely, cause those containers which are to be destroyed to be processed for latent fingerprints;
- * Cause samples of the reaction mixtures to be booked. The gross amounts seized, and dispositions of bulk materials, shall be listed on the property report;
- * Provide a copy of the property report to Audit Division; and,
- * Cause the bulk of the material to be destroyed following the procedure for a regular authorized destruction.

Upon making the determination that a hazardous chemical/controlled substance mixture cannot be safely stored in available Scientific Investigation Division facilities, Scientific Investigation Division shall:

- * Notify the contract hazardous waste hauler of the need for a pickup;
- * Pack the substances to be destroyed in the manner required for shipment. (This is done by the hauler in the presence of Scientific Investigation Division personnel who place tamperproof numbered metal seals on the drums;)

- * Initiate a California Uniform Hazardous Waste Manifest, noting the numbers of the metal seals applied to the drums. The mixture shall be listed on the manifest and the containers labeled as: "Hazardous Material NOS. Drug laboratory waste with poisonous and corrosive properties. Do not open. Wear gloves and respiratory protection;"
- * Ensure that a copy of the California Uniform Hazardous Waste Manifest and Certificate of Destruction is received from the destruction facility in a timely manner;
- * Ensure that the numbered seals cut off the containers by the destruction vendor are returned with a certificate that the containers were received with the seals intact;
- * Complete an affidavit certifying destruction and present it to the court of jurisdiction;
- * Forward copies of both the Certificate of Destruction and the affidavit to the Audit Division for audit and control purposes; and,
- * Forward copies of both the Certificate of Destruction and the affidavit to Property Division to complete the destruction process by entering the destruction information in Department records.

Upon being notified of pretrial destruction authorization for a hazardous chemical/controlled substance mixture, Scientific Investigation Division shall:

- * Cause the required samples, photographs and measurements, in compliance with 11479 H&S, to be taken.
- * Follow the same procedures as for notification of a regular authorized destruction.

Property Division's Responsibility. Upon receipt of the Certificate of Destruction and the affidavit certifying destruction, Property Division shall complete the destruction process by entering the destruction information into Department records.

552.10 DESTRUCTION OF FIREARMS.

Property Division's Responsibility. Upon determining that a firearms destruction should be scheduled, the Commanding Officer, Property Division, shall make all necessary arrangements. The Commanding Officer, Property Division shall be responsible for:

- * Determining the number of firearms to be destroyed;
- * Complying with 12028(d)P.C.;
- * Determining the date, time and location of the destruction;
- * Arranging transportation; and,
- * Obtaining security for the firearms destruction from another Department entity.

Prior to any firearms destruction, the Commanding Officer, Property Division shall notify the commanding officers of Scientific Investigation Division, Training Division, and Metropolitan Division of firearms available for

training and/or tactical purposes. Requests for the retention of firearms scheduled for destruction shall be made through the requesting entity's chain of command to the Commanding Officer, Administrative and Technical Services Bureau.

555. RELEASE OF PROPERTY.

555.10 RELEASE OF PROPERTY-GENERAL. Property may only be released to:

- * A law enforcement agency or court.
- * The owner, or owner's agent.
- * A qualified finder.

When evidence or non-evidence is released, the person receiving the property shall be required to sign a Property Court Receipt, Form 10.3.

Any other person seeking the release of such property, and all persons seeking the release of contraband (or property that could be considered as such), shall be advised that the property can be released only as a result of either:

- * A written opinion of the City Attorney, OR,
- * A valid court order.

555.20 RELEASE TO AGENT. Whenever property belonging to an organization or company is to be released to an agent, the investigating officer completing the Property Disposition/Update Request, Form 10.06, shall indicate the name of the individual/agent in the organization or company to whom the property should be released on the "Name" line of the Form 10.06. If the organization is a government agency, no name is necessary. If no name is indicated on the Form 10.06, the property shall be released in accordance with procedures for designating agents established by the Commanding Officer, Property Division.

Note: Property belonging to the Los Angeles City School System shall be released to Board of Education Security Section personnel only.

Property Division personnel and personnel assigned to Area/division property rooms shall release property to the agents of individuals in accordance with identification and agent designation criteria established by the Commanding Officer, Property Division.

Exception: Arrestee's personal property (4/645.23).

555.30 RELEASE OF EVIDENCE RETAINED BY COURT. Persons inquiring about the release of property which has been received and retained in evidence by a court shall be referred to:

- * The clerk of the court in which the trial was held, in a misdemeanor case.
- * The County Clerk, 210 West Temple Street, in a felony case, if the defendant was held to answer.

- * The clerk of the court in which the preliminary hearing was held, if the defendant was not held to answer.

Note: An employee shall not solicit or receive any firearm or other property from a criminal court, unless the employee was the legal owner of the property at the time of its seizure.

If property transported to court is not received into evidence; is no longer needed for court proceedings, and the investigating officer (I/O) intends to release any or all of the items to an owner or agent, refer to Manual Section 4/545.30 for the release procedures.

555.40 PRETRIAL RELEASE OF EVIDENCE. When the investigating officer determines that the release of evidence would not jeopardize a prosecution, it may be released to the owner or person in lawful possession of the property who shall be advised to retain it until the case reaches a final disposition.

Note: Photographs of such evidence shall be retained in the Investigator's Case Envelope, Form 15.15, or, if no arrestee, booked as evidence.

555.50 RELEASE OF NON-EVIDENCE.

Property Disposition Coordinator Responsibility. The PDC shall authorize the release of non-evidence to the owner or a finder who submits a claim under the following conditions:

- * If the owner waives title to the property in writing; or,
- * If the property has remained unclaimed for 97 calendar days following notification to the owner of its availability; or,
- * If ownership is not established within 97 calendar days of the date booked.

Exception: Such property shall not be released to employees of the City or of another public service agency who found the property while acting within the scope of their employment.

Property Officer's Responsibility. Property Officers shall complete a Form 10.06 for non-evidence and forward it to the PDC for disposition instructions under the following conditions:

- * If ownership can be determined at the time of booking or at any time subsequent to booking; or,
- * If a finder submits a claim for the property.

As required by law, non-evidence shall be disposed of after it has been in Department custody for 97 calendar days and has not been claimed.

Exception: Unclaimed bicycles shall be disposed of in accordance with current Los Angeles Municipal Code provisions.

555.60 RELEASE OF DISPUTED PROPERTY. An employee who becomes

aware of a disputed ownership claim for booked property shall not authorize its release.

Note: The claimants shall be supplied with the DR number, the name of the person to whom the property is booked, and the date of booking when known, and shall be referred to the Property Claims Officer (2/345.20).

555.70 RELEASE OF LICENSE PLATES. License plates shall not be released to individuals. Persons requesting the release of license plates shall be referred to the DMV.

Exception: Personalized license plates are eligible for release to the owner or agent. If an owner or agent cannot be located, the license plates shall be "Authorized for Disposal."

560. LEGAL PROCESS FOR RELEASE OF PROPERTY (3/425.15, 3/425.30, 4/565.20).

560.05 COURT ORDERED NARCOTIC EVIDENCE SPLITS. An authorized representative from a private laboratory, in possession of a court order requesting a narcotics sample from this Department, shall normally present the court order to the Property Claims Officer, Property Division, during the hours of 0830 to 1200 (3/425.10).

Property Claims Officer's Responsibility. When presented with a court order requesting the release of a sample of a controlled substance which is of evidentiary value, the Property Claims Officer shall inspect it to determine that:

- * The court order is stamped with an official seal and filed with the concerned court, **and**,
- * The court order bears the signature of the issuing judge, **and**,
- * The court order describes the case by LAPD DR number, date of arrest, booking number, name of defendant and the name and business address of the defendant's attorney.

If the court order appears valid, the Property Claims Officer shall:

- * Immediately forward the court order to Administrative and Technical Services Bureau (3/425.15).
- * Notify Litigation Processing Section by telephone and provide the necessary information for Legal Process Log (3/425.20).
- * Advise the private laboratory representative of the anticipated date and time the narcotics sample will be available.

Note: When the validity of the court order appears questionable, the process server shall be referred to the Commanding Officer, Administrative and Technical Services Bureau, who will make the determination to accept or refuse the court order.

Administrative and Technical Services Bureau, Commanding Officer's Responsibility. Upon receiving a valid court order from the Property Claims Officer, the

Commanding Officer, Administrative and Technical Services Bureau shall:

- * Authorize the release by notifying the Laboratory Liaison Detective, Narcotics Division, of the impending release of a narcotic controlled substance (3/425.15).
- * Cause the court order to be delivered to the Commanding Officer, Scientific Investigation Division.

Narcotics Division-Laboratory Liaison Detective's Responsibility. When authorized to release a sample of a narcotic controlled substance, the Laboratory Liaison Detective shall:

- * Remove the evidence package from Property Division and deliver it to a narcotics analysis chemist at Scientific Investigation Division; *and*,
- * After completion of the split, deliver the narcotic split container back to the Property Claims Officer, who will release it to the private laboratory representative.
- * Replace the evidence package into Property Division.

Scientific Investigation Division-Narcotics Analysis Chemist's Responsibility. Upon receiving a Narcotic Evidence Package from the Laboratory Liaison Detective, the chemist shall:

- * Make the evidence split; *and*,
- * Record the following information on the court order:
 - * Type of narcotics split.
 - * Amount and weight of sample.
- * Sign and date the court order and place it inside the evidence package.
- * Reseal the evidence package.
- * Give the split and the evidence package to the Laboratory Liaison Detective.

Note: When the Scientific Investigation Division chemist determines that the concerned narcotic has not previously been analyzed, he/she shall, in all cases, conduct his/her routine analysis prior to any narcotic splitting. If, after the standard analysis, there is not sufficient narcotics remaining to provide a sample, the concerned private laboratory will be so notified by the Property Claims Officer.

560.10 RELEASE OF CREDIT CARDS. Credit cards which are no longer of evidentiary value shall only be released to an agent of the issuing company.

In all other instances, credit cards shall be destroyed, unless otherwise ordered by a court.

560.30 RELEASE WHEN IDENTIFYING MARK HAS BEEN ALTERED OR DESTROYED.

Release. When property other than a firearm or bicycle has had the serial number removed, defaced, covered, altered, or destroyed, and the property is to be released, the employee authorizing release shall:

- * Inform the claimant of the provisions of Penal Code Section 537(e).
- * Obtain the claimant's consent to renumber the item.
- * Cause the property to be transferred to Central Property Section or Valley Property Section for renumbering.

Note: When permission to have the item renumbered is refused, the claimant shall be advised that the item cannot be released.

New Identifying Number. The new identifying number shall consist of the letters "LA" followed by the DR number. When multiple items are booked under the same DR number, a letter, commencing with the letter "A" and continuing alphabetically with each additional item, shall be etched following the DR number.

Property Officer's Responsibility. A Property Officer shall inspect all property coming within the purview of Penal Code Section 537(e). When a Property Officer determines that an item of property requires renumbering, he/she shall notify the investigating officer. When authorized by the investigating officer, the Property Officer shall transfer the property to Central Property Section or Valley Property Section for numbering.

Property Division's Responsibility. To avoid duplication of identification numbers, a Property Officer shall:

- * Check the file of renumbered property prior to etching a new identification number.
- * Update the file with a detailed description of the renumbered property, including the new identification number.

560.35 SEIZURE OF FIREARMS. When an officer seizes a firearm involving a threat to human life or a physical assault, the officer shall seize the firearm in accordance with this Section and if Domestic Violence is involved, Penal Code Section 12028.5, officers shall:

- * Determine if a court order exists or is warranted.

Note: If at the time a firearm is seized, an officer becomes aware of a court order, (e.g. Emergency Protective Order, Domestic Violence Restraining Order), which is not in the Domestic Violence Restraining Order System (ROS), the officer shall ensure the court order and accompanying Department report(s) are immediately submitted to a watch commander for approval.

- * Issue the owner or person in custody of the firearm a Receipt for Property Taken Into Custody, Form 10.10.
- * Record in the "Property Taken" portion of the Form 10.10 the following information:
 - * A description of the weapon, including the serial number, the location where the firearm can be recovered, and the telephone number of the Area Detective

Division responsible for releasing the firearm; and,

- * The dates and times during which the firearm can be claimed.

- * Book the firearm in accordance with the procedures set forth in Section 4/540.30 of the Department Manual.

Note: When a booking officer has reasonable cause to believe that the release of a firearm could likely result in endangering the victim, reporting party or other party, the officer shall include information in the related report(s) describing "clear and convincing" evidence that will support a court petition to determine if a firearm should be returned.

Seizure of Firearms at Domestic Violence Incidents. Penal Code Section 12028.5 provides that firearms seized at the scene of a domestic dispute shall be made available to the owner or possessor in no less than 48 hours, but no longer than 72 hours, after the seizure. If the 48 to 72 hour release time occurs on a weekend or holiday, the officer shall indicate that the firearm will be available to the owner or possessor on the next administrative working day.

When an investigating officer releases a firearm seized at a domestic violence incident, the investigating officer shall, after complying with the procedures in Manual Section 4/560.40, make the firearm available for release no fewer than 48 hours nor more than 72 hours after the seizure.

Exception: If the 48 to 72 hour release time occurs on a weekend or holiday, the firearm shall be made available for release on the next administrative working day.

A firearm in Department custody longer than 12 months and not claimed by the owner or person who had lawful possession at the time the firearm was taken into custody, shall be considered a nuisance and be disposed of as provided in Penal Code Section 12028(c).

Court Orders not in the Restraining Order System. If at the time a firearm is seized an officer becomes aware of a court order, (e.g. Emergency Protective Order, Domestic Violence Restraining Order), which is not in the Domestic Violence Restraining System (ROS), the officer shall ensure the court order and accompanying Department report(s) are immediately submitted to a watch commander for approval.

Watch Commander's Responsibility. Watch commanders are reminded of the critical importance of immediate and accurate entry of court orders into the ROS. Watch commanders shall ensure that all reports involving court orders not already entered in the ROS are immediately delivered to the Area Record's Unit and entered into the ROS. If the Area Record's Unit is not staffed, watch commanders shall cause the order to be immediately delivered to a Record's Unit or to Records and Identification Division for

immediate entry into the Domestic Violence Restraining Order System.

560.40 RELEASE OF FIREARMS.

Only sworn detective personnel shall approve the release of firearms. Any person appearing before an Area desk requesting the release of a firearm shall be referred to the Area Detective Division detectives during their normal operating hours.

Proof of Ownership. The Department must accept any reasonable proof of ownership. Registration in the name of the lawful owner shall constitute proof of ownership. However, a lack of registration does not constitute a lack of proof of ownership unless registration is required by law for possession and/or ownership of the gun. Unless there is articulable probable cause to disbelieve a sworn declaration from the claimant/owner, a sales receipt, or other proof of ownership from the claimant, shall constitute proof of ownership.

Investigating Officer's Responsibility. Investigating officers or their immediate supervisor, shall ensure that all firearms are returned to the lawful owner after determining whether the individual is lawfully entitled to possess the firearm. The investigating officer authorizing disposition or release of a firearm shall:

- * Determine whether the individual is lawfully entitled to possess the firearm to be released, in accordance with federal and state laws.
- * Query the Automated Firearm System (AFS) and the National Crime Information Center (NCIC) to determine current "want" and registration information.
- * Ensure that the appropriate "Evidence" entry appears in the AFS.
- * Check the owner/possessor's criminal history, the Domestic Violence Restraining Order System (ROS), the Mental Health Firearms Prohibition System (MHFPS) and the Consolidated Criminal History Reporting System (CCHRS) to verify there are no legal restrictions to the owner/possessor possessing the firearm; and,
- * Inquire of the victim, suspect, and person reporting, if any restraining order(s) exist.

Note: If the firearm is an LAPD stolen/lost and an "Evidence" entry does not appear in the AFS, the concerned investigative officer shall notify a supervisor in the Automated Vehicle and Property Section, to ensure that this omission is corrected.

- * Attach a printout of the AFS, ROS, MHFPS, CCHRS, and NCIC query and owner's response to inquiry, to the work folder copy of the concerned report. If the firearm "Evidence" entry does not appear in the AFS, indicate that fact on the Investigator's Case Progress Log, Form 1.44, and include the name of the Records

and Identification Division employee contacted.

- * If the firearm is to be released or disposed of within 90 days from the date of original booking, contact the Gun Unit, Detective Support Division (DSD), to determine whether the firearm is wanted for test-firing, recording on the Form 1.44 the name and serial number of the Gun Unit employee contacted.
- * If the firearm was booked as a result of a misdemeanor, contact the City Attorney, Misdemeanor Disposition Section, to ensure that the weapon no longer has any evidentiary value.
- * Upon completion of the above requirements:
 - * Complete a Property Disposition/Update Request and forward it to the Property Disposition Coordinator (PDC) for input into Automated Property Information Management System if an Item Detail Summary has not been generated; or
 - * Present a completed Property Disposition/Update Request to a property officer if property must be immediately released to a waiting individual and the PDC is not available.

A teletype to a Property Division facility in order to release property is appropriate **only** when a PDC or Area property officer is not available and an immediate release is necessary.

When authorization to release is a teletype, the investigating officer shall include a statement that the firearm shows listed as "Evidence" in the AFS/NCIC system.

Firearms Declared Nuisances. A firearm coming within the purview of the Dangerous Weapons' Control Law and which is declared to be a nuisance (12028 P.C.) shall not be released except at the direction of:

- * A written opinion of the City Attorney, OR
- * A valid court order.

Release of Firearms or Other Deadly Weapons to Persons with a Mental Illness. Before releasing a firearm or other deadly weapon (4/260.25) to any person who has been previously detained due to a mental illness, the concerned investigating officer shall contact MEU for advice in determining the conditions for release of the firearm or weapon.

Firearms Seized at Domestic Violence Incidents.

Investigating Officer's Responsibility. An investigating officer releasing a firearm seized at a domestic violence incident shall, after complying with the procedures in Manual Section 4/560.40, make the firearm available for release no fewer than 48 hours nor more than 72 hours after the seizure.

Exception: If the 48 to 72 hour release time occurs on a weekend or holiday, the firearm

shall be made available for release on the next administrative working day.

A firearm in Department custody longer than 12 months and not claimed by the owner or person who had lawful possession at the time the firearm was taken into custody shall be considered a nuisance and be disposed of as provided in Penal Code Section 12028(c).

Release of Firearms to Licensed Firearms Dealers. If a firearm was seized pursuant to 12028.5 PC and the owner/possessor disposes of the firearm by selling it to a licensed firearms dealer, the Department must release the firearm(s), except contraband, to the properly licensed firearms dealer authorized to take possession of and dispose of the firearms on behalf of the owner. This process only applies to firearms seized pursuant to 12028.5 PC and is authorized by Section 6380.5 of the Family Code.

Firearms Used in Suicide. All firearms suspected of being suicide weapons shall be booked as evidence to provide the opportunity to test such firearms. The investigating officer shall be responsible for determining the final disposition of the firearm.

When it is necessary to retain the firearm, the investigator shall, within five (5) days following booking, notify the Coroner's Office of the reason for the hold.

Property Officer's Responsibility. Property officers may dispose of or release a firearm from custody when disposition instructions have been received by one of the following means:

- * Disposition instructions have been input into APIMS;
- * A release authorization teletype has been received; or,
- * A completed Form 10.6 has been received.

The Form 10.6 or teletype authorization shall be retained by the concerned property unit for a period of one year.

561. WITHHOLDING OF FIREARMS. If an investigating officer has reasonable cause to believe that the release of a firearm would likely result in endangering the victim, reporting party or other party, the investigating officer shall:

- * Complete a Property Disposition/Update Request, Form 10.06.0, and forward it to the Property Disposition Coordinator to place an investigative hold on the firearm in the Automated Property Information Management System (APIMS), to prevent the unintentional release or destruction of the weapon prior to the Court's decision;
- * Ensure all reasonable efforts are made to locate the owner/possessor of the firearm;
- * Prepare a Follow-up Investigation, Form 3.14, describing the "clear and convincing" evidence in support of a petition to determine if a firearm should be returned,

- and obtain approval of a Detective III or above;
- * Complete a City Attorney Request for Petition (CARP);
- * Ensure notification is made to the owner/possessor of the intent to file the petition;
- * Deliver the original City Attorney Request for Petition, a copy of all related police reports, a copy of the owner/possessor's criminal history, ROS, MHFPS and CCHRS printouts, to Detective Support Division (DSD) within four calendar days from the date of seizure or upon determining the firearm should not be returned;

Note: In cases where the investigating officer is unable to deliver the material to DSD, the investigating officer shall cause an employee who is familiar with the case to deliver the material to DSD.

- * Assist the CA's Office with the preparation of a declaration for the petition;
- * Appear at Superior Court hearings, as requested by the CA's Office, to offer information concerning the potential danger to a victim, reporting party, or other party; and,
- * Dispose of the firearm **only** as directed by the Superior Court.

Note: Penal Code Section 12028.5 provides that firearms seized at the scene of a domestic dispute shall be made available to the owner/possessor in no less than 48 hours but no longer than 72 hours after the seizure. If the 48 to 72 hour release time occurs on a weekend or holiday, the officer shall indicate that the firearm will be made available to the owner/possessor, by the investigating officer, on the next administrative working day.

Detective Support Division's Responsibility. The Commanding Officer, Detective Support Division, shall provide liaison between the Department and the City Attorney's Office in processing and coordinating the City Attorney Request for Petition (CARP) to determine if a firearm should be withheld from the owner or otherwise disposed of as directed by the court. Detective Support Division personnel within **two calendar days** of receiving a CARP from detective personnel, shall:

- * Verify that the legal owner is not otherwise prohibited from possessing the firearm;

Note: If ownership of the firearm is prohibited by law, inform the investigating officer that the petition is unnecessary and that the firearm may be held or disposed of pursuant to the appropriate Penal Code section.

- * Ensure the City Attorney Request for Petition has been completed correctly; and,
- * Forward the City Attorney Request for Petition to the CA's Officer, Police General Counsel Section for submission to the Superior Court.

DSD shall also be responsible for ongoing liaison with the CA's Office and shall:

- * Create and maintain a control log for tracking all requests for petitions until their disposition;
- * Upon receipt of any response to a petition, make telephonic notification to, and forward a copy of the response to the CA's Office, Police and Fire Services Division;
- * Notify the investigating officer of the results of the petition and the appropriate disposition of the firearm as directed by the court;
- * Contact Police and Fire Services Division to verify that the owner/possessor of the seized firearm has been notified by registered mail of the court's order regarding disposition of the firearm; and,
- * Provide blank petition forms to all detective commands.

565. SPECIAL DISPOSITIONS.

565.10 DISPOSITION OF EVIDENCE SEIZED PURSUANT TO SEARCH WARRANT. Evidence seized during the service of a search warrant, whether listed or unlisted, shall be disposed of **ONLY** by the order of a court having jurisdiction over the property (1536 P.C.). A court order may be requested for the disposition of property which was seized during the service of a search warrant but which was not introduced into evidence, when:

- * The prosecution has reached a final conclusion,
- * The statutory period for filing an appeal has expired,
- * The property is no longer of evidentiary value.

Exception: Removal of a hold place for 11470 H&S shall be the responsibility of the Asset Forfeiture and Support Section, Narcotics Division.

When circumstances are such that a court order for disposition is needed, the investigating officer shall prepare an original and two copies of a Court Order for Search Warrant Property, Form 10.18, and present them for signature to the magistrate who issued the warrant, or to the presiding judge when the magistrate is unavailable.

When the Forms 10.18 are signed, forward the original to Records and Identification Division, forward a copy and a completed Property Disposition/Update Request, Form 10.6, to the concerned Property Disposition Coordinator and place the remaining copy in the investigator's case file.

Exception: When evidence consists only of *copies* of bank records, the investigating officer may request disposition instructions at the time he/she completes the original return to the search warrant. (See also 4/540.90).

565.20 COURT DISPOSITION OF PETITION. If it is determined by the court that a firearm should be returned to the owner/possessor, the investigating officer shall:

- * Complete a Follow-Up Investigation, Form 3.14, detailing the court case number, the date the hearing was held, the date the court order was made if different from the date of hearing, and the name and department of the judge who ordered the return of the firearm; and,
- * Cause the firearm to be released to the owner as ordered by the court.

Court Ordered Destruction. If the court determines that a firearm should be destroyed, the investigating officer shall complete a Property Disposition/Update Request, Form 10.6, detailing the court case number, the date the hearing was held, the date the court order was made if different from the date of hearing, and the name and department of the judge authorizing the destruction of the firearm. Attach a copy of the court order to the Form 10.6.

565.30 DISPOSITION OF GAMBLING MONEY. Authorization for the disposition of money booked as evidence in connection with a gambling arrest shall only be made by the Property Claims Detail, Property Division, or by the court.

Claimants shall be advised to address a written request for the return of such evidence to the Commanding Officer, Property Division.

After such evidence has remained in Department custody for three years, it shall be transferred to the L. A. City General Fund.

570. PROPERTY TRANSFERS.

570.10 TRANSFER-GENERAL. Property which has been authorized for destruction or sale by auction shall be transferred to Central Property Section or Valley Property Section on the first regularly scheduled property transfer following the receipt of disposition instructions. Property which is authorized for release may be transferred ten days after the claimant is notified (4/550.20).

When an investigating officer assumes investigative responsibility for a case in which property has been booked under **another division's DR number**, the investigating officer shall ensure that the Primary Investigative Unit (PIU) responsibility in APIMS is transferred to the investigating officer's division. The investigating officer shall notify his/her Property Disposition Coordinator (PDC) who shall "Reroute" the concerned DR number to the investigating officer's division. The PDC shall also update the "Related Employee" section with the concerned investigating officer's information. Once the PIU responsibility has been transferred, the PDC should place an "Investigative Hold" on the property.

When property is transferred and investigative responsibility is assumed by another entity, the investigating officer shall ensure that the "Primary Investigative Unit (PIU)" responsibility is updated in the Automated Property Management System.

All personal property which has been authorized for retention and use by the Department shall be transferred to Central Property Section.

570.15 PROPERTY TRANSFER REQUEST BY OFFICERS. If an investigating officer determines that evidence booked at a storage facility other than the Evidence Control Unit, Scientific Investigation Division, needs to be transferred to a different storage facility, the evidence must be transported by the requesting investigating officer.

570.20 TRANSFER OF FORGERY EVIDENCE TO CASE FILES. Credit cards, items of an unusual nature such as legal documents, and obviously valuable papers, shall *not* be retained in case files.

The following documents may be transferred to and retained in an investigator's case file:

- * Bankbooks.
- * Checkbooks.
- * Credit card invoices.
- * Identification Papers (including fraudulent driver's licenses).
- * Checks.
- * *Copies* of bank records obtained pursuant to search warrants.
- * Miscellaneous documents bearing handwritten, typewritten, or printed notations.

Note: The investigator's commanding officer shall establish procedures to ensure the security of such evidence.

570.25 TRANSFER OF PHOTOGRAPHS, DOCUMENTS, OR OTHER MISCELLANEOUS PAPERS TO CASE FILES. Once a case is closed, an investigating officer (I/O) may retain certain items of booked evidence. Those items include photographs, documents, or other miscellaneous papers relevant to the current or any future case. The items shall be released (in the Automated Property Information Management System) to the I/O and retained in one of the following packages, listed in priority order:

- * The murder book;
- * Detective's Case Envelope, Form 15.15; or
- * The detective work folder.

In order to obtain the items, the I/O shall:

- * Request the approval of the I/O's commanding officer;
- * If approved, complete disposition instructions on a Property Disposition/Update Request authorizing release to the I/O; and,
- * Maintain the items in the appropriate package.

Exception: Videotapes or contraband may not be retained in the murder book, Detective Case Envelope, or detective work folder.

Note: The release instructions shall contain the I/O's name and division of assignment. "Unk" shall be entered in the address field so a Property Owner's Notification, Form 10.14.1, will not be generated.

575. PROPERTY RECOVERED IN OR REQUESTED BY AN OUTSIDE JURISDICTION.

575.10 PROPERTY RECOVERED IN ANOTHER JURISDICTION. When informed that property which was reported lost or stolen by this Department is recovered by another jurisdiction, the investigating officer shall:

Property Required for Evidence

- * When necessary, request the recovering agency to ship the property directly to Central Property Section, attention to the investigating officer.

Note: Central Property Section shall be contacted for shipping instructions.

- * Forward a copy of any applicable correspondence to Records and Identification Division for filing.

Property Not Required for Evidence

- * Supply the recovering agency with the name and address of the owner and authorize the release of the property to the owner.
- * Notify the owner of the location of the property.
- * Instruct the owner to make arrangements with the recovering agency for return of the property.

575.20 SHIPPING BOOKED PROPERTY. Booked property shall be shipped or mailed only to a person or an agency making a written or teletyped request to the Department. Small items of property shall be mailed prepaid, and certified if applicable, through the U.S. Postal Service. Large items shall be shipped via the City-contracted parcel delivery service.

Exception: At the discretion of the Commanding Officer, Property Division, recipients of booked evidence may be required to make their own shipping arrangements.

Firearms shall not be shipped to an individual. The owner shall be instructed to:

- * Contact a local law enforcement agency willing to accept delivery of the firearm; and,
- * Request the agency to telephonically contact the shipping officer, Central Property Section, for further information.

The property officer finalizing shipping arrangements shall update APIMS with the release information provided by the outside agency.

575.30 VIEWING OF PROPERTY BY UNAUTHORIZED PERSONS. Prior to allowing a victim or witness to view evidence

booked at Property Division, the concerned Property Division employee shall ensure that the victim or witness is accompanied by a detective from the Area/division assigned investigative responsibility.

580. DEPARTMENT RETENTION AND USE OF CONVERTIBLE PROPERTY.

580.10 CONVERTIBLE PROPERTY-DEFINED. Convertible property is property that comes into the custody of the Department for which title, after satisfaction of specified legal requirement, may pass to the Department for use in an official capacity.

Note: Items of contraband shall never be converted to Department use.

The following are categories of convertible property:

Unclaimed Property-Defined. Unclaimed property is any and all property booked into the custody of the Department and held for a specified period of time during which no claim or demand has been made nor owner located. Unclaimed items must no longer be required for use as evidence and shall have been authorized for disposition.

As required by law, unclaimed property shall be held for a minimum of 97 days, with the exception of unclaimed bicycles which may be held for a minimum of two months when transferred to designated youth services organizations.

Forfeited Property-Defined. Forfeited property is property seized in connection with a narcotics-related arrest or investigation for which ownership has been transferred to the Department by appropriate State or Federal authorities. Included are products involved in the manufacturing, transportation, storage, and marketing of controlled substances. All seized monies intended to be provided in exchange for a controlled substance, or proceeds traceable to such an exchange, may also be forfeited.

Judicially Awarded Property-Defined. Judicially awarded property is property other than that seized pursuant to asset forfeiture proceedings for which ownership has been transferred to the Department upon court order.

Note: Employees aware of the possible availability of property which is in the custody of a court and which is suitable for conversion for Department use may inform the concerned magistrate of the Department's property conversion program. If the magistrate chooses to award the property to the Department, the employee accepting the item shall return it to the property room from which it was withdrawn and notify Administrative and Technical Services Bureau. If subsequently deemed suitable for retention, the Convertible Property Committee will include the item in its published list of items available for retention.

580.20 REQUESTING RETENTION OF CONVERTIBLE PROPERTY. The

following procedure shall apply when requesting retention of convertible property for official Department use. Administrative and Technical Services Bureau will publish annually a list of standard convertible property which will be updated on an as-needed basis at the discretion of the Commanding Officer, Administrative and Technical Services Bureau. Requests for items not appearing on the standard convertible property list shall be specifically identified by DR number, item number, and description from a related property report. Such requests will be considered by the Convertible Property Committee on a priority need basis.

Note: Property Division employees will be watchful for unique items of convertible property and advise the appropriate entity of their availability.

580.21 EXAMINATION OF CONVERTIBLE PROPERTY. An employee assigned to Administrative and Technical Services Bureau will be responsible for liaising with Property Division, Narcotics Division, and other Department entities as required for the purpose of examining convertible property available for retention by the Department. When appropriate, the Commanding Officer, Administrative and Technical Services Bureau, shall cause convertible property available for retention by the Department to be inspected by subject matter experts (e.g., cellular telephones by Communications Division, or computers by Information Technology Division). Such inspections should determine serviceability, compatibility with existing equipment or systems, and the ability of the Department to maintain the items.

580.22 COMMANDING OFFICER'S RESPONSIBILITY. Commanding officers, upon determining that employees in their command will materially benefit in the course of their duties by acquisition of an item of converted property, may submit a Convertible Property Request, Form 10.09, to their bureau commanding officer. The Convertible Property Request, Form 10.09, shall be submitted without exception when requesting any type of converted property item and shall include a description of each item, its intended application, and the benefits to be derived from its use.

580.24 BUREAU COMMANDING OFFICER'S RESPONSIBILITY. A bureau commanding officer receiving a request for retention and issuance of specified converted property shall:

- * Review the request to ensure that it is in the best interests of the Department.
- * Forward approved requests to the Commanding Officer, Administrative and Technical Services Bureau.
- * Return denied requests to the requester.

580.26 COMMANDING OFFICER, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU'S

RESPONSIBILITY. The Commanding Officer, Administrative and Technical Services Bureau, as Chairperson of the Convertible Property Committee, shall:

- * Retain each Convertible Property Request that is received.
- * Cause necessary research to be conducted for requests received.
- * Convene and chair meetings of the Convertible Property Committee, as appropriate.
- * In concert with other Convertible Property Committee members, determine by comparative need which requesting Department entity should receive requested property items.
- * Effect the issuance of converted property to the appropriate entity.
- * Publish at least annually the list of property available for conversion.
- * Prepare annually, and retain, a listing of property converted and the entities to which the items have been assigned.

580.30 ISSUING CONVERTIBLE PROPERTY. Upon approval of the Commanding Officer, Administrative and Technical Services Bureau, converted property may be issued using the following guidelines.

Property Division's Responsibility. Upon receipt of distribution instructions for property being held by Property Division, the Commanding Officer, Property Division, shall release converted property to Fiscal Operations Division following standard procedures.

Exception: For those items issued for operations which require no Department identifying marks ("sting" operations, etc.), the Commanding Officer, Property Division, shall cause the items and a receipt to be delivered to the concerned bureau commanding officer. Accountability for inventory and tracking of items not entered into the Computerized Equipment Inventory (CEI) System is assigned to the concerned bureau commanding officer upon receipt of the items. The original property receipt shall be retained at the bureau office, and a copy shall be retained by Property Division. The bureau commanding officer shall notify, via Intradepartmental Correspondence, Form 15.2, the Commanding Officer, Property Division, in the event of property disposition.

Fiscal Operation Division's Responsibility. Upon receipt of the property and the property receipts from Property Division, the Commanding Officer, Fiscal Operations Division, shall:

- * Cause the receiving employee to acknowledge receipt of the property by appropriate signature.
- * Forward the original signed receipt to Records and Identification Division for filing.
- * Enter the item into the CEI System.
- * Issue the item to the requesting division.
- * Maintain accurate issuance and control documents.

Motor Transport Division's Responsibility. Upon receipt of an approved request and a copy of the pertinent court order, City Council file (if applicable), or other appropriate correspondence certifying a vehicle for use by the Department, the Commanding Officer, Motor Transport Division, shall:

- * Inspect the vehicle for serviceability.
- * Issue the vehicle a shop number.
- * Service the vehicle as required.
- * Send correspondence to the Salvage Division, Department of General Services, advising that the vehicle has been assigned a shop number and explaining the circumstances under which the vehicle came to the Department.
- * Maintain the vehicle in accordance with established procedures.

580.40 CONVERTIBLE PROPERTY NO LONGER NEEDED FOR POLICE USE. When items of converted property are no longer needed by the requester, they shall be returned to Fiscal Operations Division or Motor Transport Division for reissue, salvage, or destruction in accordance with established procedures for categories of converted property.

Note: Proceeds from items seized pursuant to asset forfeiture procedures shall be deposited into the Forfeited Assets Trust Fund.

585. DEPARTMENT RETENTION AND USE OF CONTRABAND.

585.10 CONTRABAND-DEFINED. Contraband items consist of goods or merchandise, possession of which is prohibited by law. Generally, items of contraband shall not be converted to Department use.

Note: Penal Code Section 12030(b) enables law enforcement agencies to retain confiscated firearms, normally subject to destruction, for use in carrying out the official duties of the agency. Therefore, firearms are not considered contraband subject to retention procedures.

585.15 CONVERSION OF CONTRABAND ITEMS TO DEPARTMENT USE. Retention of contraband occurs rarely. Retention requires both the approval of the requesting employee's bureau commanding officer and a court order authorizing retention of the items.

Requesting Employee's Responsibility. Employees seeking retention of seized contraband items other than narcotics which would be of value to the Department for training or operational purposes shall contact their commanding officer for retention approval.

Upon approval by the appropriate bureau commanding officer, the employee requesting the contraband items shall obtain a court order authorizing retention through the Police and Fire Services Division, City Attorney's Office. Both the approved Form 15.2 and court order

shall be provided to Property Division to obtain the items requested.

Commanding Officer's Responsibility. Commanding officers requesting retention of a contraband item shall submit a written request for retention on a Form 15.2 to their bureau commanding officer. The Form 15.2 shall include a description of each item; DR Number; corresponding item number from the property report, if any; the intended application; and the benefits from its retention and use.

Bureau Commanding Officer's Responsibility. The bureau commanding officer reviewing a request to convert an item of contraband to Department use shall:

- * Review the request to ensure it is in the best interest of the Department.
- * Return approved or denied requests to the originating commanding officer.

Property Division's Responsibility. Upon receipt of the approved Form 15.2 with an attached court order authorizing retention, the Commanding Officer, Property Division shall:

- * Verify the Form 15.2 is accompanied by a completed court order.
- * Cause a Property Court Receipt, Form 10.03, to be completed transferring control of the item to the requesting employee's division or Area.
- * Ensure that copies of the Form 15.2, court order, and Form 10.03 are forwarded to the Commanding Officer, Administrative and Technical Services Bureau.

Note: The Commanding Officer, Property Division, shall follow procedures set forth in Manual Section 4/580.30 for items of property that qualify for entry into the Department's inventory system.

590. USE OF FIREARMS IN STING OPERATIONS OR OTHER INVESTIGATIVE PURPOSES.

590.10 REQUESTING FIREARMS FOR USE IN STING OPERATIONS OR OTHER INVESTIGATIVE PURPOSES. When firearms are needed for use in sting operations or other special investigative purposes, the following procedures shall be followed.

Requesting Entity's Responsibility. The commanding officer of the requesting entity shall submit an Intradepartmental Correspondence, Form 15.2, to the commanding officer of Property Division, containing the following information:

- * Reason for the request, such as a sting operation or other specific investigative purpose;

Note: If the firearm is to be used for a sting operation, include a general description of the operation.

- * Specific type, make, and caliber needed;

- * Number of firearms; and,
- * Anticipated duration of use.

Property Division's Responsibility. Upon receipt of a Form 15.2 requesting firearms for use as listed above, the Commanding Officer, Property Division shall:

- * Review and approve or disapprove the request;
- * If the request is approved, locate firearms eligible for the requested use;

Note: Firearms are eligible for use in sting operations, etc., when they no longer have evidentiary value, an owner cannot be located or is otherwise ineligible to retrieve that particular firearm, and the firearm has been authorized for disposal.

- * Contact the commanding officer of the requesting entity and arrange for the withdrawal and return of the requested firearm(s); and,
- * If the request is denied, a Form 15.2 shall be sent to the commanding officer of the requesting entity explaining the reason(s) for the denial.

BOOKING AND CUSTODY OF PRISONERS

601. PRISONER RELATIONS.

601.10 RELATIONSHIPS BETWEEN DEPARTMENT EMPLOYEES AND PRISONERS. Department employees shall not engage in any of the following activities with arrestees or prisoners without the express permission of the concerned commanding officer:

- * Borrow money or articles;
- * Loan money or articles; or,
- * Purchase, sell, accept, or offer any gift or article.

602. POLICE CUSTODY OF HOSPITALIZED ARRESTEES.

602.10 ARREST AND CUSTODY FOR SERIOUSLY ILL OR INJURED FELONY SUSPECTS WHO ARE HOSPITALIZED AT A LOCATION OTHER THAN THE JAIL WARD OF LAC-USC MEDICAL CENTER. When it is determined that police custody of a hospitalized suspect is necessary, the concerned investigative watch commander shall request the uniformed division in which the hospital is located to provide such custody. In the event the hospital is located outside the City, the nearest uniformed division shall be requested to provide this custody. Two officers from each watch shall be assigned, in plain clothes, to maintain custody of the arrestee.

Note: When the hospital is not in the City, the concerned uniformed division watch commander shall cause the chief of police of the city in which the hospital is located to be notified that plainclothes Los Angeles police officers are working in that particular

jurisdiction (e.g., Daniel Freeman Hospital-Inglewood Chief of Police).

The concerned investigating officer shall ensure that the appropriate reports are completed and a booking number obtained at the time the suspect is placed in police custody. The concerned investigating officer shall be responsible for the transportation of the suspect to the Jail Ward at the LAC-USC Medical Center as soon as practicable.

When the arrestee is transferred to the Jail Ward of LAC-USC Medical Center, or when it is determined that police custody is no longer necessary, concerned investigative commanding officers shall complete a Form 15.2 to their bureau commanding officer describing the reasons for the police custody, the time and personnel resources involved, and booking information, or other reasons for terminating such custody.

604. BOOKING, GENERAL.

604.05 OBTAINING BOOKING NUMBERS. Department employees shall obtain booking numbers directly from the Automated Jail Information System (AJIS) via the Network Communications System (NECS) by completing the Decentralized Automated Booking Information System (DABIS) procedure.

Exception: When AJIS or NECS is unavailable and a DABIS booking cannot be completed, booking numbers shall be telephonically obtained from the Booking Records Update Unit, Records and Identification Division.

604.08 BOOKING-LOCATION OF. The "location of booking" shall be the LAPD or LASD facility where the booked person is detained.

Exception: When the person will not be incarcerated, the "location of booking" shall be the geographic Area where the Los Angeles Consolidated Booking Form, Form 5.1 or 5.1.1, is completed.

604.10 PRISONER REFUSING OR UNABLE TO GIVE INFORMATION REQUIRED FOR COMPLETION OF BOOKING PROCEDURE. When a person being booked refuses, or is unable, to answer questions necessary for the completion of the booking procedure, the booking employee shall indicate in the proper spaces:

- * Refused to state; or,
- * Unable to state.

"John or Jane Doe" Numbers. When the arrestee's name cannot be determined at the time of booking, a "John or Jane Doe" number, in addition to a regular booking number, shall be obtained from the Booking Records Update Unit, Records and Identification Division. The "John or Jane Doe" number shall be placed in the space provided on the Los Angeles Consolidated Booking Form, Form 5.1, for the

arrestee's name.

604.11 FEDERAL PRIVACY ACT-SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT DURING BOOKING PROCESS. When a Social Security number is requested during the booking process, persons in custody shall be provided with the following information:

Federal law requires that you be informed, when asked for your Social Security number, that it must be provided for use in processing and identification. Authority for requiring this information is based upon the Los Angeles Police Department's booking and identification processing system operational prior to January 1, 1975.

This information may be provided orally or by a sign conspicuously posted in the booking facility.

Note: It is the booking employee's responsibility to make an oral statement if the person in custody is incapable of reading the sign.

604.12 IDENTIFICATION OF EMPLOYEES AT JAIL. An employee who is required to identify himself/herself in connection with any jail procedure shall do so by presenting his/her identification card.

604.15 RESPONSIBILITY FOR CUSTODY OF ARRESTEES. Until the arrestee is delivered to the detention officer as a booked person, his/her care and custody shall be the responsibility of the arresting officer. If the arresting officer does not deliver the arrestee to the detention officer, such care and custody shall be the responsibility of the transporting officer.

After being booked, the care and custody of the arrestee shall be the responsibility of the detention officer, pending transfer of his or her custody to another proper authority.

604.16 BOOKING FEMALE ARRESTEE-RESPONSIBILITY. The officers delivering a female arrestee to a female jail facility shall maintain custody of the arrestee until relieved by the person conducting the booking.

604.17 BOOKING AND CONFINEMENT OF FEMALE ARRESTEE-LOCATION. Female arrestees are normally booked at the jail facility in which they will be confined. Generally, female arrestees shall be confined in the following locations:

- * Operations Central and South Bureaus-77th Street Jail Section.
- * Operations West and Valley Bureaus-Valley Jail Section.
- * At either of the above facilities upon the direction of the concerned investigating officer or the Commanding Officer, Jail Division.

Exceptions:

- * Females arrested for the murder or attempted murder of their infant children shall be confined in 77th Street Jail Section or Van Nuys Jail Section.
- * All female suspects arrested for forgery in or by Wilshire Area, Hollywood Area, and Commercial Crimes Division, shall be confined at 77th Street Jail Section.
- * All adult female suspects arrested for child abuse, whether related to the victim or not, shall be confined as follows:
 - * Valley Areas and Pacific and West Los Angeles Areas, at Valley Jail Section.
 - * Metropolitan Area (includes Central, Southwest, Southeast, Hollenbeck, Hollywood, Wilshire, Northeast, 77th Street, Newton, Rampart, and Harbor), at 77th Street Jail Section.
- * When a physician advises that a female arrestee requires medication and/or observation or the supervision of competent medical personnel, but not hospitalization, the arrestee shall be confined at 77th Street or Valley Jail Section.
- * Female out-of-state fugitive arrestees shall be confined at Valley Jail Section.
- * A female arrestee may be booked in the area of arrest, or nearest City jail facility, when:
 - * The arrestee is to be immediately arraigned; or,
 - * The arrestee indicates a desire to bail out immediately and has sufficient funds; or,
 - * The arrest is for a traffic warrant and the arrestee lacks sufficient funds for bail, but indicates that arrangements can be made to have bail posted *within a reasonable time*. The arresting officer, with the approval of the watch commander, may allow the arrestee to make the necessary notifications and cause the arrestee to be detained in the area of booking pending receipt of the bail; or,
 - * The watch commander or other officer designated to make O.R. determination has determined, after conducting the necessary preliminary investigation and *telephone record check* of the arrestee's criminal record, that the arrestee is eligible for O.R. release (4/681.) upon completion of the booking process.

Note: An arrestee booked on a misdemeanor warrant, or having outstanding warrants, shall not be released O.R.

Arresting or transporting officers processing female arrestees at Metropolitan Jail Section shall maintain custody of the arrestee at all times while inside Metropolitan Jail Section.

Arrestees Requiring Medication, Medical Attention, or Hospitalization. (4/648.10 and 4/648.20).

604.18 BOOKING MALE ARRESTEES-LOCATION. Male arrestees shall be booked at the following locations:

Felony Arrestees. Felony arrestees shall be booked in the Area of arrest, except:

- * When the officer in charge, Detective Support Division, or the concerned investigating officers direct otherwise.
 - * Adult male suspects arrested for child abuse in the following Areas and identified as being the parent, stepparent, common-law spouse of the child's parent, or legal guardian of the child shall be booked at the following locations:
 - * Valley Areas and Pacific and West Los Angeles Areas, at Valley Jail Section.
 - * Metropolitan Area (includes Central, Southwest, Southeast, Hollenbeck, Hollywood, Wilshire, Northeast, 77th Street, Newton, Rampart, and Harbor), at Metropolitan Jail Section, Parker Center.
 - * When the Area of arrest has no available detention facilities for felony prisoners.
 - * Narcotic arrestees arrested within Operations-Central Bureau, Hollywood Area and Wilshire Area shall be booked at Metropolitan Jail Section. All other narcotic arrestees arrested in the metropolitan area shall be booked at the appropriate divisional jails.
 - * Arrestees charged with an offense over which Commercial Crimes Division has jurisdiction shall be booked at Metropolitan Jail Section. The arrest and related reports shall be made at the Headquarters Record Section.
 - * All felony narcotic violators arrested in the Valley area shall be booked at Valley Jail Section.
 - * Arrestees charged with an offense over which the Forgery Section, Operations-Valley Bureau, has jurisdiction (2/415.70) shall be booked at Valley Jail Section. The arrest and related reports shall be made at Van Nuys Area.
 - * Arrestees charged with an offense over which West Los Angeles Forgery Unit has jurisdiction shall be booked at Pacific Area Jail. The arrest and related reports shall be made at West Los Angeles Area.
 - * Arrestees charged with an offense over which Harbor Forgery Unit has jurisdiction shall be booked at Harbor Area Jail. The arrest and related reports shall be made at Harbor Area.
 - * Persons arrested for counterfeit money violations shall be booked at the following locations:
 - * All Valley Bureau Areas, Pacific and West Los Angeles-Valley Jail Section.
 - * All others.
 - * Male arrestees-Metropolitan Jail Section.
 - * Female arrestees-77th Street Jail Section.
- Note:** Juvenile arrestees shall be booked in accordance with established procedures.
- * Felony traffic arrestees, when arrested in:

- * Valley Bureau, shall be booked at Valley Jail Section.
- * West Bureau, shall be booked at Wilshire Area Jail.
- * Harbor Area, shall be booked at Harbor Jail.
- * The Metropolitan area, shall be booked at Metropolitan Jail Section.

Exception: Southwest, 77th Street and Southeast Areas shall be booked at 77th Street Jail Section.

Misdemeanor Arrestees. Misdemeanor arrestees shall be booked in the Area of arrest, or at Metropolitan Jail Section with the Metropolitan Jail Section watch commander's approval, except:

- * Misdemeanants arrested in Hollenbeck, Newton Street, and Rampart Areas shall be booked at Metropolitan Jail Section.
- * When a male misdemeanant is arrested with a female arrestee who is to be booked at Los Angeles County Jail, the male misdemeanant shall be booked at Metropolitan Jail Section.
- * Male 647(f) PC (Drunk) arrestees.

647(f) PC (DRUNK) ARRESTEES. 647(f) PC (Drunk) arrestees shall be booked at Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section.

- * Arrestees shall be examined by a doctor or a nurse at the jail facility prior to booking when booked at Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section.

Note: Officers booking a 647(f) PC (Drunk) arrestee requiring special or extensive medical treatment shall comply with Section 4/648.10.

Arrestees Requiring Medication, Medical Attention, or Hospitalization. (4/648.10 and 4/648.20).

604.19 CHILD-ABUSE BOOKINGS.

Juvenile suspects arrested for child abuse shall be detained at Juvenile Hall. Detention approval shall be obtained from Juvenile Division during normal working hours. When Juvenile Division is closed, the detention approval shall be obtained from Detective Support Division.

Adult suspects arrested for child abuse shall be booked at the following locations:

Male Arrestees-related to victim

- * Valley Areas and Pacific and West Los Angeles Area-Valley Jail Section.
- * Metropolitan Area (includes Central, Southwest, Southeast, Hollenbeck, Hollywood, Wilshire, Northeast, 77th Street, Newton, Rampart, and Harbor), at Metropolitan Jail Section, Parker Center.

Male Arrestees-not related to victim

- * Valley Areas-at respective Area Jail.

- * Metropolitan Area-at respective Area Jail or Metropolitan Jail Section, Parker Center, if no divisional jail exists.

Female Arrestees

- * Valley Areas and Pacific and West Los Angeles Area-Valley Jail Section.
- * Metropolitan Area (includes Central, Southwest, Southeast, Hollenbeck, Hollywood, Wilshire, Northeast, 77th Street, Newton, Rampart, and Harbor), at 77th Street Jail Section.

604.30 BOOKING ARRESTEE TO ARRESTING PERSON. An arrestee shall be booked only to the person or persons effecting the arrest (4/604.15 and 4/606.15).

604.35 RECORDING BOOKING INFORMATION-DETENTION OFFICER'S RESPONSIBILITY. When a person is booked into a Department jail facility, the concerned detention officer shall record the arrested person's name, booking number, and other information required on the Jail Intake Log, Form 6.13.

604.40 COMPLETION OF LOS ANGELES CONSOLIDATED BOOKING FORM-GENERAL. The Los Angeles Consolidated Booking Form (5/5.1-01, 5/5.1.1-01) shall be typewritten by the booking employee.

Exception: When a typewriter is unavailable, the booking employee shall print the required information with a ballpoint pen, using sufficient pressure to assure the legibility of all copies.

ID Numbers. The employee completing the Booking Form shall not enter any identifying numbers such as the State Identifying Number (SID#), Main Number (MN#) or Los Angeles Number (LA#).

604.41 ARRESTEE BIRTHPLACE INFORMATION. When an arrestee is booked into Department custody and the city, county, state, and country of the arrestee's birthplace is known or can be obtained, that information shall be entered in the birthplace (BP) field of the Decentralized Automated Booking Information System (DABIS) "DBK 1" screen at the time of booking.

Note: When the arrestee is foreign born, the booking employee shall ensure that an "X" is entered as the first character in the birthplace field.

604.42 COMPLETION OF LOS ANGELES CONSOLIDATED BOOKING FORM, FORM 5.1. Completion of a Los Angeles Consolidated Booking Form, Form 5.1, is required for a juvenile booking only when the subject is:

- * Twelve years of age or older booked for any offense under Sections 601 or 602 WIC (4/625.10).

- * Male juvenile, age 16 or 17, detained at the Los Angeles County-USC Medical Center (4/218.67).

Note: Juveniles taken into custody for a 300 WIC violation shall be issued a booking number regardless of age; however, the Los Angeles Consolidated Booking Form, Form 5.1, for 300 WIC violations shall be forwarded to Records and Identification Division.

604.43 COMPLETION OF LOS ANGELES CONSOLIDATED BOOKING FORM-MISDEMEANOR BOOKING APPROVAL. The name and serial number of the watch commander giving a misdemeanor booking approval shall be placed in the lower left portion of the "**Property**" box on the Los Angeles Consolidated Booking Form and in the narrative portion of the arrest report, when one is completed.

604.45 BOOKING AT LOS ANGELES COUNTY JAIL. Officers booking a female arrestee at Los Angeles County Jail shall perform the following duties prior to transporting the female arrestee.

- * Transport the arrestee to the appropriate Area station;
- * Complete a Los Angeles Consolidated Booking Form, Form 5.1.2;

Note: When completing the Form 5.1.2, the "location of booking" shall be the Department facility where the form is obtained.

If the Decentralized Automated Booking Information System (DABIS) is unavailable, complete a Los Angeles Consolidated Booking Form, Form 5.1, and obtain a booking number telephonically from Records and Identification Division.

- * Inventory the arrestee's personal property and list the property in the "Property" Box of the Consolidated Booking Form;
- * Place the arrestee's property in a plastic prisoner property bag. The Property Record Page of the Consolidated Booking Form shall be placed in the bag in such a manner that the identification information is visible;

Note: The arrestee may retain a plain wedding band, dentures, and prescription eye glasses.

- * Ensure the Prisoner's Receipt page of the consolidated booking form is retained by the arrestee;
- * Allow the arrestee to retain up to \$40.00 in U.S. currency on her person;
- * Have a supervisor verify the amount of currency retained by the arrestee and the amount packaged in the plastic property bag, and initial the "retained" and "deposited" boxes on the Los Angeles Consolidated Booking Form, Form 5.1.2;
- * Place the currency to be deposited in a coin envelope and seal it in the upper portion of the plastic property bag;

Note: The property bag shall be sealed in the

presence of the supervisor verifying the amount and, whenever practicable, in the arrestee's presence.

- * Obtain a booking photograph of the arrestee as required in Department Manual Section 4/635.10;
- * Complete three Fingerprint Cards, Form FD249. Attach the completed Fingerprint Cards to the Booking and Identification Record page of the Consolidated Booking Form;
- * Complete one Palm Print, Form 5.6.1, and one Handwriting Exemplar, Form 5.7, as required by Department Manual Sections 4/625.25 and 4/625.30; and,
- * Distribute completed reports in accordance with established procedures. (Department Manual Section 5/5.2).

The arrestee, plastic prisoner property bag, and the Jail Custody Record page of the Consolidated Booking Form shall be transported to Los Angeles County Jail. Upon delivering the female arrestee to the Los Angeles County Jail, the arrestee's personal property shall be presented to the reception employee, who will remove the coin envelope (containing the arrestee's currency) from the plastic property bag and instruct the officer to deliver the envelope to the Los Angeles County Jail cashier. The cashier will verify the amount of currency to be deposited and issue a "deposit ticket" (LASD FORM SH-J-251A). The officer shall give the arrestee the prisoner's copy (green) of the "deposit ticket," and submit the depositor's copy (white) with the Booking and Identification Record page of the Form 5.1.2 or 5.1.0. The plastic prisoner property bag and the Jail Custody Record page will be retained by the reception clerk at the Los Angeles County Jail.

604.50 BOOKING CHARGES. When a person is arrested without a warrant for the commission of more than one offense, he or she shall be booked on the charge carrying the greatest penalty, or on the charge for which the evidence is most conclusive.

A person arrested for an offense punishable as a felony shall be booked on the felony charge regardless of whether the case could be prosecuted as a misdemeanor under authority of 17(b)4 P.C.

Exception: A juvenile may be handled as a "contact only" in compliance with existing procedures (4/218.68).

When a misdemeanor *warrant* is issued for a felony crime (e.g., 459 P.C.-Misdemeanor) the booking charge shall be as specified on the warrant.

When a *felony* narcotics arrestee is also suspected of committing any other felony, the recommended booking charge *shall* be for the non-narcotic crime. In the event that the arrestee is released from the original charge, the investigating unit having responsibility for

the original charge shall be responsible for filing the narcotics charge(s).

The Arrest Report, Form 5.2, shall include prima facie evidence of all violations committed by the arrestee.

Note: When a person is arrested on a local charge or warrant and a fugitive charge, he/she shall be booked on the local charge or warrant. The fugitive charge shall be placed supplementary (4/646.10).

Investigations and Arrests by Investigative Personnel. Investigative officers having responsibility for the filing of a booking charge shall be responsible for filing any additional charges for which prima facie evidence exists in the arrest report.

Felony Investigations and Arrests by Uniformed or Non-Investigative Personnel.

* **Adults or Juveniles Booked on a Felony Non-Narcotics Charge.** If the arrest involves additional narcotics charges, the concerned operations support division shall also file related narcotics charges.

* **Adults Booked on a Felony Narcotics Charge.** The follow-up investigation for which an adult arrestee was booked on a felony narcotics charge shall be the responsibility of Narcotics Division. Narcotics Division shall also file non-narcotics charges for which prima facie evidence exists in the arrest report.

* **Juveniles Booked on a Felony Narcotics Charge.** The follow-up investigation for which a juvenile arrestee was booked on a felony narcotics charge shall be the responsibility of Juvenile Division. Juvenile Division shall also file non-narcotics charges for which prima facie evidence exists in the arrest report.

* **Adults and Juveniles Booked Together on a Felony Narcotics Charge.** The follow-up investigation in which adults and juveniles were arrested together shall be handled per mutual agreement between Narcotics Division and Juvenile Division.

Note: If another Department entity is better suited to file charges, that responsibility may be transferred after mutual agreement (4/550.12).

606. TYPES OF BOOKINGS.

606.02 COURT BOOKINGS. When a person is booked on a court commitment, the concerned court (e.g., Division 50) shall be noted on the Booking and Identification Record, Form 5.1, in the boxes titled "DIVN. & DETL. ARR.," "LOCATION OF ARREST," and "ARRESTING OFFICER(S)."

606.03 ENROUTE BOOKING-OUTSIDE AGENCY. Whenever jail personnel receive outside agency arrestees for temporary detention, they shall not be booked or

processed. The Short Arrest Report, Form 5.2.1, shall be utilized to record the jail's acceptance of temporary outside agency detainees. The checkboxes marked, "Temporary Detention For" and "Charge" shall be marked whenever the concerned jail receives temporary detainees.

Note: Identification Thumb and four fingers flat prints shall be obtained on the reverse side of the Short Arrest Report's Custody Record at the time of intake and when released to outside agency authorities. An arrestee identification band shall be completed and attached to the left wrist of the arrestee, as soon as practical after the arrestee is received. The band shall include the arrestee's name, right thumb print, and property bag number (if appropriate).

Temporary outside agency detainees shall not otherwise be photographed, fingerprinted, or issued booking numbers.

When it is ascertained that a person booked on an enroute booking has a local want or warrant, notification shall be made to the Fugitive Warrants Section, Detective Support Division, by the custodial detention officer.

Note: When Fugitive Warrants Section is closed notification shall be made to Detective Information Desk, Detective Support Division.

606.07 FUGITIVE WARRANT BOOKINGS.

In-State Fugitive Warrants. When a person is arrested for another agency within the State and this Department does not have a pending investigation pertaining to the person, the Booking and Identification Record, Form 5.1, shall be completed as follows: Enter the criminal charge, followed by the word "FOR," and the name and complete designation of the wanting agency.

Example: 211 P.C. (Robbery) for Fresno P.D. 459 P.C. (Burglary) for San Diego Sheriff

Out-of-State Fugitive Warrants. Officers obtaining a return on a want and warrant check indicating that an individual has an out-of-state fugitive warrant shall check to determine if the return contains the "Limited" extradition designator. This includes extradition warrants that do not list California as a state from which the issuing agency is willing to extradite.

Note: For "Limited" extradition cases, officers may lawfully arrest and book a suspect named on an out-of-state warrant even if California is not listed on the warrant as a state from which the suspect will be extradited. However, officers shall not contact the issuing agency for warrant or stolen vehicle information without prior approval from Fugitive Warrant Section (FWS), Detective Support Division (DSD), or when closed, DSD Administrative Desk.

Multiple Charges. If a suspect, who has been arrested on a local or in-state charge, is also wanted on an out-of-state fugitive warrant, or

is an occupant in an out-of-state stolen vehicle, the local or in-state charge shall take precedence. The fugitive charge shall be placed supplementary.

Note: A Probable Cause Determination shall be completed whether California Penal Code (PC) Section 1551.1 is the primary or supplemental charge.

Exception: If the local charge is a Release From Custody (RFC) offense, an RFC shall not be issued. Instead, the suspect shall be booked for Section 1551.1 PC (Fugitive) and the elements of the RFC offense shall be included in the narrative portion of the arrest report.

Booking Advice. Booking advice for out-of-state fugitive arrests shall be obtained from the investigative supervisor, FWS, or when closed, DSD Administrative Desk. Sworn personnel shall provide the FWS supervisor with the name of the fugitive, the identity of the requesting entity, the charge against the fugitive, any stolen vehicle information and the jurisdiction reporting the vehicle stolen.

No Extradition Out-of-State Warrants. Officers obtaining a return on a want and warrant check indicating that an individual has an out-of-state fugitive warrant shall check to determine if the return contains the "NOEX" (No Extradition) designator. If so, personnel shall not arrest the person based on the hit without independent probable cause. Booking advice and approval for out-of-state fugitive arrests shall be obtained from the investigative supervisor, FWS, or when closed, DSD Administrative Desk. Fugitive Warrant Section has the final authority on booking charges for out-of-state issues.

Out-of-State Stolen Vehicles. All occupants in an out-of-state stolen vehicle should be detained pending an investigation. Each occupant should be interviewed separately to determine whether he/she was directly or indirectly involved in the theft of the vehicle. When an occupant of an out-of-state stolen vehicle is unable to satisfactorily demonstrate legitimate cause for being in the vehicle, he/she (except for young children unable to operate a motor vehicle) shall be booked under Section 1551.1 PC. Occupants shall not be booked for California Vehicle Code Section 10851 or 487(D) PC.

Example: 1551.1 PC Fugitive Arizona-GTA.

Out-of-Country Warrants. Officers receiving information that a suspect may be wanted in another country shall not arrest the suspect without independent probable cause. Officers receiving this information should avoid contact with the suspect and obtain as much information as possible from the source. This information shall be given as soon as possible to the Foreign Prosecution Liaison Unit, FWS or when closed, the Department Command Post.

When a person is arrested for an out-of-state agency and this Department does not have a

pending investigation pertaining to the person, the Booking and Identification Record, Form 5.1, shall be completed as follows: Enter 1551.1 P.C., the designation "FUGITIVE," the name of the wanting state or country, followed by the criminal charge.

Example: 1551.1 P.C. Fugitive New York-Robbery.
1551.1 P.C. Fugitive Idaho-Burglary.

Note: When the person arrested is a juvenile, insert the proper Welfare and Institutions Code section prior to the charge.

Example: 602 WIC-Fugitive New York-Robbery.

606.09 BOOKING OF ARMED FORCES PERSONNEL. When a member of the United States Armed Forces is booked, the following information shall be included on the Booking and Identification Record:

- * In the box entitled "PROPERTY," insert the arrestee's branch of service, rank, serial number, location of ship or station, whether in or out of uniform, and duty status; also the rank, name, and serial number of the Liaison Officer, and the name and serial number of the officer who reported the information to the Liaison Officer.

Note: The following information shall be reported to the Department Command Post, Communications Division, by telephone:

- * The arrestee's name, serial number, rank, ship or station, duty status, whether in uniform or civilian clothes, booking number, and the names of the arresting officers.

606.14 BOND SURRENDER BOOKINGS. A bond surrender booking shall be made only when:

- * A bondsman who posted an arrestee's bail or the bondsman's lawful designee (e.g., "bounty hunter") desires to return the arrestee to custody of this Department, AND
- * The arrestee was released from custody of this Department by the posting of a bail bond, AND
- * The arrestee's bail has not been forfeited (bondsman's signed statement of non-forfeiture may be accepted as verification).

Note: If bail has been forfeited and no warrant has been issued, the bondsman must surrender the prisoner directly to the court declaring the forfeiture.

When the above conditions exist, the booking employee shall obtain one of the following:

- * A certified copy of the undertaking of the bail;
- * A certified copy of the certificate of deposit, or,

- * An affidavit given by the bail licensee or surety company listing all the specific information that would be included on a certified copy of an undertaking of bail.

Note: Penal Code Section 1300 (a)(3) also provides that the accepting agency must, within 48 hours of the surrender, bring the defendant before the court in which the defendant is next to appear on the case for which he/she has been surrendered.

In addition, the booking employee shall:

- * Use the SI01 (Booking Number Inquiry, AJIS) function or the SI02 (Name Inquiry, AJIS) function on a NECS terminal.
- * Give the bondsman a Certificate of Bail Surrender, Form 6.40.

Note: A bondsman's prisoner shall not be received into any City jail facility when the prisoner was not originally detained by this Department.

Arrest Status Unchanged. If the arrest status of the arrestee has not changed since the issuance of the bond, the following information shall be included on the Booking and Identification Record, Form 5.01.2:

- * In the box entitled BKG# on the DTL2 DABIS screen enter the original booking number. In the space following "SUPPLEMENTAL" on the DTL2 DABIS screen, enter "Y."
- * In the box entitled **Charge**; insert the charge followed by "Bond Surrender."
- * In the box entitled **Div. & Detl. Arr.**, insert "Bondsman."
- * In the box entitled **Location of Arrest**, insert the location of apprehension by the bondsman.
- * In the box entitled **Property**, insert the following information:
 - * "Bond Surrender on Bail Bond No." (number).
 - * Name and address of the bonding company and the name of the surety company.
 - * Court information (the date and time of the next session of the appropriate court to which the arrestee can be routinely transported).
 - * "Bail" followed by the amount of bail.
 - * "Arrestee and Bondsman Declare Bail Has Not Been Forfeited."

- * In the box entitled **Arresting Officer(s)**, insert the typed name of the bondsman, the word "**Bondsman**" in parentheses, and obtain the bondsman's signature.

Arrest Status Changed, No New Charge. If the arrest status of the arrestee has changed since the issuance of the bond and no new charges have been filed, the Booking and Identification Record, Form 5.01.2 shall be completed as above, with the following exception:

* In the box entitled **Property**, in place of "Court Information," insert the notation "Released From Custody," followed by the name and serial number of the investigating officer who authorized the release of the charge shown on the bond. No bail amount shall be shown.

Arrest Status Changed, New Charge. If the arrest status of the arrestee has changed since the issuance of the bond and a new charge has been filed, the Booking and Identification Record, Form 5.1.2, shall be completed as above with the following exceptions:

- * In the box entitled **Charge**, insert the current charge.
- * In the box entitled **Property**, in addition to the information-called for above, on a separate line, insert "City Attorney's Complaint Number (number)."

Note: Bail amount shown shall be the amount of bail for which the arrestee may be released (misdemeanor bail schedule).

606.15 PRIVATE PERSON'S ARREST BOOKING. When an arrestee is booked as the result of a private person's arrest the following information shall be included on the Booking and Identification Record, Form 5.1:

- * In the box entitled **Div. & Detl. Arr.**, insert the private person's arrest symbol, "(CZN)," followed by the division transporting.
- * In the box entitled **Arresting Officer(s)**, insert the name of the arresting private person(s), followed by the symbol "(CZN)."

606.16 MEDICAL TREATMENT BOOKINGS. When an arrestee receives medical treatment after arrest and prior to booking (4/648.10), the booking employee shall insert an "X" in the box entitled **MT** on the Booking and Identification Record.

Note: The copy of the medical treatment slip shall accompany the Custody Record page of the booking form.

610. BOOKING CHARGES.

610.05 LISTING CHARGES - GENERAL. When the booking is for violation of a California law or a Los Angeles municipal ordinance, including warrant bookings and supplemental bookings, the booking section, as listed in the Automated Justice Information System (AJIS) Booking Charge Table, shall be entered exactly as depicted in the appropriate charge table, followed by a parenthesized abbreviation of the crime.

610.10 BOOKING OF JUVENILES. Juveniles shall be booked on the charge recommended by the concerned detective division investigative supervisor or the concerned Area watch commander.

Exception: The watch commander approving the booking has the final authority as to the booking charge. In the event the investigative supervisor's advice differs from that of the watch commander, the watch commander shall

ensure his/her rationale is properly documented in the Watch Commander's Daily Report, Form 15.80.

610.12 ATTEMPTED CRIMES. When a booking is made for an attempt to commit any crime, the booking shall be completed as follows: Enter 664/ followed by the Penal Code section number for the crime that was attempted.

Example: 664/459 P.C Attempt Burglary.

610.20 DANGEROUS WEAPONS BOOKINGS. When a booking is made for violation of the Dangerous Weapons' Control Law, the charge shall be (section number) P.C. (DWCL).

610.25 FORGERY BOOKINGS.

Prescriptions. When a booking is made for a forgery involving prescriptions, the booking shall be 4390 B.P. (Forg-Presec).

Personal and Business Checks. When a booking is made for a forgery involving personal or business checks, the booking charge shall be 470 P.C. (Forg-Chks).

Government Checks. When a booking is made for a forgery involving government checks, the booking shall be 470 P.C. (Forg-Gov't Chks).

Credit Cards. When a booking is made for a forgery involving a credit card, the charge shall be 470 P.C. (Forg-Cr Crd).

Airline Tickets. When a booking is made for a forgery involving airline tickets, the booking charge shall be 470 P.C. (Forg-A/L Tkts).

Other Documents. When a booking is made for forgeries other than those listed in this section, the booking charge shall be 470 P.C. (Forg-Other).

610.30 AUTO BURGLARY BOOKINGS. When a booking is made for auto burglary, the charge shall be 459 P.C. (Auto Burglary).

610.35 LOTTERY BOOKINGS. When a booking is made for lottery violation the number of tickets, if any shall be listed following the charge as "Three or less" or "More than three."

610.40 DESERTER BOOKINGS. When a booking is made for desertion from the Armed Forces, the charge shall read "Desertion, to be released to (particular agency)."

610.50 GRAND THEFT BOOKINGS.

Pickpocket. When a booking is made for grand theft accomplished by picking a pocket, the charge shall be 487.2 P.C. (G.T.-Pickpocket).

Purse Snatching. When a booking is made for grand theft accomplished by means of purse snatching, the charge shall be 487.2 (G.T.-Purse Snatching).

Theft From Person. When a booking is made for grand theft from person accomplished by means other than picking pockets, purse snatching, or bunco, the charge shall be 487.2 P.C. (G.T.-Person).

Grand Theft Bunco. When a booking is made for grand theft from person accomplished by means of a bunco, the charge shall be 487.1 P.C. (G.T.-Bunco).

610.52 DISORDERLY CONDUCT BOOKINGS.

Lewd or Dissolute Conduct. When a booking is made for lewd or dissolute conduct, the charge shall be 647(a) P.C. (Lewd Conduct).

Prostitution. When a booking is made for prostitution, the charge shall be 647(b) P.C. (Prostitution).

Begging. When a booking is made for begging, the charge shall be 647(c) P.C. (Begging).

Loitering About Public Toilets. When a booking is made for loitering in a toilet, the charge shall be 647(d) P.C. (Lewd Loiterer).

Loiterer Who Refuses to Provide Identification. When a booking is made for loitering on a street, the charge shall be 647(e) P.C. (Loiter Street).

Prowler. When a booking is made for prowling the charge shall be 647(g) P.C. (Prowler).

Peeping Tom. When a booking is made for peeping tom, the charge shall be 647(h) P.C. (Peeping Tom).

Lodger. When a booking is made for lodging without permission of the owner, the charge shall be 647(i) P.C. (Lodger).

610.53 UNDER-THE-INFLUENCE BOOKINGS-647(f) P.C. When an arrest is made for violation of 647(f) P.C. for being under-the-influence of an intoxicating agent in a public place, the appropriate booking charge indicated below shall be used:

INTOXICATING AGENT(S) BOOKING CHARGE

Adult Arrestees

Liquor, OR liquor combined with drugs, toluene (glue sniffing), or similar toxic substances.	647(f) P.C. (DRUNK)
Drugs, OR drugs combined with toluene (glue sniffing) or similar toxic substances.	647(f) P.C. (DRUGS)
Toluene (glue sniffing) or similar toxic substances.	647(f) P.C. (TOXIC SUBSTANCE)

Juvenile Arrestees

Liquor.	602 W.I.C. (647[f] P.C.-DRUNK)
Drugs, OR drugs combined with liquor, toluene (glue sniffing) or other toxic substances.	602 W.I.C. (647[f] P.C.-DRUGS)
Toluene (glue sniffing) or similar toxic substances, OR such toxic substances, combined with liquor.	602 W.I.C. (647[f] P.C.-TOXIC SUBSTANCE)

Note: A public place for the purpose of 647(f) P.C. includes, but is not limited to, a public street, sidewalk, alley, park, or publicly owned

building. A public place also includes private property to which the public commonly has access, either free or by payment of a fee.

610.55 TRAFFIC VIOLATION BOOKINGS. When a booking is made for a traffic violation under the authority of Vehicle Code Section 40302 or 40303, the charge shall be the most serious violation cited, followed by the notation "By the Authority of (specify section and subsection of 40302 or 40303)."

When the violation charged is Vehicle Code Section 22350, the specific speed charged shall be included and written as "22350 V.C. (45/25)."

610.60 MANSLAUGHTER IN DRIVING MOTOR VEHICLE BOOKINGS. When a booking is made for manslaughter in the driving of a motor vehicle, the charge shall be 192(c) P.C. (Manslaughter) (Felony).

610.62 BATTERY AND A.D.W. AGAINST PEACE OFFICER BOOKINGS.

Battery. When a booking is made for battery upon the person of a peace officer, the charge shall be 243 P.C. (Battery/Peace Officer).

ADW. When a booking is made for ADW upon the person of a peace officer, the charge shall be 245(b) P.C. (ADW/Peace Officer).

610.65 DRIVING-UNDER-THE-INFLUENCE BOOKINGS. The booking charge shall be 23152a, b or c. V.C. (DUI) when:

- * The arresting officer witnesses the arrestee commit the elements of driving on a highway while under the influence of intoxicating liquor, or the combined influence of intoxicating liquor and any drug; OR,
- * The arrestee was lawfully arrested or detained by another peace officer; OR,
- * The arrestee was lawfully arrested or detained by a private person who witnessed the driving element of the offense.

Note: Driving-under-the-influence arrests effected as the result of a traffic collision investigation shall have the letter "T" included in the booking charge (Example: 23152a V.C.-T(DUI)).

610.74 CALIFORNIA YOUTH AUTHORITY WARRANT BOOKINGS. When an arrest is made on a C.Y.A. warrant, the charge shall be followed by "Enroute-CYA" in the box titled "Charge" on the Booking and Identification Record, Form 5.1.

If the arrestee is an adult, the arresting officer shall make a telephonic notification of the booking to the C.Y.A. Missing Ward Unit, Parole Headquarters-South.

Note: When an individual is arrested on a C.Y.A. warrant and there is also a local charge, the local charge shall take precedence; and the custodial detention officer shall make the appropriate notifications to the C.Y.A. Missing

Ward Unit, Parole Headquarters-South (teletype code "LOS"). Any other change of custody or arrest status affecting the arrestee's availability for release shall also be teletyped to C.Y.A. (4/165.35).

When the arrestee is a juvenile, the arrestee shall be detained at an appropriate juvenile detention facility.

610.75 FIREWORKS VIOLATION BOOKINGS. Unlawful use, possession, sale, or discharge of fireworks shall be charged under Section 57.55.01 L.A.M.C.

When unusual circumstances or elements of commercialism exist, the Los Angeles Fire Department, Fire Prevention Section, shall be contacted for investigative assistance and expert testimony.

611. COUNTYWIDE WARRANT SYSTEM (CWS) BOOKINGS.

611.05 ACCESSING CWS-OFFICER'S RESPONSIBILITY.

Accessing CWS via NECS Terminal. Officers shall, whenever practicable, access CWS via an Area NECS computer terminal. In addition to data pertaining to suspects, officers initiating CWS inquiries via a NECS terminal shall enter, or cause entry of, the following information:

- * Requesting officer's last name or assigned unit radio designation.
- * Requesting officer's serial number.
- * Requesting officer's date of appointment.

Accessing CWS via Radio. Officers requesting CWS information via radio shall:

- * Upon receiving a clear radio frequency, begin transmission by stating the requesting officer's assigned unit radio designation, followed by all available suspect descriptors. The descriptor shall include the paternal and maternal last name of a Spanish surnamed suspect, unless it is determined that only one name is used.

Note: This data shall be entered into the appropriate CWS format field by the receiving control operator. If a positive response is received, the suspect descriptors from the warrant shall be relayed to the requesting employee.

- * If applicable, designate the Area NECS computer terminal to which a warrant information sheet is to be forwarded.

Note: Unless otherwise directed, officers shall designate the concerned Area jail for receipt of CWS warrant information sheets. Watch commanders may direct officers to designate the concerned Area records unit for receipt of CWS information (4/611.35).

Exception: An officer arresting an adult male in Central, Hollenbeck, Newton, Northeast or Rampart Areas on a misdemeanor warrant may request that the warrant information sheet be

teletyped to Metropolitan Jail Section. When a warrant information sheet is teletyped to Metropolitan Jail Section, approval for booking shall be obtained from a Metropolitan Jail Section supervisor.

611.10 POSITIVE RESPONSE TO CWS INQUIRY-EMPLOYEE'S RESPONSIBILITY. When a positive response is indicated for a CWS inquiry the requesting employee shall:

- * Pre-Arrest Procedures:
 - * Prior to arresting or transporting the suspect, compare the descriptors on the warrant to the suspect's physical characteristics to determine if the suspect is the person described on the warrant.
 - * Officers presented with a Los Angeles Police Department (LAPD) Clearance Document, Form 8.20, or other similarly reliable document issued by another Los Angeles County law enforcement agency or court by the suspect shall:
 - * Review the number and issue date of the CWS warrant response via the Mobile Digital Terminal or radio; and,
 - * Compare that information to the warrant number and issue date on the LAPD or other Los Angeles County law enforcement agency or court clearance document.

Note: The suspect shall not be arrested for the CWS warrant if the issuance date of the CWS warrant is more than 30 days prior to that of the LAPD or other Los Angeles County law enforcement agency or court clearance document.

- * Once a determination has been made, either release or transport the suspect for booking.

Note: Officers obtaining a return on a want and warrant check indicating that an individual has an out of state felony warrant shall check to determine if the return contains "NOEX" (no extradition) designator. If so, officers shall not arrest the person based on the "hit" without independent probable cause. Booking advice and approval for out-of-state fugitive arrests shall be obtained from the investigative supervisor, FWS, or when closed, DSD Administrative Desk. Fugitive Warrant Section has the final authority on booking charges for out-of-state issues.

Pre-Booking Procedures:

- * Immediately take the arrestee before the watch commander for an inspection and interview.
- * Immediately conduct a search of all reasonably available records relating to

the suspect or wanted person whenever a suspect claims **not** to be the person named on a CWS warrant.

- * Obtain booking advice from an investigative supervisor.

Note: Booking advice is not required if the investigative entity responsible for the follow-up investigation is off-duty.

- * Allow the suspect to review a copy of each warrant information sheet for which booking is to take place.
- * Write the name of the arresting officer, the date, and the time the suspect reviewed the warrant(s) on the copy(ies) of the warrant information sheet(s).
- * Record the following information, with respect to each warrant, in the Arrest Report, Form 5.2, when the arrestee claiming not to be suspect of a CWS warrant is booked pursuant to the warrant:
 - * List each of the specified records checked and list those records which were not checked, and the reasons therefore. The arresting officer may discontinue the record search if positive identification of the suspect is established;
 - * State that there are no other reasonably available records that are known to the officer that could have been reviewed which might identify or assist in identifying either the suspect or wanted persons; and,
 - * Articulate the specific facts which give probable cause to believe the arrestee is the wanted person.

- * Obtain booking approval from the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division. Booking advice and approval for out-of-state fugitive arrests shall be obtained from the investigative supervisor, FWS, or when closed, DSD Administrative Desk. Fugitive Warrant Section has the final authority on booking charges for out-of-state issues.

*** Post-Booking Procedures:**

- * Write the booking number on the front upper right hand corner of one copy of the abstract.

Note: In the case of an immediate cash bailout on a misdemeanor traffic warrant, a DR number is used in place of the booking number (4/682.15).

- * Return the abstract to the Unit to which the abstract was teletyped and cause the appropriate booking information to be entered into the CWS.

Note: When a CWS warrant arrestee is booked into a jail facility other than the geographic Area where the warrant information sheet was received, officers responsible for the booking shall, without

delay, telephonically advise the unit where the warrant information sheet was originally received and return the abstract to that unit when practicable.

When an Arrest Report, Form 5.2, is required for an arrestee who is also the subject of a CWS warrant information sheet, or when a CWS abstract is an element of the probable cause that brought about the arrest of a suspect for an offense other than that listed on the warrant information sheet, a copy of the CWS warrant information sheet shall be attached to a Continuation Sheet, Form 15.9, which shall be incorporated into the arrest report.

Jail personnel discovering a CWS warrant(s) on a booked suspect shall compare the physical descriptors of the warrant(s) with those of the suspect and allow the suspect to review the abstract(s) prior to including the warrant(s) as an additional change.

When a warrant information sheet does not arrive at the designated terminal within 15 minutes, the requesting officer shall telephonically notify the Automated Want/Warrant Unit, Records and Identification Division.

611.15 CWS ARRESTEE ALLEGES TO HAVE BEEN PREVIOUSLY BOOKED OR CLAIMS NOT TO BE THE SUBJECT OF A WARRANT.

CWS Arrestee Alleges to Have Been Previously Booked. If an arrestee alleges to have been previously booked by authority of a warrant obtained through the CWS, the arresting officer shall ascertain the validity of the warrant in question. To resolve the status of the warrant, the arresting officer shall:

- * Contact the court of issuance, when possible, and inquire as to the status of the warrant, or
- * Contact Criminal Records Section, Records and Identification Division, and request a check of arrest package for a related booking document, or
- * When applicable, contact law enforcement agency where booking allegedly occurred and request search of arrest package for booking document.

Note: Booking documents must be checked because often warrant arrests are not recorded on Criminal Identification and Investigation Records (rap sheets).

CWS Suspect Claims Not To Be The Subject Of A Warrant. When a suspect claims not to be the person named on the warrant or when a suspect voluntarily submits to a warrant check at an Area/division, officers shall, prior to booking, attempt to identify the suspect by accessing the following:

- * **Local Warrants:**
 - * Los Angeles Police Department Records.
 - * Personal History Index.
 - * Department of Motor Vehicles.

- * Suspect's fingerprint comparison.

For Foreign Warrants, add:

- * Originating Agency.
- * State Criminal History.

If during the records search the suspect is positively identified as the subject of the warrant, the record search may be terminated. When a record check does not eliminate the suspect and the concerned Department employee believes the suspect is the person on the warrant, the suspect may be booked. When a record check is made and the suspect is booked, the procedure shall be outlined in an Arrest Report, Form 5.2 (4/611.10). When a record check is made and the suspect is determined not to be the subject of a warrant a Los Angeles Police Department Clearance Document, Form 8.20, shall be issued.

Note: Jail personnel completing a record check on a booked arrestee shall document the results on the Supplemental Charge Record, Form 5.08, when the arrestee is determined to be the subject of the warrant.

611.20 CWS ARRESTEE PREVIOUSLY BOOKED FOR WARRANT CURRENTLY IN CWS. When it is determined that an arrestee has been previously booked for a warrant currently in the CWS the arresting officer shall:

- * Cause immediate release of the arrestee.
- * Obtain, if possible, the original booking number, date of booking, and booking agency.
- * Telephonically notify the Warrant Unit, Records and Identification Division, of the previous booking and related booking information.

Note: Warrant Unit personnel shall cause removal of the warrant from the CWS.

- * Mark the original and all copies of the warrant information sheet "Delete from CWS," followed by the date, time, reason for deletion, and the arresting officer's name and serial number.
- * Forward, via Department mail, the original and all copies of the warrant information sheet to the Warrant Unit, Records and Identification Division.

611.25 CWS WARRANT INFORMATION SHEET NOT USED FOR BOOKING. When it is not to be used for booking, the requesting officer shall:

- * Mark the original and all copies of the abstract "Reactivate," followed by the date, time, reason for reactivation, and the officer's name and serial number.
- * Return the original and all copies to the unit where the abstract was received and cause the appropriate reactivation information to be entered into the CWS.

611.27 WARRANT CLEARANCE PROCEDURES-INVESTIGATING OFFICER'S RESPONSIBILITY. Whenever

an individual voluntarily submits to a CWS warrant check at an Area or division, an investigating officer shall conduct a records search to determine if the individual has any outstanding warrants. If there are no outstanding warrants for the individual, the investigating officer shall issue the LAPD Clearance Document, Form 8.20, to the individual.

Note: The Form 8.20 shall be issued within two hours of the individual's warrant check or sent by registered mail within 10 days if it is unfeasible to complete the warrant check at the time of request.

If the investigating officer finds that the individual is wanted on an outstanding warrant, the investigating officer shall comply with established pre-booking procedures.

Note: The above procedures apply only to CWS warrants. No clearance document shall be issued for or apply to National Crime Information Center (NCIC) warrants.

611.30 JAIL UNIT'S RESPONSIBILITY. Personnel of the jail unit where a warrant information sheet is received shall:

- * As soon as practicable, deliver the warrant information sheet to the watch commander of the concerned Area/division.
- * Enter the appropriate **booking** information into the CWS when an arrestee is booked or posts immediate cash bail.
- * Enter the appropriate **reactivation** information into the CWS when a warrant information sheet is not used to book an arrestee.

Personnel of the jail unit where a warrant arrestee is booked shall:

- * Allow misdemeanor arrestees booked pursuant to a warrant immediate access to their property if the arrestees claim that the property contains evidence that they are not the suspect listed on the warrant.

Note: If the misdemeanor arrestee authorizes, the property shall be released to any third party designated by the arrestee.

- * Enter the appropriate **booking** information into the CWS when an arrestee is booked or posts immediate cash bail.

Note: When a booked prisoner is found to have an additional misdemeanor warrant, the abstract will be forwarded to the facility where the arrestee was booked. Upon receipt of the abstract, the concerned custodial detention officer shall verify the arrestee's identification, complete a Supplemental Charge Record, Form 5.8, and enter the appropriate booking or reactivation information into the CWS. When a records unit receives such an abstract, the concerned records supervisor shall cause the abstract to be immediately delivered to the custodial detention officer and the appropriate booking or reactivation information to be entered into the CWS.

- * Upon receiving an Overtime Response to Abstract Teletype, an employee assigned or detailed to a jail facility shall, as soon as practicable, deliver such notification to the concerned watch commander.
- * When an arrestee is booked on a want or warrant obtained from the CWS computer, place the system identification number in the appropriate box on the Booking and Identification Record.
- * Place want and warrant numbers in the Warrant Number box. Want numbers shall be preceded by the letters "WNT." The original of the arrest warrant information sheet shall be stapled to the back side of page 1 of the Booking and Identification Record.
- * When an arrestee has been arrested on a want obtained from CWS and it is determined prior to booking that a warrant has been issued for the same offense, the warrant number shall be placed in the Additional Charges box.
- * When an arrestee has additional warrants having the same system identification number as the original, the warrant numbers and courts shall be placed in the Additional Charges box. When the additional warrants have different system identification numbers, the additional system identification numbers shall be placed in the Additional Charges box preceding the warrant number.

Exception: When an arrestee is booked on an original warrant and a CWS system identification number is not available, the word "Hardcopy" shall be placed in the system ID Number space of the Booking and Identification Record.

Note: When an arrestee is booked on a want or warrant which requires an Arrest Report, Form 5.2; a Disposition of Arrest and Court Action Report, Form 5.9; or an Investigator's Final Report, Form 5.10, the Booking and Identification Record, Form 5.1, shall be used.

- * Ensure that both the system identification and warrant numbers from all abstracts are entered into the computer.

611.35 RECORDS UNIT'S RESPONSIBILITY. When the concerned Area jail unit is unable to receive warrant information sheets and/or update CWS information, the records unit shall be designated, by the concerned patrol division watch commander, to perform the appropriate function. Personnel of the records unit shall:

- * Enter the appropriate **booking** information into the CWS when an arrestee is booked or posts immediate cash bail.
- * Enter the appropriate **reactivation** information into the CWS when no arrestee is booked on the abstract.
- * Deliver to the concerned watch commander, as soon as practicable, any Overtime Response to Abstract Teletypes.

611.45 PATROL DIVISION, WATCH

COMMANDER'S RESPONSIBILITY. Patrol division watch commanders shall be responsible for:

- * Advising patrol division personnel to request transmission of warrant information sheets to the Area records unit when the concerned jail unit is unable to receive and/or update CWS information.
- * Directing appropriate corrective action to be taken in the case of overdue status warrants.

Note: A warrant shall not be reactivated unless positively ascertained, by contacting the arresting officer, that an arrestee has not been booked pursuant to the authority of the warrant in question.

Upon receipt of a CWS warrant information sheet, the concerned Area/division watch commander shall:

- * Cause the warrant number and suspect's name to be entered upon the Warrant Abstract Log, Form 08.12.
- * Maintain custody of the warrant information sheet until release to the Department employee requesting the CWS inquiry.
- * Prior to releasing the warrant information sheet, cause the requesting employee to sign their name and serial number on the Warrant Abstract Log, Form 08.12, acknowledging receipt of the warrant information sheet.
- * Ensure the appropriate disposition of the warrant information sheet.
- * Cause an entry to be made on the Warrant Abstract Log, Form 08.12, indicating the disposition of the warrant information sheet.
- * Sign their name and serial number on the Warrant Abstract Log, Form 08.12, verifying the receipt and disposition of the warrant information sheet.

611.50 JAIL DIVISION SUPERVISOR'S RESPONSIBILITY. Jail Division supervisors shall be responsible for:

- * Ensuring proper disposition of warrants teletyped to Jail Division.
- * Directing appropriate corrective action in the case of overdue status for warrants teletyped to Jail Division.

Note: Warrants shall not be reactivated unless positively ascertained, by contacting the arresting officer, that an arrestee has not been booked pursuant to the authority of the warrant in question.

611.55 RECORDS AND IDENTIFICATION DIVISION RESPONSIBILITY. A CWS warrant that caused the wrong suspect to be booked shall be purged from CWS. Purged warrants shall not be reactivated or re-entered into the CWS data base, unless:

- * The purged warrant is a felony warrant, felony want, or felony commitment; and,
- * The Commanding Officer, Records and Identification Division, determines that the purged warrant, on its face or as

supplemented by data obtained through additional investigation, contains sufficient reliable, descriptive information about the wanted person to justify re-entry.

Note: A warrant that has been purged from the CWS data base and is subsequently recalled by the court and reissued after the addition of new descriptor information may be re-entered into the CWS data base if the warrant meets the minimum input requirements.

The arrest disposition of an arrestee booked on the wrong warrant shall not be communicated (as part of the criminal arrest history of the arrestee) to the:

- * California Department of Justice;
- * Federal Bureau of Investigation; or
- * Any local, state, or national organization, agency, or data collection service.

If an arrest record is communicated to an above listed entity and it is subsequently determined that the arrestee is not the suspect listed on the warrant, a copy of the arrest and disposition records shall be forwarded within 30 days of the determination to the concerned agency and the last known address of the arrestee indicating that the person was arrested on a warrant issued for another person. "Purge the records of the arrest" shall be noted in red at the top of the form.

615. BOOKING MILITARY PERSONNEL.

615.10 NOTIFICATION TO LIAISON OFFICER. When booking a member of the Armed Forces (1), the booking employee shall notify the Liaison Officer, Detective Support Division, by telephone, of the arrestee's:

- * Name, rank, and serial number.
- * Branch of service.
- * Organizational unit and its location.
- * Dress (uniform or civilian clothes).
- * Duty status (on liberty, on orders, AWOL, deserter).

The name, rank, and serial number of the Liaison Officer shall be obtained and placed on the booking slip (4/606.09).

[(1) Armed Forces personnel include: members of the Navy Marine Corps, Air Force, Army, Coast Guard, and National Guard on active duty.]

615.20 MILITARY SERVICE GROUPS TO BE BOOKED AS CIVILIANS. The regular booking procedure shall apply when an arrestee is a member of the:

- * United States Maritime Service.
- * California State National Guard (inactive duty).
- * United States Maritime Training Service.
- * California State Naval Guard.

615.30 ARMED FORCES INDUCTEES. When an arrestee has received orders to report to an induction center but has not been inducted, he/she shall be handled as a civilian.

If the detention results in his/her being unable to report to the induction center at the specified time, the Federal Bureau of Investigation shall be notified.

615.40 HIGH-GRADE MISDEMEANORS AND FELONIES BY ARMED FORCES PERSONNEL. When a member of the Armed Forces is arrested for a felony or a high-grade misdemeanor (2), he/she shall be booked on the offense indicated and not released to the military authorities.

[(2) "High-grade" misdemeanors include: Petty Theft, Dangerous Weapons' Control Law, Traffic Manslaughter, Indecent Exposure, Child Molesting, Contributing, Lewd Conduct, Lewd Loiterer, and all other misdemeanor sex crimes.]

617. BOOKING ON A "FOREIGN" CALIFORNIA ADULT MISDEMEANOR WARRANT.

617.10 NOTIFICATION TO DEMANDING JURISDICTION. When an arrestee is booked on a foreign California adult misdemeanor warrant and is not wanted on a local charge, the custodial detention officer shall cause a Notification of Availability for Release Teletype (4/165.34) to be sent to the demanding jurisdiction. The foreign jurisdiction shall also be notified by the custodial detention officer of any change of custody or arrest status affecting the arrestee's availability for release.

Exception: When an adult is booked on a Los Angeles County Sheriff's Department misdemeanor warrant, the detention officer shall cause a teletype notification to be sent to the Sheriff's Department Transportation Bureau (4/660.20).

617.15 JUVENILE NAMED ON A FOREIGN CALIFORNIA ADULT TRAFFIC WARRANT. When a juvenile is named on an adult traffic warrant that was issued by a court outside the City of Los Angeles, the watch commander approving the booking shall ensure that an attempt is made to contact the jurisdiction of issuance to verify the status of the warrant prior to the booking of the juvenile (4/218.60 and 4/218.61).

617.20 BOOKED MISDEMEANANT WANTED ON A LOCAL CHARGE. When an arrestee is booked on a foreign California adult misdemeanor warrant and is subsequently determined to have local wants or warrants, the custodial detention officer shall complete a Supplemental Charge Record, Form 5.8, and cause teletype notification of the change in arrest status to be made to the foreign jurisdiction. When the arrestee remains in Department custody after disposition of the local charge, the custodial detention officer shall cause the Notification of Availability for Release Teletype (4/165.34) to be sent. When custody of the arrestee is transferred to an agency other than the wanting agency, the custodial detention officer shall cause a

Notification of Forwarded Warrant Teletype (4/165.35) to be sent.

618. ARREST OF FOREIGN NATIONALS.

618.20 NOTIFICATION OF ARREST. When an arrestee claims to be a foreign national, the detention officer shall notify the Department Command Post, Communications Division of the arrestee's name, the booking number, and the charge.

618.40 COMMUNICATIONS WITH PRISONERS BY FOREIGN CONSUL. Upon presentation of his credentials, a foreign Consular Officer shall be permitted to visit with any foreign national in custody and to arrange for legal representation. Any communication directed to the foreign Consul by a foreign national in custody shall be forwarded without delay.

620. SEARCHING ARRESTEES AT BOOKING OFFICE.

620.10 REMOVAL OF PROPERTY OF ARRESTEES-CITY JAIL SYSTEM. Arrestees shall be searched at the booking desk in accordance with legal standards and Department policy.

Permissible Items Retained by the Arrestee. Arrestees may only retain the below listed items on his/her person:

- * Clothing being worn (except as listed in Manual Section 4/645.20);
- * Los Angeles Police Department traffic citations (Traffic Notices to Appear), when the arrestee is to appear in a traffic court. Such citations shall be stapled to the arrestee's copy of the Booking and Identification Record, Form 5.1;
- * Prescription glasses; and,
- * Hearing aid with battery.

Note: Juveniles shall be allowed to keep basic clothing only.

All other property that the arrestee is not allowed to retain, with the exception of contraband, shall be packaged in an unused, number-imprinted, polyethylene prisoner property bag (excluding excess personal property). The imprinted number on the prisoner property bag shall be recorded in the **Property** section of the Booking and Identification Record.

620.11 CARE AND CUSTODY OF PERSONAL PROPERTY OF JUVENILE ARRESTEES. Employees arresting or processing juvenile arrestees shall remove all of the juvenile's personal property. The property shall be itemized in the Property section of the Booking and Identification Record, Form 5.1, and packaged in an unused polyethylene prisoner property bag. The property bag shall be sealed and the prepunched number on the bag recorded in the Property section of the Form 5.1.

Note: Money shall be placed in a separate coin envelope before being placed in the property bag.

When booking or processing juvenile arrestees who will not be detained, the employees shall verify the contents of the property bag with the juvenile prior to his/her release. When the juvenile arrestee is to be booked into a Los Angeles County Probation facility, he/she shall be turned over to Intake and Detention Control, Juvenile Hall with a copy of the arrest report and the sealed property bag.

620.12 ADDITIONS TO, OR REMOVALS FROM, THE PRISONER PROPERTY BAG. When a prisoner's personal property is added to, or a portion is removed from, a sealed prisoner property bag, a new bag shall be utilized. The prepunched number on the prisoner property bag shall be recorded in the *Property* section of Page 3 (Property Record) of the Booking and Identification Record, followed by the last name and serial number of the officer adding to, or removing a portion from, the personal property. In addition, when investigations, additions, or removals are made to a prisoner's personal property bag, the custodial detention officer shall record the correct transaction on the back of Page 3 (Record of Property Transaction) of the Booking and Identification Record.

620.15 REMOVAL OF PROPERTY OF ARRESTEES-LOS ANGELES COUNTY JAIL. An officer booking a female arrestee at Los Angeles County Jail shall conduct a search of the arrestee's purse. All property shall be packaged in a prisoner's property package except that the arrestee may return the items allowed under existing Los Angeles County Jail regulations.

620.20 RESPONSIBILITY FOR SEARCH OF ARRESTEE. Searches of prisoners booked in the City Jail System shall be conducted by the arresting or transporting officer, unless specifically relieved of the searching responsibility by an officer assigned to that duty.

With the approval of the commanding officer of the place of booking, an officer may be specifically assigned to searching duties and may assume responsibility for the search of an arrestee from the arresting or transporting officer.

Note: A police officer or station officer conducting the search shall be of the same sex as the arrestee.

620.22 BOOKING SEARCHES.

DEFINITIONS:

Strip Search. A strip search shall be considered to be any search wherein an arrestee is required to remove all of his or her clothing, or to remove or arrange some of his or her clothing, so as to permit a visual

inspection of the underclothing, breasts, buttocks, or genitalia of that arrestee.

Visual Body Cavity Search. A visual body cavity search shall be considered any search wherein an unclothed arrestee is required to bend at the waist, squat, or to lift or spread the breasts, buttocks, or genitalia to allow visual inspection of the body cavities.

Physical Body Cavity Search. A physical body cavity search shall be considered any search requiring any physical intrusion into a body cavity (private parts) by either the arrestee or another person.

Note: Arrestees in Department custody shall not be given a physical body cavity search, except pursuant to a valid search warrant.

Body Cavity. A body cavity is the stomach and rectal cavity of any male or female, or the vaginal cavity of a female. The mouth is not considered a body cavity for the purpose of these procedures.

The three types of searches defined above are restricted to only those arrestees for whom booking approval has been obtained. Neither arrestees nor any other detainees are to be subjected to a strip search, visual body cavity search, or physical body cavity search until after booking approval has been obtained and the appropriate search has been authorized by the supervisor.

Strip searches of arrestees booked into Department facilities shall be conducted as follows:

Misdemeanor/Infraction Arrestees. Arrestees in custody for a misdemeanor or infraction offense shall **not** be given a strip or visual body cavity search unless:

- * The offense involved a controlled substance; or,
- * The offense involved a weapon or violence and there is a reasonable suspicion that the arrestee is concealing a weapon; or,
- * There is an articulable and reasonable suspicion that the arrestee is concealing contraband or a weapon regardless of the offense.

The In-Custody Authorization for Strip Search, Visual Body Cavity Search, Physical Body Cavity Search, Form 5.30, shall be used only by jail personnel to request a search of an arrestee when the necessity to search arises after the arrestee has been booked and the related reports completed.

Officer's Responsibility. When an officer has a reasonable suspicion that an arrestee in custody for a misdemeanor or infraction offense is concealing a weapon or contraband, the officer shall:

- * Complete a Booking Approval, Form 12.31;
- * Submit the Form 12.31 to the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division; and,

- * Upon supervisory approval, conduct the strip search or visual body cavity search.

Note: The search shall be conducted in an area of privacy so that persons not of the same sex as the arrestee or not required for the search are excluded from the immediate area and are unable to observe the arrestee.

- * Upon completion of the search, complete the "Results of Search" portion of the Form 12.31 and include the information in the arrest report narrative.

Note: Any object observed during a visual body cavity search may be recovered by the searching officer (e.g., taped under breast or scrotum) provided it is not inside or partially inside a body cavity, i.e., vagina or anus. In these cases, the arrestee shall be isolated and kept under observation until a body cavity search warrant has been obtained. A physical body cavity search requires a search warrant (4/620.25).

Exception: In any case where the object observed is a weapon and there is an immediate present danger of it being used against an officer, the object may be recovered without a search warrant.

Jail Personnel Responsibility. When it becomes necessary to search an arrestee by means of a strip search, a visual body cavity search, or a physical body cavity search after the arrestee has been booked into the Department jail system and the related arrest reports have been completed, jail personnel shall use the Form 5.30 to request authorization to conduct the necessary search. Custodial searches shall be conducted in the same manner as described for booking searches of misdemeanor or felony arrestees as described herein.

Supervisor's Responsibility. Upon receipt of a Booking Approval, Form 12.31, or an In-Custody Authorization for Strip Search, Visual Body Cavity Search, Physical Body Cavity Search, Form 5.30, the supervisor shall:

- * Confirm the validity of the booking charge;
- * Review the form for completeness and accuracy;
- * Determine if the specific facts and circumstances justify the type of search requested;
- * Approve or disapprove the strip search, visual body cavity search, or physical body cavity search; and,
- * Ensure any search approved is conducted as set forth in this Manual.

Felony Arrestees. Arrestees in custody for a felony offense **shall** be given a strip search. Arrestees in custody for a felony offense shall not be given a **visual** body cavity search unless:

- * The offense involved a controlled substance; or,

- * The offense involved a weapon or violence and there is a reasonable suspicion that the arrestee is concealing a weapon; or,
- * There is an articulable and reasonable suspicion that the arrestee is concealing contraband or a weapon **regardless of the offense.**

Note: A visual body cavity search or physical body cavity search requires a Form 12.31 or a Form 5.30. Additionally, a search warrant is required for a physical body cavity search (4/620.25).

The term "contraband" as it applies to visual body cavity searches is restricted to controlled substances or other items that pose a threat to the security of the jail facility. Visual body cavity searches shall not be conducted, without a search warrant, solely to recover evidence of a crime.

Officers not of the same sex as the arrestee shall be excluded from the immediate area during a strip search or visual body cavity search.

Note: Employees conducting a strip search or visual body cavity search shall not touch the breasts, buttocks, or genitalia of the arrestee.

Arrestee Refusal. If an arrestee refuses to submit to a strip search or visual body cavity search the officer conducting the search shall:

- * Advise the arrestee that he or she will be searched.
- * Notify a supervisor of the arrestee's refusal to be searched.
- * Place the arrestee in an isolation cell under observation until sufficient officers of the same sex as the arrestee are available to conduct the search.
- * Search the arrestee.

A supervisor of the same sex as the arrestee shall be present during the search of combative and uncooperative arrestees.

620.25 PHYSICAL BODY CAVITY SEARCHES. Arrestees in custody shall not be given a physical body cavity search except under the authority of a search warrant and under the following conditions:

- * A physical body cavity search shall be conducted under sanitary conditions by either a physician, registered or licensed vocational nurse, or Emergency Medical Technician Level II licensed to practice in California.
- * The search shall be conducted in an area of privacy so that persons not of the same sex as the arrestee or not required for the search are excluded from the immediate area and are unable to observe the arrestee.

Exception: Licensed medical personnel are not required to be of the same sex as the arrestee.

When a physical body cavity search of any arrestee is conducted, the concerned employee shall complete the required portion of the Form 12.31 or Form 5.30. A copy of the search

warrant shall be distributed with the Arrest Report, Form 5.01.2.

In the event a physical body cavity search of an arrestee is conducted after the arrestee has been booked and the related reports have been completed, jail personnel shall use the Form 5.30. A copy of the search warrant shall be distributed with the Form 5.30.

620.30 CONFINEMENT OF MISDEMEANOR/INFRACTION ARRESTEES.

The concerned custodial detention officer shall ensure that arrestees in custody for a misdemeanor offense involving a weapon, controlled substances, or violence, or arrestees subject to a strip search, visual body cavity search, or physical body cavity search, upon booking, are confined in a separate holding area from other misdemeanor and infraction arrestees.

Exceptions:

- * Three hours after the time of arrest, misdemeanor and infraction arrestees in custody for an offense not involving a weapon, controlled substance, or violence, or not otherwise subject to a strip search or visual body cavity search or physical body cavity search, may be confined with those misdemeanor and infraction arrestees that are in custody for a charge involving a weapon, controlled substance, or violence, or who have otherwise been subjected to a strip search or visual body cavity search or physical body cavity search, in accordance with Title 15 of the California Administrative Code.
- * Misdemeanor and infraction arrestees in custody for other than an offense involving a weapon, controlled substance, or violence, or who have not been the subject of a visual body cavity search or physical body cavity search, may be confined with those misdemeanor and infraction arrestees that are in custody for a charge involving a weapon, controlled substance, or violence, or who have otherwise been subjected to a strip search or a visual body cavity search or physical body cavity search, prior to three hours from the time of arrest when an emergency exists and written supervisory approval is documented in the Watch Commander's Daily Report, Form 15.80, or the Daily Deployment Sheet, Temporary Form 108.

Note: An "emergency" is defined as any condition which poses a risk to the safety and welfare of the prisoners or Department personnel. Overcrowding is not an emergency, except in a mass arrest situation.

625. IDENTIFICATION OF ARRESTEES.

625.10 BOOKING AND IDENTIFICATION RECORD. Rolled right thumbprints shall be placed on the Booking and Identification Record, Bureau of Identification Arrest Notification, and Jail Custody Record pages of

the Los Angeles Consolidated Booking Form, Form 5.1 and Form 5.1.1, for;

- * All booked adults.
- * Juveniles age twelve or older booked for any offense under Section 602 WIC.

Note: Situations may arise when a juvenile, regardless of age, is arrested for a 601 WIC (gang member) violation or a juvenile under 12 years of age is arrested for a 602 WIC (serious crime, multiple offender) violation and should be fingerprinted and/or palm-printed. Such additional fingerprinting shall be at the discretion of the Area juvenile coordinator after appropriate review. During off-hours, the watch commander shall make this determination.

Additionally, the flat fingerprints of the four fingers of the right hand shall be placed in the space provided on the reverse side of the Jail Custody Record, Page 5.

When the arrestee is released, the process shall be repeated and the two sets of prints compared for the purpose of identification.

Note: When the right thumb or fingers cannot be printed, the left thumb and fingers shall be used and a notation to that effect shall be indicated next to the prints.

Juveniles taken into custody for a 300 WIC violation shall be issued a booking number regardless of age; however, the juvenile shall not be fingerprinted as part of the booking process. Manually inked fingerprints for investigative purposes only are permissible. All Los Angeles Consolidated Booking Form, Form 5.1, including those for 300 WIC violations shall be forwarded to Records and Identification Division.

625.20 FINGERPRINTING ARRESTEES.

When an arrestee is booked at a Department facility, the booking employee shall fingerprint and photograph the arrestee using the Livescan Tenprinter, for electronic transmission to Records and Identification Division. When an arrestee is booked at a non-Department facility, other than Los Angeles County Jail, and personnel of that facility are not available to fingerprint an arrestee, it shall be the arresting officer's responsibility to print the arrestee. The arresting officer shall print the arrestee, completing the number of Fingerprint Cards, Form FD249, required by Records and Identification Division.

After obtaining the prisoner's fingerprints and signature on the required cards, the fingerprinting employee shall affix his/her signature, serial number, and date. The approving supervisor shall sign his/her last name and serial number in the lower left corner on the back of the card, under the form number. All other necessary information shall be added by Records and Identification Division.

Booking Areas/divisions with Livescan Network capabilities shall send the fingerprints

of adult and juvenile arrestees to R&I Division via the Livescan within a maximum of sixty minutes after the arrestee is booked. Detention officers unable to FIN an arrestee within a maximum of sixty minutes shall notify the Criminal Identification Section, Records and Identification Division.

When notified that a detention officer has been unable to Livescan an arrestee within a maximum of sixty minutes, the Area watch commander shall record on the Watch Commanders Daily Report, Form 15.80, the reason for not being able to Livescan the arrestee.

The completed Fingerprint Cards shall be attached to the Booking and Identification Record portion of the Los Angeles Consolidated Booking Form, Form 5.1, and forwarded to Records and Identification Division.

Requesting Fingerprints for Arrestees at LAC-USC Medical Center. When an arrestee is booked at Los Angeles County-USC Medical Center and the arrestee's injuries preclude fingerprinting, the arresting officer shall notify Detective Support Division and request a "photograph and print call."

Prior to arraigning or releasing a felony arrestee in custody at LAC-USC Medical Center, the investigating officer shall verify that fingerprints and photographs have been taken.

Note: Records and Identification Division shall provide updated processing requirements to all concerned jail facilities on a periodic basis.

Supplemental Charge Fingerprinting Procedure. Employees completing a Supplemental Charge Record, Form 5.8, shall print flat impressions of both thumbs on pages 1 and 2 of the Supplemental Charge Record.

If a thumb is missing, "missing thumb" shall be entered in the appropriate space. If both thumbs are missing, one additional Fingerprint Card, Form FD 249, shall be completed and attached to the Records and Identification Division copies (pages 1 and 2) of the Supplemental Charge Record.

Supplemental Felony Charge. When a felony charge is added against an arrestee who has already been booked, the arrestee shall be Livescanned selecting the "Criminal Print Only" capture choice. Print three cards and forward with the supplemental booking form to Records and Identification Division.

Note: If the arrestee is not fingerprinted via a Livescan Tenprinter, complete three (3) fingerprint cards using black fingerprint ink.

625.25 PALMPRINTING OF ARRESTEES. The Palm Print, Form 5.6.1, shall be completed when a suspect is booked for the following offenses:

- * Adults.

- * Auto Theft.
- * All Burglaries.
- * Forgery.
- * Robbery.
- * All Thefts.
- * Kidnapping.
- * Murder.
- * Rape.
- * Possession of Destructive Devices or Explosives.
- * Narcotics.
- * Child Molesting.
- * Indecent Exposure.
- * Disorderly Conduct.
- * Loitering Around Schools.
- * Sex Crimes-The Form 5.6.1 may be omitted in sex crimes where all persons involved are adult, voluntary participants.

* Juveniles, 12 or Older.

- * A Felony.
- * Possession of Loaded or Concealable Firearms.
- * Escape.
- * Interstate Fugitive.

Note: Situations may arise when a juvenile, regardless of age, is arrested for a 601 WIC (gang member) violation or a juvenile under 12 years of age is arrested for a 602 WIC (serious crime, multiple offender) violation and should be palmprinted. Such additional palm printing shall be at the discretion of the Area juvenile coordinator after appropriate review. During off-hours, the watch commander shall make this determination.

Juveniles taken into custody for a 300 WIC violation shall not be fingerprinted as part of the booking process. Separate prints for investigative purposes only are permissible.

Note: This form shall be used for any other offense when specifically requested by the concerned investigating officer.

Records and Identification Division. Records and Identification Division shall write all identifying numbers (Booking #, SID #, Main #, LA#) on the Palm Print Card and forward the Palm Print Card to the Latent Print Section, Scientific Investigation Division.

625.26 FORGERY ARRESTEES-SPECIAL FINGERPRINTING. During the booking process, fingertip and side palm prints shall be obtained from all forgery arrestees, using a Palm Print, Form 5.6.1, in addition to all other required fingerprint cards.

Note: Officers booking a female forgery arrestee at Los Angeles County Jail shall obtain the arrestee's fingertip and side palm prints, at Records and Identification Division, prior to booking the arrestee. The completed Form 5.6.1 shall be given to the booking employee at Los Angeles County Jail during the booking process to be included with the regular fingerprint cards.

625.30 HANDWRITING EXEMPLARS OF PRISONERS. The completion of all handwriting cards by prisoners shall be witnessed by a detention officer. A Handwriting Exemplar, Form 5.7, shall be completed by each person booked as an adult for:

- * 470, 470a, 470b P.C. (Forgery);
- * 475, 475a P.C. (Possession of Fraudulent Checks);
- * 476a(a), 476a(b) P.C. (Insufficient Funds – Checks);
- * 484e, 484f(1), 484f(2), 484g, 484i P.C. (Forgeries and other misuses involving credit cards);
- * 532, 532a P.C. (Procuring False Credit Report or Financial Statement);
- * 211 P.C. (Robberies where ransom notes are involved); and
- * Other crimes where handwritten notes are used in the elements of a crime.

Note: When a Supplemental Charge Record, Form 5.8, involves a charge not listed above, a Handwriting Exemplar, Form 5.7, shall be completed if one has not already been made.

Handwriting Exemplars-Juveniles. A Handwriting Exemplar, Form 5.7, shall be completed by each juvenile arrested for:

- * Penal Code Section 470 (Forgery-General).
- * Penal Code Section 476 (Forgery-Checks, etc.).
- * Penal Code Section 476(a) (Checks-Not Sufficient Funds).

Note: A Handwriting Exemplar, Form 5.7, may be taken, on the advice of the Watch Commander, Juvenile Division, of juveniles arrested for other offenses.

625.35 MISDEMEANOR WARRANT ARRESTS-HANDWRITING EXEMPLARS REQUIRED. Officers who take an arrestee into custody on a misdeemeanor warrant for a violation of:

- * 470, 470a, 470b P.C. (Forgery).
- * 475, 475a P.C. (Possession of Fraudulent Checks).
- * 476a(a), 476a(b) P.C. (Insufficient Funds-Checks).
- * 484e, 484f(1), 484f(2), 484g, 484i P.C. (Forgeries and other misuses involving credit cards).
- * 532, 532a P.C. (Procuring False Credit Report or Financial Statement).

shall:

- * Complete an Arrest Report, Form 5.2.
 - * Obtain a handwriting exemplar from the arrestee prior to booking. The exemplar shall consist of a minimum of thirty handwritten signatures in black, ball-point pen.
 - * Witness the handwriting exemplar.
- Make the following notations on the reverse side of the exemplar:
- * Name of arrestee.

- * DR number, located on the warrant information sheet. If the DR number is unavailable, then list the warrant number.
 - * Date, time, and location the exemplar was made.
 - * Witnessing officer's name, serial number, and location of assignment.
- * Book the exemplar as evidence in a manila envelope. Include on the envelope the notations listed above.

Note: When the arrest occurs in a metropolitan Area, the exemplar shall be booked at Property Division. When the arrest occurs in Pacific or West Los Angeles Areas, the exemplar shall be booked at West Los Angeles Property Section. When the arrest occurs in Harbor Area, the exemplar shall be booked at Harbor Property Section. When the arrest occurs in a Valley Area, the arrestee shall be booked at Valley Jail Section and the exemplar shall be booked at Valley Property Section.

- * Include a statement in the arrest report indicating that the exemplar has been obtained and the location where it was booked as evidence.

Note: Exemplars obtained by the arresting officer shall be *in addition to* the handwriting exemplars obtained by the detention officer during the booking process.

625.40 ARRESTEE IDENTIFICATION BAND. An arrestee identification band shall be completed and attached to the adult arrestee's left wrist as soon as practicable after obtaining a booking number. The identification band shall include only the arrestee's name and booking number.

The band shall be completed and attached to all outside agency arrestees received for temporary detention. The band shall contain the name and booking number of the arrestee.

635. PHOTOGRAPHING ARRESTEES AND SUSPECTS.

635.05 LIVESCAN DIGITAL CAMERA USE. The digital camera used in conjunction with the Livescan Tenprinter shall be used only for photographing persons:

- * Who are booked on formal charges; OR,
- * For whom an elimination is being conducted to positively identify a person by prints who is not being booked at the time, but who may be booked after a positive identification is made.

Note: Instructions for the operation of the digital camera shall be established and published by Records and Identification Division.

635.10 PHOTOGRAPHING PRISONERS. The following persons who are booked shall be photographed using the digital camera used in conjunction with the Livescan Tenprinter:

- * All adults; and,
- * All juveniles, 12 years of age or older, taken into custody pursuant to Section 602 WIC.

All arrestees fingerprinted on the Livescan Tenprinter shall be photographed following the procedure established by Records and Identification Division.

- * Room light shall be turned off, camera lights shall be turned on. All three camera lights shall be lit during the photography session. Jail Division personnel shall not adjust or change camera light bulbs or adjust camera lights.
- * Arrestee should be positioned standing on footprints on floor, with head straight, eyes open, but not exaggerated, and without shadows appearing in the background.
- * A minimum of one frontal and one oblique digital mugshot image shall be captured.
- * If an arrestee is wearing glasses, a minimum of one frontal, with and without glasses, plus one oblique, with and without glasses, digital mugshot images shall be captured.
- * If an arrestee has scars, marks or tattoos in the publicly visible areas of the body, a maximum of three digital mugshot images shall be captured.

Note: No photographs shall be taken showing the private parts of any prisoner for the sole purpose of proving the sex of the individual.

- * "P" photographs can not be taken with the Livescan digital mugshot camera. Check with Photography Section, Scientific Investigation Division, for procedure and camera to be used for taking "P" photographs.

Note: Situations may arise when a juvenile, regardless of age, is arrested for a 601 WIC (gang member) violation or a juvenile under 12 years of age is arrested for a 602 WIC (serious crime, multiple offender) violation and should be photographed. Such additional photographing shall be at the discretion of the Area juvenile coordinator after appropriate review. During off-hours, the watch commander shall make this determination.

Juveniles taken into custody for a 300 WIC violation shall be issued a booking number regardless of age; however, the juvenile shall not be photographed as part of the booking process. Separate photographs for investigative purposes only are permissible.

Exceptions: Persons booked for 647(f) PC (Drunk), 23152 VC (DUI), misdemeanor traffic warrants, or non-criminal detention need not be photographed unless there exists an independent necessity for photographs (e.g., indications of possible involvement in other criminal activities).

Females who are to be booked at the Los Angeles County Jail shall be photographed at the closest LAPD jail facility prior to transporting to the Los Angeles County Jail. Officers shall obtain a booking number prior to taking photographs.

When the digital mugshot camera used in conjunction with the Livescan Tenprinter is inoperative, arrestees shall be transported to the nearest Department booking facility with an operational Livescan Tenprinter/digital mugshot camera for fingerprinting and photographing.

Note: The Los Angeles County Booking and Property Record is generated at time of booking on Livescan Tenprinter.

635.15 PHOTOGRAPHING PRISONERS IN A COUNTY FACILITY. Upon notification from Detective Support Division, the Photographic Section Scientific Investigation Division shall photograph any LAPD arrestee confined in a Los Angeles County facility.

635.20 VERIFICATION OF PHOTOGRAPHS PRIOR TO RELEASE.

Releasing Employee's Responsibility. Prior to releasing a prisoner, the releasing employee shall:

- * Ensure that the necessary photographs of the prisoner have been taken (This information is contained in the Custody Record page of the Los Angeles Consolidated Booking Form, Form 5.1.); and,
- * When it is necessary to transport a prisoner to have photographs taken, notify the watch commander of the jail facility having custody of the prisoner.

Supervisor/Watch Commander's Responsibility. When notified that it is necessary to transport a prisoner for photographing, the supervisor/watch commander shall arrange transportation to the nearest Department facility having an Identification Camera.

Transporting Officer's Responsibility. Officers transporting a prisoner for the purpose of photographing prior to release shall:

- * Ensure that the release forms have been completed,
- * Release the prisoner immediately after photographing.

635.25 PHOTOGRAPHING PROCEDURE.

Prisoners. The employee photographing a prisoner shall follow the procedure as outlined in Manual Section 4/635.10.

Photographing Procedure-Identification Purposes. When a person other than a prisoner is to be photographed for immediate identification purposes, the employee taking the photographs shall:

- * Use a self-developing camera and black and white film;

Exception: The Identification Camera shall be used when a photographic negative is necessary or a self-developing camera is not

available.

- * Use a Photo ("P") number instead of a booking number;

Note: Obtain the "P" number from Photographic Section, Scientific Investigation Division. If SID is closed, obtain the "P" number from Detective Support Division.

- * Place a "P" cover on the mug board covering the letters "BK" and the first two adjacent booking numerals, set number tabs to show the five digits of the "P" number;
- * Take one front view photograph;
- * Enter the name of the person photographed and the "P" number on the Record of Prisoner Photographs, Form 12.6;
- * Complete one copy of the Photographic Services Request, Form 15.44, in its entirety, including the requesting officer's Area and watch, and forward it to the Photographic Section, Scientific Investigation Division.

645. CUSTODY AND RELEASE OF ARRESTEE'S PERSONAL PROPERTY.

645.05 LOCATION OF ARRESTEES' VEHICLES. When an arrestee's vehicle is not impounded or otherwise disposed of, officers shall indicate on the Booking and Identification Record and on the appropriate arrest report the exact location where the vehicle was parked.

645.10 RESPONSIBILITY FOR CUSTODY OF ARRESTEE'S PROPERTY.

The searching officer (arresting officer, transporting officer, or division searching officer) shall be responsible for the care and custody of an arrestee's personal property until the searching officer's name is entered on the Booking and Identification Record. After the searching officer's name has been entered on the Booking and Identification Record, the booking employee shall be responsible for the care and custody of the property until it is transferred or released.

Note: At the time of booking, the completed Page 3 of the Booking and Identification Record shall be placed in a new polyethylene prisoner property bag, with the prisoner's personal property, in such a manner that the identification information is visible.

645.11 RESPONSIBILITY FOR CUSTODY OF ARRESTEE'S PROPERTY RECEIVED FROM OUTSIDE AGENCIES.

Prior to accepting custody of an arrestee from an outside agency, officers shall ensure that the arrestee's property is properly inventoried. Officers accepting custody of an arrestee with personal property from an outside agency shall:

- * Ensure that the arrestee inventories all personal property and notifies the outside agency detention officer of any discrepancy prior to the arrestee signing for the property;

- * Request that the arrestee's property be placed in a sealed bag or container; and,
- * Whenever practicable, ensure that the arrestee and the property are not separated prior to booking into Department facilities.

When a discrepancy is disclosed as a result of the arrestee's inventory of the personal property, the transporting officers shall:

- * Ensure that a supervisor of the agency having custody of the arrestee has been notified of the discrepancy; and,
- * Telephonically notify their Area watch commander of any discrepancy not resolved by the outside agency supervisor and the arrestee.

645.12 DISPOSITION OF MISDEMEANOR ARRESTEE'S PERSONAL PROPERTY AT ARRAIGNMENT.

The concerned officer having custody of a misdemeanor arrestee at time of arraignment shall maintain custody of the arrestee's personal property until after the arraignment. The property shall be released to the arrestee when he is released from custody, or to the Sheriff's Court Detail when transferred to the custody of the Sheriff.

645.16 ARRESTS OF POLICE RESERVE CORPS MEMBERS.

When a police reserve officer is arrested, the watch commander from the area of arrest shall:

- * Immediately notify the police reserve officer's commanding officer of the arrest.

Note: When the concerned police reserve officer's commanding officer is not available, the watch commander in the police reserve officer's Area of assignment shall be notified.

- * Notify the police reserve officer's **bureau** commanding officer and request booking advice.

Note: When the concerned bureau commanding officer is unavailable, the notification and request for booking advice shall be made to a commander in that bureau. These notifications may be made through the Department Command Post, Communications Division, when the concerned bureau office is closed.

- * Immediately notify the Department Police Reserve Corps Coordinator.
- * Immediately forward any Department-issued equipment in the officer's possession along with one copy of the related arrest report, to the Officer in Charge, Reserve Coordination Division, Personnel Group.

645.18 SPECIAL OFFICER IDENTIFICATION.

When an arrestee has in his/her possession Special Officer Identification issued by the Board of Police Commissioners, such identification shall be taken from the arrestee and forwarded immediately, with one copy of the arrest report, to the Commanding Officer, Commission Investigation Division.

645.20 PROPERTY TAKEN FROM AN ARRESTEE. Property which has been taken from the possession of an arrestee shall be accounted for as follows:

Evidence. Property taken from an arrestee which has, or may have, evidential value shall be booked as Evidence. A Receipt for Property Taken into Custody, Form 10.10, shall be issued to the arrestee at the time that the property is removed from his/her person or control. When circumstances make the immediate completion of the Form 10.10 impractical, it shall be issued as soon as possible after the property is taken into Department custody. The **original** of the Form 10.10 shall be included as a page of the original Property Report, Form 10.1; Release from Custody Report Continuation, Form 5.2.8; or Arrest Report, Form 5.2, when evidence to be booked is listed.

It is not necessary to issue Form 10.10 for blood and urine samples and biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Form 10.10 used to list other property taken from an arrestee or victim.

Personal Property. An arrestee's personal property which can be contained in a property package or a purse shall be delivered to the custodial detention officer at the time of booking (4/620.10). When booking an arrestee into the City jail system, items which can be contained in a property package or a purse shall be listed on the Booking and Identification Record. If there is insufficient space, a Continuation Sheet, Form 15.9, shall be used. One copy of the Continuation Sheet shall be attached to each copy of the Booking and Identification Record. When an arrestee is transferred to the Los Angeles Sheriff's Department, the custodial detention officer shall ensure the arrestee's personal property transferred intact to the transporting deputy.

Money. When booking money in the amount of \$500.00 or more, the amount of money being booked shall be verified by a Jail division supervisor or a sworn supervisor prior to the arresting officer booking the money at Jail Division, Property Section. The approving supervisor shall indicate verification by placing his/her initials and serial number on the money envelope.

Prescription Medication. Prescription medications shall **not** be booked as excess personal property at any Department facility. The detention officer shall take custody of prescription medication which was in the arrestee's possession and retain it in the arrestee's personal property. Prescription medication **shall** accompany an arrestee when the arrestee is transferred to another location of confinement.

Arrestees with Orthopedic or Prosthetic Devices. Orthopedic or prosthetic devices shall include, but are not limited to:

- * Canes.
- * Crutches.
- * Removable metal braces.
- * Plastic braces.
- * Neck braces.
- * Artificial limbs.
- * Wheelchairs.

Department personnel and officers of outside agencies booking male arrestees with an orthopedic or prosthetic device **necessary for the arrestee's mobility** shall book such arrestees at either Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section. Female arrestees shall be booked at Valley Jail Section or 77th Street Jail Section.

Removing Orthopedic or Prosthetic Devices.

When Department personnel responsible for a Department jail facility have reasonable cause to believe that possession of an orthopedic or prosthetic device by an arrestee poses a safety or security risk, such device **may** be removed from the arrestee with the approval of the jail facility watch commander. If removal of the device becomes necessary, the arrestee shall be examined by the on-duty physician at the respective jail facility.

Note: The arrestee shall be deprived of the device only during the time that the conditions which necessitated its removal continue to exist.

Storage of Orthopedic and Prosthetic Devices.

Orthopedic and prosthetic devices shall **not** be booked as excess property, and shall be returned to the arrestee upon transfer to the Los Angeles Sheriff's Department or when conditions permit.

The arrestee's name and booking number shall be affixed to the devices, and the devices are to be stored in a secure location within the jail. Additionally, the booking employee shall annotate the Jail Custody Record of the Los Angeles Consolidated Booking Form, Form 5.1.2, indicating the temporary removal and storage of the devices.

Watch Commander's Responsibility.

The Watch Commanders, Jail Division and Valley Jail Section, shall ensure that the provisions of Penal Code Section 2656 are adhered to relative to the medical examination of arrestees from whom orthopedic or prosthetic devices have been removed. They shall also ensure that the examining physician indicates, in writing, on the Medical Record for Persons in Custody, Form General PHSOHD 15, whether or not the continued deprivation of the device would be injurious to the health or safety of the arrestee.

CHP Arrestees. Excess personal property belonging to an arrestee booked by a CHP officer on a charge within the responsibility of the CHP (24-2409 V.C.) shall be retained by the CHP officer.

Excess Personal Property. When an arrestee's personal property cannot be contained in the arrestee's property bag, it shall be packaged

separately as excess personal property. Additionally, the following clothing items shall be classified and handled as excess personal property:

- * Hats and any other non-essential clothing items;
- * Baggy pants which are unable to be held up without the use of the arrestee's hands or other device; and,
- * Jackets or T-shirts which, due to their construction or design, may be construed as a possible security threat (i.e., cords, strings, metal parts, gang logos, racially or ethnically offending material, etc.).

Note: In such cases where basic clothing is to be removed, the arrestee shall be issued Department supplied jail clothing, per Department Jail Operations Manual Section 2/213.03.

Department personnel booking an arrestee's excess personal property shall:

- * Complete the Excess Personal Property Receipt, Form 10.08.0, itemizing the property;

Note: Department personnel shall issue the original copy of the Excess Personal Property Receipt, Form 10.08.0, to the arrestee.

- * Staple a copy of the Excess Personal Property Receipt, Form 10.08.0, to the arrestee's copy of the Booking and Identification Record, Form 5.1;
- * Complete the personal Property Envelope, Form 10.13.1;
- * Gather all excess personal property into a single bundle and ensure it is securely fastened;
- * Attach the completed Excess Personal Property Receipt, Form 10.08.0, and the Personal Property Envelope, Form 10.13.1, to the outside portion of the bundle; and,
- * Deposit the excess personal property with the detention officer receiving the arrestee.

Exception: Excess personal property of an arrestee booked directly into a County jail facility shall be deposited at the central property room of Property Division.

The receiving jail shall retain unclaimed excess personal property for a minimum of 24 hours after the arrestee has been released or transferred. After the 24-hour minimum, unclaimed property shall be transferred to:

- * Area property room from an Area jail.
- * Valley Property Section, Property Division, from Valley Jail Section.
- * The central property room of Property Division from Jail Division.

Unless released to the arrestee or his/her agent within 30 days, the property shall be transferred as indicated below:

- * All metropolitan area divisions and Harbor Area-to the central property room of Property Division.

- * All Valley Areas, Pacific Area, and West Los Angeles Area-to Valley Property Section, Property Division.

Unclaimed excess personal property shall be held for 60 days from the date the Department took possession of the property before disposal. However, if the arrestee is to remain in custody, he/she may request, in writing, for the Department to hold the property for up to 10 months from the date the Department initially took possession of the property.

Excess personal property shall not be forwarded with an arrestee to another place of confinement within the City jail system nor shall it accompany an arrestee transferred into County custody.

Intra-Department Transfer of Personal Property.

When a prisoner is transferred from one place of custody within the Department to another, all his/her property shall be transferred with him/her, accompanied by the Jail Transfer Record, Form 6.11. However, when a prisoner is taken temporarily from a place of confinement by officers of the Department and will be returned to the same place, his/her property need not be so transferred.

CHP Arrestees. Excess personal property belonging to an arrestee booked by a CHP officer on a charge within the responsibility of the CHP (242409 V.C.) shall be retained by the CHP officer.

Inscribed or Numbered Property.

An arrestee's personal property which bears an inscription or number shall be reported on the Booking and Identification Record.

Animal. When an arrestee's animal has been placed in the care of an animal shelter, a notation indicating the type of animal and the address of the shelter shall be made on the Booking and Identification Record.

645.22 RETURNING EXCESS PERSONAL PROPERTY TO ARRESTEE.

When an arrestee is released from custody, the releasing detention officer shall:

- * If the excess personal property is being stored in the jail releasing the arrestee, cause the excess personal property to be released to the arrestee.
- * If the excess personal property is stored at a location other than the jail releasing the arrestee, direct the arrestee to appear at the location at which his/her excess personal property is being stored with the original copy of the excess personal property receipt to claim the property.

645.23 RECEIPT FOR PROPERTY RELEASED.

When an arrestee's property is released, receipts shall be obtained as follows:

Jail Custody Record, Form 5.1. When a prisoner is released, the employee releasing the prisoner's personal property shall:

- * Establish positive identification and require the prisoner to sign the Jail Custody Record,

Page 5 of the Booking and Identification Record, Form 5.1;

- * Staple the Property Record, Page 3 of the Form 5.1, to the Jail Custody Record, Page 5, and,
- * Allow the prisoner to retain the Prisoner's Receipt, Page 4 of the Form 5.1.

Excess Personal Property Receipt, Form 10.8.

When excess personal property is released to an arrestee or the arrestee's agent, the employee releasing shall establish positive identification and require the receiving person to sign the copy (manila) of the Excess Personal Property Receipt in the space provided. Property shall be released to the arrestee's agent when the agent's name appears in the box titled "Name of Arrestee's Agent" and the arrestee has signed and dated the adjoining box titled "Authorization for Release" at the bottom of the arrestee's copy of the Excess Personal Property Receipt.

Release of an Arrestee's Animal. The arrestee's copy of the Animal Relinquishment and Impound Record will be authorization for release of the animal when presented to the concerned animal shelter.

Exception: Animals which are being held as evidence will not be released except upon telephonic authorization from the Police Department.

Property Release, Form 6.8. When all or part of an arrestee's property booked *personal* is released during his/her confinement, the arrestee, or other person receiving the property, shall be required to sign the Form 6.8 in the space provided. The prepunched number on the prisoner property bag shall be recorded on the Form 6.8. Property booked *personal* may be released to a person other than the arrestee provided the arrestee signs a Property Release, Form 6.8. The person receiving the property shall also be required to sign the Form 6.8.

A felony arrestee's personal property shall not be released without the approval of the concerned investigating officer.

Exception: When Jail personnel are requested to release items of a felony narcotics arrestee's personal property, but the request has not been approved by the concerned investigating officer, Jail personnel shall:

- * Contact the arrestee and obtain his/her authorization to release the property;
- * Attempt to obtain telephonic approval for release *or* direction to retain the property from the assigned detective or his/her supervisor;
- * Contact a Jail supervisor for authorization to release personal property when the assigned detective or his/her supervisor cannot be contacted.

When it is determined that personal property should be retained for additional investigation, the detective or supervisor making the determination shall cause the property to be immediately removed from the arrestee's

personal property and booked as evidence.

Note: Approval is not required when a misdemeanor or felony arrestee authorizes the release of money from his personal property.

645.25 PROPERTY DEPOSITED FOR A PRISONER. When a person wishes to deposit property for a prisoner:

- * The property shall be accepted only at the jail where the prisoner is confined. The acceptability of such property shall be determined by the watch commander.
- * Only money and physical aids, such as eyeglasses or crutches, shall be accepted.
- * A Form General 30 receipt shall be completed. The original copy shall be given to the depositor and the second copy retained in the book to be placed in division files.
- * The property shall be entered on the Custody Record page of the Booking and Identification Record, along with the last name and serial number of the person receiving it.
- * When the property is to be deposited in the prisoner property bag, a new bag shall be utilized. The prepunched number of the prisoner property bag shall be recorded on Page 3 (Property Record) of the Booking and Identification Record, followed by the last name and serial number of the officer adding the personal property.

645.30 DISPUTES OR DISCREPANCIES INVOLVING PERSONAL PROPERTY OF AN ARRESTEE. When there is a dispute or discrepancy concerning an arrestee's personal property, the watch commander shall be notified. If two prisoners booked in company of each other disagree as to which one owns any personal property found in the possession of one of them, the property shall be booked to the person in whose possession it was found.

646. SUPPLEMENTAL CHARGE - BOOKED PRISONER.

646.05 SUPPLEMENTAL CHARGE-DEFINED. A Supplemental Charge is a charge which is placed against a person who has previously been booked and is still in the custody of the Department.

646.10 RECORDING SUPPLEMENTAL CHARGES. Supplemental charges placed against a prisoner shall be recorded on the Supplemental Charge Record, Form 5.8, and shall be entered additionally on the Custody Record page of the Booking and Identification Record. A Disposition of Arrest and Court Action Report, Form 5.9, shall be completed when required (5/5.9).

Exception: When it is learned that a person under the age of eighteen years has been booked as an adult or that a person booked as a juvenile was eighteen years of age or over at the time of the commission of the crime, the concerned investigating officer shall follow the procedures provided by 4/705.62 or 4/705.63.

646.12 SUPPLEMENTAL CHARGE TELETYPE-WHEN REQUIRED. When a Supplemental Charge Record, Form 5.8, is completed, the detention officer completing the form shall cause a Supplemental Charge Teletype to be sent to Los Angeles County Jail when the arrestee is an adult female (4/165.04).

646.14 MISDEMEANOR FILING ON A FELONY ARRESTEE. Detention officers who are notified of a misdemeanor filing on a felony arrestee shall:

- * Complete a Supplemental Charge Record, Form 05.08 (5/5.8-12).
- * Notify the arrestee of any change in status, bail amount, and O.R. release eligibility.
- * When the arrestee is not released on bail or own recognizance, cause the arrestee to be arraigned at the next available court session.

646.15 SUPPLEMENTAL CHARGE AUTHORIZATION FOR PAROLE OR PROBATION VIOLATORS. When a parole or probation officer requests a supplemental charge be placed against a person believed to be in the custody of the Department, the officer shall be referred to any geographic Area watch commander or the watch commander of Jail Division.

Watch Commander's Duties. A watch commander, when requested by a parole or probation officer, shall determine if the parolee or probationer is in the custody of the Department. When the person is confined at another Department facility, the watch commander shall:

- * Place a telephonic "hold" on the person with the division of confinement.
- * Cause a Supplemental Charge Authorization Teletype (4/165.06) to be sent to the division of confinement.

When the person is no longer in the custody of the Department, the watch commander shall furnish the parole or probation officer with the following information, when available:

- * The reason for release.
- * The date, time, and court in which the person is to appear, when applicable.

The watch commander of a Department jail facility receiving a telephonic request for a parole or probation "hold" on a person confined at the facility shall verify that a Supplemental Charge Authorization Teletype has been received by the custodial detention officer within one (1) hour of the hold. If the teletype has not been received, the watch commander shall contact the person making the original notification and determine the status of the teletype or if the hold is to be canceled.

Note: The watch commander approving the booking for a parole or probation violation shall record the following information on the Booking Approval, Form 12.31:

- * The name and telephone number of the parole or probation agent approving the hold; and,
- * The time the telephonic hold was placed.

Upon receipt of the Supplemental Charge Authorization Teletype, the concerned watch commander of the jail facility shall:

- * Cause a Supplemental Charge Record, Form 5.8, to be completed for the parole or probation hold; and,
- * Ensure that an **additional** Disposition of Arrest and Court Action, Form 5.9, is completed and attached to the custody Record.

Note: The Form 5.9 shall follow the arrestee to court.

Transfer to Los Angeles County Sheriff's Department. When an arrestee who has a violation of probation or parole charge pending is transferred to the custody of the Sheriff's Department, a copy of the Supplemental Charge Authorization Teletype shall be given to the deputy accepting custody of the arrestee.

648. MEDICAL TREATMENT OF PRISONERS.

648.03 PRE-BOOKING MEDICAL SCREENING OF ARRESTEES. Arresting officers shall complete an Arrestee Medical Screening Form, Form 5.35, for each arrestee who is **booked and detained** in a Department jail facility or a County jail facility. Officers **shall** have arrestees acknowledge questions 1 through 8 contained on the top portion of the form by requesting arrestees to sign in the box provided below the questions.

Note: Completion of the form is not necessary if an arrestee is released on his or her own recognizance, released on a Nontraffic Notice to Appear, Form 5.2.2, or immediately posts cash bail.

When an arrestee receives medical treatment for any illness or injury prior to booking, officers shall complete an Arrestee Medical Screening Form, Form 5.35, at the time of the medical treatment and have any additional examination required by answers to questions on the form done at the time of the medical treatment. Additionally, officers shall complete an Inmate Classification Questionnaire and Record of Medical Screening, Form 5.36.0, to detail information related to the housing of arrestees and their medical needs.

Detention Officer's Responsibility. Detention officers shall review each Arrestee Medical Screening Form, Form 5.35, and Inmate Classification Questionnaire and Record of Medical Screening, Form 5.36.0. If the answer to any questions on the form is "yes," detention officers shall determine if the arrestee can be properly detained in the booking facility. If the word **"REFUSED"** is written across the arrestee signature box, the detention officer shall verify the refusal to sign with the arrestee. If an arrestee continues to refuse to sign the

form, the detention officer shall initial the arrestee signature box next to the officer's initials. Detention officers shall ensure that any necessary special confinement or in-custody care is provided.

648.05 MEDICAL TREATMENT - GENERAL. Booked and unbooked prisoners requiring mental or physical examination or treatment shall be cared for as outlined in 4/648.10 through 4/648.30. No prisoner shall be taken for any form of treatment or examination to facilities or personnel other than those outlined in these sections, except in extreme emergency.

If the prisoner is in custody for an alleged violation of California State Law and medical treatment is actually given, the officer having custody of the prisoner shall, following treatment, complete in duplicate an In-Custody Medical Treatment, Form 761472. Both copies of the Form 761472 shall be left with the treatment records at the medical facility.

Note: In the event the Form 761472 is not available at the medical facility where treatment is given, officers shall, as soon as practicable after processing the prisoner, ensure that the forms are obtained, completed, and forwarded to the medical facility where the arrestee was treated.

648.07 MEDICAL TREATMENT REQUIRED WHEN A CAROTID UPPER BODY CONTROL HOLD IS USED. Whenever a modified carotid, full carotid, or locked carotid upper body control hold is used, the suspect shall be immediately examined by a physician at a contract hospital or jail dispensary.

Note: If the suspect is rendered unconscious and fails to regain consciousness immediately, officers shall request an ambulance.

648.10 MEDICAL TREATMENT OF UNBOOKED ARRESTEES. An officer having custody of an unbooked arrestee who is, or complains of being, ill, injured or in need of medication shall:

- * Cause the arrestee to be examined at a Department Jail Dispensary, a Los Angeles County Medical Center, or a Department contract hospital;

Note: When emergency medical attention is necessary, officers shall be guided by 4/210.75.

- * When an arrestee is transported to a private hospital by a City Rescue Ambulance, necessary treatment may be performed at that hospital;
- * Obtain a copy of the facility's medical treatment record completed by the examining physician, including a statement of the circumstances which will be used as a medical authorization to book;
- * When the examining physician recommends continued medical attention or scheduled dispensing of prescribed medication, but not hospitalization, book the arrestee at a

facility where such attention may be obtained;

- * Include a detailed statement of the medical attention received and/or prescribed in the arrest report; and,
- * Give the medical treatment record to the booking employee.

Arrestees Who Have Ingested Narcotics. When an employee believes that an arrestee has ingested narcotics or any other substance which could present a health hazard to the arrestee, the employee shall:

- * Immediately transport the arrestee to the LAC-USCMC Jail Ward or, if more than 20 minutes travel time from LAC-USCMC, to the nearest available contract hospital for medical examination;

Exception: If circumstances dictate, the arrestee shall be transported by a City ambulance as outlined in Department Manual Section 4/210.22, 4/210.23, 4/210.75, and 4/648.13.

Note: Arrestees may be detained in Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section facilities only with approval of the LAC-USCMC or contract hospital physician.

- * Advise the attending physician of the situation, including an estimate of the amount of time elapsed since the drugs were ingested, and, if possible, the type, quantity, and packaging of the drugs ingested;
- * Obtain a copy of the medical treatment record completed by the examining physician;
- * Book any evidence obtained as a result of the medical treatment in accordance with established procedures; and,
- * Include in the arrest report, as detailed statement of the medical treatment received and/or prescribed.

Arrestees in Possession of Prescription Medication. When persons to be booked and detained in Department custody have prescription medication in their possession, officers shall transport them to the Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section dispensary for medical evaluation prior to completing the booking process.

Exception: When persons in Department custody are to be booked and immediately released, a medical evaluation is not necessary.

Arrestees in Custody of an Outside Police Agency. An ill or injured person, or an individual complaining of illness or injury, in the custody of officers of an outside police agency (4/850) and presented for booking at a Department jail facility, shall not be booked without written medical authorization.

Arrestees to be Hospitalized. When the examining physician recommends hospitalization, an officer having custody of the arrestee shall:

- * Obtain a copy of the facility's medical treatment record.
- * Cause the arrestee to be transported to LAC-USCMC Jail Ward and give the medical treatment record to the booking deputy.

Note: When transportation by ambulance is required and the City Ambulance is unable to transport, request transportation through the County Ambulance Department, LAC-USCMC.

- * Complete a Booking and Identification Record, Form 5.1 (5/5.1).
- * Telephonically notify Records and Identification Division, Criminal Records Section, and report the arrestee information on the first nine lines of the Booking and Identification Record.
- * Telephonically notify Detective Support Division that fingerprints and photographs are needed.
- * Package the arrestee's personal property (4/604.45).
- * Deposit excess personal property at Property Division (4/645.20).
- * Submit the necessary reports at the Area where the reports will be processed (5/5.2-10).

Arrestees Refused Hospitalization at LAC-USCMC Jail Ward. When the physician refuses to admit the arrestee to the Jail Ward, an officer shall:

- * Obtain a Medical Record, County Form 260, containing the reason for referral.
- * Book the arrestee at the appropriate *County* jail facility.
- * Give the County Form 260 and the medical treatment record to the booking deputy.
- * Submit the necessary reports at the Area where the reports will be processed (5/5.2-10).

Arrestees who Refuse or Deny Medical Treatment. When an arrestee who is or appears to be ill, injured, in need of medication, or in need of medical attention **refuses** medical treatment, officers shall ensure the arrestee is examined by medical personnel in accordance with established procedures. If the arrestee continues to refuse treatment after being examined by medical personnel, arresting officers shall obtain two copies of the examining facility's medical treatment record. One copy shall be submitted to the detention officer at the time of booking and one copy shall be attached to the arrest report. The arrestee's refusal shall be thoroughly documented in the narrative of the arrest report.

648.11 MEDICAL TREATMENT REQUIRED WHEN TASER CONTROL DEVICE IS USED. Whenever the TASER control device is used to control a suspect in custody, or being taken into custody, and the TASER darts make contact with that suspect's clothing or skin, the suspect shall be immediately examined by medical personnel.

If the suspect loses consciousness, officers shall immediately request an ambulance.

Note: Medical personnel shall include a doctor or a nurse at a contract hospital or jail dispensary, or a paramedic.

648.12 EMERGENCY MEDICAL ATTENTION OF BOOKED PRISONERS.

When it is first apparent that a booked prisoner is in need of emergency medical attention, the employee observing such a prisoner or made aware of such a situation shall immediately notify a jail supervisor. The jail supervisor shall:

- * Cause an examination to be made by a jail dispensary employee; and,

Note: In facilities without a jail dispensary, the jail supervisor shall immediately notify Communications Division requesting that a Rescue Ambulance (R/A) and a patrol unit respond to the jail Code 3.

- * Immediately notify Communications Division requesting that an R/A and a patrol unit respond to the jail Code 3 if it is determined that further emergency medical attention is required.

If any Area watch commander or the Jail Division Watch Commander identifies an available patrol unit at a jail facility where a prisoner needs emergency medical attention, he/she may assign that unit to accompany the transporting R/A. Once a unit has been designated to accompany the R/A, the watch commander may cancel the Code 3 call.

A prisoner shall be considered to be in need of emergency medical attention when:

- * The prisoner is intoxicated when arrested and does not react in a normal manner after two hours; or,
- * The prisoner is unconscious; or,
- * Any delay in medical treatment might result in further complications.

For additional responsibilities including those for non-emergencies refer to Section 4/648.20.

Communications Division's Responsibility.

Emergency Medical Attention. When notified of a booked prisoner requiring emergency medical attention, Communications Division shall contact the Los Angeles Fire Department to request an R/A, and dispatch a patrol unit to the jail Code 3 utilizing the standard call selection sequence.

648.13 TRANSPORTING INJURED SUSPECTS/ARRESTEES. Suspects or arrestees that require routine medical treatment may be transported in a police vehicle to a Department Jail Dispensary, a Los Angeles County Medical Center, or a contract hospital. When arrestees, suspects, or others require emergency medical attention, they shall only be transported via Rescue Ambulance (4/210.75). When it is necessary to transport a suspect or arrestee by ambulance, at least one

officer shall accompany the suspect or arrestee in the ambulance.

648.14 NOTIFICATIONS WHEN PRISONER DIES IN A DIVISION JAIL. A detention officer, upon learning of the death of a prisoner in a Department Jail Facility, shall notify the on-duty watch commander who shall then notify:

- * The Officer in Charge, Jail Operations Section, Jail Division.
- * The Department Command Post, Communications Division.
- * A supervisor of the concerned agency, when the arrestee is booked by an agency other than this Department.

Note: During off-hours, notification shall be made to the Watch Commander, Metropolitan Jail Section, Jail Division.

The Commanding Officer, Force Investigation Division, Investigative Support Section, (FID), is responsible for ensuring that the Supervisor, Jail Dispensaries, Medical Services Division, Personnel Department, is notified. Notification shall be routinely made as soon as practicable during normal duty hours, Monday-Friday, 0730-1630 hours.

Note: The FID investigating officers shall be responsible for advising personnel of information to be included in reports required as a result of the death of a prisoner held in a Department jail facility.

Procedures for transferring a prisoner's personal property to the Coroner and making the appropriate prisoner release notification when a prisoner dies in a division jail shall be performed in accordance with Section 4/238.65.

648.15 NOTIFICATIONS WHEN A PRISONER IS INJURED IN AN AREA OR DIVISION JAIL. A detention officer, upon learning of a prisoner receiving an injury while in an Area or division jail, shall:

- * Notify the Officer in Charge, Jail Operations Section.
- * Notify the watch commander.
- * Notify the Department Command Post, Communications Division.

Note: When the injury received is such that medical treatment appears necessary, the procedures set forth in 4/648.20 shall apply. During off-hours, notifications shall be made to the Watch Commander, Metropolitan Jail Section.

648.16 MEDICAL TREATMENT FOR ARRESTEES UNDER THE INFLUENCE OF PHENCYCLIDINE (PCP). All arrestees who exhibit objective symptoms of being under the influence of phencyclidine (PCP) shall receive medical treatment prior to booking as outlined in 4/648.10.

648.17 PRE-BOOKING MEDICAL TREATMENT OF DRIVING-UNDER-THE-INFLUENCE

ARRESTEES-GCI READING OF .30 OR HIGHER. When an arrestee detained for suspicion of DUI elects to take a breath test, and the GCI reading is .30 percent or higher, arresting officers shall:

- * Record the test result on the GCI usage log;
- * Ensure the arrestee is physically examined by medical personnel as outlined in 4/240.10;
- * Record the GCI reading on the Booking Approval, Form 12.31; and,
- * Notify a supervisor prior to booking.

Note: If the examining physician recommends hospitalization of the arrestee, the arresting officers shall be guided by the advice of the physician relative to transporting the arrestee to the location of booking.

Supervisor's Responsibility. Upon being notified by arresting officers that an arrestee has a .30 percent or higher GCI reading, the concerned supervisor shall ensure:

- * The arrestee has been physically examined by medical personnel;
- * The results of the GCI are noted on the Booking Approval, Form 12.31; and,
- * The booking/custody location of the arrestee is in accord with the recommendations of the examining physician.

648.18 NON-ARRESTEES WHO REFUSE, DENY, OR REQUEST MEDICAL TREATMENT. If a non-arrestee, such as a victim or witness, requests medical treatment, officers shall determine whether the request is an emergency. If it is an emergency, officers shall summon an ambulance. If it is not an emergency, officers shall advise the non-arrestee to seek private medical treatment.

If a non-arrestee appears to need emergency medical treatment, but refuses and/or denies the need for such treatment, officers shall request an ambulance and allow ambulance personnel to document the non-arrestee's refusal and/or denial.

Note: Non-arrestees who refuse and/or deny emergency medical treatment shall be encouraged to stay at the location to await ambulance personnel. However, if non-arrestees insist on leaving the location, officers have no authority to stop them. An effort should be made to document a non-arrestee's refusal and/or denial with the non-arrestee's signature on the appropriate crime report or in the Field Officer's Notebook before the non-arrestee leaves the location.

Non-Custodial Individuals Claiming Injury Due to Department Employee Actions. When circumstances indicate that a non-custodial individual may have been, or claims to have been, injured by a Department employee, the investigating supervisor shall ensure that the individual receives a medical examination or evaluation (4/210.34).

648.20 MEDICAL TREATMENT OF BOOKED ARRESTEES. The responsibility for obtaining medical treatment for a prisoner shall rest with the employee who then has custody of the prisoner. When any employee becomes aware that a prisoner confined in any place of detention is, or complains of being, in need of medical treatment, the employee shall immediately notify a jail supervisor. The jail supervisor shall cause an examination to be made by a jail dispensary employee.

If it is determined that a prisoner needs further medical attention, or the facility does not have a jail dispensary, the jail supervisor shall contact Communications Division and request a police unit from the arresting officer's Area/division of assignment Code 2 to transport the prisoner to a medical facility.

Note: For emergencies, in addition to the responsibilities listed below, refer to Section 4/648.12.

Employee's Responsibilities. An employee responsible for obtaining medical treatment (non-emergency/emergency) for a prisoner shall:

- * Cause the prisoner to be delivered to a contract hospital or to a receiving clinic employee for advice and/or treatment (4/210.75).
- * Obtain a copy of either the Medical Treatment Record, Form PDMSD 7, or the Los Angeles Fire Department Rescue Report, Form 660. Two copies are required when the arrestee is to be hospitalized at the Los Angeles County-USC Medical Center Jail Ward.

Exception: These forms are not required when a prisoner at Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section attends a regular sick call, and no outside treatment is needed, and the visit is recorded in a log book.

- * Complete a Prisoner Injury or Illness Report, Form 6.34, in cases involving injury of any degree, hospitalization at the Los Angeles County-USC Medical Center, or epileptic seizure. A copy of either the Medical Treatment Record, or the Rescue Report, shall be attached to the copies of the Prisoner Injury or Illness Report forwarded to the Commanding Officer, Jail Division. When a Prisoner Injury or Illness Report is not required and medical treatment is given, a copy of either the Medical Treatment Record, or the Rescue Report, shall be attached to the Prisoner's Custody Record Card.

Exception: The Form 6.34 is not required in cases of epileptic seizures when a previous seizure has been reported within the past twelve months.

- * Complete a crime report in addition to the Illness or Injury Report when required by circumstances of the prisoner's illness or injury.

Medication.

- * At no time shall detention officers dispense or allow arrestees to administer to themselves, any prescription medication which was in their possession at the time of the arrest.
- * Arrestees that require periodic dispensing of medication **shall** be booked at Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section.
- * Prescription medication may only be administered by medical personnel at Metropolitan Jail Section, 77th Street Jail Section, or Valley Jail Section as directed by the evaluating physician.
- * Medication dispensed by detention officers or medical personnel at Jail Division shall be recorded on the back of Page 5 (Jail Custody Record) of the Booking and Identification Record. The information shall be listed under the heading **Remarks** and shall include:
 - * Date, time, and type of medication dispensed.
 - * Officer dispensing medication.
- * A prisoner may be administered non-prescription medication (such as aspirin) only upon the prisoner's request. Department employees shall not suggest any form of medication.

Note: Detention officers, at end of watch, shall ensure that the succeeding watch is made aware of those prisoners requiring medication and the time intervals at which it is to be administered.

Medical Attention. When the medical authorization indicates the need for constant medical supervision but not hospitalization, the arresting officers shall transport the arrestee to the nearest jail facility capable of administering to the arrestee's medical needs.

Transferring Arrestee to LAC-USC Medical Center. When the examining receiving clinic physician recommends hospitalization of an arrestee, the procedure as set forth in 4/648.10, "Arrestee to be Hospitalized," shall be followed except the Booking and Identification Record and its included reports shall not be completed.

Communications Division's Responsibility.

Non-Emergency Medical Attention.

When notified of a booked prisoner requiring non-emergency medical attention, Communications Division shall attempt to assign the Code 2 non-emergency medical transfer call to the Area/division that initially arrested the prisoner. However, the Watch Commander, Communications Division, shall have the final authority in determining which Area/division is ultimately assigned a Code 2 non-emergency medical transfer call.

Emergency Medical Attention.

When notified of a booked prisoner requiring emergency medical attention, Communications Division shall contact the Los Angeles Fire Department to request an R/A, and dispatch a patrol unit to the jail Code 3 utilizing the standard call selection sequence.

Outside Agency Arrestees. When a prisoner booked into a Department jail facility by officers of an outside police agency (4/850) complains of illness or injury, the watch commander shall:

- * Make an immediate telephonic notification to a supervisor of the concerned outside agency.
- * Cause one copy of the completed Prisoner Injury or Illness Report, Form 6.34, when applicable, to be forwarded by the United States Mail to that agency.

648.25 ARRESTEES WITH CONTAGIOUS DISEASES.

Screening and Booking Arrestees With Contagious Diseases. When booking an arrestee into a Department jail facility, the booking employee shall, in addition to asking if he/she is ill or injured, ask the arrestee if he/she:

- * Has, or has had, tuberculosis.
- * Has hepatitis or venereal disease.
- * Has AIDS or is HIV positive.
- * Has any other contagious disease.

If the arrestee states, or otherwise evidences, that he has such a condition or has had tuberculosis, a medical evaluation shall be obtained prior to booking. Any statement made by the arrestee regarding his condition shall be noted in the "Special Medical Problem" section of the Los Angeles Consolidated Booking Form, Form 5.1. The arrestee shall be booked at the facility recommended on the Medical Record for Persons in Custody, Form PDMSD 15 (M.T. Record).

Note: When an arrestee is booked into a County facility *other than* Los Angeles County Jail, a copy of the M.T. Record shall be given to the Sheriff's booking employee. The Los Angeles County Jail Facility personnel will screen arrestees for contagious diseases and obtain any necessary medical evaluations.

Contagious Arrestees Discovered in Department Jail Facilities. When it is determined after booking that an arrestee has a contagious disease and is to be transferred to another facility, the arresting officer, when available, shall transport the arrestee. (This precludes unnecessary exposure to additional officers.)

When other transportation is provided, the jail supervisor shall promptly notify the arresting officers' watch commander, who shall promptly alert the arresting officers so that they may document the contact and take appropriate hygienic measures.

648.30 VERMINOUS PRISONERS. Verminous prisoners shall be given immediate treatment and isolated until disinfected. The watch commander shall be notified and arrangements shall be made for disinfecting premises and sterilizing bedding and clothing.

649. PRISONER HYGIENE AND RECREATION.

649.10 PRISONER HYGIENE. The Commanding Officer, Jail Division, shall ensure that prisoners who remain in Department custody longer than the morning following arrest are given an opportunity to shower, shave, and brush their teeth. Hygiene supplies are available through Supply Section, Fiscal Operations Division; however, in case of emergency, Jail Division maintains additional hygiene supplies.

- * Hygiene periods shall be scheduled during the day as directed by the Commanding Officer, Jail Division.

Exceptions:

- * Prisoners who demonstrate a propensity toward violence or who pose a risk to the reasonable security of the jail or to the safety of themselves or other persons shall not be allowed to shower or shave until the apparent risk subsides.
- * Prisoners who have distinctive facial hair which may be a factor in a follow-up investigation may be restricted from shaving by the concerned investigating officer or watch commander of the jail facility by noting the shaving restriction on the booking approval. If the booking approval is no longer available, the watch commander or concerned investigating officer shall contact and notify the custodial detention officer of the shaving restriction.
- * Hygiene periods may be temporarily suspended when detention officers cannot supervise prisoner showers without compromising jail security or safety. Personal hygiene periods shall be resumed as soon as practicable.

649.20 PRISONER RECREATION. The Department will provide newspapers, including a Spanish language publication, and recreational material (e.g., checkers, dominoes, etc.) in sufficient quantities to ensure reasonable access to such materials by all interested prisoners. Recreational supplies are available through Jail Division.

650. PRISONERS' BAIL BONDSMEN AND ATTORNEYS.

650.10 ARRESTEE'S RIGHT TO AN ATTORNEY PRIOR TO BOOKING. When an attorney appears at a police facility desiring to see an unbooked arrestee in response to a direct call from the arrestee or the arrestee's sponsor, the concerned officer shall:

- * Identify the attorney by means of reasonable identification;

- * Promptly tell the arrestee that the attorney desires to speak to him or her; and,
- * If the arrestee wishes to see the attorney, allow him or her to do so.

650.40 IDENTIFYING ATTORNEY OR BAIL BONDSMAN. When a person desiring to see a prisoner states that he/she is an attorney or bail bondsman responding to a direct call from the prisoner or the prisoner's sponsor, (4/658.10) the interviewing officer shall:

- * Identify the attorney or bail bondsman by means of reasonable identification.
- * Determine by interviewing the prisoner that this is the particular attorney or bail bondsman he/she requested.
- * If the prisoner in fact requested the services of the individual, allow such person to see the prisoner, utilizing the procedure in 4/650.50.

650.50 BAIL BONDSMAN OR ATTORNEY REQUESTING TO SEE PRISONER. When an attorney or bail bondsman, requested by a prisoner, friend or relative of a prisoner, desires to see the prisoner, the detention officer shall:

- * Enter the name of the attorney or bail bondsman, the appropriate code, the word "interview," and the date and time on the reverse side of the Custody Record page of the Booking and Identification Record, Form 5.1.
- * When the prisoner wishes to see the attorney or bail bondsman, allow the interview. The detention officer shall then check the "completed" column and enter his/her serial number on the Custody Record.
- * When the prisoner does not wish to see the attorney or bail bondsman, inform the attorney or bail bondsman of the prisoner's wishes. The detention officer shall then enter "W" (waived) in the "completed" column.

Note: A bail bondsman responding to a request made by a relative or friend of a prisoner must be accompanied by such person except when the relative or friend has been contacted directly by the prisoner with a request to obtain the services of a bondsman.

650.60 RECOMMENDING ATTORNEYS AND BAIL BONDSMEN. An employee shall not recommend or suggest an attorney or bail bondsman under circumstances arising out of the performance of his/her official duties or on behalf of any person with whom contact has been established in the performance of official duties.

650.65 PRISONER REQUESTS FOR ATTORNEY AND BAIL BONDSMAN INFORMATION. Prisoners requesting information concerning the services of an attorney or bail bondsman shall be referred to the referral agency telephone numbers

conspicuously posted in each jail facility or to the applicable pages of a telephone directory.

650.70 PRISONERS COMMUNICATING WITH ATTORNEYS AND BAIL BONDSMEN. If a prisoner contacts an attorney or bail bondsman prior to booking, while out of jail during an investigation, or while being transported, the employee having custody of the prisoner shall inform the receiving booking officer or detention officer. That booking officer or detention officer shall record the contact on the reverse side of the Custody Record page of the Booking and Identification Record, Form 5.1.

652. JAIL INSPECTIONS.

652.10 PRISONER COUNT. Information Technology Division shall compile custody disposition data from the Consolidated Crime Analysis Database (CCAD) and forward it to the Commanding Officer, Jail Division, at the end of each deployment period.

Custody disposition data compiled shall include the period from 0001 hours each Sunday through 2359 hours the following Saturday.

652.20 INSPECTION OF POST BY DETENTION OFFICER. A detention officer reporting on-duty shall inspect the detention facilities, accompanied by the detention officer being relieved, and note:

- * The general appearance and condition of all prisoners.
- * The security of the cells and doors.
- * The sanitation of the premises.

A count of prisoners shall be made at the beginning of each watch and compared with the roster. A check of all cells and prisoners shall be made on a half-hour basis.

652.30 REPORTING JAIL INSPECTIONS. The Commanding Officer, Jail Division, shall maintain a file of chronological records of inspections of jail facilities by a government agency, board, Grand Jury, or official inspections by members of the Department. It shall be the responsibility of the Commanding Officer, Jail Division, of the premises inspected, or his/her delegate, to report any order, recommendation, or suggestion made to any person of his/her command as the result of such inspection. One copy of the report shall be forwarded to each of the following:

- * Assistant Commanding Officer, Administrative and Technical Services Bureau.
- * Commanding officer, concerned geographic operations bureau.
- * Jail Section watch commander division files.

653. SPECIAL CONFINEMENT AND OBSERVATION OF PRISONERS.

653.10 PLACING A PRISONER IN SPECIAL CONFINEMENT. Special confinement of prisoners may be required

when they exhibit characteristics or behavior which present a clear danger to the safety of themselves or others or pose a threat to the security of the jail facility. Special confinement shall only be authorized by a Jail Division supervisor where the prisoner is incarcerated. When a prisoner is placed in special confinement, the detention officer shall remove any of the prisoner's possessions or clothing which could be used to injure the prisoner or damage the cell, such as shoes. The detention officer shall initiate a Special Confinement and Observation Record, Form 6.51, and obtain approval for special confinement from a Jail Division supervisor.

A prisoner shall not be routinely deprived of all clothing when being placed in special confinement. Should it become necessary to remove more of a prisoner's clothing, approval shall be obtained from a sworn supervisor. The supervisor shall record the reason for removal of the additional items on the Special Confinement and Observation Record.

653.20 INSPECTION OF PRISONERS IN SPECIAL CONFINEMENT. When a prisoner is placed in special confinement, the detention officer shall inspect the prisoner at least once every fifteen minutes, or more frequently if circumstances require, and record such inspection on the Special Confinement and Observation Record, Form 6.51.

The watch commander of Metropolitan Jail Section, Valley Jail Section, 77th Street Jail Section, or Operational Jail Section supervisor of at least the rank of Principal Detention Officer shall be notified when:

- * A prisoner requires special confinement.
- * A prisoner has been initially placed in a special confinement for four hours without a medical evaluation.
- * A prisoner has been held in special confinement for a twelve-hour period after the initial medical evaluation.

The watch commander shall:

- * Document the circumstances and any medical evaluation given to the prisoner in the Special Confinement and Observation Record, Form 6.51.

Note: Notification regarding the necessity of special confinement shall be made to the watch commander who gave booking approval.

- * Ensure that a medical evaluation from either a contract hospital or a jail dispensary is completed within four hours of the initial special confinement and every subsequent twelve hours of special confinement.
- * Contact the Watch Commander, Metropolitan Jail Section, prior to transfer of the prisoner to Metropolitan Jail Section, if continued special confinement is necessary in other than an outlying Area jail.

Exception: Geographic Areas with jail facilities within Operation-Valley Bureau shall

contact the Watch Commander, Valley Jail Section.

657. SERVING LEGAL PROCESSES ON PRISONERS.

657.50 CIVIL PROCESS SERVICE. A person presenting a civil process for service on a prisoner shall be referred to the watch commander of the division in which the prisoner is detained. The watch commander shall have the prisoner brought to the office; and both shall sign the process, including the date and time.

When the prisoner is not available, the watch commander shall place the date, time, and his or her signature on the process and shall have a 3x5-inch card receipt prepared stating the type of process and its requirements, if any.

When the prisoner is available, the watch commander shall serve the process and have the prisoner sign the receipt, including the date and the time. The signed receipt shall be forwarded to the Commanding Officer, Records and Identification Division, who shall cause it to be filed for a period of three years.

658. MESSAGES BY PERSONS IN CUSTODY.

658.10 TELEPHONE CALLS - GENERAL GUIDELINES. The following guidelines apply to all telephone calls completed by in-custody adults and juveniles:

- * Adults shall be allowed to make telephone calls before and after booking; juveniles, immediately upon being taken to a place of confinement.
- * A prisoner's refusal to cooperate in the booking process shall not affect his or her right to complete calls. In any event, an adult arrestee's request to make phone calls shall be granted within three hours following arrest, except where physically impossible. A juvenile, upon being taken to a place of confinement, shall immediately be allowed the right to complete the phone calls, except when physically impossible.
- * Calls made to a prisoner's attorney, religious advisor, or licensed physician shall not be monitored, eavesdropped upon, or recorded (636 P.C.).

Note: The Penal Code specifically prohibits the monitoring, eavesdropping upon, or recording of calls made to an attorney, religious advisor, or licensed physician. In other situations, an officer must act reasonably within the limits of his authority as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected (1/508).

- * Normally, calls completed at City expense shall be limited to those which can be made on a City telephone by dialing "9."
- * Arresting and custodial officers shall document calls made at City expense, for adult and juvenile arrestees, when directed by the concerned investigating officer or a

supervisor. The notation shall include the date and time, and the name and telephone number of the person-called.

* **Adults.** The notation shall be made on the Custody Record page of the Los Angeles Consolidated Booking Form, Form 5.1.

* **Juveniles.** The notation shall be made on the related report and, if the minor is detained in a facility of another department, on the required entrance form. If no other reports are made, the information shall be recorded on a Field Interview Report, Form 15.43.

* If City-expense calls are waived in favor of coin operated or calling collect, a notation shall reflect that fact to avoid the appearance that the prisoner's telephone rights have been denied. The notation shall be made on the custody record page of the Los Angeles Consolidated Booking Form, Form 5.1, for adults and on the applicable related form for juveniles.

* The commanding officer of any location within a Department facility where an arrestee may be detained shall ensure that a sign is posted in a conspicuous place containing the following information in bold block type:

Arrestees have the right to three free telephone calls within the local dialing area, or at their own expense if outside the local area. Arrestees may make calls to the following persons:

- (1) An attorney of their choice or, if they have no funds, the public defender or other attorney assigned by the court at (213) 974-2811. This telephone call shall not be monitored, eavesdropped upon, or recorded; or
- (2) A bail bondsman; or,
- (3) A relative or other person.

658.12 TELEPHONE CALLS-ADULT PRISONERS.

* The concerned arresting officer/custodial detention officer shall be responsible for advising an adult arrestee of the right to complete **three** telephone calls within **three** hours from the time of arrest. The calls, if in the local dialing area, shall be made at City expense. If City-expense calls are waived, the arrestee may utilize other available means (calling collect, coin operated, charge card) to complete the calls.

* When a prisoner is to be transferred from a Department jail for arraignment, **and** the arraignment will be in a court **other** than where the accusatory pleading (complaint) was filed, he/she shall be allowed three calls in addition to those listed above.

* A prisoner shall be permitted to complete one call, at his/her expense, to a magistrate for the purpose of obtaining release on bail.

* When intoxication is an element of the charge, the arrestee shall be permitted to

call a qualified person of his or her choice, at his or her own expense, for the purpose of taking a breath, blood, or urine sample for analysis by an independent laboratory.

658.17 TELEPHONE CALLS-JUVENILE IN CUSTODY. When a juvenile arrestee is taken to a place of confinement, the arresting officer shall immediately, except when physically impossible, and no later than one hour after the juvenile was taken into custody, advise the juvenile that he/she has the right to make at least three telephone calls from the location where he/she is being held. Officers shall ensure that two telephone calls (one to a parent, guardian, responsible relative or attorney) are completed as soon as possible, but no later than one hour from the time the juvenile was taken into custody.

Calls made within the local dialing areas shall be made at City expense.

Additionally, when intoxication is an element of the charge, the juvenile shall be permitted to call a qualified person of his or her choice, at his or her own expense, for the purpose of taking a breath, blood, or urine sample for analysis by an independent laboratory. Calls shall be made in the presence of an officer except when the call is made to an attorney, religious advisor, or licensed physician.

When a juvenile arrestee requests to make a phone call outside of the local dialing areas by using a calling card or payphone, he/she should be allowed to do so. If the juvenile is without sufficient funds or is unable to complete telephone calls on a collect basis, telephone calls outside the local dialing areas may be made at City expense at the discretion of a supervisor.

659. VISITING OF PRISONERS.

659.10 PRISONER VISITATION. The Commanding Officer, Jail Division, shall ensure that prisoners who are authorized to have visitors are allowed one visit per day. Each visit is limited to one visitor; however, one minor child may accompany each responsible adult visitor. Every effort shall be made to accommodate visitors of both felony and misdemeanor arrestees.

Visitation periods shall cause minimal interference with jail and detective operations.

Posting of Visitation Policy. Commanding officers of Department jails shall ensure that the visitation policy, printed in both English and Spanish, is posted at locations within each facility where it is visible from all detention and booking areas.

Visitation Restriction/Denial. Generally, prisoner visitation rights are subject to denial or restriction if:

- * Admittance of a particular visitor would threaten or compromise the security of the jail facility; or,

* Facts surrounding an investigation reasonably indicate that visitation by certain individuals will compromise the investigation.

The concerned investigating officer shall determine when visitation of a felony prisoner is to be restricted. When there is no investigating officer, or the investigating officer is unavailable, the patrol watch commander where the jail facility is located shall determine if visitation should be restricted.

Concerned Investigating Officer or Patrol Watch Commander of the Jail Facility-Responsibility. When the concerned investigating officer or watch commander of the jail facility determines that certain persons shall not be allowed to visit a prisoner, the investigating officer or watch commander shall:

* If the restriction is requested prior to booking, note the visitor restriction and the name of the restricted visitors on the Booking Approval, Form 12.31.0

* If the restriction is requested following booking, contact and notify the custodial detention officer of the restriction, the name of restricted visitors, and the name and serial number of the officer restricting the prisoner's visitation.

Custodial Detention Officer's Responsibility. When the custodial detention officer is notified that a visitor restriction is required, either via the Booking Approval, Form 12.31.0, or by the concerned investigating officer or watch commander of the jail facility, the custodial detention officer shall:

* Print in **red letters**, "VR" on the Jail Custody Record of the restricted prisoner's Los Angeles Consolidated Booking Form, Form 5.01.2, on the upper right hand corner; and,

* Print in **red letters**, on the restricted prisoner's Los Angeles Consolidated Booking Form, Form 5.01.2, on the reverse side of the Jail Custody Record in the "Remarks" box and on the front of the Division Booking Record in the blank space beneath the box for identification numbers, the following:

- * VISITOR RESTRICTION;
- * The date and time the restriction was initiated;
- * Any other comments that may be applicable to the restriction; and,
- * The name and serial number of the officer who restricted visitation.

Visitation Requests. When notified that an individual requests to visit a prisoner, the custodial detention officer shall:

- * Require the visitor to complete the Prisoner Visitation and Temporary Sign-out Record, Form 6.31.

- * Review the Prisoner's Division Booking Record and the Jail Custody Record of the Los Angeles Consolidated Booking Form, Form 5.01.2, for any visitor restriction.
- * If visitation restriction is not indicated, visitation shall be allowed pursuant to the posted visitation policy.
- * If visitor restriction is indicated, the custodial detention officer shall:
 - * Verify the identity of all persons requesting permission to visit a prisoner.
 - * Determine if the **visitor** has been restricted from visiting the prisoner.
 - * If the **visitor** is not restricted, and no general visitation restriction is indicated, allow visitation pursuant to the posted visitation policy.
- * If visitation is restricted for that visitor, advise the visitor only that visitation for that prisoner has been restricted and the visitation will not be allowed. Visitors shall be referred to the officer placing the restriction for any further information or explanation.

659.15 NEWS MEDIA INTERVIEWS AND PHOTOGRAPHS. When an accredited news media representative requests to interview or photograph a prisoner, the officer having custody of a prisoner shall comply with the following procedures:

Unarraigned Prisoners.

- * Unarraigned prisoners shall not be interviewed by members of news media except in exceptional cases with the approval of the Chief of Police.

Note: Representatives shall be informed that interviews are not permitted until a prisoner has been arraigned.

- * Approval to photograph unarraigned prisoners by news media representatives shall be granted only if it does not interfere with the investigation. Granting of approval to photograph unarraigned prisoners shall be the responsibility of:
 - * Detective Support Division, if the prisoner is confined in Metropolitan Jail Section.
 - * Concerned investigating officers if the prisoner is confined in a geographic jail.
- * The Visitor's Pass, Form 6.21, shall be used to provide approval for news media representatives to photograph unarraigned prisoners. The words "Photos Only" shall be printed in large letters across the face of the form.

Arraigned Prisoners.

- * Interviews or photographs of arraigned prisoners by news media representatives may be granted without prior approval.
- * Prisoners shall not be compelled to be photographed or interviewed by news media representatives. An officer shall remain

present when a prisoner is being interviewed or photographed.

Prisoner's Consent to be Interviewed.

- * The prisoner shall be asked if he/she desires to be interviewed by the representatives of the news media.
- * If the prisoner refuses to consent to the interview, the requesting representatives shall be informed of such refusal.
- * If the prisoner consents to the interview, the officer having custody shall:
 - * Complete the back of the Custody Record of the Los Angeles Consolidated Booking Form, Form 5.1.
 - * Complete the following statement on the back of the Custody Record of the Los Angeles Consolidated Booking Form, Form 5.1: "I understand that (name of reporter; if two or more, the word "reporters" shall suffice) representing (name of news media) desires to talk to me and I hereby certify that I voluntarily consent to the interview(s)." The prisoner shall be requested to sign the form. This form shall be completed by the officer having custody of the prisoner at the time the interview is requested.
 - * Remain in the presence of the prisoner and the interviewers during the entire course of the interview.

659.40 CONDUCTING VISITORS THROUGH THE JAIL. Visitors may be conducted through the jail only when the detention officer has secured permission from a Jail Division watch commander or Operational Section supervisor.

660. TRANSFERRING AND TRANSPORTING BOOKED PRISONERS.

660.10 TRANSFERRING BOOKED PRISONERS. When a booked prisoner is to be transferred to another Department jail, or to arraignment court, the transferring officer shall prepare or have available for the transfer:

- * The Jail Transfer Record, Form 6.11.
- * The Custody Record page of the Los Angeles Consolidated Booking Form, Form 5.1.

Note: The Custody Record (Page 5) of the Los Angeles Consolidated Booking Form, Form 5.1, shall be arranged in the same order as listed on the jail transfer record. Any wants, warrants, or abstracts of wants or warrants for the prisoner shall be attached to the Custody Record.

- * The prisoner's personal property package and the Prisoner's Property Identification page of the Los Angeles Consolidated Booking Form, Form 5.1.
- * The City Attorney copy and the court copy of the Short Arrest Report, Form 5.2.1, if this form was used as an arrest report of a person booked on 647(c) P.C. (Begging).
- * Three copies of the Arrest Report, Form 5.2, if this form was used.

- * The complaint copy, in addition to the City Attorney copy and the court copy, of the Short Arrest Report, if this form was used as an arrest report, of a person booked on 647(f) P.C. (Drunk).

660.15 TRANSFERRING BOOKED PRISONERS TO LOS ANGELES SHERIFF'S DEPARTMENT'S CUSTODY. The custodial detention officer shall have all forms, prisoner's personal property, and prisoners ready for pick-up *prior* to the scheduled arrival of the Sheriff's transportation detail.

660.20 TELETYPES OF PRISONERS TO BE TRANSPORTED TO ARRAIGNMENT COURTS BY THE LOS ANGELES SHERIFF'S DEPARTMENT. An "Order to Transport" teletype shall be sent, on court days, to the Los Angeles County Sheriff's Department, Bureau of Transportation, by the custodial detention officers of each Department detention facility having prisoners to be arraigned. The teletypes shall contain the number of prisoners by sex and their court destinations. The order shall be sent not later than:

- * 0430 hours for *morning* arraignment.
- * 0900 hours for *afternoon* arraignment.

660.30 AUTHORIZATION REQUIRED FOR TRANSFER OF FELONS.

Authorization from the concerned investigating officer shall be secured by a division detention officer before transferring a felony prisoner from one division to another.

Note: When a felony prisoner is transferred from one division to another because of the need to provide medical attention to the prisoner, the concerned investigating officer shall be notified as soon as possible of the new location of detention.

660.40 OFFICERS TRANSPORTING TRANSFERRED PRISONERS. When an officer transports a booked prisoner from one division to another, he shall:

- * Sign the Jail Transfer Record, Form 6.11.
- * Secure the prisoner's property and the reports prepared for transfer by the transferring officer (4/660.10).

660.45 ADULT MALE NARCOTIC ARRESTEES-JAIL TRANSFER. Adult male narcotic felony and 11550 H&S arrestees who have been booked at 77th Street Jail Section, Southwest jail facility, and adult male 11550 H&S arrestees booked at Southeast jail facility shall be transferred to Jail Division each court day no later than 0430 hours.

Note: Watch commanders shall ensure that narcotic violation arrestees are transferred by Area personnel utilizing B-wagons or other suitable vehicles.

660.50 DETENTION OFFICER RECEIVING TRANSFERRED

PRISONER. A detention officer receiving a transferred prisoner shall:

- * Sign the Jail Transfer Record, Form 6.11.
- * Retain one copy of the form and return the other copy to the transporting officer for his records.
- * Accept the prisoner's property and the reports obtained by the transporting officer from the division from which the prisoner was taken (4/660.10).

670. ESCAPEES.

Booked Prisoners. When a prisoner has been *booked* and thereafter escapes the officer having custody of the prisoner at the time of escape shall immediately:

- * Notify a supervisor.
- * Notify Communications Division.
- * Complete an Escape Report, Form 6.6.
- * Cause an escape teletype to be sent (4/165.60).

Unbooked Arrestees. When an arrestee escapes *prior to being booked*, the officer having custody of the arrestee at the time of escape shall complete a Preliminary Investigation Report, Form 3.1, for the crime for which the person had been arrested and include the facts describing the escape.

670.05 ESCAPES FROM JUVENILE DETENTION FACILITIES - REPORTING OFFICER'S RESPONSIBILITY. When an escape from a juvenile facility located within the City of Los Angeles is reported to this Department, the geographic patrol division where the facility is located has preliminary investigative responsibility. The reporting officer shall complete a Preliminary Investigation Report (PIR), Form 3.1, title "Escape" and shall:

- * Complete a local broadcast in accordance with Manual Section 4/165.60. The broadcast shall include information on any known accomplices and the escapee's residence address and division, if within the City of Los Angeles.
- * Notify the division or outside agency responsible for investigating the crime for which the juvenile was originally detained.

Note: The reporting officer shall place this division or outside agency in the appropriate box on the "Escape" PIR as the investigating entity.

- * Notify any member of the concerned court, District Attorney's Office, or a victim or witness when there is a high probability that the juvenile may retaliate against any of these individuals.

Note: The detective handling the follow-up investigation shall ensure this notification was made.

- * Upon the arrest of a juvenile escapee, notify the detective division responsible for the investigation of the escape.

Follow-up Investigation-Detective's Responsibility. The Area Detective Division or outside agency responsible for investigating the crime for which the juvenile was originally detained shall be responsible for the follow-up investigation for the crime of escape. However, when the original outside arresting agency declines to assume responsibility, or has no jurisdiction in Los Angeles County, i.e., out-of-state or another country, the operations support division where the facility is located shall investigate the crime of escape. The detective assigned the follow-up investigation shall:

- * When it is determined there is a high probability of the juvenile retaliating against any member of the concerned court, District Attorney's Office, or a victim or witness, ensure the individuals were notified.
- * Prepare a petition for the crime of escape and ensure that the District Attorney's Office adds a charge of escape to the original charge.

670.10 JUVENILE ESCAPEES. When a juvenile escapee is apprehended, the Watch Commander, Detective Support Division, shall be notified by telephone. The juvenile shall be booked and detained as advised by the Watch Commander, Detective Support Division.

670.15 CANCELLATION OF "WANTS" ON ESCAPED JUVENILES. When an escaped juvenile is apprehended, the Watch Commander, Detective Support Division, shall provide the necessary information to the agency which originally requested the apprehension of the juvenile in order that cancellation may be made.

670.20 APPREHENSION OF MISDEMEANOR ADULT ESCAPEE. When an adult misdemeanant who has escaped from the custody of the Department is apprehended, the concerned investigative division shall be notified immediately by telephone. If the concerned investigative division cannot be contacted, the Watch Commander, Detective Support Division, shall be notified.

674. RELEASE CONTROL FILES. Each jail facility shall maintain control files as follows:

- * "Prisoners Released-Not Verified by AJIS." Retain Page 6 of the Booking and Identification Record in this file until a verification teletype is received from AJIS acknowledging the prisoner's release.
- * "Prisoners Released-Verified by AJIS." Retain the verification teletype and Page 6 of the Booking and Identification Record, Form 5.1 or 5.1.1, for a period of 30 days.

675. RELEASES, DETENTION OFFICER'S DUTIES.

675.10 DETENTION OFFICER RECEIVING INVESTIGATOR'S FINAL REPORT

Prisoner in Detention Officer's Custody. When a detention officer having custody of a prisoner receives the Investigator's Final Report, Form 5.10, directly from the investigating officer, the detention officer shall:

- * Release the prisoner.

Note: A juvenile prisoner shall be released to the custody of his/her parents, guardian, responsible relative, or other person or agency designated on the Investigator's Final Report. When the juvenile is not released within two hours, the detention officer shall notify the concerned investigating officer, his/her supervisor, or the Watch Commander, Detective Support Division, when the above personnel are not available.

- * Cause a Notification of Prisoner Release Teletype to be sent within one hour to:

- * The Automated Justice Information System (4/165.32).
- * Detective Support Division, when the arrestee is a juvenile or is an adult booked on a felony charge.

A copy of the teletype shall be attached to the Form 5.10.

Marijuana Complaints. When notified that all other charges against an arrestee have been rejected and only a marijuana possession charge (11357b H&S) has been filed, the custodial detention officer shall, as soon as practicable, advise the arrestee of the status of the charges and release him on his own recognizance.

Note: In the event an arrestee in custody is to be released, but refuses to sign the promise to appear portion of the release form, he or she shall be arraigned on the marijuana possession offense within 48 hours, exclusive of Saturdays, Sundays and Holidays, following the time of arrest.

675.12 DETENTION OFFICER RELEASING A MISDEMEANOR PRISONER TO ANOTHER JURISDICTION. When a detention officer releases a misdemeanor prisoner to another jurisdiction, he/she shall:

- * Forward with the prisoner all outstanding warrants or warrant information teletypes placed by other agencies (4/165.35).
- * Send a Notification of Prisoner Release Teletype to the Automated Justice Information System (4/165.32).

Note: See Section 4/775.13 for Certificate of Release requirements.

675.15 DETENTION OFFICER ORDERING RELEASE OF A PRISONER NOT IN HIS CUSTODY. When a detention officer ordering the release of an arrestee by means of an Order to Release Teletype has not received a Notification of Release Teletype in one hour, he/she shall determine the reason for the delay.

675.20 DETENTION OFFICER RECEIVING ORDER TO RELEASE TELETYPE. The detention officer receiving an Order to Release Teletype from another division or from a Los Angeles County Sheriff's facility for the release of an arrestee shall:

- * When bail has been posted, issue a Bail Receipt and/or Notice to Appear, Form 6.15, to the arrestee and orally instruct him when and where to appear in court.

Note: The Form 6.15 shall be reviewed and approved by the issuing officer's supervisor.

- * Release the arrestee.

Note: A juvenile prisoner shall be released to the custody of his/her parents, guardian, responsible relative, or other person or agency designated on the Investigator's Final Report. When the juvenile is not released within two hours, the detention officer shall notify the concerned investigating officer; his or her supervisor; or the Watch Commander, Detective Support Division, when the above personnel are not available.

- * Send a Notification of Prisoner Release Teletype within one hour to:
 - * The Automated Justice Information System (4/165.32).
 - * Detective Support Division and the concerned investigating officer when an adult arrestee was booked on a felony charge or the arrestee is a juvenile.
 - * The division or Sheriff's facility ordering the release.
- * Forward concerned teletypes; warrants; and Bail Receipt and/or Notice to Appear, Form 6.15, to the division bail auditor.

Note: When the arrestee was released other than on bail, one copy of the Notification of Prisoner Release Teletype shall be attached to the Order to Release Prisoner Teletype. Both teletypes shall be maintained at the division for a period of one month, after which time they shall be destroyed.

675.22 NOTIFICATION OF PRISONER RELEASE TELETYPE-PROCESSING. Upon releasing a booked person from custody, the officer releasing the prisoner shall:

- * Enter the disposition information and the date and time of release on the line immediately following the charge on Page 3 (Property Record) and Page 6 (Division Booking Record).
- * Retain Page 6 in a temporary file of "Prisoners Released-*Not* Verified by AJIS."

- * Forward Page 3 to the concerned teletype operator.
- * Ensure that a Prisoner Release Teletype is sent to the AJIS System as indicated in the LAPD Automated Justice Information System Teletype Operator's Manual.
 - * Metropolitan Jail Section and the Harbor Area Jail Section are responsible for sending the release teletypes.
 - * Divisional record clerks of other geographic areas shall be responsible for sending the release teletype.

Note: When the AJIS System rejects the release notification, the information shall be periodically teletyped until release verification is received.

- * The verification teletype shall be returned to the detention officer, who shall attach it to Page 6 and place it in the "Prisoners Released-Verified by AJIS" file. Page 3 can be discarded.

675.23 IMPERATIVE RELEASE (IR) MESSAGES-REVIEW. The detention officer of the on-coming watch shall:

- * Review the IR teletype.
- * Indicate thereon each arrestee's detention status.
- * Forward the teletype to his/her watch commander.

Note: The watch commander shall review and initial the teletype.

- * After the watch commander reviews the teletype, file under "Prisoners Released-Verified by AJIS."

675.25 RELEASE ON ORDER FIXING BAIL. When a prisoner confined on a felony charge without a warrant, or a person acting as his or her representative, requests an Order Fixing Bail pursuant to Section 1276 of the Penal Code, the following procedures shall apply:

- * When a prisoner acts on his or her own behalf, the Request and Order for Fixing Bail, County Form 76R381 V, shall be completed and sent without unnecessary delay to the District Attorney via the Mail Unit, Records and Identification Division.
- * When a person acting in behalf of a prisoner presents a Request and Order for Fixing Bail to the detention officer at the place of detention, the detention officer, when required by the instructions on the form, shall deliver the form to the prisoner for his or her signature. The person acting in the prisoner's behalf shall then be directed to submit the form to the District Attorney's Office.

Detention officers shall cause the release of prisoners confined in the City Jail System for whom fixed bail release orders have been signed by:

- * Judges or commissioners of the Los Angeles Municipal Court ONLY when a person is

arrested or booked within the boundaries of the City of Los Angeles.

- * Judges or commissioners of the Superior Court of Los Angeles County when the offense was committed in the County of Los Angeles.
- * Judges or commissioners of the Supreme Court and the Courts of Appeal in any bailable case.

When a prisoner is released as a result of an Order Fixing Bail, in addition to any other notification, the custodial detention officer shall cause a Notification of Prisoner Release Teletype to be sent to the concerned investigating officer.

675.30 ARRAIGNMENT OR RELEASE OF ADULT PRISONERS WHEN NO INVESTIGATING OFFICER ASSIGNED. The detention officer having custody of a prisoner, to whose case no investigating officer has been assigned shall ensure that all adult arrestees are arraigned or released as soon as possible, without unnecessary delay, and in no event beyond **two** court days following the day of arrest.

Exception: During a state of emergency a presiding judge may request that the "Chair of the Judicial Council" extend the time limit for prisoner arraignment from the current two days to a period not to exceed seven days.

Note: See Section 4/775.13 for Certificate of Release requirements.

675.35 PLACEMENT AND DISPOSITION OF ILLEGAL ENTRY HOLDS. Supplemental holds charging illegal entry against persons in the custody of this Department for an unrelated criminal offense shall only be authorized by officers of the United States Immigration and Naturalization Service (INS). Arrestees against whom the INS has placed a hold shall be released to the custody of INS within 24 hours after:

- * All local charges are dismissed; or,
- * Bail is deposited on the local charges; or,
- * The arrestee is determined to be eligible for release on his/her own recognizance on the local charges.

Note: Under no circumstances shall any person be held longer than 24 hours when an illegal entry hold is the only remaining charge. There is no extension of the 24 hour detention limit because of an intervening holiday or weekend period. Procedures governing the booking and detention of prisoners held enroute are unaffected by this section.

675.40 NOTIFICATION TO AGENCY PLACING SUPPLEMENTAL CHARGE, WHEN PRISONER AVAILABLE FOR RELEASE. When a prisoner against whom a supplemental charge has been placed by a parole or probation officer (4/646.15) is available for release, the custodial detention officer shall make a telephonic notification to the concerned agency. Releases of prisoners so charged may be made at Metropolitan Jail

Section, 77th Street Jail Section, Valley Jail Section, or any Operations Jail Section, Jail Division.

675.45 NOTIFICATION TO AGENCY PLACING SUPPLEMENTAL CHARGE, WHEN PRISONER REMANDED TO CUSTODY OF SHERIFF. When a prisoner against whom a supplemental charge has been placed by a parole or probation officer (4/646.15) is remanded to the custody of the Sheriff, the officer releasing the prisoner from the City Jail system shall make a telephonic notification to the concerned agency.

675.50 NOTIFICATION TO AGENCIES HAVING MISDEMEANOR WARRANTS ON MISDEMEANOR PRISONER RELEASED TO ANOTHER JURISDICTION. When a prisoner is released from Department custody to another agency and warrants or warrant information teletypes received from other agencies have been forwarded with him/her, the detention officer releasing the prisoner shall cause a Notification of Forwarded Warrants Teletype to be sent to the concerned agencies.

680. RELEASE ON BAIL.

680.02 RESPONSIBILITY TO ACCEPT BAIL. An employee shall accept bail in the form of cash, valid surety bonds, or verified negotiable paper in the form of cashier's checks, bank money orders, United States Postal Service money orders, and Western Union money orders, for a prisoner confined in any Los Angeles City or County jail facility on any charge or warrant for which bail has been set.

680.05 SEIZURE OF CASH BAIL IN NARCOTICS RELATED CASES.

Employee's Responsibility. Upon the presentation of cash bail on behalf of arrestees detained for cases involving Sections 11351, 11351.5, 11352, 11353, 11353.5, 11353.7, 11354, 11359, 11360, 11361, 11378, 11378.5, 11379, 11379.5, 11379.6, 11380, 11383(a), and 11383(b) H&S, or other related felonies where the presumptive bail is \$10,000 or more and there exists probable cause to believe that the currency represents proceeds from the sale of illegal drugs, the employee presented with the bail shall notify the on-duty uniformed patrol division or Watch Commander, Metropolitan Jail Section.

Watch Commander's Responsibility. Upon notification, the on-duty uniformed patrol division or Watch Commander, Metropolitan Jail Section shall:

- * Ensure that a sworn officer is assigned to conduct a preliminary investigation which examines the source of the currency that has been presented for bail; and,
- * Ensure that the Financial Unit, Narcotics Division, has been notified to respond to the location and that all directions from the

Financial Unit are received and complied with.

Note: During off-hours, the on-duty detective at Narcotics Information Network (NIN), Narcotics Division, shall be notified. The on-duty NIN detective will notify the on-call Financial Unit detective who will respond to the location, warranted.

Officer's Responsibility. An officer assigned to begin an investigation as to the source of currency presented for bail shall initiate a "preliminary investigation." The officer shall complete the following functions in this exact order until the arrival of personnel from the Financial Unit, Narcotics Division:

- * Notify the Financial Unit or, when closed, the NIN unit;
- * Count the currency in the presence of the person offering the bail (presenter) and a supervisor;
- * Place the currency into a Money Envelope, Form 10.12.2;

Note: If a Canine Unit will be responding, do not place the currency into money envelopes until the Canine Unit's investigation is complete.

- * Complete the currency count register located on the back of the money envelope;
- * Properly identify the presenter through Department sources; and,

Note: The officer may ask additional questions related to the money in order to form an opinion as to its origin.

- * Instruct the presenter to be seated until the arrival of detectives from the Financial Unit, Narcotics Division, who will then complete the investigation and, if appropriate, seize and book the currency per Department Manual Section 4/540.60.

Note: Only personnel from the Financial Unit, Narcotics Division, are authorized to seize and book currency pursuant to the provisions of 11470 H&S.

Upon the seizure of bail, the arrestee shall remain in custody until non-illicit cash or a bail bond is presented, or until the time of arraignment.

680.12 ACCEPTANCE OF BAIL AT CUSTODIAL DIVISION. When a request is made to deposit bail for the release of an arrestee, the custodial detention officer shall:

- * Accept and process the bail (4/680.20, 4/680.21).
- * Determine from the Court Schedule for Bail-Outs when and where the arrestee is to appear in court.

Note: If the arrestee was booked on a misdemeanor warrant and the warrant information sheet contains citing instructions in the information portion of the teletype, detention officers shall ensure that the instructions are included on the arrestee's Bail

Receipt and/or Notice to Appear, Form 6.15.

- * Orally instruct him/her when and where to appear in court.
- * Release the arrestee.
- * Cause a Notification of Prisoner Release Teletype to be sent to the Automated Justice Information System (4/165.32).

680.14 ACCEPTANCE OF BAIL-ARRESTEE IN CUSTODY AT DIFFERENT LOCATION. When a request is made to deposit bail for the release of a prisoner in custody at a different location, the employee accepting bail shall:

- * Telephone the Arrestee Information Section, Inmate Reception Center, County Central Jail, when the arrestee is a male, or the Arrestee Information Section, Los Angeles County Jail, when the arrestee is female, to verify that the person is in custody on a bailable offense, and to determine the location of custody.
- * Make a telephonic request to the custodial division for a Bail Information Teletype.

Exception: When the arrestee is in County custody a Request for Bail Information Teletype shall be sent to the concerned Sheriff's facility.

- * Upon receipt of the Bail Information Teletype, accept and process the bail (4/680.20).

Note: The Bail Information Teletype is the legal authorization to accept bail. When the Bail Information Teletype is incomplete, a telephonic request shall be made to the custodial detention officer to have a corrected Bail Information Teletype sent.

- * Send an Order to Release Prisoner Teletype to the custodial detention officer.

Note: When a Notification of Release Teletype is not received within an hour, the custodial detention officer shall be contacted to determine the reason for the delay.

680.15 SURETY BOND OFFERED BY ARRESTEE'S AGENT. The detention officer offered a Surety Bond by an arrestee's agent shall check the validity of the bond. The bond shall not be accepted when:

- * The bond does not conform to the correct arrestee "Bail Information."
- * The bond is for more than one warrant or one open charge.
- * Alterations or erasures are made on the bond.
- * Bail is in excess of the bond limit.
- * The bond has expired.
- * The bond is not executed by an insurer certified to transact surety insurance in this State.
- * The bond has not been notarized.

When the validity of the bond is in doubt, the concerned detention officer or jail watch commander, shall be consulted.

After verification, the detention officer shall process the bond in the same manner as cash bail (4/680.12).

680.16 PARTIAL CASH BAIL OFFERED BY ARRESTEE'S AGENT. The detention officer offered partial cash bail by an arrestee's agent shall:

- * Determine the amount of bail from the bail schedule or, if the arrestee was arrested on a warrant, from the warrant.
- * Determine whether the arrestee has sufficient money in his/her property to complete the balance of the bail and whether the arrestee desires his/her money to be used for that purpose.

Sufficient Funds. If the arrestee has sufficient funds and desires that they be used for bail, secure their release to the arrestee's agent by having the arrestee complete a Property Release, Form 6.8. Complete the release procedure (4/680.12).

Insufficient Funds. If the arrestee has insufficient funds or if he/she is unwilling that his/her funds be used for bail, the detention officer shall decline to accept the partial payment offered by the arrestee's agent.

680.20 BAIL ACCEPTANCE PROCEDURES. An employee receiving bail shall:

- * Complete a Bail Receipt and/or Notice to Appear, Form 6.15.
- * Accept the proper amount of bail as indicated on the Bail Schedule, Bail Information Teletype, or warrant.
- * Submit the Bail Receipt and/or Notice to Appear or the Release Agreement, to a supervisor for verification of bail amount and form approval.

Exception: At Metropolitan Jail Section, verification and approval may be made by the Release Desk Officer in Charge when the bail does not exceed \$100.00.

- * Issue a Bail Receipt and/or Notice to Appear to the depositor and when applicable, to the arrestee (5/6.15).
- * Ensure that the bail, the remaining copies of the Form 6.15, and, when applicable, the warrant or Bail Information Teletype are delivered to the Division Bail Auditor as soon as practicable.

Employees accepting bail in the form of cashier's checks, bank money orders, and Western Union money orders shall ensure that:

- * The depositor presents two forms of valid identification at the time the negotiable paper is offered. The identification shall include:
 - * A valid driver's license or identification card issued by a state of this country; and,
 - * A current employee identification with photograph or a current credit card.

- * The negotiable paper is drawn on a California bank;
- * There is no evidence of alterations or erasures to the negotiable paper;
- * The value equals, or is greater than, the correct bail amount;
- * The negotiable paper is made payable to the "Los Angeles Police Department Bail Account;"
- * The prisoner's name and booking number are recorded on the right front corner of the negotiable paper;
- * The depositor's driver's license number or identification card number is recorded on the back of the negotiable paper;
- * The negotiable paper is recorded as cash on the Bail Receipt and/or Notice to Appear, Form 6.15, by placing a check in the "cash" box; and,
- * The following information is recorded in the "Depositor's" section of the Form 6.15:
 - * The depositor's name and address;
 - * The depositor's state driver's license number or state identification card number; and,
 - * The bank identification number printed on the cashier's check, bank money order, or Western Union money order.
- * The completed Form 6.15 is submitted to a supervisor for approval and verification of bail amount.

Note: When the negotiable paper value is greater than the correct bail amount, the overage shall be sent to the appropriate court. The employee accepting the bail shall document the overage on the Form 6.15 by writing the word "OVERAGE" on the last line in the box titled "Warrant Number and/or Charge."

680.30 DETERMINING FELONY BAIL. When a watch commander approves the booking of a person arrested for a *bailable* felony offense, he or she shall:

- * Determine the appropriate bail by applying the circumstances of the case to the current felony bail schedule for Los Angeles County.
- * Record the appropriate bail and arraignment court in the lower right-hand corner of the Booking Approval, Form 12.31.

Note: When a watch commander or investigating supervisor advising booking determines that an increased bail should be sought, he/she shall, in addition, record the notation "Hold Pending Bail Increase" in the lower right-hand corner of the Booking Approval, Form 12.31.

- * Direct the arresting officer to present the original Booking Approval, Form 12.31, to the booking employee, who shall enter the amount of bail in the appropriate space on the booking slip. The Booking Approval, Form 12.31, shall be attached to the division copy of the arrest report.

Exception: When an arrestee is to be booked directly into a Los Angeles County Jail facility, the transporting officer shall ensure that the appropriate bail and arraignment court information is entered on the Los Angeles Consolidated Booking Form, Form 5.1.

680.35 BAIL REDUCTION PROCEDURES. When notified by Detective Support Division that a prisoner is seeking a bail reduction, the Area watch commander or concerned investigation officer shall:

- * Conduct a prompt inquiry into the circumstances of the arrest to determine if the Department is opposed to a bail reduction or own recognizance (OR) release; and,
- * Notify the Pretrial Services Division, Superior Court, of the Department's position.

680.40 DECREASED FELONY BAIL AND FELONY O.R. RELEASES. Detention officers shall permit a felony arrestee, or his/her representative, to contact a judge or commissioner to request a bail reduction or felony own recognizance release. When a detention officer receives a teletype notification of a felony bail *decrease*, he/she shall accept a cashier's check, bank money order, Western Union money order drawn on a California bank, cash or a valid surety bond in the specified amount, then release the arrestee. The teletype shall be attached to the division file copy of the Bail Receipt and/or Notice to Appear, Form 6.15.

Note: Felony bail reductions or Own Recognizance releases are not authorized for crimes delineated in 1270.1 P.C. and 667.5 P.C. These arrestees can not have their bail reduced, nor be released on their Own Recognizance, until after their first court appearance. Any change, or pending change, to an arrestee's bail shall be recorded on the Booking and Identification Record, Form 5.01.2, under the **additional charges** section of the Jail Custody page and the Division Booking page.

When a detention officer receives a teletype notification of a felony "own recognizance release" authorization, he/she shall:

- * Complete, and obtain the arrestee's signature on, the Felony Own Recognizance Release and Agreement to Appear, Form 6.3.1.
- * Contact the concerned investigating officer or watch commander to ensure that the Investigator's Final Report, Form 5.10, is completed.
- * Release the arrestee.
- * Attach the O.R. release teletype to the division file copy of the Form 6.3.1.

680.45 REQUESTING AN INCREASE IN FELONY BAIL.

Prior to arraignment, an officer shall request a bail deviation when an arrestee was arrested without a warrant and,

- * The defendant was arrested for a bailable felony offense or misdemeanor offense of violating a domestic violence restraining order; and,
- * The officer has reasonable cause to believe that the scheduled bail amount is insufficient to assure the defendant's appearance or to assure the protection of a victim, or family member(s) of a victim, of domestic violence.

Officer's Responsibility. Officers seeking a bail deviation on an arrestee shall:

- * Book the suspect and obtain a booking number;
- * Advise the detective supervisor/watch commander of the circumstances of the case which necessitates a bail deviation;
- * Obtain approval from the detective supervisor/watch commander to request a bail deviation;
- * Contact the Los Angeles County Bail Deviation Program and provide the contact individual with the following:
 - * Bail amount requested;
 - * Circumstances which led to the arrest;
 - * Reason(s) for the bail deviation request;
 - * Aggravating circumstances which support the bail increase request;
 - * Information on whether or not the arrestee is considered a flight risk;
 - * Information on whether or not the arrestee can bail out on the current standard bail;
 - * Information on whether or not the arrestee is considered a threat to the community and/or victim(s);
 - * Prior criminal history;
 - * Arrestee's identification numbers (e.g., CII, FBI, Social Security Number, Driver's License, etc.); and,
 - * Requesting officer's name and call-back number.

Note: Currently, the Los Angeles County Bail Deviation Program may be contacted seven days a week, including holidays, between 0630 and 0130 hours. Officers wishing to contact the program during off-hours shall wait until 0630 hours. Per Penal Code Section 1259(c), pending the issuance of a court order to change the bail amount, an arrestee may be prevented from posting bail for a maximum of eight hours from the time of booking.

- * After initial contact, send a facsimile copy of the arrestee's Probable Cause Declaration to the Los Angeles County Bail Deviation Program;

The information provided to the contact individual at the Los Angeles County Bail Deviation Program will be immediately reviewed by the on-duty Bail Commissioner. Once the commissioner makes a decision, the requesting employee will be contacted and advised of the commissioner's decision. If a bail deviation is granted, the jail facility where the arrestee is in custody will receive a teletype

of the court order from the Los Angeles County Bail Deviation Program informing them of the bail deviation.

- * Upon approval of the request, document in the narrative portion of the arrest report the determined bail amount with the name of the concerned Bail Commissioner;
- * Notify the watch commander of the jail facility of the revised bail amount; and,
- * Obtain a copy of the teletype from the jail facility and attach it to the arrest report.

Detective Supervisor/Watch Commander's Responsibility. The detective supervisor/watch commander shall:

- * Review the arrest report which documents the facts and circumstances which establish the reasonable cause to believe that the scheduled bail amount is insufficient;
- * Determine if the bail deviation request is justified; and,
- * If approved by a Bail Commissioner, ensure the required information is documented in the arrest report and a copy of the jail teletype is attached.

Jail Watch Commander/Supervisor's Responsibility. Upon notification by the Department employee of an approved bail deviation, the jail watch commander/supervisor shall ensure that the arrestee's bail deviation is updated on all booking/jail forms and that Records and Identification Division, Booking and Records Update Unit, is contacted.

Records and Identification (R&I) Division, Booking and Records Update Unit's Responsibility. Upon contact of a bail deviation by jail personnel, R&I Division personnel shall update the bail in the Automated Justice Information System (AJIS).

680.50 HOLD PENDING BAIL INCREASE-DETENTION OFFICER'S RESPONSIBILITY. When a prisoner has been booked on a "hold pending bail increase" and a bail increase notification has **not** been received within eight hours of booking, the detention officer shall contact the detective supervisor/watch commander to verify that a bail increase has not been authorized. If a bail increase has not been authorized, the detention officer shall accept the amount of bail indicated on the Booking Approval, Form 12.31.

Note: Any change, or pending change, to an arrestee's bail shall be recorded on all booking/jail forms.

680.80 PROCESSING AND FORWARDING BAIL. Commanding officers of Areas or divisions which have bail responsibilities shall designate an employee as the division or Area bail auditor.

Each court day, the Area or division bail auditor shall:

- * Verify all bail accepted at the division and resolve discrepancies.

- * Deposit bail monies into the Los Angeles Police Department Bail Account at the bank designated to receive the funds.
- * Complete and authorize a separate bank check payable to each separate court group (e.g., one check for Division 50-51, one check for Division 72-75).
- * Forward check surety bonds, necessary copies of the Form 6.15, and any warrants to the appropriate court group.
- * Forward one copy of each Bail Receipt and/or Notice to Appear, Form 6.15, one copy of the Division Bail Log, Form 6.16; and bail bank deposit receipt to the Administrative Section, Jail Division.
- * Maintain the division bail file.
- * Maintain the bail schedules and the Bail Instruction Booklet.
- * Maintain the Daily Bail Accounts Receipts and Disbursements Report, Form 15.47.1.

680.95 FORWARDING ARREST REPORTS ON BAIL-OUTS. When a misdemeanor prisoner bails out of a division jail, except in an outlying Operational Jail Section jail (0/030.), the detention officer shall notify Metropolitan Jail Section on the regular wagon pick-up. The detention officer shall process the arrest reports and have them ready for the wagon pick-up.

681. POSTBOOKING RELEASE.

681.05 RESPONSIBILITY FOR MAKING POST-BOOKING RELEASE DETERMINATIONS. The responsibility for making postbooking release determinations is as follows:

- * For all misdemeanor arrestees detained in Metropolitan Jail Section, Release Desk Personnel.
- * For all misdemeanor arrestees booked into Valley Jail Section, the watch supervisor or other designated employee.
- * For all misdemeanor arrestees booked into 77th Street Jail Section, the watch supervisor or other designated employee.
- * For all misdemeanor arrestees booked into the county jail system, the concerned Los Angeles County Sheriff's Department designee.
- * For all misdemeanor arrestees booked into a geographic jail facility, the senior jail staff member on duty at the facility.

681.10 PROCEDURE FOR DETERMINING POST-BOOKING RELEASE ELIGIBILITY. Watch commanders and the Operational Jail Section supervisor of Department jails shall review the status of *each* adult misdemeanor arrestee in custody during required jail inspections and prior to the arrestee's transfer to LASD custody. Misdemeanor adult arrestees shall be **immediately** released from custody on their own recognizance (O.R.) unless one or more of the following conditions exist:

- * Arrestee is intoxicated to the point where the arrestee could be a danger to self or others.
- * Arrestee requires a medical examination or medical care, or is otherwise unable to care for own safety.
- * Arrestee is in custody for a violation of one or more of the circumstances listed in Sections 40302 or 40303 of the Vehicle Code.
- * Arrestee has one or more outstanding felony arrest warrants.
- * Arrestee has one or more outstanding misdemeanor arrest warrants not eligible for release under Section 827.1 of the Penal Code (4/216.67).
- * Arrestee is unable to provide satisfactory identification.
- * Immediate release of the arrestee would jeopardize the prosecution of the offense for which arrested or the prosecution for any other offense.
- * There is a reasonable likelihood that the offense would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the arrestee.
- * Arrestee demands to be taken before a magistrate or refuses to sign the Notice to Appear.
- * There is reason to believe that the arrestee would not appear at the time/place specified in the notice.

Note: This includes those adult misdemeanor arrestees who cannot present satisfactory identification at the time of arrest, but whose identity is subsequently established.

681.15 POSTBOOKING RELEASE PROCEDURES. When a misdemeanor arrestee is apparently eligible for a postbooking release, the releasing officer shall, prior to releasing him/her, ensure that:

- * A want and warrant check based on positive identification has been conducted.
- * The arrestee's criminal record has been reviewed for convictions that would affect the original booking charge (e.g., 484, 12025 P.C.).

Exception: The supervisor responsible for the O.R. determination may, when records are not available after a reasonable length of time, evaluate the circumstances and release the arrestee.

- * The "O.R. Determination" portion of the Booking Approval, Form 12.31, indicates eligibility for postbooking release.
- * A sworn supervisor has approved the postbooking release and signed the Jail Custody Record of the Los Angeles Consolidated Booking Form, Form 5.1.

681.20 REPORTING POSTBOOKING INELIGIBILITY. When a determination is made that a misdemeanor arrestee is not eligible for a postbooking release, the reason for the nonrelease and the name and serial number of the officer making the determination

shall be entered on the Jail Custody Record page of the Form 5.1 by the custodial detention officer.

682. EXCEPTIONAL RELEASES.

682.15 IMMEDIATE CASH BAIL-OUT. Officers shall comply with the provisions of Vehicle Code Section 40304.5.

Note: Vehicle Code Section 40304.5 requires that any person who is taken into custody for **two or fewer** outstanding misdemeanor traffic warrants for failure to appear on a citation for a parking offense or a traffic infraction be provided the opportunity to immediately post bail. Additionally, if the arrestee does not have sufficient cash to post bail, the arrestee shall be allowed to make **three completed** telephone calls and have at least **three** hours to obtain sufficient bail. The arrestee shall not be booked, photographed, or fingerprinted, nor shall an arrest record be made, unless the three hours have elapsed or the arrestee declines to immediately post bail.

Local telephone calls shall be made at City expense utilizing the centrex system. Long distance calls shall be made collect by utilizing City Hall Operators and following their directions.

Adult arrestees taken into custody under the authority of 40302 V.C. through 40305 V.C., shall also be provided the opportunity to immediately post bail, without being booked, photographed, fingerprinted or having an arrest record made if they have sufficient cash in their possession.

It is the responsibility of the arresting officer to ensure that the arrestees have been informed of their rights concerning immediate cash bail-out. The detention officer, or an officer designated by the watch commander, shall accept the bail and immediately release the arrestee.

Note: Searches of arrestees deemed necessary to ensure officer safety and station security may be conducted on arrestees arranging for immediate cash bailout. This does not normally include strip searches.

Exceptions:

- * When there is a question regarding the arrestee's identity, and the arrestee was arrested for a Vehicle Code violation, **while operating a motor vehicle**, the arrestee may be detained for a reasonable time, not to exceed two hours, so that his/her identity can be verified. In "immediate cash bail-out" situations, misdemeanor traffic warrant arrestees **shall not** be detained for purposes of identification.
- * If the arrestees are intoxicated, the arrestees shall not be allowed to post immediate bail unless a responsible adult is present and willing to assume responsibility for them.

In lieu of a booking number, a DR number shall be used on the Bail Receipt and/or Notice

to Appear, Form 6.15.

Exception: When there is a related report, the DR number of that report shall be used.

When immediate cash bail is posted for a misdemeanor traffic warrant, the Area jail unit shall enter the appropriate information into the **CWS** computer (4/611.30). Immediate cash bail-outs are cleared from the **CWS** System in the same manner as bookings (with the exception that the DR number is entered in place of the booking number). Jail Division personnel shall forward all copies of the abstract to Records and Identification Division.

682.20 CANCELLED WARRANT INFORMATION SHEET RELEASE. When an arrest warrant information sheet has been teletyped to a division for booking purposes and the Department is subsequently directed to recall the warrant, a Cancel Warrant Information Sheet teletype will be directed to the division watch commander. When no other charges are pending, the concerned watch commander shall:

- * Cause the immediate release of the arrestee.

Note: When a question arises concerning the validity of a Cancel Warrant Information Sheet teletype, the concerned watch commander shall immediately telephone the Supervisor, Automated Want/Warrant Unit, Records and Identification Division, to determine the status of the warrant.

- * When the booking has been completed, cause the completion of an Investigator's Final Report, Form 5.10, authorizing the release. The notation "Warrant Information Sheet Canceled" shall precede all other information in the space provided for "Reason for Release."

Note: When the arrestee is detained at another facility, an Order to Release teletype shall be immediately transmitted to that facility.

690. JUVENILE RELEASES.

690.05 RELEASE OF JUVENILE DETAINED AT A JUVENILE HALL. To effect the release of a juvenile who is detained in a juvenile hall, the investigating officer shall:

- * Present one copy of the Investigator's Final Report, Form 5.10, authorizing the release, to the Watch Commander, Detective Support Division; or,
- * Present one copy of the Investigator's Final Report to the concerned record clerk and cause the transmittal of an "Order to Release Juvenile" teletype to the Watch Commander, Detective Support Division.

690.10 DETECTIVE SUPPORT DIVISION-WATCH COMMANDER'S DUTIES. Upon receiving the teletype or Investigator's Final Report directing the release of a detained juvenile, the watch commander shall:

- * Telephonically notify the probation officer at Intake Detention Control at the concerned juvenile hall to release the juvenile.
- * Upon the notification of the release of the juvenile, cause the transmittal of a "Notification of Prisoner Release" teletype to the concerned investigating officer.

Note: When the concerned detective division is located in Parker Center, a telephonic notification may be made.

690.20 RELEASE AUTHORIZED BY A PROBATION OFFICER. When a probation officer from the Probation Department's Intake Detention Control contacts the Department regarding the release of a juvenile detained in a juvenile hall, the probation officer shall be directed to contact the Watch Commander, Detective Support Division. The Watch Commander, Detective Support Division, shall:

- * Determine whether the subject shall be cited to return for further investigation and disposition.
- * Cause the transmittal of a "Notification of Prisoner Release" teletype to the concerned investigating officer when detained in a juvenile hall.

695. REGISTRATION OF CONVICTED PERSONS.

695.10 LOCATION FOR REGISTRATION OF CONVICTED PERSONS. Officers having a person in their custody whom they wish to register under the convicted person's registration laws shall take the person to the Criminal Records Section, Records and Identification Division, for processing. Persons wishing to register under such laws shall be directed to Records and Identification Division.

FOLLOW-UP INVESTIGATION

702. DETECTIVE'S CASE ENVELOPE-FELONY ARRESTEES. The assigned investigator shall ensure that:

- * A separate Detective's Case Envelope, Form 15.15 is utilized for each adult felony arrestee.

Exceptions: Investigations requiring use of a case package larger than the 15.15, or a Murder Book (4/710.30).

- * A copy of all related reports is filed in the package.
- * Applicable information is entered on the face of the envelope as it becomes available.
- * The completed case package is submitted to a supervisor for approval as soon as practicable after the Investigator's Final Report, Form 5.10, is approved and returned to the investigator.

After approval, completed case packages are to

be filed as directed by the division commanding officer.

705. SUPPLEMENTAL CHARGES-BOOKED PRISONERS (4/646).

705.05 SUPPLEMENTAL CHARGE-DEFINED (4/646.05).

705.10 PLACING SUPPLEMENTAL CHARGES OR RECORDING A REDUCTION IN CHARGES (4/646.10).

705.22 BOOKED MISDEMEANANT WANTED ON A FELONY. An officer who discovers that a person booked on a misdemeanor charge is wanted on a felony charge shall notify by telephone:

- * The division requesting the arrestee, when the want is local.
- * The division that regularly investigates cases similar to the felony charge, when the want is foreign.

When the concerned division is closed, the notification shall be made to Detective Support Division. The officer receiving the notifications shall:

- * Determine whether the felony want is valid.
- * If the felony want is valid, cause the supplemental charge to be placed (4/646.10).

705.42 WARRANT BOOKINGS-ADDITIONAL OFFENSES. When an officer, while serving a warrant, either felony or misdemeanor, encounters circumstances which justify an arrest for an additional offense, he/she shall book the suspect on both the warrant and the additional offense.

705.62 JUVENILE BOOKED AS AN ADULT. When it is learned that a person under the age of eighteen years has been booked as an adult by members of this Department or an outside police agency (4/805) and no adult complaint has been issued, the concerned watch commander shall, without unnecessary delay, cause the juvenile to be segregated from adult prisoners and notify the concerned investigating officer and, if applicable, the involved outside police agency. The concerned investigating officer shall:

- * Release the adult charge by completing an Investigator's Final Report, Form 5.10.

Note: A teletype abstract of the Form 5.10 shall be sent to the concerned investigative division when the release is accomplished by an officer of another division.

- * Obtain a new booking number and rebook the subject as a juvenile.
- * Obtain a new booking number, a new set of fingerprints via the Livescan Tenprinter, and complete a new set of the Los Angeles Consolidated Booking Form, Form 5.1 Enter the notation "Juvenile Rebooking" and the new booking number in the top left

corner of the face sheet of a copy of the original adult arrest report. Forward both the cancelled and new Los Angeles Consolidated Booking Form, Form 5.1, to Records and Identification Division.

Note: When the original arrest report is a Short Arrest Report, Form 5.2.1, an Arrest Report, Form 5.2, shall be completed. The old booking number shall be placed in the **Court Information** space with the notation "Rebooking-Subject Originally Booked as an Adult (original booking number)." The court copy of the short form arrest report shall be attached to the investigating officer's copy of the arrest report.

- * Indicate in the narrative portion of the arrest report the following:
 - * The date and time the juvenile's true age became known.
 - * The facts regarding the misrepresentation of age and how the juvenile's true age became known.
 - * The juvenile's true name if different than the name he/she was booked under.
- * Cause the revised arrest report to be distributed as indicated in Manual Section 5/5.2-88.
- * Complete a Detention Petition Request when the juvenile is detained.

Note: When a juvenile has been booked as an adult because the juvenile misrepresented his/her age and this misrepresentation materially delayed the investigation, a maximum of 48 hours additional time is allowed to complete the investigation and file a petition. The additional time begins when the juvenile's true age has been determined.

When the juvenile is rebooked and detained by other than the investigative division, the related reports shall be promptly delivered to the division responsible for the investigation. When the juvenile is released after rebooking, the related reports may be forwarded by Department mail to the concerned division.

Exception: When the juvenile has been booked as an adult by the CHP, the watch commander shall telephonically request that the concerned CHP supervisor promptly dispatch a CHP officer to accept custody of the juvenile and that a teletype be sent authorizing the release.

705.63 ADULT BOOKED AS A JUVENILE. When investigation reveals that a person booked as a juvenile was eighteen years of age or over at the time of the commission of the offense, the concerned investigating officer shall:

- * Release the juvenile charge and complete an Investigator's Final Report, Form 5.10, if the person is in custody.
- * Complete the disposition portion of the Arrest Report, Form 5.2.
- * If the person is to be rebooked as an adult the investigating officer shall obtain a new

booking number and complete a new Arrest Report, Form 5.2.

- * If the person is rebooked as an adult, the background of the arrestee shall be investigated for possible O.R. considerations, in accordance with existing procedures (4/681.).

705.64 JUVENILE NAMED ON ADULT TRAFFIC WARRANT. The investigating officer assigned a case in which a juvenile was booked on a Los Angeles City adult traffic warrant shall dispose of the warrant as follows:

- * Complete an original and three copies of a Request for Certification to Juvenile Court, Form 9.2.
- * Forward the original and two copies of the Form 9.2 with the warrant or warrant information sheet to the Traffic Court Liaison Detail, Traffic Coordination Section.
- * Retain one copy of the Form 9.2 pending receipt of a completed copy of the Form 9.2 from the court that issued the warrant. Receipt of this copy indicates that the certification has been completed.
- * Upon receipt of the completed Form 9.2 from the court, place the notation "Referred to Juvenile Traffic" in the disposition portion of the related arrest report. Forward the completed arrest report to the Juvenile Records Unit, Records and Identification Division.

Note: If the juvenile was not booked on the traffic warrant but on another charge, the same procedure shall apply except that arrest disposition shall be made only for the booking offense.

709. DEATHS.

709.10 DEATH INVESTIGATION-FOLLOW-UP PROCEDURES.

Natural, Accidental, and Suicide Deaths. Death investigations which reflect a supported classification of "natural," "accidental," or "suicide" shall not routinely require a Follow-up Report, Form 3.14.

Exception: A Follow-up Report shall be completed as soon as practical when:

- * The facts articulated in the initial Death Investigation Report, Form 3.11, do not support the classification; or,
- * Subsequent information significantly alters the original classification; or,
- * The postmortem examination contradicts the classification and cause of death reported on the Death Investigation Report.

Traffic Related Deaths. When a death results from a traffic collision, the investigating officer shall complete a Traffic Collision Status Report, Form 4.16, within **60** days following the initial Death Investigation Report. The report shall indicate:

- * The postmortem examination results, and final classification of death; or,

- * That the investigation is continuing and the reason for its continuance.

Undetermined Deaths. The detective responsible for the follow-up investigation of a death classified as "undetermined" shall, as soon as possible but no later than **60** days after the initial Death Investigation Report, complete a Follow-up Report indicating:

- * The postmortem examination results, and the final classification and cause of death; or,
- * That the postmortem examination is continuing and a statement as to why the examination and/or the investigation has not been concluded.

Note: When the postmortem examination results cannot be obtained, the detective shall complete an additional Follow-up Report during each subsequent 90 day period, until the final classification or cause of death can be established. If either the classification or cause of death cannot be determined, the detective shall complete a Follow-up Report indicating the available results and the reason why a final determination by the Coroner is not possible.

710. HOMICIDES.

710.10 TELEPHONIC NOTIFICATIONS. A telephonic notification reporting the occurrence of a homicide shall be made by the homicide investigating officer as soon as practical after his/her preliminary investigation to the concerned operations bureau office and the Administrative Unit, Detective Support Division. The following information shall be included:

- * Name of victim.
- * Date and time of occurrence.
- * Location of occurrence.
- * Suspect in custody/outstanding.
- * Cause of death.
- * Motive for homicide (if known).
- * Area of occurrence.
- * Potential for additional problems.
- * Name of reporting officer.

710.11 AUTOPSY NOTIFICATIONS.

Investigating Officer's Responsibility. The investigating officer responsible for a homicide or death investigation shall ensure that the coroner's office is provided with a valid contact number(s) for autopsy notification.

Responsibility to Attend an Autopsy. The I/O shall attend a scheduled autopsy when necessary to continue a thorough investigation. When notification is made to someone in the I/O's chain of command, that person shall ensure that the I/O, or an available alternate (when the I/O is unavailable), attends the autopsy.

710.20 HOMICIDE STATUS REPORTS.

Unsolved Homicides. A progress report on an unsolved homicide shall be submitted by detectives to their commanding officer, within

60 days of case assignment. The report is in lieu of a Follow-up Report, Form 3.14. It shall be on plain white paper and distributed as follows:

- * Original and addenda to the assigned detective.
- * One copy to the detective supervisor.
- * One copy and addenda to the concerned operations bureau.
- * One copy to Robbery-Homicide Division.

A follow-up report shall be completed:

- * As soon as possible, when additional information consists of new evidence affecting the **cause** of death or when the status of the Death Investigation Report, Form 3.11, is changed.
- * When any significant subsequent information is reported during the **unsolved** status of the homicide after an initial homicide progress report has been submitted.
- * At the end of six months and at the end of one year from the date of the crime on all unsolved homicides.
- * After the first year as additional information becomes available.

Solved Homicides. When a homicide case is solved, the investigating officer shall submit a Follow-up Report, Form 3.14, containing the following information:

- * Synopsis of the occurrence (who, what, when, where, how).
- * Suspect(s)-Defendant(s).
- * Investigative information positively identifying the suspect(s).
- * M.O. used by the suspect(s).
- * Criminal charges filed and/or warrant information.
- * Postmortem examination information-cause of death.

Crimes or Incidents Reclassified as Criminal Homicides. When a reported crime or incident is reclassified as a criminal homicide, the assigned detective shall:

- * Complete a Preliminary Investigation Report (PIR), Form 3.1, for "Murder" when the incident was originally reported on a Death Investigation Report, Form 3.11; Injury Report, Form 3.15; or Missing Persons Investigation Report, Form 3.16; OR,
- * Submit a Follow-up Report, Form 3.14, reclassifying the original PIR to "Murder" along with the face sheet of the original PIR; AND,
- * Prepare a Death Investigation Report, if not previously completed.
- * If the original report was a Death Investigation Report, the classification shall be changed to "homicide."

All reports shall contain the DR number of the original crime or incident.

Exception: If the original crime has been cleared before the death of the victim occurs, or if the death occurred in a calendar year other than that in which the original report was completed, the subsequent Death Investigation Report, Follow-up Report, and/or Preliminary Investigation Report shall be assigned a new DR number.

710.30 MURDER BOOK. Murder Books shall be used exclusively for homicide investigations.

The Forms 3.11.1 through 3.11.7 (5/3.11.1) are to be maintained in the Murder Book when used in a homicide investigation. When the forms are used in other than a homicide investigation, they are to be maintained in the appropriate case folder.

711. FAMILY VIOLENCE.

711.05 INVESTIGATIONS INVOLVING FAMILY VIOLENCE. Operations Support Division detectives shall conduct follow-up investigations of all crimes of violence occurring within the family (e.g., domestic violence crime and incident, an assault with a deadly weapon, a battery, etc.).

Exception: Cases of physical or sexual child abuse where the suspect is the parent, stepparent, guardian, or a live-in boyfriend/girlfriend of the child's parent shall be assigned to the Child Protection Section, Juvenile Division.

Operations Support Division detectives shall conduct investigations to determine if child abuse issues also exist in current cases. If child abuse is discovered, investigators shall take action and follow established reporting procedures. The follow-up investigation shall be conducted according to existing Department procedures.

712. MISSING/FOUND PERSONS.

712.05 INVESTIGATION PRIOR TO REPORTING A MISSING ADULT. Before completing any report regarding a missing adult, the interviewing officer shall attempt to locate the person by telephoning the following:

- * Missing Persons Detail or, when the detail is closed, Detective Support Division.
- * Mental Evaluation Detail personnel located at Parker Center.
- * Los Angeles County-USC Medical Center.
- * Divisional Records Clerk for traffic collision information.
- * Inmate Reception Center, LA County Jail.
- * County Coroner's Office.

712.10 MISSING/FOUND PERSONS.

Employee's Responsibility. When any person, resident or non-resident of Los Angeles, is reported missing, the employee conducting the preliminary investigation shall:

- * Request advice from the Missing Persons Detail, Detective Support Division:

- * Complete a Missing/Found Persons Investigation, Form 3.16, without delay; and,

Note: Parental abductions shall be accepted as missing persons cases.

- * Provide the person reporting a Department of Justice (DOJ) Dental/Skeletal Release Form, SS-8567; or in the case of a missing juvenile, a DOJ Dental/Skeletal Photograph and Description Release Form (reverse side of SS-8567); and comply with procedures A-C.

Note: The California Penal Code requires law enforcement agencies to take missing persons reports (Form 3.16) telephonically. However, this should not be done routinely. The reporting person should be requested to make the report at the nearest law enforcement facility unless the reporting person is unable, i.e., disabled.

Exception: With the approval of the Area Juvenile Coordinator, a missing persons report may be taken telephonically when it involves a chronic juvenile runaway or extenuating circumstances are present which would create a severe hardship for the parent or guardian attempting to complete the report. When the Area Juvenile Coordinator is unavailable, approval for completion of the telephonic report shall be obtained from the concerned Juvenile Coordinator's immediate supervisor. When neither the Area Juvenile Coordinator nor the immediate supervisor is available, approval to complete the telephonic report shall be obtained from the concerned Area patrol division watch commander.

The Missing/Found Person Telephone Report, Form 3.16.2, shall only be used by investigative personnel as an interim report while the Missing/Found Persons Investigation, Form 3.16, is being processed.

Resident of Los Angeles. If the missing person (juvenile or adult) is a City of Los Angeles resident and was last seen outside the City, the employee completing the Missing/Found Persons Investigation, Form 3.16, shall immediately notify the outside agency having jurisdiction of the location where the person was last seen and record the name of the person and agency notified in the narrative portion of the report.

Notwithstanding other provisions the employee entering any missing person information into NCIC shall record the NCIC nine digit entry verification number in the "NCIC #" box on the revised Form 3.16.

Non-Resident of Los Angeles. When any non-resident of the City of Los Angeles is reported missing, the employee conducting the preliminary investigation shall complete a Missing/Found Persons Investigation, Form 3.16, without delay and immediately notify and forward a copy of the report to the outside agency having jurisdiction over the person's residence address and, if applicable, the

jurisdiction where the missing person was last seen. The employee shall record the name of each person and agency notified in the narrative portion of the report.

Juvenile or 'At Risk' Missing Person. When the missing person is a juvenile under 16 years of age or any person, regardless of age, who is considered "At Risk," the employee receiving the report shall:

- * Cause a police unit to be dispatched;
- * Cause a Citywide crime broadcast to be made;
- * Complete a Missing/Found Person Investigation, Form 3.16, without delay;
- * Secure recent photo of missing person;
- * Obtain a DR number from the Area Records Unit; and,
- * Request a supervisor.

Note: "At Risk" includes but is not limited to a missing person regardless of age that is the victim of foul play or a crime; is in need of medical attention; has not demonstrated a pattern of running away; is the victim of parental abduction; or is mentally impaired.

The employee conducting the preliminary investigation shall be responsible for the disposition of the call unless specifically relieved by his/her watch commander.

Supervisor's Responsibility. Supervisors assigned to a Missing Juvenile incident shall consider the following:

- * **Immediate Search.** Supervisors shall ensure an immediate search of the premises and surrounding neighborhood is made when a missing juvenile is under the age of 12 years or when other circumstances indicate the necessity of a search. Supervisors shall determine the necessity of a search when a juvenile is at least 12 years old, but under the age of 16.
- * **Large Scale Search.** When circumstances indicate the need for an immediate, large scale, organized search for a missing juvenile, the supervisor shall ensure the watch commander of the responsible Area is notified.
- * **Detailed Log.** Supervisors shall ensure a detailed log of police activities be maintained by the field unit assigned the call whenever the juvenile is under the age of 16 years, or when other circumstances indicate the necessity for its completion.

Watch Commander's Responsibility. The watch commander, Area of occurrence, shall decide how often missing juvenile broadcasts shall be made over police radios and shall cause Communications Division to be notified.

When notified by a supervisor of the need for a large-scale search, the watch commander shall notify the:

- * Area Commanding Officer;
- * Watch supervisor, Department Command Post, Communications Division; and,

- * Concerned geographic investigative division.

The watch commander, Area of occurrence, shall ensure that the reported information is transmitted, by Area records personnel, to the National Crime Information Center (NCIC) Missing Person System and the California Department of Justice (DOJ) within four hours of the initial report.

The Specialized Report Distribution Unit, Records and Identification Division, shall, following the acceptance of the report, transmit the report information to NCIC on juveniles under 16 years of age and persons "At Risk" when Area computer facilities are not in operation.

Investigating Officer's Responsibility. Officers conducting a missing person investigation shall:

- * Upon receipt of a Missing/Found Persons Investigation, Form 3.16, contact the reporting party to determine if further investigation is warranted;
- * Contact the involved outside agencies, if any, to determine investigative responsibility; and,
- * Ensure that the missing person information is removed from NCIC when a disposition is made on the missing person investigation, and in those cases where DOJ has been notified, advise DOJ of the disposition within 24 hours.

NCIC Entry-Juvenile. When a missing juvenile is 16 years of age or older, the investigating officer shall ensure that the report information is transmitted to NCIC within seven days after the report was completed and note on the report the date of NCIC entry.

Dental/Skeletal Records-Juvenile Under 16. When an officer assigned a missing juvenile investigation determines that the juvenile is missing under suspicious circumstances, or when a juvenile under 16 years of age is missing at least 14 days, the officer shall:

- * Instruct the concerned family member to obtain the dental/skeletal records and a recent photograph of the missing juvenile and return them immediately to the officer; and,
- * Immediately confer with the coroner and submit the report, along with the dental/skeletal x-rays, photograph, and the signed DOJ release form to DOJ within 24 hours.

Dental/Skeletal Records-Adults and Juveniles 16 or Older. When an adult or juvenile 16 years of age or older is still missing after 30 days, the concerned officer shall instruct the reporting party to obtain the skeletal/dental records and return them to the officer within 10 days. If the person is still missing after 45 days, the records shall be forwarded to DOJ.

Forwarding of Dental/Skeletal Records. When the missing person's dental/skeletal records and photograph have been obtained, the investigating officer shall so indicate on the Missing/Found Persons Investigation, Form 3.16, and forward a copy of the Form 3.16 and the original of the dental/skeletal records and the photograph within 24 hours to:

Department of Justice
Bureau of Criminal Statistics and Special Services
Missing/Unidentified Persons System
Post Office Box 903417
Sacramento, CA 94203-4170

The concerned officer shall also maintain the following forms in the detective's case package:

- * Declaration for Release of Dental Records, Temporary No. 209, if completed; and,
- * Department of Justice Dental/skeletal Release Form, SS-8567; or

In the case of a missing juvenile:

- * Department of Justice Dental/Skeletal Photograph and Description Release Form (reverse side of SS-8567).

Detective Support Division's Responsibility. Detective Support Division shall be responsible for completing the appropriate notifications when advised by an outside agency that a resident of the City of Los Angeles has been reported missing.

712.30 FOUND/UNIDENTIFIED PERSONS.

Employee's Responsibility. Any Department employee receiving information concerning a found/unidentified person who cannot be reunited with family or friends during the preliminary investigation, shall:

- * Request advice from the Missing Persons Unit, Detective Support Division;
- * Complete a Found/Missing Persons Investigation, Form 3.16; and,
- * Ensure that the disposition of the individual is noted in the narrative of the report.

Investigating Officer's Responsibility. An officer receiving a Found/Unidentified Persons Report shall, in addition to established Procedures, ensure that the appropriate information is entered into the Unidentified Persons File, NCIC.

Note: NCIC routinely completes a cross-search between the Unidentified Persons File and the Missing Persons File in an effort to locate missing persons.

712.35 FOUND ADULTS-SHELTER. When a lost adult is taken into protective custody and a release to a relative or other responsible person cannot be effected immediately, Detective Support Division personnel located at the Mental Evaluation Detail shall attempt to identify and place the lost adult. If such attempt is unsuccessful and

the lost adult qualifies under Section 5150 W.I.C., Detective Support Division personnel shall complete five copies of the Request for Psychopathic Examination, Form 5.4, and four copies of the County form, Application for Emergency Admission. The lost adult shall then be transported to Los Angeles County-USC Medical Center with the second and third copies of the Form 5.4 and all copies of the County form.

715. FUGITIVES.

715.05 FUGITIVE-DEFINED. A fugitive is a person wanted by a jurisdiction other than this Department.

715.10 FUGITIVE ARRESTED ON A LOCAL CHARGE. When a fugitive is in custody on a local felony or misdemeanor charge or warrant, the fugitive charge shall be placed supplementary (4/646.10).

715.40 BOOKING ON FUGITIVE "WANT" - NOTIFICATION. (4/606.07).

715.70 HANDLING OF LOCAL AND FUGITIVE CHARGES. When it is ascertained that a person booked on a fugitive charge has a local felony or misdemeanor want or warrant, the local charge shall be placed supplementary.

Notification shall be made to the Fugitive Warrants Section, Detective Support Division, by:

- * The Criminal Records Unit, Records and Identification Division, when the supplemental booking is on a warrant.
- * The concerned investigating officer, when the supplemental booking is on a felony want.

Local charges against a fugitive shall be disposed of prior to releasing a fugitive to a demanding jurisdiction.

Exception: When it appears that separate prosecutions of a local and a fugitive charge may be prohibited by Section 654 P.C. (Multiple Prosecutions), all charges shall be presented to the local prosecutor, who will determine jurisdictional responsibility.

716. NOTIFICATIONS.

716.10 EXTRADITION OR INVESTIGATION. Prior to leaving Los Angeles County on an extradition or an investigation, notification shall be made to Detective Support Division giving the:

- * Name and division of the officer leaving the County.
- * Nature of the trip.
- * Destination.
- * Intended date of departure from Los Angeles.
- * Departing officer's supervisor approving the trip.

716.11 VICE OR NARCOTICS INVESTIGATIONS ON STATE

UNIVERSITY CAMPUSES. Investigating officers shall, as soon as practicable, notify their Area/division commanding officers when a narcotics or vice investigation occurs or is anticipated on a state university campus. When notified of narcotics or vice investigations on a state university campus, Area/division commanding officers shall review the circumstances and, if appropriate, notify the concerned university of the investigation.

716.60 CONTACTING THE DEPARTMENT, WHILE ABSENT FROM THE COUNTY. When necessary, an officer out of the County on an extradition or an investigation may contact this Department by:

- * Placing a telephone call to the officer's division of assignment.
- * Directing a teletype or a collect wire to the Office of the Chief of Police, Attention: (officer's division of assignment).

An officer out of the County for an extended period of time shall contact the division of assignment at least once a week or as the officer's commanding officer directs.

720. COMPLAINTS.

720.10 ARRESTEE CHARGED WITH BOTH MISDEMEANOR AND FELONY. When the arrestee is charged with both a felony and misdemeanor offense, the arrestee shall *not* be arraigned on the misdemeanor charge prior to the completion of the felony investigation by the concerned investigating officer.

720.20 REPORTS NECESSARY FOR FELONY COMPLAINT. When requesting a felony filing with the District Attorney's Office, the following number of copies of all concerned police reports shall be presented:

In-Custody Filings. Three copies of all concerned police reports.

Not-in-Custody Filings. Four copies of all concerned police reports, plus one additional copy for each co-defendant.

720.25 REPORTS NECESSARY FOR MISDEMEANOR COMPLAINT. When requesting a misdemeanor complaint, the City Attorney's Office shall be presented with three copies of all police reports concerning the case in question.

720.30 SECURING COMPLAINT FROM A FELONY BOOKING.

Prima Facie Evidence of Felony. When an Arrest Report, Form 5.2, of an adult felony arrestee contains prima facie evidence of a felony, the results of the investigation will normally be presented to the District Attorney's Office.

Incomplete Prima Facie Evidence of Felony. When an arrest report of a felony arrestee contains a portion of the element of a felony, but investigation indicates that the remaining

elements can be established, the investigating officer shall:

- * Prepare a Follow-Up Report, Form 3.14, containing the necessary elements of the felony if requested by the District Attorney's Office.
- * Apply to the District Attorney's Office for a felony complaint.

Prima Facie Evidence of Misdemeanor. When investigation fails to establish prima facie evidence of the commission of a felony by a felony arrestee but does establish prima facie evidence of the commission of a misdemeanor, the investigating officer shall:

- * Obtain a felony complaint rejection approval from his/her watch commander or Section OIC.
- * Apply to the City Attorney for a misdemeanor complaint.
- * Complete the "Additional Action" portion of the Form 5.10, indicating approval for a bypass referral to the City Attorney. Deliver a copy of the Form 5.10 to the City Attorney, along with the related reports.

Rejection Of Complaint. If the District Attorney's Office does not issue a complaint, the investigating officer shall secure a written "Rejection of Complaint" signed by the District Attorney or one of his/her deputies. If the investigation indicates that a misdemeanor complaint should be applied for, the investigating officer shall submit a copy of the "Rejection of Complaint" to the City Attorney together with the other reports necessary to obtain the complaint.

Note: The investigating officer shall affix his/her signature to the original of the completed "Rejection of Complaint" in the space provided.

An officer shall not affix his/her signature to any other statement, written or printed, which purports to validate the rejection of a complaint or concurs with the reasons for non-issuance of a complaint.

Prior to forwarding the "Rejection of Complaint" to Records and Identification Division, the investigating officer shall cause to be entered in the upper right-hand corner of all copies:

- * The LA number, in the case of an ARRESTEE or a SUSPECT WITH AN ARREST RECORD IN RECORDS AND IDENTIFICATION DIVISION; AND,
- * Forward the original copy of the "Rejection of Complaint" to Criminal Records Section, Records and Identification Division; OR,
- * The related DR number of earliest issuance, in the case of a SUSPECT WHO HAS NEVER BEEN BOOKED BY THIS DEPARTMENT; AND,
- * When appropriate, attach the original of the completed Follow-up Report, Form 3.14, to the original of the "Rejection of Complaint" and forward to the Crime and

Miscellaneous Report Section, Records and Identification Division.

720.32 FELONY ARREST REPORT USED FOR MISDEMEANOR COMPLAINT. When the felony arrest report is used to obtain a misdemeanor complaint, the investigating officer shall include, with the report, information of the prior record of the arrestee or a notation, "No prior record."

720.35 INCOMPLETE PRIMA FACIE EVIDENCE OF A CRIME. When an Arrest Report, Form 5.2, contains the elements of a crime but the investigating officer is unable to fully substantiate these elements, the investigating officer shall:

- * Obtain a felony complaint rejection approval from his/her watch commander.
- * Release the arrestee.

Note: In cases where the victim refuses to prosecute and his/her testimony is essential in substantiating the elements of the crime, a defendant may be released from custody and the case closed without a complaint being sought, unless:

- * The injury to the victim is of a serious nature and is likely to result in death or disablement; or,
- * A firearm was used in the commission of the crime; or,
- * There is a strong likelihood of future crimes being committed by the defendant against the victim; or,
- * The defendant is on probation or parole; or,
- * There are other crimes for which the defendant could be prosecuted without the testimony of the victim.

720.36 17(b)4 P.C. REFERRALS TO THE CITY ATTORNEY'S OFFICE. When investigating officers believe, because of District Attorney policy or from past experience, that a particular felony case would be rejected if submitted to the District Attorney's Office, the investigating officers shall:

- * Obtain, in writing, from their watch commander or Section OIC, on the Investigator's Final Report, Form 5.10, approval for a 17(b)4 P.C. referral to the City Attorney's Office.
- * Seek a misdemeanor complaint from the City Attorney's Office.
- * Complete the "Additional Action" portion of the Form 5.10, indicating approval for the 17(b)4 P.C. referral. Deliver a copy of the Form 5.10 to the City Attorney, along with the related police reports.

Exception: Arrests for 459 PC (Residential Burglary) shall not be referred to the City Attorney under 17(b)4PC.

Note: The above referral policy does not affect the investigating officer's option to attempt to obtain a complaint from the District Attorney's Office for any felony case.

720.37 MODIFIED 17(b)4 P.C. REFERRAL PROCEDURES. Modified referral procedures may be used for selected booking charges under specified conditions. Refer to the Detective Operations Manual for guidelines on use of modified referral procedures.

720.38 ARRAIGNING FELONY ARRESTEE ON A MISDEMEANOR. When a misdemeanor complaint is issued against an in custody arrestee booked on a related felony charge, the investigating officer shall:

- * If the arrestee is in custody, have the arrestee immediately rebooked on the misdemeanor complaint, and have him/her arraigned without delay;
- * If not immediately arraigned, instruct the detention officer to transfer the arrestee for arraignment on the reduced charge at the next transportation session;

Note: The prisoner may only be transferred by the Los Angeles Sheriff's Department transportation if it will enable arraignment within the lawfully prescribed time period.

- * If the arrestee is a female, cause a Change of Arrest Status notification to be directed to Records and Identification Division, and also to Valley Jail Section, 77th Street Regional Jail or Twin Towers, whichever pertains to her custody;
- * Provide to the detention officer the Investigator's Final Report, Form 5.10, indicating that a misdemeanor filing has in fact been accepted by the court and instruct the detention officer to rebook per 17B4 P.C.; and,
- * Absent the actual filing of a misdemeanor complaint on the arrestee, deliver the Investigator's Final Report, Form 5.10, to the detention officer who will handle the request as "Transportation Request" only.

720.40 RELEASING OR ARRAIGNING FELONY ARRESTEE ON A MARIJUANA POSSESSION CHARGE. If, after normal complaint filing procedures have been followed, the booking offense is rejected both as a felony *and* as a misdemeanor, but the charge of marijuana possession (11357b H&S) is filed, the concerned detective shall release the prisoner on his/her own recognizance or cause the O.R. Release to be accomplished by the detention officer in the confinement facility.

Note: In the event an arrestee in custody is to be released, but refuses to sign the promise to appear portion of the release form, he/she shall be arraigned on the marijuana possession offense within 48 hours, exclusive of Saturdays, Sundays and Holidays, following the time of arrest.

720.50 ARRESTEE ARMED. When obtaining a felony complaint, the District Attorney shall be notified if:

- * The arrestee was armed at the time of the commission of the offense.

- * The arrestee was armed at the time of his/her arrest.

720.55 OBTAINING COMPLAINTS-CHARGE BASED ON PRIOR FELONY CONVICTION. When a complaint is requested and a prior felony conviction is alleged, the investigating officer shall deliver a copy of the arrestee's Bureau of Identification arrest record to the Prior Unit, District Attorney's Office.

At the arraignment, the arraigning officer shall request the full-time interval before the preliminary hearing in order that proof of the prior conviction may be obtained.

720.60 OBTAINING COMPLAINTS-CHARGE BASED ON PRIOR MISDEMEANOR CONVICTION. When a complaint is to be requested and a prior misdemeanor conviction is to be alleged, the investigating officer shall:

- * Ascertain where the arrestee served the sentence for the prior conviction.
- * Request certified copies of both the concerned court docket and the order of commitment from the court having jurisdiction for the prior trial.

Prior Served at City Jail. When a complaint is requested alleging a prior conviction, and the sentence for the prior conviction was served at the Los Angeles City Jail, the investigating officer shall:

- * Ascertain whether the arrestee's fingerprints are on the Records and Identification Division copy of the certification of commitment for the alleged prior. When the arrestee's fingerprints are on the certification, the investigating officer shall request a certified copy of the commitment record.
- * When the arrestee's fingerprints are not on the certification of commitment, the investigating officer shall request from Records and Identification Division a certified copy of the Booking Identification page of the Form 5.1 completed for the arrest which resulted in the prior conviction and shall cause the officer who fingerprinted the arrestee at the time of booking to be subpoenaed.

Prior Served at County Jail. When a complaint is requested alleging a prior conviction, and the sentence for the prior conviction was served at the County Jail subsequent to July, 1964, the investigating officer shall notify the Commander, Sheriff's Fingerprint Section, by telephone. The notification shall include:

- * The arrestee's name, LASD number, and CII number;
- * The location of the arrestee, if in custody; and,
- * The approximate date the arrestee was sentenced for the prior conviction.

If the release for the prior conviction occurred

before July, 1964, the investigating officer shall teletype the Bureau of Identification and request a certified copy of the LASD fingerprint card taken at the time of commitment for the prior conviction (4/170.55).

Prior Served in Other Than Los Angeles City or County Jail. At the arraignment, if the sentence for the prior conviction was served outside of Los Angeles County, the arraigning officer shall request the full-time interval before the preliminary hearing in order that proof of the prior conviction may be obtained.

Notification to Latent Print Section. When a complaint is being requested and a prior conviction is alleged, the investigating officer shall notify the Latent Print Section, Scientific Investigation Division. When practical, the arrestee shall be brought to the Latent Print Section for fingerprint comparisons.

720.70 FELONY VICE COMPLAINTS. Felony vice complaints, except for forcible 286 and 288a P.C., shall be obtained as follows:

Metropolitan Area. Vice Division shall be responsible for obtaining felony vice complaints in the metropolitan area (2/490.45).

Exception: The vice unit of the Area making the arrest shall be responsible for obtaining the complaint for violations of 266 through 266i P.C.

Outlying Area. The vice unit of the Area making the arrest shall be responsible for obtaining felony vice complaints.

Forcible 286 and 288a P.C. In cases of forcible 286 and 288(a) P.C., the detective division in the Area of occurrence shall be responsible for obtaining the complaint.

720.75 MISDEMEANOR VICE COMPLAINTS. Misdemeanor vice complaints against arrestees shall be obtained as follows:

Metropolitan Area. Los Angeles City Attorney's Liaison Unit, Detective Support Division, shall be responsible for obtaining misdemeanor vice complaints against arrestees booked in the metropolitan area, including female arrestees booked at Los Angeles County Jail.

Valley Area. The Complaint Detail, Valley Court Liaison Section, shall be responsible for obtaining misdemeanor vice complaints against all arrestees booked within Operations-Valley Bureau (2/530.05).

West Los Angeles and Pacific Areas. West Los Angeles Court Liaison Section shall be responsible for obtaining misdemeanor vice complaints against arrestees booked at Valley Jail Section but arrested in Pacific or West Los Angeles Areas.

Harbor Area. Harbor Area shall be responsible for obtaining misdemeanor vice complaints against all arrestees booked in

Harbor Area, including females arrested in 77th Street Area and booked at Harbor Division Jail.

Complaint Against Person Not in Custody. The vice unit of the Area of occurrence shall be responsible for obtaining the misdemeanor vice complaint against a suspect, not in custody, who is named in a misdemeanor vice crime report or application for a complaint.

720.78 VICE COMPLAINTS- INVESTIGATIONS CONDUCTED BY VICE DIVISION. Vice Division shall be responsible for the follow-up investigation, including obtaining the complaint, regardless of geographic Area boundaries, when they initiate a crime report, initiate an investigation, or conduct the follow-up investigation at the request of another Area.

720.79 ABATEMENT AND CONDITIONAL USE PERMIT REVIEW PROCESS.

Abatement Process. Abatement is a general term used to describe an action(s) taken by the Office of the City Attorney to control a commercial or non-commercial location which is a public nuisance. In that process, general nuisance is defined as a significant problem which adversely affects the quality of life for a neighborhood(s) within the City of Los Angeles. Generally, the purpose of an abatement is to correct the problem causing the nuisance through a variety of means such as obtaining voluntary compliance, obtaining an injunction which prohibits the nuisance activity from occurring, or as a last resort, seizing a location.

Conditional Use Permit Process. The Department of City Planning initially issues a Conditional Use Permit (CUP) to a business or commercial location specified under Section 12.24 of the Los Angeles Municipal Code (LAMC) to prevent any public nuisance from occurring. Generally, businesses required to obtain a CUP include pawn shops, motels, recycling centers, certain adult entertainment locations, and businesses which sell alcoholic beverages.

When a CUP is being initiated, the Department of City Planning advises the concerned Area commanding officer that a CUP hearing will be conducted. The Area commanding officer shall determine if the business in question may adversely affect the community and if Department attendance at the hearing is required. If attendance is required at the hearing, the Area commanding officer shall ensure the appropriate personnel appear and provide testimony to assist the Department of City Planning in its decision to issue or deny the permit. Information such as a Consolidated Crime Analysis Database (CCAD) report with supporting documentation, crime statistics, Vice investigations, calls for services at the location, and/or community concerns may be submitted to support his/her testimony.

In providing a Department response, a commanding officer may also suggest conditions for the initial CUP. Generally, these suggested conditions shall conform with conditions established by the Commanding Officer, Vice Division, who is the Department's CUP Coordinator. Should a particular location require an extraordinary condition(s), prior approval shall be obtained from the Commanding Officer, Vice Division.

Conditional Use Permit Review And Nuisance Abatement Revocation Action. The Department of City Planning, through its Office of Zoning Administration, has the authority to review an existing CUP containing preventative "conditions" on a regulated business. The Department of City Planning may also revoke an existing CUP, require a formerly unregulated business to obtain a CUP, or impose corrective conditions on an existing CUP when a business is causing an ongoing public nuisance. **The primary purpose of a CUP review is to prevent or eradicate activity from creating a nuisance, rather than closing the subject location.** In the instance where a nuisance location does not fall under Section 12.24 of the LAMC, the Department of City Planning, Office of Zoning Administration, may initiate a nuisance abatement revocation action against the property.

Note: When a modification or revocation is required for a preexisting CUP or when a CUP does not exist, but a nuisance abatement revocation action is appropriate, employees shall follow the approval process and procedure delineated in the remainder of this Section. However, the procedure delineated in the remainder of this Section does **not** apply to the initial CUP issuance process.

Initial/Preliminary Public Nuisance Determination. Department personnel who become aware of a public nuisance location shall bring it to the attention of an immediate supervisor. That supervisor shall ensure that a Citywide Nuisance Abatement Problem Property Referral, Form 3.19.1, is completed and forwarded to the Area commanding officer responsible for the location. The Area commanding officer shall evaluate the situation and determine if the location requires the initiation of a preliminary investigation based upon the following criteria:

- * The location is an **ongoing** problem;
- * The owner/lessee is aware of the problem and is unable or unwilling to cooperate in solving the problem; and,
- * Standard law enforcement efforts have proven to be unsuccessful in solving the problem.

Preliminary Investigative Entity. When the Area commanding officer determines that a location meets the criteria for a preliminary investigation, the investigating officer shall complete an Abatement Package consisting of the original Form 3.19.1, and a historical profile of the nuisance location. The historical

profile shall include:

- * Written documentation such as complaints from the community, elected officials, or other enforcement agencies, and any previous correspondence with the owner/lessee of the nuisance location;
- * Consolidated Crime Analysis Database (CCAD) Report for the preceding two years;

Note: The investigating officers shall work with Narcotics Division for abatements or Vice Division for CUPs or nuisance abatement revocations to determine the scope of the CCAD run. In most cases, it must be limited to the exact location. However, in some circumstances, a larger area such as the whole block may be more appropriate.

- * A copy of any crime, arrest, or other police reports within a minimum of the two preceding years that reflect the relationship between the location and the ongoing nuisance activity;
- * A report from the Project Unit, Communications Division, documenting the number and type of calls for service that have occurred at the location for the past two years. The request for this report shall be made on an Intradepartmental Correspondence, Form 15.2;
- * Any additional pertinent documentation such as a Sergeant's Daily Report, Form 15.48, which will assist in the review process; and,

Note: Any information on a Sergeant's Daily Report, Form 15.48, which is unrelated to the location, shall be redacted from the copy placed in the package.

If the location is a business or commercial location, also obtain the following:

- * Certificate of Occupancy for the location; and,
- * Conditional Use Permit/variance, if one exists;
- * Submit the Citywide Nuisance Abatement Program Property Referral with supporting documentation via the chain of command to the Commanding Officer, Area Detective Division, for review, completeness, and accuracy.

Area Commanding Officer Responsibility.

Preliminary Investigation. Upon receiving the preliminary investigation, the concerned Area commanding officer shall review the package for completeness and accuracy. If it is determined that the matter should be pursued further, the Area commanding officer shall:

- * Include any additional pertinent documentation such as a Sergeant's Daily Report, Form 15.48, which will assist in the review process.
- * Retain a copy of the Form 3.19.1, and the historical package at the Area vice unit.

Approved Abatement Package. After

receiving the approved abatement package from the Bureau Abatement Coordinator (BAC), the Area commanding officer shall:

- * Ensure that the investigating officer conducts a thorough investigation into the abatement, Conditional Use Permit review, or nuisance abatement revocation review process;
- * Ensure that the investigating officer completes a 90-day follow-up and closeout using Form 3.19.1, and that copies are forwarded to the BAC; and,
- * Ensure that a Department representative attends all relevant hearing(s).

Bureau Abatement Coordinator Responsibility. Upon receipt of the abatement package from the Area commanding officer, the BAC shall review the package for accuracy and content ensuring that the required documents are included and the elements necessary to initiate an abatement have been completed. If the package is complete and the required elements have been met, the BAC shall forward the abatement package to the following entities in the following sequence:

- * The Citywide Nuisance Abatement Program (CNAP) Administrative Coordinator to obtain a CNAP Control Number;
- * The Commanding Officer, Vice Division, for abatements involving vice nuisances, or the Commanding Officer, Field Enforcement Section (FES), Narcotics Division (ND), for abatements involving narcotic nuisances; and,
- * The Director of the Citywide Nuisance Abatement Program (CNAP), who will make the final recommendation whether to approve, reject or refer the package to another agency for further investigation.

After approval or denial of the request, the BAC shall return the package to the Area commanding officer.

Additionally, the BAC shall:

- * Forward a copy of the Form 3.19.1, to the Department Abatement Coordinator, Commanding Officer, Vice Division; and,
- * Maintain a file of all ongoing abatements affecting the bureau.

Nuisance Abatement and Conditional Use Permit Coordinator Responsibility. The Commanding Officer, Vice Division, is the Department Nuisance Abatement/CUP Coordinator and shall:

- * Monitor all requests for nuisance or narcotic abatements; and,

Note: This is accomplished when BACs forward copies of Forms 3.19.1, with CNAP Control Numbers to the Commanding Officer, Vice Division.

- * Maintain copies of Forms 3.19.1, with a CNAP Control Number for abatements initiated by the Narcotics Abatement Unit and Vice Division.

Citywide Nuisance Abatement Program, Narcotic Division's Responsibility. The Citywide Nuisance Abatement Unit, Narcotic Division, shall:

- * Advise and train Department employees on narcotics abatements;
- * When specific expertise is required for an abatement, assume responsibility for the investigation; and,
- * Forward copies of all Forms 3.19.1, initiated by Narcotics Division to the Commanding Officer, Vice Division and a copy to the applicable BAC.

Commanding Officer, Field Enforcement Section, Narcotics Division Responsibility. The Commanding Officer, FES, ND, is responsible for approving and disapproving requests for a formal narcotic abatement and shall:

- * For a disapproval, sign and return the abatement package to the Area commanding officer via the BAC, indicating the reason(s) for the disapproval; or,
- * For an approval, sign and return the abatement package to the Area commanding officer via the BAC.

Commanding Officer, Vice Division's, Responsibility. The Commanding Officer, Vice Division, is responsible for approving and disapproving requests for a formal abatement or Conditional Use Permit review process and shall:

- * For a disapproval, sign and return the abatement package to the Area commanding officer via the BAC, indicating the reason(s) for the disapproval; or,
- * For an approval, sign and return the abatement package to the Area commanding officer via the BAC.

Vice Division Responsibility. The Community Problems Unit, Vice Division, shall:

- * Advise and train Department employees and business groups on CUP reviews and nuisance abatements;
- * When specific expertise is required for an abatement, assume responsibility for the investigation; and,
- * Forward copies of all Forms 3.19.1, initiated by Vice Division to the Commanding Officer, Department Abatement and Conditional Use Permit Coordinator, and a copy to the applicable BAC.

Note: Vice Division shall be exempt from forwarding abatement packages initiated by the unit to the BAC.

Vice Investigations that Result in Abatement Action. When a vice condition reported on a Vice Report, Form 3.18, results in the initiation of an abatement proceeding, the investigating officer shall:

- * Using the follow-up format (Form 3.18), close the case using the "Other" justification category, and ensure the

"Reason for Continuance" heading indicates the case is "Closed Pending Abatement";

- * Complete a follow-up Form 3.18 each quarter (from the date of the initial proceeding) and summarize the status of the abatement proceedings for that period until the case has concluded; and,
- * Upon the conclusion of the abatement proceedings, complete a closeout 3.18 report (follow-up), summarizing the final results of the abatement.

720.80 COMPLAINT ISSUED AGAINST ARMED FORCES PERSONNEL-NOTIFICATION. When a complaint has been issued against a member of the Armed Forces, the concerned investigating officer shall make a telephonic notification to the Department Command Post, Communications Division. This notification shall include the charge, date of trial, and the court division where the trial or hearing is to be held.

722. COMPLAINT OFFICER-CITY ATTORNEY'S OFFICE.

722.10 INVESTIGATING OFFICER'S DUTIES-GENERAL PROVISIONS.

Investigating officers assigned to divisions in the metropolitan area may use the services of the complaint officer for processing misdemeanor complaints, obtaining warrants, and directing detention officers to record the release felony charges and the placing of misdemeanor charges. Investigating officers shall:

- * Present the case to the City Attorney in the usual manner; and,
- * After the City Attorney indicates that a complaint will be issued, complete the Investigator's Final Report, Form 5.10, releasing the felony charge and placing the misdemeanor charge (4/646.10). Leave one copy of the Form 5.10 with the Chief Complaint Deputy for use by the complaint officer.

Suspect in Custody Not Due for Release. Investigating officers shall use the services of the complaint officer when the suspect is not due for release at a time when court is in session on the day the complaint is sought.

Suspect in Custody Due for Release. Investigating officers shall not use the services of the complaint officer when the suspect is due for release at a time when court is in session on the day the complaint is sought. Investigating officers shall be responsible for obtaining the complaint, the warrant and arraigning the suspect.

Suspect Free on Fixed Bail Release. When an investigating officer seeks a misdemeanor complaint against a suspect who is free on a fixed bail release, he/she shall:

- * Present the case to the City Attorney in the usual manner;
- * After determining that a complaint will be issued, leave the Arraignment Information, Form 5.17, with the complaint officer; and,

- * If the suspect has been directed to appear at a branch court, the investigating officer shall deliver the arraignment information form to the concerned court.

Misdemeanor Complaint and Warrant Sought on a Suspect Not in Custody. When an investigating officer seeks a misdemeanor complaint and warrant on a suspect who is not in custody, he/she shall present the case to the City Attorney in the usual manner. If the complaint is issued, leave the complaint with the complaint officer for further processing.

Note: When an investigating officer determines that the misdemeanor warrant should be certified for service between 2200 hours and 0600 hours, a statement requesting the certification and a statement which shows good cause for the certification shall be included in the reports presented to the City Attorney.

722.20 COMPLAINT OFFICER - DUTIES. The complaint officer shall deliver the complaints signed by the City Attorney to the warrant clerk in Division 80 of the Municipal Court, sign and swear to the complaints as the complaining officer, and, if necessary, obtain warrants.

Suspect in Custody at Jail Division. If the suspect is in custody, the complaint officer shall deliver the Investigator's Final Report, Form 5.10, and/or the warrant to Metropolitan Jail Section, 77th Street Jail Section, Valley Jail Section, or Operational Jail Section for completion of the Supplemental Charge Record, Form 5.8, by the custodial detention officer.

Suspect in Custody in Division Jail or County Jail System. If the suspect is in custody in a divisional jail or the County Jail System, the complaint officer shall:

- * Deliver the Investigator's Final Report, Form 5.10, and/or the warrant, to the release desk at Metropolitan Jail Section; and,
- * Cause a Felony Release and Supplemental Charge Teletype (4/165.26) to be sent to the custodial detention officer.

Misdemeanor Complaint Sought on a Felony Suspect Free on Fixed Bail Release. The complaint officer shall:

- * Deliver the complaint and the Arraignment information, Form 5.17, to the clerk in Division 80.

Exception: If the suspect has been directed to appear at a branch court, it shall be the investigating officer's responsibility to deliver the Arraignment Information, Form 5.17, to the concerned court.

Misdemeanor Complaint and Warrant Sought on a Suspect Not in Custody. When a misdemeanor complaint or warrant is sought on a suspect not in custody, the complaint officer shall deliver the complaint to the appropriate filing deputy from the City Attorney's Office.

725. ARREST WARRANTS.

725.04 LOCAL WARRANT-DEFINED. A local warrant is a warrant issued by a court having jurisdiction of criminal matters arising within the City of Los Angeles.

725.05 IN-COUNTY WARRANT-DEFINED. An in-county warrant is a warrant issued by a court having jurisdiction over matters arising within the County of Los Angeles.

725.06 FOREIGN WARRANT-DEFINED. A foreign-warrant is a warrant obtained by an agency other than this Department.

725.07 RETAINABLE OFFENSE-DEFINED. A retainable offense is an offense recordable on the arrestee's criminal history record (rap sheet) by the Department of Justice.

725.08 INVESTIGATING OFFICER'S RESPONSIBILITY. An investigating officer securing any type of warrant on a suspect shall indicate on the face of the warrant "Possibly Armed" or "Combative" when the suspect has a prior history of being armed or combative toward the police.

Investigating officers who become aware that a person against whom a criminal complaint has been filed or an indictment returned is in custody outside of Los Angeles County, or in federal custody, shall:

- * Obtain a certified copy of the arrest warrants from the Watch Commander, Records and Identification Division;
- * Mail the certified copy of the arrest warrant to the person in charge of the detention facility where the defendant is in custody; and,
- * If no warrant is on file, attempt to obtain a warrant through established procedures and, if issued, mail a certified copy to the appropriate detention facility.

Questions regarding extradition of out-of-county or federal prisoners shall be resolved by the Office of the District Attorney, Extradition Services Section.

725.09 DUE DILIGENCE-INVESTIGATIVE RESPONSIBILITY. When a felony arrest warrant is obtained, Fugitive Warrant Section (FWS), Detective Support Division, shall be responsible for making a systematic, continuing effort to apprehend the suspect. Fugitive Warrant Section shall be responsible for the due diligence of narcotic warrants and those warrants obtained by area detective division investigators, with the exception of homicide and juvenile warrants. If area detective division investigators or investigating officers assigned to other Department entities wish to maintain responsibility for a warrant, they shall contact the Officer in Charge, FWS, and advise of such. This will prevent duplication of efforts and ensure officer safety. The officer

attempting service of the warrant shall be responsible for updating CWS on those due diligence efforts.

Note: The following Department entities are responsible for the due diligence and service of the warrants they generate:

- * Traffic divisions;
- * Detective Support Division;
- * Commercial Crimes Division;
- * Robbery-Homicide Division;
- * Special Operations Support Division;
- * Juvenile Division;
- * Internal Affairs Group;
- * Vice Division;
- * Major Crimes Division; and,
- * Arson Unit of the Los Angeles Fire Department.

Investigating officers assigned the responsibility of a particular case shall not relinquish responsibility for the investigation of that case. However, such investigating officers will not have the primary responsibility for the service of the warrant. The investigating officer who obtains a felony warrant shall be responsible for generating the felony warrant package.

Exception: Fugitive Warrant Section shall be responsible for generating warrant packages and maintaining a felony warrant package file for all adult felony narcotic warrant suspects.

Note: The fact that FWS is responsible for the primary exercise of due diligence efforts does not relieve other Department officers from their duty to arrest warrant suspects as soon as possible.

Due Diligence Coordinator. Due Diligence coordinators shall ensure that 980 PC is adhered to (4/728.16).

725.10 REGISTERING WARRANTS. For the purpose of this section, "registering warrants" is defined as the forwarding of warrant information to the Warrant Section, Records and Identification Division, for input into the Countywide Warrant System, regardless of the method of transmittal.

Exception: Probable Cause Arrest Warrants shall not be registered with Records and Identification Division (4/725.12).

Registering Felony Warrants. When a suspect is not in custody at the time a felony warrant is issued for his/her arrest, the warrant shall be registered with the Warrant Section, Records and Identification Division, no later than the end of the working day during which the warrant was issued. When registering warrants and the method of transmittal is other than delivery of the original warrant itself, the concerned officer shall ensure that the original warrant is delivered to the Warrant Section, Records and Identification Division, as soon as practicable, but no later than eight hours from the time the warrant was registered. The warrant shall be registered by:

- * The concerned investigating officer, when:
 - * He/she processes the warrant through the District Attorney's Office;
 - * He/she receives a felony bench warrant directly from a Los Angeles Judicial District preliminary court; and,
 - * A felony warrant is issued and no Liaison Officer is assigned to the issuing court.
- * The Liaison Officer, Detective Support Division assigned to the District Attorney's Office, when the Liaison Officer processes a felony warrant through the District Attorney's Office;
- * The Liaison Officer, Detective Support Division assigned to Division 30, when a felony bench warrant is issued by a Los Angeles Judicial District preliminary court in the metropolitan area and the bench warrant is delivered to the Liaison Officer; and,

Note: The Liaison Officer in Division 30 shall notify the investigating officer of the issuance of a felony bench warrant by ensuring that a Warrant Notice-Suspect Description, Form 8.48, is prepared and forwarded to the investigating officer.

- * The Vice Division Liaison Officer assigned to the District Attorney's Office, when the Liaison Officer processes a felony warrant through the District Attorney's Office.

Additional Information Needed When Registering Felony Warrants. When a felony warrant is registered, the Warrant Section, Records and Identification Division, shall be furnished with the following information:

- * All available pertinent identification numbers, such as the Department's LA number, Criminal Information and Identification number, Federal Bureau of Investigation number, and the subject's social security number;
- * DR number of the crime report;
- * Concerned investigating officer's name, serial number, and unit of assignment;
- * Physical description of the subject, including his/her date of birth, or, operator's license number; and,

Note: The computer will only accept the warrant information if all the following data is provided:

- * Name.
 - * Sex.
 - * Descent.
 - * Date of birth or operator's license number.
- * AKA of subject, if available.

Registering Misdemeanor Warrants. Misdemeanor warrants are automatically registered with the Warrant Section, Records and Identification Division, by the clerk of the concerned misdemeanor court. Investigating officers who wish to be notified of the service

of a misdemeanor warrant shall request the court clerk to include on the warrant their name, serial number, unit of assignment, and a request to be notified.

725.12 PROBABLE CAUSE ARREST WARRANT (see also Section 4/742.10).

Obtaining. In the absence of exigent circumstances, an officer desiring to enter a residence to arrest an adult felony suspect or a juvenile for either a felony or misdemeanor offense, shall check the Countywide Warrant System (CWS) to determine if an existing warrant may be used. If no such warrant exists, he shall contact the concerned investigating officer, or investigative supervisor. When concerned investigative personnel are unavailable, the officer shall contact his/her immediate supervisor for direction.

If circumstances necessitate obtaining a Probable Cause Arrest Warrant, the concerned investigating officer or an officer designated by a supervisor, shall:

- * If the suspect is an adult, complete one copy of the Probable Cause Arrest Warrant and Affidavit (Adult), Form 8.96;
- * If the suspect is a juvenile, complete one copy of the Probable Cause Arrest Warrant and Affidavit (Juvenile), Form 8.97;
- * Attach a copy of each related report; e.g. crime report, property report, narcotics buy note. Specify the total number of *pages* attached in the space provided on the affidavit;

Note: Additional probable cause, expertise, and/or confidential information not documented in crime and follow-up reports may be stated on a Continuation Sheet, Form 15.9, or a Search Warrant Affidavit Continuation Sheet, District Attorney Form DA 394A.

- * During other than normal working hours, obtain the name and telephone number of the on-call magistrate from the on-call deputy district attorney; and,

Note: Although the deputy is available for advice, it is not necessary to obtain the deputy's approval.

- * Sign the affidavit in the presence of the magistrate who issues the warrant.

Arresting officers need NOT have a warrant in their possession at the time of arrest (842 PC).

If an arrest is made pursuant to a Probable Cause Arrest Warrant by an officer, the original warrant and affidavit shall be forwarded to the concerned investigating officer with copies of the arrest report. The concerned investigating officer shall retain the original warrant and affidavit form in the Detective's Case Envelope, Form 15.15, or Murder Book.

If no arrest is made pursuant to the warrant, the original warrant and affidavit shall be forwarded to the concerned investigating

officer with copies of the crime report. The concerned investigating officer shall retain the original warrant and affidavit forms in the work folder or Murder Book for reference.

Booking and Arraignment.

- * The words "P/C WARR" shall be entered in the *Warrant No.* portion of the booking slip or on the arrest report in the case of a juvenile who is not booked;
- * The procedure for filing formal charges, and the time limit for arraignment, is the same as for felons arrested without a warrant; and,

Note: If a formal charge is not sought or obtained, a person arrested on a Probable Cause Arrest Warrant may be released pursuant to the authority-to-release clause of the warrant.

- * Adult arrestees shall be transported for arraignment only at the direction of the concerned investigating officer.

Warrant Not Served. A Probable Cause Arrest Warrant shall not be registered with Records and Identification Division.

If the suspect is not apprehended prior to end of watch, the officer who obtained the warrant shall telephonically register the warrant with the Administrative Unit, Detective Support Division (DSD), and shall forward a *copy* of the warrant to DSD.

Exception. An investigative supervisor may direct that the warrant not be registered or forwarded to DSD. DSD shall retain a copy of any registered Probable Cause Arrest Warrant until expiration.

An officer desiring to serve a warrant which has been registered with DSD shall first contact DSD to ensure that it is still valid. If the warrant is served, the officer shall promptly notify DSD.

Posting Bail. If an adult arrestee posts the bail provided for on the warrant, the releasing employee shall cite the arrestee to appear in court as determined from the Court Schedule for Bail-Outs.

Action Taken on Warrant. The concerned investigating officer shall retain the warrant and affidavit, and shall promptly notify DSD of any change in status of the warrant. The notification may include specific information or instructions; e.g., "suspect armed and dangerous" or "contact investigator prior to serving."

Detention of Juveniles. Juveniles arrested pursuant to a probable cause arrest warrant shall be detained under the same criteria as established in Manual Section 4/218.64.

Case Disposition-Juveniles. In processing juveniles arrested pursuant to a probable cause arrest warrant, investigating officers shall make a final case disposition in accordance with Chapter Seven of the Manual of Juvenile

Procedures, e.g., petition request, counsel release (C/R), action suspended, referral, exonerated, insufficient evidence.

725.20 RESPONSIBILITY FOR SERVICE OF WARRANTS.

California Adult Misdemeanor Warrants. Fugitive Warrant Section (FWS), Detective Support Division, shall be responsible for ensuring that a systematic continuing effort is expended to apprehend California adult high-grade misdemeanor warrant suspects.

Local Felony Warrants. Fugitive Warrant Section shall have primary responsibility for the service of adult felony warrants (4/725.09).

Felony Bench Warrants. Fugitive Warrant Section shall have primary responsibility for the service of felony bench warrants issued in a superior court as a result of an LAPD case.

The following Department entities are responsible for the due diligence and service of the warrants they generate:

- * Traffic divisions;
- * Detective Support Division;
- * Commercial Crimes Division;
- * Robbery – Homicide Division;
- * Special Operations Support Division;
- * Juvenile Division;
- * Internal Affairs Group;
- * Vice Division;
- * Major Crimes Division; and,
- * Arson Unit of the Los Angeles Fire Department.

Foreign Felony and Out-of-State Misdemeanor Warrants. Fugitive Warrant Section shall have primary responsibility for the service of foreign adult felony and out-of-state adult misdemeanor warrants.

Note: Fugitive Warrant Section shall acknowledge receipt of a warrant to the requesting agency within 10 days of receipt of correspondence regarding wanted persons.

725.30 SIGNING OUT WARRANTS. An officer shall not sign out a warrant unless he/she has the suspect in custody and intends to book the person on the warrant.

725.40 ARREST ON WARRANTS-SPECIAL INSTRUCTIONS. When an arrest is made on a foreign felony want or warrant, or on an out-of-state misdemeanor warrant, the Fugitive Warrants Section, Detective Support Division, shall be responsible for completing the Form 5.10.

Exception: The arresting officer shall be responsible for completing the **Release Information** section of the Investigator's Final Report, Form 5.10, when an arrest made on any of the following constitutes a felony charge:

- * Violation of California State parole under authority of 3056 P.C. or 3151 WIC;

- * Violation of probation bench warrant held by the Los Angeles County Sheriff's Department; and,
- * "Failure to Appear" bench warrant held by the Los Angeles County Sheriff's Department.

Upon completion, the Investigator's Final Report, Form 5.10 shall be delivered to the record clerk, Area of booking.

Note: If any of the above violations constitute a misdemeanor charge only, the Form 5.10 is unnecessary.

The original of the Form 5.10 shall be given to the record clerk, Area of booking, who shall immediately forward it to the Data Control and Coding Section, Information Technology Division. One copy of the Form 5.10 shall be attached to the prisoner's custody record; and the other copy shall be forwarded to the Fugitive Warrants Section, Detective Support Division.

725.48 ARREST REPORTS-ARRESTS ON WARRANTS.

Felony Warrants and Felony Wants. An arrest made on a felony warrant, or on information that a suspect is wanted for a felony by a foreign jurisdiction shall be reported on the Arrest Report, Form 5.2.

Exception: When a person booked on a misdemeanor or felony charge is additionally charged with a felony warrant, no additional Arrest Report, Form 5.2, shall be completed.

Misdemeanor Warrants. Misdemeanor warrant arrests shall be reported on an Arrest Report, Form 5.2, or an RFC Report, Form 5.2.2, when:

- * The warrant is an out-of-state misdemeanor warrant and a local warrant has been obtained authorizing the arrest for the out-of-state warrant;
- * The charge is 314(1) P.C. (Indecent Exposure), 647(a) P.C. (Annoying or Molesting Children), or 653(g) P.C. (Loitering About Schools or Other Places Attended by Children);
- * The charge is 272 P.C. (Contributing to the Delinquency of a Minor);
- * 470, 470(a), 470(b) P.C. (Forgery);
- * 475, 475(a) P.C. (Possession of Fraudulent Checks);
- * 476a(a), 476(a)(b) P.C. (Insufficient Funds-Checks);
- * 484(e), 484(f)(1), 484(f)(2), 484(g), 484(i) P.C. (Forgeries and other misuses involving credit cards);
- * 532, 532(a) P.C. (Procuring False Credit Report or Financial Statement);
- * There are unusual or aggravated circumstances;
- * It is not obvious that the arrestee is the suspect identified on the warrant;
- * The arrestee sustains an injury at the time of arrest or subsequent to the arrest and prior to acceptance by the detention officer;

- * The arrestee receives medical treatment for an old injury or for injuries sustained prior to and not incidental to the arrest; and,
- * The arrestee is a member of the Armed Forces.

Exception: When a person, arrested for a marijuana offense, is eligible for release from custody (4/216.65), and is additionally charged with a misdemeanor warrant charging one of the above crimes, the arresting officer shall, in lieu of completing an Arrest Report, Form 5.2:

- * Complete a Nontraffic Notice to Appear, Form 5.02.2, for the marijuana offense (4/216.65);
- * Include the warrant number, charge, and issuing court in the narrative of the RFC Report;
- * Write "Includes Misdemeanor Warrant for (e.g., 470 P.C.)" in the upper right margin of the RFC Report; and,
- * Book the arrestee for the misdemeanor warrant only.

When none of the above conditions apply, neither the Arrest Report, Form 5.2, nor the Short Arrest Report, Form 5.2.1, is required on a misdemeanor warrant arrest.

725.49 SERVICE OF FELONY AND CALIFORNIA MISDEMEANOR ARREST WARRANTS-PERSON IN-CUSTODY.

Felony or Misdemeanor Arrestee-Prior to Booking. When a person arrested on a misdemeanor or felony charge is found, prior to booking, to be the subject of a felony or California misdemeanor warrant, the arresting officer shall book the person on both the original charge and the warrant. The original arrest and necessary information related to the warrant shall be reported on the Arrest Report, Form 5.2.

The custodial detention officer shall initiate an Arrest Disposition Report, Form 5.9, for **each** in-county arrest warrant issued for a retainable offense.

Note: Each Form 5.9 for an in-county warrant shall be attached to the Jail Custody Record, page 5 of the Los Angeles Consolidated Booking Form, Form 5.1, and shall accompany the arrestee to court.

Exception: A Form 5.9 initiated for an arrest under the authority of a Ramey Warrant shall be processed with the Arrest Report.

Felony or Misdemeanor Arrestee-Booked. When a person already booked on a misdemeanor or felony charge is found to be the subject of a felony or California misdemeanor warrant, the Criminal Records Section, Records and Identification (R&I) Division, shall:

- * Make a telephonic notification to the custodial detention officer; and,
- * Cause a warrant information teletype or teletype abstract of the warrant to be sent to the detention officer.

The custodial detention officer, after establishing the arrestee's identification, shall:

- * Complete a Supplemental Charge Record, Form 5.8, and include the System ID number in the "Additional Information" box; and,
- * Initiate a Form 5.9 for *each* in-county arrest warrant issued for a retainable offense. A Form 5.9 is not required for an out-of-county warrant arrest unless it is the primary charge.

Note: Each Form 5.9 for an in-county warrant shall be attached to the Jail Custody Record and shall accompany the arrestee to court.

Exception: A Form 5.9 initiated for an arrest under the authority of a Ramey Warrant shall be processed with the Arrest Report.

When the arrestee is the subject of a felony warrant, the custodial detention officer shall also:

- * Cause a Supplemental Charge Teletype to be sent to the Criminal Records Section, Records and Identification Division, without delay; and,
- * Attach the warrant information teletype to page 5 (Jail Custody Record) of the original Los Angeles Consolidated Booking Form, Form 5.1.

The arrestee shall not be arraigned on the misdemeanor charge prior to the completion of the felony investigation by the concerned investigating officer.

Note: When a felony charge against an arrestee is released and normal misdemeanor transportation cannot provide for arraignment within the 48-hour time limit, the investigating officer responsible for the original investigation shall ensure that the arrestee is transported for arraignment. The 48-hour time limit shall begin at the time of the original arrest.

725.50 SERVICE OF WANTS AND WARRANTS - PERSON IN LOS ANGELES COUNTY CUSTODY.

Investigating Officer's Responsibility. When a prisoner in a Los Angeles County jail facility is wanted by this Department on a felony warrant, or is the subject of an additional filed or open charge, the concerned investigating officer shall:

- * Determine the location and booking number, then confirm the identity of the prisoner from the Warrants and Detainers Section, County Central Jail;
- * Using the original booking number, ensure the investigating (INV) format on the Network Communications System (NECS) is completed, including a Warrant Information Sheet (WIS) is sent to the Warrants and Detainers Section, County Central Jail;

Exception: If an investigating officer wishes to serve a prisoner on an open charge, the

investigating officer must physically respond to County Central Jail or the Twin Towers Facility.

Note: Investigating officers assigned to Fugitive Warrant Section, Detective Support Division, need not respond physically to Los Angeles County Central Jail or the Twin Towers Facility to rebook prisoners in County custody for California Penal Code Section 1551.1, Fugitive Arrest Without a Warrant. This booking may be accomplished electronically for this charge only.

- * Ensure a teletype is sent to the Warrants and Detainers Section, County Central Jail, including all booking information;
- * Via telephone, ensure the Warrants and Detainers Section received the teletype and WIS and that the prisoner was served with the warrant or informed of the additional charges;

Note: When a prisoner is confined at a location other than County Central Jail or the Twin Towers Facility, and the investigating officer wishes to physically serve the warrant(s) or open charge, the investigating officer shall send a teletype to the Watch Commander, Inmate Reception Center, requesting that the prisoner be immediately transferred to County Central Jail or the Twin Towers Facility. Felony warrants and open charges shall be served only at County Central Jail or Twin Towers Facility.

- * Ensure that three Fingerprint Cards, Form FD 249, were completed on the new charges and forwarded to Records and Identification Division (R&I);
- * Complete the Arrest Report, Form 5.02, and narrative; and,
- * Complete and deliver the following pages of the Consolidated Booking Form, Form 5.1 to a clerk in the Records Unit of the Area where the reports are to be reproduced:
 - * Booking and Identification Record, Form 5.01.2;
 - * Disposition of Arrest and Court Action, Form 5.09;
 - * Investigator's Final Report, Form 5.10; and,
 - * CII Arrest Notification, Form 5.01.2.

Note: If an arrest warrant is served or previously filed charges are being added, forward the Disposition of Arrest and Court Action, Form 5.9, to the appropriate arraignment court through the Department mail system.

Investigating officers serving felony warrants or preferring additional charges on a female prisoner in custody at the Twin Towers Facility shall comply with the procedure applicable at County Central system.

Local Misdemeanor Warrants. When notified that there are outstanding local misdemeanor warrants for a prisoner in the County Jail, the Warrant Section, Records and Identification Division, shall:

- * Obtain the prisoner's booking number; and,
- * Forward a teletype of the Warrant Information Sheet (WIS) of the warrant, including the prisoner's booking number, to the Warrants and Detainers Section, Inmate Reception Center, County Central Jail.

Foreign California Misdemeanor Warrant. When notified that there are outstanding foreign California misdemeanor warrants in the possession of this Department for a person in the County Jail System, the Warrant Section, Records and Identification Division, shall:

- * Obtain the person's booking number;
- * Record the booking number on the top front of the warrant and forward it to the Warrant Detainer Section, Inmate Reception Center, County Central Jail; and,

Note: If the person is due to be released, a teletype abstract of the warrant shall be sent immediately to the same location, prior to forwarding the warrant.

- * Immediately notify the agency from which the warrant was received that the person is in the County Jail and that the warrant has been forwarded to the Sheriff's Department for service.

Foreign Felony and Out-of-State Misdemeanor Warrants. When it is ascertained that a person arrested by this Department has a foreign felony want or warrant, or an out-of-state misdemeanor warrant, notification shall be made to the Fugitive Warrants Section, Detective Support Division, without delay (4/201.30).

Note: When the Fugitive Warrants Section is closed, Detective Information Section, Detective Support Division shall be notified.

Suspect Released to LAPD-Not Booked. When an arrestee booked by another agency is released to LAPD custody and the arrestee is not subsequently booked by this Department, the concerned investigating officer shall:

- * Complete the left portion of Section A of the Form 5.9;
- * Insert the original arresting agency's booking number and the CII, FBI, and LA number, if available, in the appropriate spaces; and,
- * Insert "BOOKED BY (agency - agency type) - RELEASED TO, NOT BOOKED, LAPD" in the remarks section.

The investigating officer shall forward the Form 5.9 to the Records Services Section, Records and Identification Division.

725.51 SERVICE OF CALIFORNIA MISDEMEANOR WARRANTS-PERSON REMANDED TO THE CUSTODY OF THE SHERIFF.

Felony Prisoners. When an investigating officer transports a felony prisoner to court for arraignment, he or she shall furnish the officer of this Department assigned to the arraigning court with the outstanding warrants or a

teletype abstract of each outstanding warrant against the prisoner. When such prisoner is remanded to the custody of the Sheriff, the officer assigned to the arraigning court shall deliver the warrants of the prisoner.

Note: When no officer of this Department is assigned to the arraigning court, the concerned investigating officer shall be responsible for delivering the warrants or teletype abstracts to the deputy sheriff taking custody of the prisoner.

Misdemeanor Prisoners. When a prisoner for whom there are additional misdemeanor warrant charges is remanded to the custody of the Sheriff, the officer of this Department assigned to the arraigning court shall present the warrants or teletype abstracts of the warrants to the deputy sheriff taking custody of the prisoner.

Note: Jail Division records relating to the additional misdemeanor charges shall be cleared by indicating that such charges have been forwarded to the Sheriff's Department.

725.52 BOOKING OF PRISONERS RELEASED BY THE SHERIFF. When a Sheriff's prisoner wanted by this Department is available for release to this Department, the officer responsible for investigation of the case shall, without delay, obtain custody of the prisoner and book him or her in a jail of the City Jail System.

725.54 SERVICE OF LOCAL MISDEMEANOR WARRANT-PERSON IN CUSTODY IN ANOTHER CITY. The watch commander of the concerned patrol division shall arrange transportation and booking according to the following assignments, when persons arrested are at the County Jail or in nearby cities on Los Angeles warrants and are to be released to this Department:

Central Area-County Jail.

Foothill Area-San Fernando.

Harbor Area-Long Beach, Palos Verdes, Signal Hill and Torrance.

Hollenbeck Area-Alhambra, El Monte, Montebello, Monterey Park, San Gabriel, San Marino and Whittier.

Newton Street Area-Maywood and Vernon.

Northeast Area-Arcadia, Glendale, Pasadena, Sierra Madre and South Pasadena.

North Hollywood Area-Burbank.

Pacific Area-El Segundo, Hawthorne, Hermosa Beach, Manhattan Beach and Redondo Beach.

77th Street Area-Bell, Bell Gardens, Downey, Huntington Park, South Gate and Inglewood.

Southeast Area-Compton and Gardena.

West Los Angeles Area-Beverly Hills, Culver City and Santa Monica.

Officers shall obtain either the warrant or warrant information teletype upon arrival at the other city.

Arranging transportation and booking from all other cities in California shall be the responsibility of Fugitive Warrants Section, Detective Support Division.

725.55 SERVICE OF OUT-OF-STATE MISDEMEANOR WARRANTS AND FOREIGN FELONY WARRANTS. When persons are arrested on foreign felony wants or warrants and out-of-state misdemeanor warrants, the arresting officer shall, *prior* to obtaining booking advice, notify the Fugitive Warrants Section, Detective Support Division, which shall handle notifications and correspondence and obtain necessary court orders and complaints.

Note: When the Fugitive Warrants Section is closed, Detective Information Section, Detective Support Division shall be notified.

725.56 WARRANT ARRESTS ON MILITARY PREMISES. Permission shall be obtained from the commanding officer of the concerned ship or station before making a warrant arrest on a member of the Armed Forces while on military premises.

The commanding officer may require a signed agreement from the arresting officers that the service person will be returned to military jurisdiction in the event he is acquitted or otherwise released. When such an agreement is signed, the officers shall deliver a copy to the Liaison Officer, Detective Support Division. If the service person is subsequently released or acquitted, the commanding officer of the division serving the warrant shall carry out the terms of the agreement.

725.57 FELONY WARRANT ARREST MADE OUTSIDE THE COUNTY OF ISSUANCE.

Officer's Responsibility. Officers who arrest a bailable felony warrant defendant outside the county of issuance, but within the State of California, shall complete a Compliance with Section 821 of the California Penal Code, Form 8.48.01. The arresting officer shall inform the defendant of his option to have a bail hearing in the county of arrest or in the county the warrant was issued. After obtaining the defendant's signature, the officer shall sign and date the form. If the defendant refuses to sign, the word "refused" shall be written in the space provided for the defendant's signature. The form shall be included as a page in the Arrest Report.

Note: This procedure does not apply to no-bail warrants, and shall apply to an arrestee who is booked on a felony warrant only, with no open charges.

Jail Division-Employee's Responsibility. The following procedures shall only apply to arrestees booked for warrants that were issued within the State of California, but outside the

County of Los Angeles. When a Jail Division employee receives an arrestee to be booked for an out-of-county felony warrant, with the exception of no-bail warrants, the Jail Division employee shall follow normal booking procedures, and:

- * Ensure the Form 8.48.01 is complete;
- * Ensure a transfer to the appropriate court is completed should the arrestee desire to go before a magistrate within Los Angeles County; and,
- * Notify the county that issued the warrant to pick up the arrestee, if the arrestee waives the right to go before a magistrate in Los Angeles County.

Note: If the agency holding the warrant contracts with the Los Angeles Sheriff's Department for transportation, the arrestee shall be transferred to Sheriff's custody and transported by the Sheriff's Department. All other agencies shall take custody of the arrestee within five days, or five court days if the law enforcement agency requesting arrest is more than 400 miles away, otherwise the agency shall be notified and the arrestee shall be released.

725.70 REQUESTING WARRANT FOR PERSON RELEASED ON WRIT OF HABEAS CORPUS.

Outlying Divisions. Officers in the outlying divisions who request a warrant on an arrestee released on a Writ of Habeas Corpus shall request an original and two copies of the warrant from the court clerk. The two copies of the warrant shall be sent, without delay, to the City Attorney's Writs Department, via Department mail.

725.72 WARRANT OBTAINED FOR PERSON RELEASED ON WRIT OF HABEAS CORPUS. When a warrant has been obtained for an arrestee released on a Writ of Habeas Corpus, the officer responsible for investigation of the case shall:

- * Cause the warrant to be delivered to the Chief Investigator, City Attorney's Office, not later than 1630 hours on the day previous to the date upon which the Writ is returnable; and,
- * Appear in court where the Writ is returnable, at least fifteen minutes prior to the time set for the hearing.

Upon arrival in court, he/she shall:

- * Contact the City Attorney's investigators;
- * Properly identify himself/herself;
- * Obtain the warrant; and,
- * Remain in court to take the defendant into custody, if so ordered by the court.

725.90 RECALLS ON WARRANTS. Warrants which are assigned to a division for service and are later recalled by the court shall be forwarded to the Criminal Records Section, Records and Identification Division.

725.95 WARRANT RECALL LISTS-OUTLYING DIVISIONS. Watch commanders in outlying divisions in which courts are located shall:

- * Obtain a warrant recall list from the court clerk at the end of the clerk's daily tour of duty;
- * Cause the warrant recall list to be teletyped immediately to the Criminal Records Section, Records and Identification Division; and,
- * Send the warrant recall list to the Criminal Records Section, Records and Identification Division, by Department mail.

728. NATIONAL CRIME INFORMATION CENTER (N.C.I.C.).

728.10 WANTED PERSON FILE-ENTRY OF FELONY WARRANT INFORMATION. Concerned investigating officers may request felony warrant information to be entered in the Wanted Person File, N.C.I.C., by completing a Warrant Information, Form 8.48, when:

- * The suspect is not in custody; and,
- * There is cause to believe that the suspect may leave the jurisdiction.

728.15 WANTED PERSON FILE-ENTRY OF TEMPORARY FELONY WANT. An investigating officer may enter temporary felony want information into the N.C.I.C. Wanted Person File when:

- * There is probable cause to believe a suspect has committed a felony,
- * There is cause to believe the suspect may leave the jurisdiction, and,
- * Circumstances preclude the immediate procurement of a felony warrant.

Note: A temporary felony want is subject to verification and support by a proper warrant and is automatically purged from the file after 48 hours.

When temporary felony want information is to be entered into the N.C.I.C. Wanted Person File, the "Temporary Felony Want" box shall be checked on a **copy** of the Form 8.48 and forwarded to Records and Identification Division for entry. When the warrant is obtained, the warrant information shall be entered on the original Form 8.48, the "Felony Warrant" box shall be checked, and the original and two copies of the form forwarded (4/728.18) to Records and Identification Division for entry.

728.16 FELONY WARRANT DUE DILIGENCE COORDINATOR. Upon receiving a felony warrant, the Felony Warrant Due Diligence Coordinator shall cause the investigating officer to:

- * Determine if NCIC entry is required by 980 PC;
- * Determine if the wanted person will be extradited; and,

- * Determine if the wanted person, based on available information, poses an officer-safety risk.

If any of these conditions exist, the investigating officer shall complete a Warrant Information Form, Form 8.48, and forward the form to Records and Identification Division, Warrant Teletype Unit. The Coordinator shall also ensure that the Due Diligence Investigative Responsibility procedure outlined in Department Manual Section 4/725.09 is complied with.

728.18 WANTED PERSON FILE-MODIFICATION OF EXTRADITION INFORMATION. All Felony Warrants are programmatically rolled over into the NCIC Wanted Person File with a "NOEX OUTSIDE CA" designation in the miscellaneous field. In order to modify the warrant to reflect Extraditable (EX), or to add or change identifying information, the concerned detective shall:

- * Complete a Warrant Information Form, Form 8.48, containing the suspect's full name, date of birth, and other identifying information;
- * Obtain the signature of the concerned Area's detective commanding officer approving the Form 8.48, and cause the completed Form 8.48 to be forwarded to the Warrant Teletype Unit (WTU), Records and Identification Division. Upon receiving the Warrant Information Form, Form 8.48, the WTU personnel shall make the appropriate modification reflecting extradition approval; and,
- * To re-modify the warrant back to Non-Extraditable (NOEX), the concerned detective shall follow the steps above and submit a completed Warrant Information Form, 8.48, to the WTU, Records and Identification Division. The completed form shall include a "NOEX" designation written at the top to alert WTU personnel of the proper modification.

Note: A "NOEX" warrant remains in the NCIC Wanted Person File until the concerned detective requests its removal.

Exception: When the felony warrant or temporary felony want is for a traffic offense and the concerned division commanding officer is not available, the Form 8.48 shall be submitted to the officer in charge, concerned accident investigation follow-up unit (5/095), for approval.

728.20 WARRANT REMOVAL. When it is learned that a suspect listed on a warrant in the N.C.I.C. Wanted Person File will definitely **NOT** be extradited for that warrant, the related warrant shall be modified in the Wanted Person File to reflect Non-Extraditable (NOEX). When a felony warrant is to be removed from the NCIC Wanted Person File for reasons other than the warrant being NOEX, the concerned investigating officer shall:

- * Complete a Warrant Information, Form 8.48, containing the suspect's full name, date of birth (if available), all known identifying information (hair color, scars, marks, tattoos, etc.), and warrant number;
- * Place a check mark in the "Warrant Removal" box at the bottom of the Form 8.48;
- * Explain the reason for warrant removal under the "Additional Information" section of the Form 8.48;
- * Obtain the signature of the concerned detective commanding officer approving the Form 8.48, and cause the completed Form 8.48 to be forwarded to Records and Identification Division; and,
- * To have the extradition information modified to reflect Non-Extraditable (NOEX), indicate NOEX at the top of the Form 8.48 and forward the completed form to the WTU, Records and Identification Division.

728.23 WARRANT AMENDMENT. When additional information that will significantly assist in identifying or eliminating a warrant suspect is gained subsequent to initial warrant entry, the concerned investigating officer shall complete a Warrant Information, Form 8.48., in the same manner delineated in warrant removal procedures. The "Warrant Amendment" box at the bottom of the form 8.48 shall be checked, and new descriptive or explanatory information should be entered in the "Additional Information" section of the Form 8.48.

730. INTERVIEWING.

730.10 SUSPECTS, ADMONITION OF MIRANDA RIGHTS. (4/202.10).

730.20 SUBJECTS DETAINED AT JUVENILE HALL. Prior to proceeding to Juvenile Hall to interview a detained juvenile, an investigating officer shall telephonically contact the Juvenile Hall Intake and Detention Control (IDC) Officer to determine whether the juvenile has requested to have an attorney and to determine when the juvenile may be interviewed.

The investigating officer may proceed to Juvenile Hall and request an interview with the juvenile only after it has been determined that an attorney has not been requested.

Note: If the juvenile has requested an attorney and the investigating officer deems it necessary to interview the juvenile, the investigating officer shall request a member of the IDC staff to contact the concerned private attorney or public defender to determine if and when the investigating officer may interview the juvenile.

When an interview is scheduled, the IDC Officer will remain present **only** during the time that the investigating officer advises a juvenile of his or her Miranda rights. The IDC Officer will determine if the juvenile understands and properly waives his or her

Miranda rights. If, in the opinion of the IDC Officer, the juvenile does not understand or waive his or her Miranda rights, the IDC Officer will not permit any interview to take place.

Reporting Problems with Personnel or Procedures at Juvenile Hall. When investigating officers, while at Juvenile Hall, experience an immediate problem with personnel or procedures of that facility, the Detention Control Officer should be sought for assistance. If a concerned investigating officer is of the opinion that a problem was not properly resolved or that some further action should be taken, the circumstances may be subsequently reported to the Juvenile Hall Liaison Officer, Juvenile Division, for possible remedial action.

730.50 INTERVIEWS/PHOTOGRAPHS AT LOS ANGELES COUNTY-USC MEDICAL CENTER.

Patient Not a Prisoner. An officer desiring to interview or photograph a patient at the Los Angeles County-USC Medical Center who is not a prisoner shall:

- * Contact the Hospital Security Office to obtain a "Special Pass and Consent of Patient," LAC-USCMC Form 664, prior to entering into any patient care area;

Exception: The LAC-USCMC Form 664 is not required and officers do not have to report to the Security Office when they wish to interview a patient in the emergency room. However, consider the welfare and care of the patient as a primary concern when conducting emergency room interviews.

- * Submit the LAC-USCMC Form 664 to the attending physician or Charge Nurse, and briefly explain the purpose of the visit;
- * Ascertain through the attending physician or Charge Nurse if the patient's health status would be jeopardized by the interview and/or photographing; and,

Note: When the patient's health status prohibits interviewing or photographing obtain an estimated time when interviewing or photographing may be accomplished.

- * Contact the Watch Commander, Detective Support Division, to mediate any conflicts.

Patient is a Prisoner. When an interview of a prisoner is to be conducted at the Los Angeles County-USC Medical Center, the interviewing officers may go directly to the hospital and present their identification card at the Jail Ward for admittance. Section 4/635 outlines procedures on photographing prisoners.

733. INFORMANTS.

733.10 INFORMANTS-OFFICER'S RESPONSIBILITY. Department policy limits the use of informants to officers who are in investigative assignments. Consequently, uniformed officers are not allowed to use or

maintain informants. A uniformed officer who comes in contact with a potential informant shall refer that person to the appropriate investigative entity. Officers shall refer to the current Informant Manual for direction.

733.20 UNDESIRABLE INFORMANT FILE. Refer to current Department Informant Manual for information regarding the Undesirable Informant File.

734. CONFIDENTIAL INFORMANT TRACKING SYSTEM DATABASE. The Confidential Informant Tracking System Database (CITSD) has been created to centralize and better manage information regarding Department informants.

Officer's Responsibility. Prior to utilizing a confidential informant, an officer shall hand-carry (forms shall not be mailed) a copy of the Informant Information Form(s), signed by his or her commanding officer to the Commanding Officer, Narcotics Division (ND). Informant Information Forms shall only be delivered to ND during normal business hours (non-holiday weekdays, (0800-1700 hours).

Exception: Under exigent circumstances, a confidential informant may be utilized prior to delivering the form to ND but, only with the approval of a staff or command officer. In such cases, the form shall be hand-carried to ND on the next business day.

Narcotics Division, Commanding Officer's Responsibility. The Commanding Officer, ND, shall be responsible for coordinating the CITSD program. He or she shall ensure that:

- * All Informant Information Form data is accurately entered into the CITSD; and,
- * Assigned Confidential Informant (CI) numbers are conveyed to the appropriate commanding officers as soon as practicable.

Commanding Officer's Responsibility. Upon receiving a CI number from ND, the originating commanding officer of each Area shall ensure that the CI number is written on all original Informant Information Forms and on the file folder tab of the Informant Control Package. The Informant Control Package, which includes a record of all contacts with an informant, is confidential and shall be maintained in a secure location by the commanding office of the Area or specialized division utilizing the informant.

Informants Used In Conjunction with Another Agency. Informants used in conjunction with another agency are specifically excluded from entry into CITSD. Each commanding officer having an informant(s) falling under this exception shall review the Informant Control Package, verify that the informant is exempted, and write the words "shared with another agency" in red ink on the front of the package. The commanding officer shall include a notation of this review and determination in the informant's package.

735. DIVISIONAL AND FORMAL SHOW-UPS.

735.05 SCHEDULING AND LOCATION OF FORMAL SHOW-UPS FOR ADULT SUSPECTS. Formal show-ups for adult suspects shall be conducted in:

- * The Auditorium, Room 100, Parker Center;
- * The Auditorium of the Los Angeles County Central Jail; or,
- * The designated facilities at Los Angeles County Jail.

An investigating officer who desires to have an arrestee shown in a formal show-up shall notify Robbery Special Section, Robbery-Homicide Division, by telephone, 24-hours prior to the desired time of the show-up. The notification shall include:

- * The arrestee's name, booking number, charge, and physical description;
- * The location where the arrestee is being held;
- * The division conducting the investigation; and,
- * A statement regarding the willingness of the arrestee to stand in a show-up.

Exception: In unusual circumstances, the investigating officer may request an immediate show-up by contacting Robbery Special Section, Robbery-Homicide Division.

735.10 SCHEDULING AND LOCATION OF FORMAL SHOW-UPS FOR JUVENILE SUSPECTS. Formal show-ups for juvenile suspects shall be conducted at:

- * Central Juvenile Hall (Eastlake);
- * San Fernando Valley Juvenile Hall; or,
- * Los Padrinos Juvenile Hall.

An investigating officer desiring to schedule a juvenile show-up shall contact the liaison officer at the concerned juvenile facility. Liaison officers are available on court days between 0730 and 1600 hours.

735.15 OFFICERS' DUTIES PRIOR TO PRE-ARRAIGNMENT SHOW-UPS. Officers who intend to place an arrestee in a show-up prior to the arrestee's arraignment shall inform the arrestee that he has the right to have an attorney present *during the show-up*.

Note: Arraignments *shall not* be delayed in order to conduct a show-up.

735.20 OFFICER'S DUTIES PRIOR TO POST-ARRAIGNMENT SHOW-UP. An officer who intends to show an arrestee in a formal show-up shall inform the arrestee that:

- * The arrestee has the right to have an attorney present during the show-up; and,
- * If the arrestee so desires and cannot afford one, an attorney will be appointed without charge.

After the admonition has been given, the officer shall:

- * Determine whether the arrestee understands the right to an attorney; and,
- * Determine whether the arrestee wishes to have an attorney present during the show-up.

Note: If the arrestee desires an attorney, the investigating officer shall include the attorney's name on the Follow-up Investigation, Form 3.14, (4/735.30).

735.25 ARRESTEE WAIVES ATTORNEY. When an arrestee waives the right to have an attorney present at the show-up, the concerned investigating officer shall cause the arrestee to read a waiver form, provided by Robbery-Homicide Division, and, if appropriate, to sign the waiver. The investigating officer shall retain the following in the Case Investigation Envelope, Form 15.15, when appropriate:

- * Statements indicating the arrestee's understanding of his/her right to have an attorney present at the show-up;
- * Statements indicating the arrestee's waiver of his/her right to the presence of an attorney during the show-up; and,
- * The waiver form, signed by the arrestee.

Note: If the arrestee waives his/her right to the presence of an attorney but refuses to sign the waiver form, a statement indicating the arrestee's refusal to sign shall be documented on the waiver form *and* on a Follow-Up Investigation, Form 3.14.

735.30 ARRESTEE REQUESTS ATTORNEY. When an arrestee has retained an attorney or has one appointed to be present at the show-up, the investigating officer shall:

- * Notify both the prosecuting and defense attorneys as to the date, time and location of the show-up *immediately* after the show-up is scheduled by Robbery Special Section, Robbery-Homicide Division; and,
- * Include the name of the attorney, the date, and the time of the notification on the Follow-up Investigation, Form 3.14.

In the case of a pre-arraignment show-up, if the arrestee requests a private attorney, that attorney must be able to appear within 12-24 hours of being notified. If the private attorney cannot appear within that time period, the arrestee shall be advised that:

- * The arrestee does not have the right to have that particular attorney present at the show-up;
- * The arrestee may request a public defender at the show-up or the arrestee may appear without counsel; and,
- * If the arrestee refuses to appear in the show-up, it will be commented on in a court of law.

Note: Formal pre-arraignment show-ups without counsel are permitted only under exigent circumstances unless the arrestee waives the right to counsel.

735.35 ATTORNEY PRESENT AT SHOW-UP. Upon request by an attorney representing an arrestee in a show-up, the investigating officer shall ensure that the attorney is:

- * Given an opportunity to confer with his/her client before the show-up;
- * Allowed to observe the entire line-up prior to the show-up;
- * Allowed to attend the show-up session in the capacity of an observer only; and,
- * Allowed to attend the identification process which follows the show-up, in the capacity of an observer only.

Note: The investigating officer shall make a note on the Follow-up Investigation, Form 3.14, of any objection made by the arrestee's attorney. A copy of the Follow-Up Investigation, Form 3.14, shall be retained in the respective case folder.

735.40 DEFENSE ATTORNEY NOTIFIED BUT FAILS TO ATTEND. When an attorney who has been notified that an arrestee requested his/her presence at a show-up and the attorney fails to appear, the investigating officer shall delay the show-up and attempt to contact the attorney representing the arrestee.

Note: If unable to contact the attorney, be guided by the advice of the prosecuting attorney.

735.45 ARRESTEE REFUSES TO PARTICIPATE IN SHOW-UP. The investigating officer shall advise an arrestee who refuses to participate in a pre or post arraignment show-up, or an attorney who advises the arrestee not to participate in a pre or post-arraignment show-up that:

- * The show-up is for elimination or identification purposes only;
- * The arrestee does not have a right to refuse to participate in any phase of the show-up; and,
- * The refusal of an arrestee to participate in a show-up may be introduced in a court of law.

The investigating officer shall ensure that:

- * Circumstances of a refusal are documented on the Line-Up Refusal, Form 12.02;
- * Circumstances of the refusal are documented on the Follow-Up Investigation, Form 3.14; and,
- * The arrestee has signed the Line-Up Refusal, Form 12.02, if possible.

Note: Force shall not be used to compel an arrestee to participate in a show-up. If an arrestee refuses to participate, the investigating officer shall follow the procedure for identifying the arrestee through the use of photographs (4/738.05).

735.55 ATTENDANCE OF VICTIMS OR WITNESS AT SHOW-UP. Each victim or witness who might identify an arrestee as the

perpetrator of a crime shall be informed of the date, time, and location of the show-up at which the arrestee is to be shown.

735.70 TRANSPORTATION OF ADULT ARRESTEE FOR FORMAL SHOW-UP. If an adult arrestee in custody is to appear in a formal show-up, the concerned investigator shall transport the arrestee to the location of the scheduled show-up in accordance with the following procedure:

- * **Metropolitan Jail Section.** Two hours prior to the scheduled show-up;
- * **Los Angeles County Central Jail (Inmate Reception Center).** As directed by Robbery Special Section, Robbery-Homicide Division; and,
- * **Los Angeles County Jail.** As directed by Robbery Special Section, Robbery-Homicide Division.

735.80 ARRESTEE POSSIBLY INVOLVED IN OTHER JURISDICTIONS. The investigating officer shall send a teletype notification (4/170.04) to all detective division commanding officers and concerned outside investigating agencies when an arrestee appearing in a formal show-up is believed to be involved in crimes committed in the concerned jurisdiction.

735.90 RESULTS OF FORMAL SHOW-UPS TELETYPE. At the conclusion of a formal show-up, the officer in charge shall send a teletype of the results (4/170.08) to all detective division commanding officers and the Sheriff's Department.

738. PHOTOGRAPHIC IDENTIFICATIONS.

738.05 PHOTOGRAPHIC IDENTIFICATION OF A SUSPECT. An investigating officer who intends to show a suspect's photograph to a victim or witness for the purpose of identification shall:

- * Obtain the suspect's photograph and at least five additional photographs depicting persons of similar appearance;
- * Obliterate, or otherwise remove, all markings such as dates, L.A. numbers, and booking numbers from the photographs *or* place the photographs in the appropriate Photo Display Folder, Form 15.50.1 or 15.50.2; or Police Bulletin Folder, Form 15.50.3;
- * Make a photocopy of the front and back of the Photo Display Folder or Police Bulletin Folder;

Note: A separate photocopy of the Photo Display Folder or Police Bulletin Folder should be made for each victim or witness identifying the suspect.

- * Read the photographic line-up admonition printed on the back of the folder to the victim or witness;

- * Have the victim or witness sign the admonition acknowledgment on the Photo Identification Report, Form 15.50.4;
- * Show the entire set of photographs to the victim or witness; and,
- * If the victim or witness makes an identification, the investigating officer shall direct the victim or witness to circle the specific photograph identified on the photocopy of the Photo Display Folder or Police Bulletin Folder. The victim or witness should then initial and record the date and time of the identification on the photocopy of the Photo Display Folder or Police Bulletin Folder.

Note: The investigating officer shall attempt to obtain facts to corroborate the identification by a single victim or witness.

The investigating officer shall cause appropriate comments to be written on the Photo Identification Report when the victim or witness is shown photographs from the Photo Display Folder or Police Bulletin Folder. The victim or witness should sign, initial, and record the date and time that the comments were made in the space provided at the bottom of the form. If an identification is made, the investigating officer should ask each victim or witness if there is anything significant that caused them to select a particular photograph, i.e., how they recognized the person, if the photo is different in any way from their recollection of the suspect, etc. Victims or witnesses should not be told that they have picked the "right" or "wrong" photo.

740. VOICE IDENTIFICATIONS. An officer desiring comparisons of tape-recorded voices shall:

- * Place his name, division of assignment, the date, and DR number on each tape recording;
- * Label the tape recording of the known voice with the name of the suspect whose voice is recorded;
- * Label the tape recording of the unknown voice with the words "Unknown Suspect;"
- * Cause the tape recordings to be personally delivered to the Criminalistics Section, Scientific Investigation Division; and,
- * Notify the Criminalistics Section, Scientific Investigation Division, of the desired analysis.

742. SEARCH WARRANTS.

742.10 SEARCH WARRANT AND PROBABLE CAUSE ARREST WARRANT PROCEDURES (see also Section 4/725.12). All Department personnel involved in the service (including the planning and debriefing) of a search or Ramey warrant shall comply with the instructions set forth in the *Search Warrant Service Procedures Guide*, prepared by Investigative Analysis Unit, Detective Bureau. Each commanding officer shall be responsible for maintaining the *Search Warrant Service Procedures Guide* and ensure that such procedures are made available to

Department personnel. Department personnel shall follow these guidelines when preparing, obtaining, serving, and returning a search warrant.

Officer's Responsibility. An officer obtaining a search or Ramey warrant shall;

- * Review the investigation with his/her immediate supervisor; and,
- * Consult with an on-duty investigative supervisor from the investigative entity responsible for the follow-up investigation.

When the officer's supervisor agrees that a search or Ramey warrant is the next appropriate step, the officer shall complete the warrant affidavit and supporting documentation, and submit these documents to his/her supervisor for review and approval.

Upon obtaining a search or Ramey warrant issued by a magistrate, the officer obtaining the warrant shall:

- * Complete all the required information on the Warrant Tracking Log;

Note: In the event an officer's work location is different from his/her commanding officer's location, the officer shall cause all required information to be entered on his/her division's Warrant Tracking Log.

- * Complete pages 1-6 of the Tactical Plan Report, Form 12.25, and submit for approval; and,

Exception: For search warrants targeting only third party records (e.g., telephone, bank records, etc.), no Tactical Plan Report is required. An entry in the Warrant Tracking Log shall be completed specifically stating "records warrant only" in the comments box as described below.

- * Maintain (in the Detective Case Package, Control Folder, or Murder Book, as applicable) the search or Ramey warrant and other related documents to include the completed Tactical Plan Report, property report(s), receipt(s) for property taken into custody, and return of service.

Note: When information such as the Division of Records number, case number, search warrant number, or booking number is not available, that information shall be entered on the Log as soon as it becomes available.

After the warrant information has been recorded on the Log, the officer may submit the affidavit and supporting documentation for issuance of a warrant.

Note: When a Ramey warrant is not served, the officer who obtained the warrant shall comply with Manual Section 4/725.12 regarding Probable Cause Arrest Warrants.

Supervisor's Responsibility. A supervisor shall review each request for a search or Ramey warrant and all reports prepared in support of the warrant application. Such review shall include:

- * A review for completeness of the information contained within the documents and for authenticity to ensure the warrant does not fail to articulate a legal basis for the warrant, or contain any "canned" language or inconsistent information;
- * A review of the information on the application and affidavit, where applicable, to determine whether the warrant is appropriate, legal, and in conformance with Department procedure;
- * The supervisor's initials at the bottom of each page of the warrant affidavit;
- * Ensuring that the warrant was entered on the Warrant Tracking Log and properly updated, and the return box completed; and,
- * A review and evaluation of the Warrant Service/Tactical Plan Report.

Warrant Service/Tactical Plan Report. The designated supervisor shall complete the following on the Warrant Service/Tactical Plan Report:

- * Documented confirmation that a debriefing with involved personnel was conducted no later than the next working day after warrant service; and,
- * A summary of the debriefing no later than the next working day after warrant service. The "Debriefing Summary" section on page seven of the Tactical Plan Report shall, at a minimum, address the following issues:
 - * Pre/post search conditions;
 - * Presence/absence of photos, audio and/or video tapes;
 - * Supervisory oversight before, during, and after service of the warrant; and,
 - * Date/time/location of the debriefing and the issues discussed.

Notifications. The designated supervisor shall ensure that the following notifications are made prior to the service of the warrant:

- * Any outside law enforcement agency having jurisdiction over the location where the warrant is being served;
- * The on-duty watch commander; and,
- * The Area/divisional commanding officer.

Commanding Officer's Responsibility. The commanding officer of each Area division and specialized operational division shall:

- * Maintain a single location of Warrant Tracking Logs for their command in the Area or specialized division office;
- * Ensure the presence of a supervisor (Sergeant I, Detective II, or higher), during the execution of a search or Ramey warrant. For Gang Enforcement Details, the presence of a lieutenant or higher ranking officer shall be required at the service of warrants; and,
- * Ensure that the warrant number and return date are entered on the Warrant Tracking Log no later than ten working days from the date of service.

Tactical Plan Report. Commanding officers

shall document on the Tactical Plan Report an evaluation of the warrant service operation within seven working days of the warrant's execution, ensuring that the following issues are addressed:

- * The circumstances surrounding the presence of a supervisor during the service of the warrant; and,
- * Whether a supervisor's actions during the service of the warrant were appropriate.

Note: The commanding officer shall complete a detailed analysis of the performance of the supervisor at each scene of the service of the search or Ramey warrant on a Comment Sheet, Form 1.77.

Upon completion, the commanding officer shall sign and date the Tactical Plan Report.

742.20 SERVICE OF HIGH-RISK WARRANTS. When it is determined that, during the service of a warrant, there may be a confrontation involving a suspect possessing exceptional weaponry or who has a documented violent history, or involving a fortified structure, or other situation exist that may require specialized personnel, training, and/or equipment, the entity responsible for serving the warrant shall contact the Commanding Officer, Metropolitan Division for advice. The Commanding Officer, Metropolitan Division, shall provide the appropriate advice and determine whether SWAT shall be deployed in the service of the warrant.

742.30 SUPERVISION AT SEARCH WARRANT LOCATIONS.

Supervisor's Responsibility. A supervisor (Sergeant I, Detective II, or higher) shall be present during the execution of the warrant and shall remain throughout the entire search. The supervisor shall immediately make a personal written record of pre-search and post-search conditions of locations searched. The supervisor coordinating the warrant service will be held accountable to exercise control during warrant service. An Employee's Report, Form 15.7, shall be used by the responsible supervisor, to document conditions of the locations searched. Upon completion, the Form 15.7 shall be included and maintained in the responsible detective's case folder.

Search Warrants involving Gang Enforcement Detail (GED)/CLEAR personnel. A lieutenant or above shall be present at the execution of all search warrants where GED/CLEAR personnel are involved in the service of the warrant. When multiple locations are involved, a lieutenant shall coordinate the service of the warrant, and ensure that a supervisor is present at each search warrant location where GED/CLEAR personnel are present.

Note: At the discretion of the coordinating supervisor, photographs of the pre-search and post-search locations may be taken by

personnel from the Area or by Scientific Investigation Division photographers, depending upon availability.

Photographs taken are official Department photographs and shall be retained in the detective's case folder at the division having investigative responsibility for the case, together with all other investigative reports connected to the search warrant.

Commanding Officer's Responsibility. Commanding officers shall ensure that a supervisor (Sergeant I, Detective II, or higher) shall be present during the execution of the warrant and remain throughout the entire search. Further, commanding officers shall ensure that appropriate notes, and in exceptional cases photographs, are used to document pre-search and post-search conditions of locations where search warrants are served.

Exception: Commanding officers have the authority to exempt personnel from compliance with provisions of Manual Section 4/742.30, when a search warrant is to be served for administrative records, such as telephone records, bank records, or utility information and no physical search will be conducted by Department personnel.

742.40 SERVING SEARCH WARRANTS FOR TOLL-BILL INFORMATION.

Investigators shall, prior to serving a search warrant for telephone toll-bill information, contact Vice Division. Vice Division personnel shall ensure that the investigator is aware of measures to safeguard against premature notification to the subscriber, and shall record appropriate information from the search warrant.

742.50 REQUESTING APPROVAL TO SEARCH NEWS MEDIA FACILITIES.

Approval to conduct a search of a news media facility shall be requested, with the approval of the concerned commanding officer, in the following manner:

- * Requests shall be submitted on an Intradepartmental Correspondence Form 15.2, signed by the concerned commanding officer, to the concerned bureau and Office. Requests shall be hand carried through the approval chain to the Chief of Police; and,
- * When the Office of the Chief of Police is closed, emergency requests may be made through the Watch Commander, Detective Support Division (DSD), with the approval of a staff officer from the concerned bureau. The concerned Office shall be notified on the next working day. The watch Commander, DSD, shall secure an approval or denial of the request from the Chief of Police, or Acting Chief of Police. The watch commander, DSD, shall then advise the requesting employee of the denial or approval.

742.60 TELEPHONIC SEARCH WARRANTS. An officer may request a telephonic search warrant if there is probable

cause to justify the issuance of a search warrant and a genuine emergency exists that will justify the issuance of a telephonic, rather than a written, search warrant.

Note: A police officer assigned to a non-investigative position shall obtain the approval of the immediate supervisor to initiate a request for a telephonic or facsimile search warrant. If the supervisor concurs, the officer shall contact the concerned detective division or, if the concerned detective division is closed, Detective Support Division for advice prior to initiating a request for a telephonic search warrant.

In requesting the telephonic search warrant, officer's shall adhere to the following procedures:

- * During normal business hours, the investigating officer requesting a telephonic search warrant shall contact the District Attorney's Office where the case will be filed. During non-business hours, the investigating officer shall contact the District Attorney's Office Command Post for the name and telephone number of the deputy district attorney on-duty. The investigating officer shall have ready a blank search warrant formset. The investigating officer shall relate to the deputy district attorney all of the elements which substantiate the need for a telephonic search warrant. If he/she concurs, the deputy district attorney will arrange a conference call between a magistrate, the deputy district attorney, the investigating officer, and a recording device located in the District Attorney's Office;
- * When the conference call has been established the investigating officer shall relate to the magistrate all the facts which substantiate the need for a telephonic search warrant. The investigating officer shall then answer any additional questions asked by the magistrate or the deputy district attorney;
- * If, upon conclusion of the investigating officer's statement, the magistrate feels a telephonic search warrant is justified, the magistrate will complete the copy of the search warrant and sign it. The magistrate will then dictate verbatim the contents of the warrant to the investigating officer so that the investigating officer may complete the copy of the warrant. The magistrate will then authorize the investigating officer to sign the date, time, and the magistrate's name to the search warrant;

Note: The investigating officer's copy of the search warrant is a *duplicate original* warrant and must be completed *exactly* as directed by the magistrate.

- * The investigating officer, assisted by the field officer or other concerned personnel, may then conduct the authorized search using the duplicate original search warrant. The investigating officer shall enter the warrant. The investigating officer shall

enter the exact time of execution on the warrant. The investigating officer shall issue a receipt for any and all property seized during the course of the search;

- * The District Attorney's Office will then transcribe the tape recording of the conference call and notify the investigating officer when it has been completed; and,

Note: When the original request for the telephonic search warrant was made pursuant to a misdemeanor case, the investigating officer shall be responsible for obtaining the tape recording of the conference call from the District Attorney's Office and delivering it to the City Attorney's Office, where the case, if any, arising from the search will be filed. The City Attorney's Office will transcribe the tape and notify the investigating officer when it has been completed.

- * The investigating officer shall then, *and under no circumstances more than five days from the date of issuance*, obtain the transcript and the tape recording from the District Attorney's Office or City Attorney's Office and deliver these, with the duplicate original search warrant, to the issuing magistrate. The investigating officer shall also prepare a Return to a Search Warrant and deliver it to the issuing magistrate (4/540.90).

As an alternative to obtaining a search warrant solely by telephonic means, an officer may obtain a search warrant by use of a telephone and facsimile machine. The Los Angeles County District Attorney's "**By Facsimile**" search warrant form shall be used when the facsimile search warrant procedure is employed. An officer requesting a facsimile search warrant shall contact a magistrate by using a standard telephonic search warrant guidelines and shall adhere to the following procedures:

- * Upon instruction from the magistrate, the investigating officers shall transmit by facsimile machine the search warrant and all supporting documents, including the officer's sworn affidavit in support of the search warrant, to the magistrate;
- * The officer shall confirm receipt of the documents by the magistrate;
- * Upon administration of the oath, the officer shall relate to the magistrate all the facts which substantiate the need for a facsimile search warrant. The officer shall then answer any additional questions asked by the magistrate;
- * Upon receipt of the signed warrant facsimile and authorization from the magistrate, the officer shall write "duplicate original" on the signed facsimile;
- * The investigating officer shall obliterate the magistrate's facsimile number from all documents prior to serving the warrant;
- * The duplicate original warrant and the original warrant with all supporting documents shall be returned by personal service to the issuing magistrate within the

statutory time limit. The investigating officer shall also prepare a Return to a Search Warrant and deliver it to the issuing magistrate (4/540.90); and,

Note: A telephonic or facsimile search warrant requested by an officer assigned to a non-investigative position shall be reviewed by the officer's immediate supervisor for accuracy, legibility, and compliance with all mandated procedures and guidelines. The supervisor shall also verify that the issuing magistrate's facsimile number has been obliterated from all documents received by the officer prior to service of the warrant.

- * Should a telephonic or facsimile search warrant not be executed after it has been issued, it shall be so marked and returned to the clerk of the issuing magistrate's court.

745. SUBPOENAS-INVESTIGATING OFFICERS' DUTIES.

745.10 SERVICE OF SUBPOENAS TO PRIVATE PERSONS. When a subpoena for a private person is secured by an investigating officer, the officer shall promptly serve the subpoena. When this is impracticable, the officer may request the field services division watch commander of the Area in which the witness resides to cause the service to be made. When served by an investigating officer, subpoenas shall be taken directly to court on the day of the hearing.

745.11 SUBPOENA SERVICE BY MAIL. Subpoena service by mail procedures shall only be used by investigative personnel. When a subpoena for a preliminary hearing is to be served by mail on a private person witness, the concerned detective shall:

- * Determine if the witness is willing to accept the subpoena by mail and is willing to appear in court;
- * Determine if the witness has a permanent or valid mailing address; and,
- * Instruct the witness to acknowledge receipt of the subpoena by telephone, by mail, or in person, and to verify his or her identity by providing date of birth AND driver's license number, or Department of Motor Vehicles Identification Card number.

Note: Subpoena service is not complete until the above criteria are met.

Subpoenas shall be mailed using a plain white envelope. The envelope shall be marked legibly with the address of the witness and a complete return address. Subpoenas shall be mailed through United States mail via intradepartmental mail.

A detective or other employee receiving an acknowledgment for receipt of a subpoena shall record the witness's identification information on the original (sender's) copy of the subpoena and process the original in accordance with the procedures set forth in Section 4/745.10.

If a Department employee who has mailed a subpoena does not receive timely verification that the witness has received the subpoena, the employee shall make a reasonable effort to contact the witness to ensure proper service of the subpoena.

745.12 SERVICE OF SUBPOENAS ON MILITARY PREMISES. Permission shall be secured from the commanding officer of a military base or ship before serving a subpoena on a member of the Armed Forces while on the base or ship.

745.15 SERVICE OF SUBPOENAS TO OFFICERS. When investigating officers secure a subpoena which contains only their names, they shall:

- * Enter the subpoena information on the division's Officer Subpoena Record, Form 15.29;
- * Sign the subpoena; and,
- * Return the subpoena to court on the day of the hearing.

When the subpoena contains the names of officers assigned to the same area as the investigating officer who secured the subpoena, the investigating officer shall:

- * Cause a Court Notice, Form 15.57, to be completed immediately for each officer named on the subpoena;
- * Place investigating officer's name, serial number, and division of assignment on each Court Notice, Form 15.57, completed;
- * Deliver, for service, the completed Court Notices to the watch commander on-duty at the subpoenaed officers' division of assignment; and,
- * Return the subpoena to court on the day of the hearing.

When the subpoena contains the names of officers, other than those assigned in the same area as the investigating officers, the investigating officers shall:

- * Cause a subpoena teletype to be promptly sent to the watch commanders where these officers are assigned; and,
- * Return the subpoena to court on the day of the hearing.

745.20 EXPERT TESTIMONY REQUIRED. When the testimony of an expert on the Department is desired or required in a trial, the investigating officer shall notify the concerned expert not less than five working days prior to the date of the trial. The notification shall include:

- * The time, date, and place of the trial;
- * Name of the defendant;
- * DR number of the case; and,
- * A description of the evidence about which the expert will be required to testify.

745.25 EXPERT TESTIMONY-CHP ARRESTS. Experts of this Department shall provide expert testimony relative to chemical tests and other investigations performed by

them incidental to CHP arrests. Persons requesting such testimony shall be encouraged to give five working days' advance notice.

745.50 INFORMATION TO BE PLACED ON SUBPOENAS. Investigating officers who secure a subpoena shall:

- * Place their names and detail across the upper left corner of the subpoena, on the side containing the names and addresses of the witnesses;
- * Check the names and addresses of the witnesses; and correct any errors; and,
- * Enter, below the witnesses' names and addresses, any business addresses, telephone numbers, and other information which may aid in the service of the subpoena.

In addition to the foregoing, the following information shall be placed on the subpoena below the name and address of the witness when the witness is:

A Doctor. The name of the patient and the date and time of treatment, if the subpoena resulted from a service performed by the doctor.

A Bank or Firm Representative. A statement of what the witness is expected to testify to and any records required, if the subpoena resulted from a service performed by the witness' organization. A subpoena duces tecum may be required to obtain the required records.

An Autopsy Surgeon. The name of the deceased, if the subpoena resulted from an autopsy performed by the surgeon.

A Member of the Armed Services. A statement of why appearance of the witness is necessary, and the name and address of the witness' commanding officer.

745.90 SUBPOENA OF COURT RECORDS FROM THE COUNTY CLERK. Officers desiring to have court records or exhibits from the County Clerk's Office available for presentation in court, shall:

- * Prior to obtaining a complaint, obtain the case number, exhibit number, name of the defendant, and the description of the records desired, from the County Clerk's Office; and,
- * When requesting the complaint from the District Attorney, list and describe those records desired in court on the back of the complaint form, under "Witnesses." The records will be subpoenaed into court by the District Attorney's Office.

When a complaint has already been filed, and an officer desires that court records be available for presentation in court, he/she shall:

- * Obtain two blank subpoenas from Division 30 of the Municipal Court;
- * Obtain the case number, exhibit number, name of the defendant, and description of the records desired, from the County Clerk's Office;

- * Complete the subpoenas and leave a copy with the County Clerk's Office; and,
- * Return the original of the subpoena to Division 30 of the Municipal Court.

Note: Officers shall present a subpoena for court records to the County Clerk's Office at least one day prior to the date of trial.

750. TAKING PRISONERS TO COURT.

750.10 ARRAIGNMENTS. When a felony arrestee is to be taken to his/her arraignment, the investigating officer shall:

- * Obtain the arrestee's personal property and Custody Record.
- * Retain personal property in the sealed plastic envelope.
- * Cause the detention officer to complete a Jail Transfer Record, Form 6.11.
- * Obtain the arrestee and transport him to the appropriate court lock-up.
- * Cause a copy of the Jail Transfer Record, Form 6.11, to be signed by the deputy sheriff accepting custody of the arrestee.
- * If the complaint has been obtained, ensure that the complaint is presented to the clerk of the court.
- * If the complaint has not been obtained, the investigating officer shall:
 - * Obtain a complaint from the District Attorney's Office.
 - * Ensure that the complaint is filed in the court which will consider the arraignment.
- * Return the signed copy of the Jail Transfer Record, Form 6.11, to the division files.

750.12 USE OF LOS ANGELES SHERIFF'S DEPARTMENT TRANSPORTATION OF FELONY ARRESTEES TO ARRAIGNMENT COURT. Investigating officers desiring to use the Sheriff's transportation for arraignment of felony prisoners shall:

- * Obtain a complaint and file it in the appropriate court;
- * Ensure that use of transportation will cause the prisoner to appear in court *without unnecessary delay*; and,
- * Direct the custodial detention officer to transfer the arrestee on the next available transportation to the specific arraignment court by:
 - * Sending a teletype ordering transfer of the arrestee, or,
 - * Signing a Jail Transfer Record ordering the transfer of the arrestee.

750.18 ARRAIGNMENT-ARRESTEE IN COUNTY JAIL SYSTEM. When a non-warrant felony arrestee in custody in the County Jail System is to be arraigned, the investigating officer shall:

- * Obtain a complaint from the District Attorney's Office; and,

- * Cause a teletype to be sent to the custodial detention officer indicating the date and time that arraignment is requested, and the arraignment court.

Note: If the arrestee is to be arraigned in a morning court session, notification shall be made the day before. If the arrestee is to be arraigned in an afternoon session, notification shall be made not later than 0900 hours of the arraignment date.

750.20 FELONY ARRAIGNMENT DELAY BY COURT ORDER. When a felony arrestee confined in the Los Angeles County-USC Medical Center Jail Ward is in such medical condition that he/she cannot be taken to court for arraignment within forty-eight hours from the time of his/her arrest, the investigating officer shall:

- * Request a Los Angeles County-USC Medical Center physician to complete a Declaration of Physician, County Form Sh-Cr-409; and,
- * Present two copies of the form, along with the warrant, to the concerned court.

Note: When the arrestee has been booked originally on a warrant, the investigating officer shall present only the two copies of the Declaration of Physician, County Form Sh-Cr-409, to the concerned court.

The Court Order. The court will issue an order to the Sheriff directing the arrestee to be held upon the warrant and arraigned when his or her condition permits.

Release or Change of Status. When the arrestee is to be released or the charge is reduced from a felony to a misdemeanor prior to arraignment, the concerned investigating officer shall:

- * Notify the Criminal Records Section, Records and Identification Division.
- * Cause a notification teletype to be sent to the Sheriff's Warrant Detainer Section.

When the charge is reduced from a felony to a misdemeanor, the concerned investigating officer shall attach two copies of the Declaration of Physician, County Form Sh-Cr-409, to the misdemeanor complaint.

750.30 ARRAIGNMENT INFORMATION. When an investigating officer has a felony prisoner to be arraigned in Division 30 of the Municipal Court but does not remain in court for the arraignment, he/she shall deliver one copy of the arraignment information report to the court officer.

755. UNFOUNDING OF REPORTS.

755.10 TELEPHONE REQUESTS FOR UNFOUNDING OF REPORTS. An officer or record unit clerk receiving a telephone call from a private person requesting unounding of a crime, lost, or stolen property report shall transfer the call to the concerned investigative division.

Exception: Persons telephoning a vehicle recovery report shall be told to make a signed report at the nearest police station.

755.20 LETTER RECEIVED REQUESTING UNFOUNDING OF A REPORT. A letter received from a private person requesting unfounding of a crime, lost, or stolen property report shall be forwarded to the commanding officer of the concerned investigative division.

755.80 UNFOUNDING OF REPORTS. Reports shall be unfounded on a Follow-up Report, Form 3.14, except when the following are involved:

Vehicles. Unfounding of reports of lost or stolen vehicles shall be reported on a Vehicle Report, CHP Form 180.

760. BULLETINS AND WANTS.

760.10 LOS ANGELES POLICE BULLETINS. The Los Angeles Police Bulletin shall be used to disseminate information on the following:

- * Wanted or missing persons;
- * Items involved in an investigation;
- * Crimes having distinctive modus operandi;
- * Subject matter so unique or extensive that special attention is desirable; and,
- * Cancellation of any of the above information.

760.12 SUBMITTING INFORMATION TO BE INCLUDED IN A LOS ANGELES POLICE BULLETIN. An officer submitting information to be included in a Los Angeles Police Bulletin shall:

- * Complete an original and two copies of a Police Bulletin Request/Cancellation, Form 15.32;
- * Upon the approval of officer's division commanding officer, submit the original and one copy of the Form 15.32, photographs of wanted or missing person(s) or other items, a copy of the suspect's CII and LA rap sheets, and a copy of any related warrant teletypes, to the Investigative Analysis Unit, Detective Bureau; and,
- * Retain one copy of the Form 15.32 for unit files.

760.14 PROCESSING REQUESTS FOR INFORMATION.

Investigative Analysis Unit. Upon receiving a request to include information in a Los Angeles Police Bulletin, Investigative Analysis Unit shall:

- * Verify that the criminal information included on the Form 15.32 corresponds to the information on the suspect's LAPD rap sheets and related warrant teletypes;
- * Obtain suspect's fingerprints from Records and Identification Division; and,
- * Coordinate bulletin printing and distribution.

Note: Investigative Analysis Unit shall maintain a file of Forms 15.32 received and a file of published bulletins.

760.16 SUBMITTING CANCELLATION INFORMATION. When the objective of the Los Angeles Police Bulletin has been met, the concerned investigating officer shall, when appropriate:

- * Complete an original and three copies of a Police Bulletin Request/Cancellation, Form 15.32;
- * Upon the approval of his or her division commanding officer, submit the original and two copies of the Form 15.32 to the Investigative Analysis Unit; and,
- * Retain one copy of the Form 15.32 for unit files.

760.18 PROCESSING REQUESTS FOR CANCELLATION OF INFORMATION.

Investigative Analysis Unit. Upon receiving a request to cancel information included in a Los Angeles Police Bulletin, Investigative Analysis Unit shall:

- * Verify that the information on the Form 15.32 cancellation request correctly corresponds with the information on the Police Bulletin to be canceled, and that the cancellation has been approved by the concerned detective commanding officer; and,
- * Include the cancellation information in the next appropriate Los Angeles Police Bulletin with a distribution equal to, or greater than, the bulletin to be canceled.

760.80 FELONY WANTS IN STOLEN VEHICLE SYSTEM. When the follow-up investigator determines that a vehicle connected with a felony, other than the theft of the vehicle, should be entered into the Stolen Vehicle System, he/she shall direct a Felony Want teletype to the Vehicle Information Processing Unit, Records and Identification Division.

Note: The information will remain in the Stolen Vehicle System for ninety days before it is automatically purged.

When the follow-up investigator determines that a vehicle should be removed from the Stolen Vehicle System, or remain in the Stolen Vehicle System beyond the 90-day period, he/she shall submit a request via teletype to the Vehicle Information Processing Unit, Records and Identification Division.

760.85 CANCELLATION OF FELONY WANTS OTHER THAN GTA ON THE HOT SHEET. When an officer determines that a vehicle license number should be removed from the Stolen Vehicle System, he/she shall cancel the vehicle portion of the All Points Bulletin or the want broadcast through Communications Division.

762. REQUESTS FOR STATISTICAL SERVICES.

762.30 REQUESTS ORIGINATING WITHIN THE DEPARTMENT. Statistical information shall be requested in the following manner:

- * Requests of an emergency nature for suspect or modus operandi "runs" may be made directly to the Automated Information Section, Information Technology Division;

Note: Routine requests for M.O. runs are made through Investigative Analysis Unit.

- * Requests for statistical information routinely compiled or published may be made directly to the Automated Information Section, Information Technology Division; and,
- * Requests for information not routinely compiled or available in existing files shall be forwarded to the Commanding Officer, Information Technology Division. Each request shall include the specific information required, with a statement showing the need, purpose, urgency, and deadline, and the name and unit of the employee requesting the information.

762.60 REQUESTS ORIGINATING OUTSIDE THE DEPARTMENT. Requests for statistical information by individuals or agencies, outside the Department shall be referred to Community Relations Section.

762.70 REQUESTING A FIELD INTERVIEW CHECK. Officers desiring a check of the Automated Field Interview System shall make a telephonic request to the Automated Field Interview Unit. The request shall include as much information as possible to facilitate a search of the files.

When an immediate file check is necessary and this office is closed, requests shall be made telephonically to Detective Support Division.

765. LIAISON WITH OTHER AGENCIES.

765.10 REQUESTING INFORMATION FROM A CORPORATION OR A UTILITY. A request to a corporation or a public utility for information shall be made to the office of the Chief Special Agent of the concerned corporation or utility.

765.30 REQUESTING INFORMATION FROM THE POST OFFICE. When information regarding an arrestee or suspect is desired from the United States Post Office, the investigating officer shall:

- * Complete, as far as possible, a Post Office Information Request or Want Notice, Form 12.23; and,
- * Forward the completed Form 12.23 to the Commanding Officer, Detective Support Division.

765.50 ARRESTEE SUSPECTED OF CRIMES IN THIS AND OTHER JURISDICTIONS-NOTIFICATIONS.

Jurisdiction Within the State. When an arrestee is believed to have committed crimes in this jurisdiction and in another jurisdiction within the State, the investigating officer shall:

- * Notify the Fugitive Warrants Section, Detective Support Division; and,
- * Notify the other jurisdiction.

Notifications shall include the information that a case is pending against the arrestee.

Jurisdiction Outside the State. When an arrestee is believed to have committed crimes in this jurisdiction and in another jurisdiction outside the State, the investigating officer shall notify the Fugitive Warrants Section, Detective Support Division. (4/201.30)

765.52 SUSPECT ARRESTED IN POSSESSION OF PROPERTY STOLEN OUTSIDE OF THE CITY.

Within the State. When a suspect is arrested for, or in, possession of property reported stolen outside the City, but within the State, the concerned investigating officer shall, in addition to other appropriate Department procedures:

- * Notify and furnish a copy of the arrest report to the appropriate police agency in the jurisdiction of the theft;
- * Attempt to confer with the concerned investigating officer of the outside police agency in order to evaluate which jurisdiction, if any, appears to have the stronger prosecutorial case;
- * Make a recommendation to the respective prosecutors based upon the results of the evaluation of the case;
- * Contact Fugitive Warrants Section, Detective Support Division, if the arrestee is to be extradited to another county; and,
- * Contact the District Attorney's Office for advice if difficulties are encountered with any outside agency.

Outside the State. When a suspect is arrested within the City for, or in, possession of property stolen outside the State, the investigating officer shall notify Fugitive Warrants Section, Detective Support Division, for advice.

765.54 OUTSIDE AGENCY ARRESTING SUSPECT IN POSSESSION OF PROPERTY STOLEN WITHIN THE CITY.

Outside Agency Within the State. When notified that an outside police agency within the State has arrested a suspect for, or in, possession of property reported stolen within the City of Los Angeles, the concerned investigating officer of this Department shall:

- * Request a copy of the outside agency's arrest report of the suspect(s);

- * Attempt to confer with the concerned investigating officer of the outside police agency in order to evaluate which jurisdiction, if any, appears to have the stronger prosecutorial case;
- * Make a recommendation to the respective prosecutors based upon the results of the evaluation of the case;
- * Contact Fugitive Warrants Section, Detective Support Division, if extradition of the arrestee appears appropriate;
- * Contact the District Attorney's Office for advice if difficulties are encountered with any outside agency; and,
- * When the stolen property is a vehicle, notify the victim within 48 hours, excluding weekends and holidays, and inform the victim of the location and condition of the vehicle; and notify the registered and legal owners, in writing, concerning the status of the vehicle.

Out of State Agency. When notified that a police agency outside the State has arrested a suspect for, or in, possession of property reported stolen within the City of Los Angeles, the concerned investigating officer of this Department shall notify Fugitive Warrants Section, Detective Support Division, for advice.

Additionally, when the outside agency's recovered property is an LAPD reported stolen vehicle the concerned investigating officer of this Department shall, after verifying the recovery and location of the vehicle:

- * Notify the victim within 48 hours, excluding weekends and holidays, and inform the victim of the location and condition of the vehicle;
- * Notify the registered and legal owners, in writing, concerning the status of the vehicle;
- * When a Subrogated Property Notification, Form 10.17, is on file, notify the subrogator that the vehicle has been recovered; and,
- * Document the notification information on the vehicle report work copy.

765.56 SUSPECT ARRESTED IN POSSESSION OF PROPERTY STOLEN WITHIN THE CITY BUT OUTSIDE THE AREA OF ARREST. When a suspect is arrested for, or in, possession of property reported stolen in an Area other than the Area of arrest, the investigators from the concerned Areas shall evaluate the merits of the case prior to making a decision on whether to request that a complaint be filed.

765.60 REQUESTS FOR LETTERS OF RECOMMENDATION FOR INDEMNIFICATION OF PRIVATE CITIZENS. When a request for a letter of recommendation for a private citizen is received from the State Board of Control, the commanding officer or officer in charge of the division or section responsible for the follow-up investigation of the initial incident from which the claim for indemnification resulted shall cause the letter of

recommendation to be prepared. The letter shall be forwarded to the concerned bureau commanding officer for review and approval. The content of the letter shall be limited to:

- * The DR number of the concerned report(s),
- * A statement that the incident from which the claim has resulted did occur, and,
- * The recommendation that indemnification be made based on a review by the State Board of Control of the facts of the case.

A recommendation that a claim be considered invalid shall apply only in cases where:

- * The incident did not occur, or an involvement of the person making the claim cannot be substantiated; or,
- * The victim of a crime has not cooperated in a subsequent prosecution of persons responsible for the commission of the offense.

No attempt shall be made to ascertain the extent of an injury or the monetary losses resulting from the involvement of a claimant as the California Government Code provides that this determination be made by another agency. Legible copies of reports relating to the incident shall accompany the letter as enclosures.

765.70 INFORMATION REQUESTED BY PROBATION DEPARTMENT. An officer receiving a reference letter, Form 1.14, from the Adult Division, Los Angeles County Probation Department, regarding an arrestee shall, without delay, complete the form and return it to the originating office via Department mail.

765.75 REQUESTING INFORMATION FROM PROBATION DEPARTMENT. When information is desired from the Los Angeles County Probation Department's Index, the investigating officer shall use the 194 County tie-line. The officer shall give the operator the last name of the subject after requesting to be connected with the Probation Department Index. The investigating officer shall furnish:

- * The name of the arrestee or subject;
- * Any aliases he/she has used; and,
- * His prior record.

If the information concerns a juvenile or the information is needed but cannot be obtained from the Probation Department Index, the officer shall request to be connected with the Inter-Agency Contact Officer of the Probation Department.

765.80 ARRESTS OF FOREIGN NATIONALS-NOTIFICATIONS. Upon receiving notification from a detention officer that a foreign national is in custody, the Watch Commander, Department Command Post, Communications Division, shall be responsible for notifying the appropriate Consulate of the prisoner's:

- * Name;

- * Nationality; and,
- * Booking number and charge.

765.85 RECEIPT OF INTERPOL REQUESTS. Any Department entity receiving an INTERPOL request for investigative assistance shall forward the request to Detective Support Division. Detective Support Division shall coordinate all such correspondence and, when necessary, assign the investigation to the appropriate Department entity.

767. LICENSE TO CARRY CONCEALED FIREARMS.

767.05 REQUESTS FOR LICENSE. All requests for licenses to carry a concealed firearm shall be acted upon, by the Chief of Police.

Employee's Responsibility. When any person requests to apply for a concealed weapon license, a Department employee shall:

- * Provide the applicant with a Department of Justice, Form BCIA 4012;
- * Provide the applicant with a copy of the Department's Concealed Weapon License Operational Policy; and
- * Advise the applicant that upon completion of the application, he/she shall schedule an appointment with the Gun Unit, DSD, as instructed in the Department's Concealed Weapon License Operational Policy.

Questions concerning concealed firearms licenses or requests for applications shall be referred to the Gun Unit, Detective Support Division.

767.10 INVESTIGATING REQUESTS. Upon receiving a request for the investigation of an application for a license to carry a concealed firearm the Gun Unit, Detective Support Division, shall:

- * Investigate all applications for concealed weapon licenses; and,
- * Forward the application with recommendations via his/her chain of command to the Office of the Chief of Police for approval/denial.

770. PAWNSHOP PROCEDURE.

770.05 PAWNSHOP-DEFINED. For the purposes of this section, "pawnshops" shall be defined as any pawnshop, junk yard, or store dealing in used or secondhand merchandise.

770.10 HOLD-DEFINED. A hold or hold order is an order by an officer directing a pawnshop or secondhand dealer permittee (2/480.59) to maintain custody and control over specified property until the hold or hold order is removed.

770.20 STOLEN PROPERTY. A hold shall be placed on stolen property when it is identified in a place of business which is required to possess a pawn shop or secondhand dealer permit (2/480.59).

770.30 HOW TO PLACE A HOLD ON PAWNED PROPERTY. When an officer desires to place a hold on property in a business required to possess a pawn shop or secondhand dealer permit (2/480.59), he shall:

- * Place his/her signature, serial number, division of assignment, date, related DR number (if known), and the word "hold" in the permittee's pawn or buy book;
- * Immediately notify the Pawnshop Section, Burglary Special Section, Commercial Crimes Division;
- * Immediately notify the operations support division in which the crime occurred when the officer placing the hold is not assigned to that division; and,
- * When the crime occurred outside the City, notify the concerned jurisdiction.

770.40 WHEN TO RELEASE A HOLD ON PROPERTY. A hold placed on property at a place of business which is required to possess a pawnshop or secondhand dealer permit (2/480.59) shall be released:

- * Immediately, upon the discovery that the property is *not* lost, stolen, or evidence; and,
- * After ninety days, when extensive efforts to locate and identify the legal owner have failed.

Exception: When the legal owner has been identified, but is not available to receive the property, the hold may continue for a longer period of time to allow the owner to claim the property.

770.50 HOW TO RELEASE HOLDS ON PROPERTY. When a hold is to be released on property, the concerned officer shall notify the Pawnshop Section, Burglary Special Section, listing the following information, if known:

- * Victim's name and address;
- * Suspect's name;
- * Description of property to be released;
- * Permittee's business name and address;
- * Permittee's loan or buy number;
- * DR number; and,
- * Authorizing officer's name, serial number, and division of assignment.

An assigned pawnshop investigating officer, upon receiving the above information, shall:

- * Personally notify the permittee of the released hold; and,
- * Place in the pawn or buy book the words "Hold Released," his/her signature, serial number, date, and division of assignment.

770.60 REQUESTS FOR HOLDS-OUTSIDE AGENCIES. When an agent from an outside law enforcement agency requests a hold to be placed on property in a business within the City which is required to possess a pawn shop or secondhand dealer permit, the concerned officer shall:

- * Prepare a letter in duplicate to the requesting agent informing him/her that the

hold will be placed for a maximum period of ninety days, and that a written or teletype request for the placing of the hold is required from his/her department;

- * Send the original letter to the requesting agent and file the copy in the "Hold" file; and,
- * Place a hold on the article (4/770.30).

Note: The hold shall be released (4/770.50) if no communication concerning retaining or releasing a hold is received from the requesting agent within ninety days.

770.70 RELEASING PROPERTY TO THE LEGAL OWNER. When held property is available for release to the legal owner, or his/her agent, the concerned officer shall:

- * Release the hold on the property (4/770.50);
- * Complete, in triplicate, a Legal Aspects of Reclaiming Property, Form 12.43;
- * Send the first page of the form to the legal owner or his or her agent;
- * Direct the legal owner, or his or her agent, to present the Form 12.43 to the permittee in order to claim his or her property;
- * Place the second page of the Form 12.43 in the Pawnshop Hold package; and,
- * Cause the third page of the Form 12.43 to be delivered to the pawnshop holding the property.

772. SUBROGATED PROPERTY - INVESTIGATING OFFICER'S RESPONSIBILITY.

772.10 NOTICE OF SUBROGATION. A copy of a notice of subrogation received from Records and Identification Division by an investigating officer shall be attached to the investigating officer's copy of the related crime report.

772.20 PROPERTY RECOVERED SUBSEQUENT TO THE RECEIPT OF A NOTICE OF SUBROGATION. When property is recovered subsequent to the receipt of a notice of subrogation, or is in Department custody when a notice of subrogation is received, the concerned investigating officer shall:

- * Complete a Subrogated Property Notification, Form 10.17;
- * Ensure that the Subrogated Property Notification is properly distributed; and,
- * Ensure that the property is not released until the current legal owner has been determined.

772.50 AREA AUTO COORDINATORS' -RESPONSIBILITY. When notice of a subrogated vehicle has been initially received at an Area station instead of Records and Identification Division, the Area Auto Coordinator shall cause the Stolen Vehicle System (SVS) to be queried. If the listed owner is not the insurance carrier, as reflected on the Notice of Subrogation, he/she shall cause a telephonic notification to be made to the Vehicle Information Processing Unit (VIPU), Records and Identification Division, and

request the VIPU clerk to update the SVS to reflect that the insurance carrier is the current owner.

775. ARRESTEES' RELEASES - INVESTIGATING OFFICERS' DUTIES.

775.10 RELEASE WITHOUT PROSECUTION. Investigating officers shall cause the release of an arrestee (4/775.30), without unnecessary delay, when a complaint or indictment is not obtainable.

775.13 CERTIFICATE OF RELEASE. The Certificate of Release, Form 8.16, shall be issued to:

- * An arrestee who has been booked pursuant to a CWS warrant and thereafter cleared;
- * An adult arrestee who, at the time of release from custody, is not scheduled for a court appearance as a result of the arrest (A City Attorney hearing is not a court appearance);

Exception: The Certificate shall not be issued to a person arrested for 647(f) P.C. who is released under 849(b) (2) P.C. because no further proceedings are desirable.

- * The Certificate shall be issued at the time of release from custody; and,

Note: A supplemental booking on *any* warrant results in the scheduling of a court appearance, and precludes the need for a Certificate.

- * An adult arrestee who was scheduled for court appearance at the time of release from custody (bail, own recognizance, release-from-custody citation, court order) but a formal complaint was not subsequently filed. The Certificate shall be issued upon establishing that a formal complaint will not be filed.

When it is not practicable to present the arrestee's copy of the Certificate to him/her personally, it shall be mailed to the arrestee's last known address.

Responsibility for Issuance. The Certificate shall be issued as follows:

- * **Concerned Investigating Officer.** When an investigating officer is responsible for follow-up on the arrest, he/she shall issue the Certificate, if practicable. One copy shall be given to the arrestee. The original copy shall be attached to the Disposition Report, Form 5.9, and presented with the Investigator's Final Report, Form 5.10, for supervisory review prior to disposition.

Exception: When an investigating officer has teletyped the authorization for release of a prisoner, the Certificate issuance and distribution is done by the releasing employee. The investigating officer shall include a copy of the Notification of Prisoner Release Teletype with the Form 5.9 and Form 5.10 in lieu of the Certificate.

- * **Releasing Employee.** If the investigating officer is not available at the time of the

arrestee's release, the releasing employee shall issue the Certificate. One copy shall be given to the arrestee. The original copy shall be attached to the Jail Custody Record, page 5 of the Los Angeles Consolidated Booking Form, Form 5.1.

- * **Court Liaison Officer.** When no investigating officer is responsible for follow-up on the arrest, the concerned court liaison officer shall issue the Certificate upon learning that a filing has been rejected. One copy shall be given to the arrestee. The original copy shall be attached to the Arrest Disposition Report, Form 5.9.

- * **Arresting Officer.** When an arrestee is released prior to booking, and an RFC citation is not issued, the arresting officer shall issue the Certificate *only* upon request of the arrestee. When the arresting officer issues the Certificate, he/she shall also complete a Field Interview Report, Form 15.43, and place the notation, "Certificate of Release Issued," in the space provided for "Circumstance of Interview." (The original of the Certificate shall be given to the arrestee. No copies are required.)

- * **Supervisor in Charge of Jail Facility.** When it is established by the supervisor in charge of a jail facility that a booked arrestee is to be released (except on authority of 849[b] [2] P.C.) and not required to appear in court, the supervisor shall ensure that the Certificate is issued. One copy shall be given to the arrestee. The original copy shall be attached to the Jail Custody Record, Page 5 of the Los Angeles Consolidated Booking Form, Form 5.1.

775.14 RELEASE FROM COUNTY JAIL FACILITY. When an arrestee detained at a County jail facility is released pursuant to 849(b) 1 P.C. and the investigating officer authorizing the release is present, the investigating officer shall complete a County Prisoner Release Order, County Form SHJ 70.

775.15 ARRAIGNMENT OR RELEASE OF ADULT PRISONERS. The assigned investigating officer shall ensure that all adult arrestees are arraigned or released as soon as possible, without unnecessary delay, and in no event beyond **two** court days following the day of arrest.

Exception: During a state of emergency a presiding judge may request that the "Chair of the Judicial Council" extend the time limit for prisoner arraignment from the current two days to a period not to exceed seven days.

If the investigating officer is not available at the time a prisoner is due to be arraigned or released, the watch commander of the investigating division shall be responsible for the arraignment or release.

775.20 INVESTIGATOR'S FINAL REPORT-COMPLETION RESPONSIBILITY. Officers assigned to the

follow-up investigation of a felony shall immediately complete both sides (Pages 1 and 2) of an Investigator's Final Report, Form 5.10, when a complaint is obtained or refused, the charge is released, or the arrestee is released to another law enforcement agency.

The arresting officer shall complete the **Release Information** section of the Investigator's Final Report, Form 5.10, when an arrest made on any of the following constitutes a felony charge:

- * Violation of California State parole under authority of 3056 P.C. or 3151 W.I.C;
- * violation of probation bench warrant held by the Los Angeles County Sheriff's Department; and,
- * "Failure to Appear" bench warrant held by the Los Angeles County Sheriff's Department.

A Property Disposition Request, Form 10.06, shall be attached to the Form 5.10 prior to submission for supervisory approval.

Upon completion, the Investigator's Final Report, Form 5.10, shall be delivered to the record clerk, division of booking.

Note: If any of the above violations constitutes a misdemeanor charge only, the Form 5.10 is unnecessary.

When the arrestee for whom the Form 5.10 is completed has an M.O. that is distinct and consistent, the officer shall so indicate by checking the **Yes** box after the words **M.O. Sheet** on Page 2 of the Form 5.10 and shall then complete a connecting M.O. Sheet, Form 5.14 (5/5.10, 5/5.14).

Exception: Regardless of the charge, an Investigator's Final Report, Form 5.10, *and* an M.O. Sheet, Form 5.14, shall be completed on a juvenile whose M.O. is unusual, distinctive, or characteristic of that particular subject.

Fugitive Warrants Section Arrestees. Officers assigned to Fugitive Warrants Section (FWS), Detective Support Division, shall complete the Investigator's Final Report upon taking warrant suspects into custody. If the arrest occurs during normal duty hours, an attempt shall be made to contact the concerned detective(s) for interviewing and Form 5.10 completion.

Fugitive Warrants Section officers may, in appropriate circumstances, admonish arrestees and attempt to obtain statements at the time of arrest unless the assigned detectives have indicated otherwise. Additionally, FWS officers shall perform appropriate follow-up investigations, within a reasonable distance and time frame, when circumstances demand immediate action.

Felony Bail-Out Procedures. A detention officer or desk officer who becomes aware of a forthcoming Order Fixing Bail, or anticipates the posting of bail for a felony prisoner who is confined in a Department jail facility, shall:

- * Immediately notify the concerned detective division watch commander of the anticipated release of the felony prisoner on bail; and,
- * When the concerned Area Detective Division is closed, notify the detention officer watch commander of the anticipated release of the felony prisoner on bail.

Note: Metropolitan Jail Section shall notify the Watch Commander, Detective Support Division, who shall be responsible for ensuring the completion of the Form 5.10. Valley Jail Section shall notify the Van Nuys Area watch commander, who shall be responsible for the completion of the Form 5.10 for females booked at Valley Jail Section.

When a watch commander (detective or field services) is notified of the anticipated release of a felony arrestee in Department custody, he/she shall immediately dispatch an officer to interview the arrestee and complete the personal data/background information and M.O. section of the Form 5.10. The interviewing officer shall ensure that the completed Form 5.10 is forwarded to the concerned detective division.

Note: A prisoner shall not be detained solely for the purpose of completing the Form 5.10 if the Order Fixing Bail or bail has been delivered to the jailer.

775.24 INVESTIGATOR'S FINAL REPORT-RESPONSIBILITY OF WATCH COMMANDERS AND OFFICERS IN CHARGE. Watch commanders and officers in charge in divisions, sections, or units which process the Investigator's Final Report, Form 5.10, shall inspect daily the active arrestee index card file (or control book) and check for those arrests over 48 hours old for which no Form 5.10 has been submitted.

Watch commanders and officers in charge shall ensure that a Form 5.10 is completed and distributed without delay for each arrest exceeding the maximum in-custody dead line.

775.27 APPROVAL OF INVESTIGATOR'S FINAL REPORT. An investigating officer completing an Investigator's Final Report, Form 5.10, authorizing the release of a prisoner, shall submit the completed Form 5.10 to his/her watch commander or officer in charge for approval. Approval of the watch commander or officer in charge is not necessary prior to the release of an arrestee but may be obtained if its procurement causes no delay in the release. If the division commanding officer does not approve the release, the division commanding officer shall refer the Form 5.10 to the commanding officer of the concerned bureau for his/her review, together with his reason for not approving the release.

775.30 ACCOMPLISHING RELEASE OF ARRESTEE. To effect the release of an arrestee who is in custody, the investigating officer shall:

- * Present one copy of the Investigator's Final Report, Form 5.10, authorizing the release, to the jailer having custody of the arrestee; or,
- * Present one copy of the Form 5.10 to a teletype operator. The operator shall be requested to send an Order to Release Teletype to the custodial detention officer. If a Notification of Release Teletype is not received from the custodial detention officer within one hour, the investigating officer shall determine the reason for delay.

The detention officer or the teletype operator receiving the Form 5.10 authorizing the release of an arrestee shall be requested to sign the investigating officer's copy as a receipt.

775.31 RELEASE OF CHP ARRESTEES. A CHP officer requesting the release of a prisoner booked by the CHP shall normally make the request by teletype. When a CHP officer arrives at a jail facility and requests the release of such a prisoner and no teletype has been sent, the CHP officer shall be referred to the divisional investigating officers or Detective Support Division. When the investigating officer determines that the release should be authorized, he/she shall complete an Investigator's Final Report, Form 5.10.

775.32 RELEASE PROCEDURE - WHEN PRISONER DIES IN A DIVISION JAIL. When a prisoner dies in a division jail, the investigating officer shall follow the procedure set forth in 4/238.65.

775.50 RELEASES TO OTHER AGENCIES. Investigating officers shall immediately notify the Fugitive Warrants Section, Detective Support Division, by teletype or telephone, when:

- * It is learned that an arrestee is wanted by another agency on a felony charge; and,
- * A local charge is to be dismissed and the arrestee is wanted by another agency on a felony charge.

Approval to release an individual who is arrested by this Department on a foreign felony want or warrant directly to the wanting agency, without being formally booked by this Department, shall be obtained from the Fugitive Warrants Section.

Note: If the arrestee is wanted by more than one agency, the Fugitive Warrants Section shall determine the agency to which he/she shall be released.

The name of the advising officer shall be noted in the Investigator's Final Report, Form 5.10.

Note: When the Fugitive Warrants Section is closed, Detective Support Division shall furnish advice on release procedures.

775.54 PLACING FELONY CHARGE PRIOR TO RELEASE TO WANTING AGENCY. Authorization to supplementary charge an arrestee with a felony for another agency (4/775.50) shall be indicated on the Investigator's Final Report, Form 5.10. All

copies of the Form 5.10 shall be delivered to the Fugitive Warrants Section, Detective Support Division. The Fugitive Warrants Section shall:

- * Effect the release of the original charge;
- * Cause the charge of the wanting agency to be placed against the prisoner;
- * Record on the Form 5.10 that the felony charge has been placed;
- * Complete a new Arrest Report, Form 5.2; and,
- * Provide for the distribution of the Form 5.10 and the Form 5.2.

775.58 RELEASE TO WANTING AGENCY WITHOUT PLACING FELONY CHARGE. Upon authorization to release an arrestee to another agency without placing a felony charge (4/775.50), the investigating officer shall include in the Investigator's Final Report, Form 5.10:

- * A full explanation of the circumstances of the release;
- * The names of the officers, if known, and the jurisdiction to which the arrestee was released; and,
- * The charge upon which the arrestee was wanted.

Two copies of the original Arrest Report, Form 5.2; and one copy of the Form 5.10 shall be sent to the Fugitive Warrants Section, Detective Support Division.

775.60 CRIME COMMITTED BY JUVENILE-ARRESTED WHEN ADULT. When it is discovered that a person over eighteen years of age, in custody on a felony charge, was less than eighteen years of age at the time of the commission of the crime, the investigating officer shall inform his/her watch commander of the status of the case. The watch commander shall determine whether the case is to be reassigned.

The investigating officer given responsibility for the investigation of the crime and disposition of the case shall:

- * Obtain advice from the Watch Commander, Detective Support Division; and,
- * Complete an Investigator's Final Report, Form 5.10, to release the adult charge.

775.70 RELEASE OF ARMED FORCES PERSONNEL-NOTIFICATION. Prior to the release of a member of the Armed Forces, the watch commander shall notify the Department Command Post, Communications Division, and shall be guided by the instructions of the watch commander.

Exception: This provision does not apply when Armed Forces personnel are field released.

Note: Armed Forces arrestees who are otherwise legally entitled to immediate release may be detained for a reasonable time up to forty-eight hours from time of arrest, excluding

Sundays and holidays, if there has been a hold placed on the arrestee by military authorities.

778. NOTIFICATION OF FELONY BOOKING DISPOSITION.

778.10 REQUIRED NOTIFICATION TO RECORDS AND IDENTIFICATION DIVISION. The Criminal Records Section, Records and Identification Division, shall be notified of all adult male and female felony booking dispositions as indicated on the Investigator's Final Report, Form 5.10.

778.20 PROCEDURE FOR NOTIFYING RECORDS AND IDENTIFICATION DIVISION. Upon disposition of a felony arrest, the concerned investigating officer shall immediately complete an Investigator's Final Report, Form 5.10. The original copy of the Form 5.10 shall be forwarded to the Data Entry Section, Information Technology Division, without delay. Following key punching of felony disposition information, the Investigator's Final Report, Form 5.10, shall be forwarded to Records and Identification Division.

780.VEHICLES-INVESTIGATION AND RELEASE.

780.10 AREA OF IMPOUNDMENT-DEFINED. The area of impoundment is defined as the area in which the vehicle is actually stored.

780.15 PRESENT OWNER-DEFINED. The present owner of a vehicle is defined as the registered owner on the records of the Department of Motor Vehicles.

Exception: When the registered owner on record has transferred his/her ownership rights, the present owner is the last person to whom equity or ownership of the vehicle has been transferred.

780.17 INVESTIGATING OFFICER'S RESPONSIBILITY-LOST VEHICLES. Lost vehicle information is automatically purged from the Stolen Vehicle System (SVS) thirty days from the date entered. When a lost vehicle has not been found or reported stolen before the SVS purge date, the follow-up investigator shall:

- * Contact the present owner or reporting person and, when appropriate, reclassify the report to "Stolen" by completing a Follow-up Report, Form 3.14, and notifying the Vehicle Information Processing Unit, Records and Identification Division; and,
- * When reclassification is not appropriate, cause the "Lost" information to be reentered into the SVS.

Note: There is no limit on the number of times lost vehicle information may be reentered into the SVS. However, each reentry requires follow-up prior to the thirty-day automatic purge.

780.18 INVESTIGATING OFFICER'S RESPONSIBILITY-FOUND VEHICLE.

When a vehicle which was reported as lost has been found, has not been impounded, and no notification has been made to the registered owner or person reporting the lost vehicle (4/221.20), it shall be the responsibility of the Area investigating officer to contact the owner or person who made the lost report. The investigating officer shall notify the victim within 48 hours, excluding weekends and holidays. The victim must be advised of the location and condition of the vehicle.

780.19 INVESTIGATING OFFICER'S RESPONSIBILITY-DISPOSAL OF UNIDENTIFIABLE VEHICLES AND VEHICLE PARTS. Upon determining that an unidentifiable vehicle or normally serialized vehicle part is of no value in a criminal proceeding, or when the court having jurisdiction does not order disposition of the unidentifiable vehicle or normally serialized part, the investigating officer shall:

- * Immediately notify Commercial Auto Theft Section, Commercial Crimes Division to determine if disposal by civil court action is appropriate;
- * If directed by Commercial Auto Theft Section, complete and distribute the Notice of Impoundment of Vehicle and/or Component Part, L.A.P.D. Form 15.23.1; and,
- * Record the action taken as a result of Commercial Auto Theft Section's advice, and include the disposition of the item on a Follow-Up Report, Form 3.14.

780.20 INQUIRIES CONCERNING THE STATUS OF STOLEN, LOST, OR IMPOUNDED VEHICLES.

Employee Receiving Inquiry-Responsibility. When a person who has a legitimate interest in a vehicle makes an inquiry concerning its status, the employee receiving the inquiry shall check the Stolen Vehicle System (SVS).

If the vehicle is impounded, determine the Area of impoundment from the SVS and:

- * If stored only, refer the person to the tow garage. The person shall be advised that, to secure the release of the vehicle, from the garage, he/she must present proof of ownership or written authorization from the present owner to receive the vehicle. If the owner is in custody of the Department, the authorization may be on a Property Release Authorization, Form 6.8; and,
- * If held, refer the person to the appropriate Area Vehicle Control Clerk.

780.24 INSPECTION OF VEHICLES - VEHICLE THEFT INVESTIGATIONS. Pursuant to Section 2805 VC, member of a city police department whose primary responsibility is to conduct vehicle theft investigations (auto detective) may inspect vehicles required to be registered under the Vehicle Code, or any identifiable vehicle component part thereof, for the purpose of locating stolen vehicles. These inspections shall be conducted only when the vehicle or

component part thereof is in on one of the locations outlined in Section 2805 VC. The officer may inspect the title or registration of those vehicles in order to establish rightful ownership or possession of the vehicle or identifiable vehicle component. Detective commanding officers shall:

- * Ensure vehicle inspections pursuant to Section 2805 VC are conducted regularly;
- * Ensure Detectives III report the results of each inspection conducted during the previous month; and,
- * Approve the wearing of the official Department jumpsuit in accordance with Manual Section 3/619.20.

Exception: Officers are cautioned that Section 2805 VC shall only be used by personnel whose primary assignment is the investigation of vehicle theft crimes. Under no circumstance shall Section 2805 VC be used to circumvent a search warrant or to search for non-vehicle theft-related evidence. Whenever sufficient probable cause exists, a search warrant shall be obtained.

780.30 AUDIT OF IMPOUND REPORTS.

Area Detectives. The concerned detectives in the Area of impoundment are responsible for ensuring the accuracy and completeness of reports pertaining to vehicles impounded from their Area.

Area Vehicle Coordinator. The Area Vehicle Coordinator shall cause a weekly audit to be made of Vehicle Impound Reports. Reports that indicate a vehicle has been impounded and stored in excess of *five* days shall be reviewed. The review shall include, but not be limited to:

- * Verification that the person reporting, and the present, registered, and legal owners of the impounded vehicle were notified. If prior notifications were incorrect, appropriate notifications shall be made in writing and, if practicable, telephonically;
- * Verification of the status of any holds placed on a vehicle as the result of a Subrogated Property Notification, Form 10.17. (When a claim has been paid to the owner of a stolen vehicle, the insurance company becomes the legal owner); and,
- * Verification that all notifications and vehicle status information have been documented on the Area Vehicle Control Clerk's copy of the Impound Report.

Note: If a DR number from a related report is to be as signed to a Vehicle Report, CHP Form 180, VIPU shall be apprised of all pertinent information regarding the impound.

780.35 VEHICLE REPORTED STOLEN OUTSIDE CITY.(4/765.52) When a vehicle which has been reported stolen outside the City is recovered in Los Angeles, an investigating officer of the Area in which the vehicle was impounded shall notify the law enforcement agency which reported the theft.

780.40 INVESTIGATING OFFICER'S RESPONSIBILITY-VEHICLES RECOVERED OUTSIDE THE CITY.(4/765.54)

When an investigating officer responsible for the investigation of a vehicle stolen *inside* the City receives information from another agency that the vehicle has been recovered *outside* the City, the officer shall:

- * Notify the victim within 48 hours, excluding weekends and holidays, and inform the victim of the location and condition of the vehicle;
- * Notify the registered and legal owners, in writing, concerning the status of the vehicle;
- * When a Subrogated Property Notification, Form 10.17, is on file, notify the subrogator that the vehicle has been recovered; and,
- * Document the notification information on the vehicle report work copy.

780.45 VEHICLE RECOVERED BY OWNER.

When a person requests the cancellation of a Vehicle "Stolen" Report, CHP Form 180, by telephone, he or she shall be advised to make a written report at the nearest police station.

780.50 RELEASING VEHICLE HELD FOR INVESTIGATION. (A vehicle impounded and stored only shall be released by the tow garage storing the vehicle.)

The assigned detective of the division *for* which the vehicle was held shall be responsible for releasing the hold. When the vehicle is no longer needed, the detective shall ensure that the following information is blocked out on the release copy of the Vehicle Investigation at the Area of Impoundment:

- * Juvenile suspect/arrestee names and addresses;
- * Items which would endanger the safety of a witness or other person; and,
- * Items which would interfere with the success of the investigation or any other investigation.

The detective shall then complete the release authorization portion on the release copy of the Vehicle Investigation at the Area of Impoundment. (Indicate "OK to Release.")

Exception: If the vehicle is impounded in an Area other than the investigator's Area of assignment, an "O.K. to Release" teletype may be sent to the Area Vehicle Control Clerk in the Area of impoundment. The Area Vehicle Control Clerk may accept a telephonic release from an investigator when there is no doubt concerning its authenticity. In these cases, it shall be the responsibility of the Area Vehicle Control Clerk to block out the above listed items (Name of juvenile arrestee, etc.)

The Area Vehicle Control Clerk shall complete all required notices of impounded vehicle and telephonically contact the person to whom the vehicle is to be released, unless notified by the investigator that such notification has already been made.

780.60 RELEASE OF VEHICLES IMPOUNDED PURSUANT TO VEHICLE CODE SECTION 22651 (O) OR (P).

Area Vehicle Coordinator or Releasing Officer's Responsibility. An employee releasing a vehicle shall determine if the vehicle was impounded from within his or her Area/division. If not, the employee shall refer the citizen to the appropriate Area, division, or governmental agency.

An employee authorizing the release of a vehicle which has been impounded pursuant to Section 22651 (o) (p) VC shall:

- * Refer the person requesting the release to the Department of Motor Vehicles when reasons exist which preclude a vehicle from being released (i.e., owner or agent does not possess a valid driver's license or the vehicle is not currently registered);
- * Verify proof of registration for subsection (o) impounds, or possession of a valid driver's license of subsection (p) impounds prior, to releasing the vehicle; photocopy the bona fide identification and registration provided by the citizen and attach the copy to the Vehicle Report, CHP Form 180;
- * Complete all of the information in the "Vehicle Release Order" box on the impound/hold copy of CHP Form 180; and,
- * Ensure a copy of the properly completed vehicle release order is forwarded to the Area Vehicle Coordination, Area of impound.

Documenting Release when Vehicle Report Unavailable. When an employee is requested to release an impounded vehicle and the original "impound" Vehicle Report, CHP Form 180, is unavailable, the employee shall query the Stolen Vehicle System to determine the DR number assigned to the impounded vehicle and ensure the citizen requesting the release is either the registered or legal owner. Using a blank CHP Form 180, the employee shall:

- * Record the citizen's personal information (i.e., name, residence and business address, etc.) in the appropriate boxes on the CHP Form 180;
- * Photocopy the bona fide identification provided by the citizen and attach the copy to the CHP Form 180;
- * Check the "OK REL" box and complete the appropriate vehicle description boxes on the CHP Form 180;
- * Complete the Vehicle Release Order portion of the CHP Form 180;
- * Ensure the person requesting the release signs the release order (CHP Form 180) in the space provided;
- * Release the vehicle and provide a copy of the CHP Form 180 to the registered owner for presentation to the Official Police Garage; and,
- * Forward the CHP Form 180, with attachments, to the Area Vehicle Coordinator, Area of impound.

Release of Impounded Vehicles During Non-

Business Hours. During non-business hours, when the Area Vehicle Coordinator is not available, document verification and release authorization **shall** be completed by the patrol division watch commander.

Exception: Bureau commanding officers may exercise the option to centralize the document verification and release procedures for the entire bureau. However, document verification and release procedures for 22651(o) and (p) VC impounds shall be available 24 hours per day.

780.70 RELEASE TO PRESENT OWNER. An impounded vehicle which is available for release (4/780.50) shall be released to the present owner or the owner's representative:

- * Upon presentation of proof of ownership; and,
- * Upon presentation of satisfactory personal identification and written authorization from the present owner to receive the impounded vehicle.

780.72 RELEASE OF IMPOUNDED VEHICLE-OWNER IN CUSTODY. When the present owner of an impounded vehicle is in custody of the Department, the vehicle shall be released to another person only when it is available for release and:

- * The person presents a properly completed Property Release Authorization, Form 6.8, authorizing that person to receive the vehicle; and,
- * The person presents satisfactory personal identification to show that the individual is the person authorized to receive the impounded vehicle.

780.75 RELEASE OF IMPOUNDED VEHICLE TO INDIVIDUAL OR CORPORATE LEGAL OWNER. An impounded vehicle which is available for release shall be released to the individual or corporate legal owner only when:

- * A reasonable search by the concerned investigating officers has failed to locate the present owner;
- * The individual or corporate legal owner or the owner's representative presents satisfactory personal identification and proof of ownership;
- * The legal owner or owner's representative has been provided with, and advised to complete, a Legal Owner's Release and Indemnification Agreement, Form 15.17; and,
- * The legal owner or the owner's representative presents a completed copy of a Legal Owner's Release and Indemnification Agreement, Form 15.17.

Note: Patrol and detective divisions shall maintain an adequate supply of the Legal Owner's Release and Indemnification Agreement, Form 15.17, for public use.

780.77 HOLD ON VEHICLE-TWO-DAY LIMIT. An impounded vehicle shall not be

held for investigation longer than two business days, unless the vehicle has been impounded for a violation of Section 22651 (o) or (p) VC.

Exception: The supervisor (Detective III or higher) of the detective responsible for the release of a vehicle which has been impounded as a result of an investigation not related to Section 22651 (o) or (p) VC may authorize an extension when specific circumstance warrant. When an extension is warranted, the supervisor shall ensure the Area Vehicle Coordinator and the Official Police Garage (OPG) are notified of the extension and that the justification for the extension is recorded on the Investigator's Case Progress Log, Form 1.44.

Note: The release of a hold for a vehicle impounded pursuant to Section 22651 (o) or (p) VC is not triggered by time, but action taken by the vehicle owner, the vehicle shall be held until disposed of by the storing OPG. However, for OPG lien processing purposes only, the hold will lift six calendar days after the vehicle has been impounded.

780.80 AREA VEHICLE CONTROL CLERK. (See also "Impounding Conveyances Used in Drug Trafficking," 4/222.16). Each Area Vehicle Control Clerk (day watch Senior Clerk Typist position) shall:

- * Maintain a Vehicle Impound Control Log, Form 12.39, for all vehicles impounded within the Area, including vehicles with holds;
- * Notify appropriate supervisors when a vehicle has been held for two business days;
- * Notify the victim within 48 hours, excluding weekends and holidays, and inform the victim of the location and condition of the vehicle when such notification has not been made by the impounding employee;
- * Notify the registered and legal owners, in writing, concerning the status of the recovered or impounded vehicle when such notification has not been made by the impounding employee;
- * Send teletype notification to law enforcement agencies regarding recovery of vehicles reported stolen or lost in their jurisdiction;
- * Monitor distribution of the Vehicle Impound Notice;
- * Attach teletyped releases to the originals and Area file copies of the Vehicle Investigation;
- * Fulfill all assigned duties and responsibilities pursuant to vehicle impound hearings (4/226.05);
- * Teletype vehicle information and inquiries to Areas, divisions, and outside agencies as necessary;
- * Following an investigator's release of a hold, cause a telephonic notification to be made to the person to whom the vehicle is to be released. The notification information shall be documented on the original and Area copies of the Vehicle Investigation;

- * Complete and send an additional Notice of Impounded Vehicle to the person to whom a held vehicle is to be released; and,
- * Upon release of a Hold, forward two copies of the Vehicle Release Order to the impound garage. Retain the subsequently received Garage Report of Release or Sale in the divisional file.

Note: When a hold has been placed on a vehicle at any OPG, the Area Vehicle Control Clerk shall forward a copy of the report to the Department entity for which the hold has been placed.

Stored Vehicle-Notification to State. The Area Vehicle Control Clerk shall forward a Notice of Stored/Abandoned Vehicle, Form 15.23, to the Department of Justice, Sacramento, when:

- * It cannot be verified that the owner of an impounded vehicle has been notified;
- * The vehicle is unregistered or registered out of State; and,
- * The vehicle has not been claimed within five days after its availability for release.

Note: Vehicles registered in California require only an entry into the Stolen Vehicle System (SVS).

If the vehicle is registered out of State, a teletype from the registering state, indicating the registered owner's address, shall be attached. Names and addresses of all persons to whom a Notice of Impounded Vehicle was sent shall also be forwarded.

780.85 ANSWERING INQUIRIES CONCERNING THE STATUS OF STOLEN, LOST, OR IMPOUNDED VEHICLES. An Area Vehicle Control Clerk receiving an inquiry concerning the status of a vehicle shall verify the status of the vehicle by checking the SVS.

Vehicle Impounded for Investigation.

- * Determine the release status of the vehicle by contacting the concerned investigating officer, and apprise the person inquiring; and,
- * If the vehicle is not available for release and the reason cannot be determined, refer the person to the division for which the hold was placed. **Vehicle Impounded and Stored Only.** Refer the person to the tow garage storing the vehicle.

782. NOTIFICATION TO INSURERS ON SUSPECTED FRAUD CASES. When an investigating officer initiates or conducts a follow-up investigation of a fraudulent act relating to a motor vehicle theft or motor vehicle insurance claim, the investigating officer shall cause the concerned insurance company to be notified in writing within thirty days of becoming aware of the suspected fraudulent act. The correspondence shall be signed by the investigating officer's commanding officer, and should be directed to the nearest corporate office location of the

insurance company. The information contained in the notification should be limited to that necessary to inform the insurance company of the occurrence, and shall not include any criminal history information.

Note: Vehicle Code Sections 10903 and 10904 may be used as guidelines in preparing the written notification.

790. PROPERTY-INVESTIGATION AND DISPOSITION.

790.05 CHARGE-BASED PROPERTY DISPOSITION. The investigation and disposition of property shall be performed in accordance with charge-based evidence disposition procedures (4/550.12).

790.10 INVESTIGATION OF PROPERTY REPORTS-GENERAL. It shall be the responsibility of the concerned detective commanding officer to determine the guidelines for the viewing of property as necessary to maintain the quality of investigations.

When detectives are assigned the responsibility for conducting the investigation of a case which involves booked property, they shall:

- * Upon viewing booked property, cause their name to be entered on the Property Card, Form 10.07.2, maintained by the concerned property officer; and,
- * Complete a Follow-up Report, Form 3.14, when an item has a serial number, monogram, or other identifiable characteristic which was not described on the related property report.

790.12 COMPLETION OF PROPERTY DISPOSITION REQUEST. Prior to submitting the Investigator's Final Report, Form 5.10, to the concerned detective supervisor for adult arrestees, or the Arrest Report, Form 5.2, for juvenile arrestees, a Form 10.06 containing all appropriate information known by the detective, including disposition instructions, i.e., "Dispose," "Release," or "Hold Until," shall be attached to the Form 5.10 or the Form 5.2.

Note: In the event of multiple arrests, evidence shall be held until it is no longer needed for prosecution in a related case.

When the Form 5.10 or the Form 5.2 has been approved by the concerned detective supervisor, the Form 10.06 shall be forwarded to the Area/specialized division Property Disposition Coordinator who shall forward it to the appropriate property room.

In instances when the completion of a Form 5.10 or Form 5.2 is inappropriate, a Form 10.06 will be issued to the employee responsible for the disposition of the property by Property Division.

790.15 PROPERTY DETERMINED TO BE LOST OR STOLEN-NOTIFICATIONS. When an investigating officer identifies an item listed on a Property Report as having been

reported on a crime or lost report assigned to another investigating officer of this Department, and no suspect is in custody, he or she shall notify the concerned investigating officer who shall assume the responsibility for the investigation and release of the booked property.

When an investigating officer identifies an item listed on a Property Report as having been reported on a crime or lost report in *another jurisdiction*, he or she shall:

- * Notify the outside agency of the circumstances surrounding the booking of the property;
- * Obtain the name and address of the victim;
- * Record on the reverse side of the Property Disposition Card the name and address of the victim and the item numbers as listed on the Property Report;
- * When the item has no evidentiary value to this Department and upon authorization from the outside jurisdiction, indicate disposition instructions for the property; and,

Exception: Credit cards shall be released to the concerned credit card company, and checks shall be destroyed.

- * Forward the Property Disposition Card to the custodial property room.

790.20 SPECIALIZED INVESTIGATIVE UNITS. When property is taken into custody and booked by an officer of a specialized investigative unit, he or she shall assume the responsibility for the investigation and disposition of the property.

Note: The investigating officer shall forward two copies of the Property Report to the detective division in the geographic Area where the property was booked.

790.22 INVESTIGATIONS AND NOTIFICATIONS REQUIRED WHEN FIREARMS BOOKED.

Investigation of Booked Firearms. The robbery unit coordinator of Area detectives shall review and cause an investigation to be made of all Property Reports, Form 10.01.0, listing firearms booked in their division relative to a misdemeanor crime or any non-criminal incident for which no investigative officer or specialized detective division has been assigned follow-up investigation responsibility.

Investigative personnel assigned to follow-up investigation responsibility for a report involving a firearm booked in or by their Area/division shall:

- * Cause the detective's name and division of assignment to be entered across the top of the appropriate Property Card, Form 10.7.2;
- * Upon being assigned the report, query AFS and NCIC and record the finding on a Follow-up Investigation Report, Form 3.14, if the booking employee was unable to

ascertain the current status of the firearm at the time the firearm was originally booked. If the firearm has been reported stolen/lost, complete a Form 3.14 to include:

- * A complete description of the firearm;
- * A narrative statement indicating that the stolen/lost entries are to be removed from the AFS; and,
- * If the firearm is an LAPD stolen/lost print the word "FIREARM" in *red* in the top margin of the report.
- * If the firearm has been reported stolen/lost, notify the investigating officer responsible for investigating the original stolen/lost report via telephone or teletype, recording the date, time, and name of the investigating officer notified on the Form 3.14. If the firearm is not an LAPD stolen/lost, request the outside agency to enter the appropriate evidence information in AFS and NCIC;
- * Upon receipt of the Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable, the Gun Unit, Detective Support Division, shall continue to forward copies directly to ATF's National Tracing Center; and,
- * Recheck the AFS and NCIC within five days to ensure that the evidence information has been entered.

Firearm Notification-The Gun Unit, Detective Support Division's Responsibility. Personnel assigned to the Gun Unit, Detective Support Division, shall complete a Firearm Notification, LAPD Temp. Form 67.0, and forward it to the concerned detective division when:

- * An outside agency is in possession of a firearm wanted by the Department; or,
- * A firearm in Department custody is wanted by an outside agency or a Department division other than the division responsible for booking the firearm.

Firearm Notification-Assigned Detective-Responsibility. When a LAPD Temp. Form 67.0, is received from the Gun Unit, Detective Support Division, concerning a recovered, stolen/lost or wanted firearm, the assigned detective supervisor shall assign it to an investigative officer as a Category I follow-up investigation. When a Form 3.14 is completed, the investigative supervisor shall cause one copy of the Form 3.14 and the Firearm Notification to be forwarded to the Gun Unit, Detective Support Division.

790.24 SCREENING IN-CUSTODY FIREARMS. Personnel assigned to the Gun Unit, Detective Support Division (DSD), shall:

- * Maintain a list identifying firearms wanted in connection with unsolved homicides and other serious crimes;
- * Update the open-homicide list of wanted firearms when notified by Scientific Investigation Division (SID) of an

additional firearm sought for comparison purposes;

- * Review all received Property Reports, Form 10.01.0, Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable, and determine if any firearms listed on a report should be test fired. If a firearm is to be test fired, the Gun Unit, DSD, shall:
 - * Arrange for the transfer of the firearm to Central Property Section; and,
 - * Enter on the concerned Form 10.01.0, the name of the officer reviewing the Form 10.01.0;
- * If no SID testing is required, enter on the concerned Form 10.01.0 the name of the reviewing officer, date reviewed, and a statement that no SID testing is required;
- * Maintain a 30-day rotating suspense file of all Forms 10.01.0 received and reviewed;
- * When notified by SID of an additional firearm being sought, review the 30-day rotating suspense file to determine if a described weapon is currently in Department custody. If such a firearm was booked into custody on or after the date of the crime in which SID is interested, follow the prescribed procedure for transfer of the firearm to SID for testing;
- * Retain copies of the Forms 10.01.0, Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, on file for a period of one year; and,
- * When telephonically contacted for authorization to release a firearm within 90 days of the date on which the firearm was booked, determine if the firearm in question is wanted for SID testing. If the firearm is not wanted, so advise the inquiring investigating officer and authorize release of the firearm. If the firearm is wanted, deny release of the firearm and ensure initiation of the procedure for firearm testing by SID.

790.25 PROPERTY BOOKED-NARCOTICS ARRESTS.

Narcotics Arrests by Investigative Personnel. The investigation and disposition of property booked as a result of a narcotics arrest made by an investigating officer assigned to an area or specialized investigative division or unit shall be the responsibility of the arresting officer.

Narcotics Arrests by Uniformed or Other Non-investigative Personnel. The follow-up investigation and disposition of all evidence for which an adult arrestee was booked on a felony narcotics charge shall be the responsibility of Narcotics Division. When a juvenile arrestee is booked on a felony narcotics charge, the follow-up investigation and disposition of all evidence shall be the responsibility of Juvenile Division. The follow-up investigation and

disposition of evidence in cases involving adults and juveniles arrested together shall be handled per mutual agreement between Narcotics Division and Juvenile Division (4/550.12).

Note: In determining the appropriate disposition of property, the investigating officer shall coordinate his/her investigation with other potentially concerned investigating officers.

Narcotic Evidence Returned from Court. Disposition instructions for narcotic evidence not received into evidence by the court and no longer needed by the Department shall be indicated by the *employee* returning such evidence to the property room. The returning employee shall complete a Property Disposition/Request for Evidence, Form 10.6, indicating the reason the property was not received into evidence by the court and the disposition instructions for the property (4/540.40).

Note: The employee returning the narcotic evidence shall contact the concerned deputy district attorney or city attorney in determining the proper disposition of the evidence prior to returning the evidence to the property room.

790.27 PROPERTY BOOKED-JUVENILE NARCOTICS. When Scientific Investigation Division receives an Analyzed Evidence Report in juvenile narcotic cases, the concerned analyst shall:

- * Complete the analysis of the evidence as soon as possible.
- * Complete appropriate portions of the Analyzed Evidence Report and forward two copies to the Juvenile Justice System Monitoring Unit, Juvenile Division.

Note: Investigating officers normally have to file the petition on "detained" juvenile cases within 24 hours and, on "released" juvenile cases, within seven calendar days.

- * Ensure that he/she is available on an on-call status for court appearances.

Note: Investigating officers requesting petitions in juvenile narcotic cases where analysis of evidence is required shall include the notation "S.I.D. Representative On Call-DR Number" in the subpoena list on the appropriate reports and make a request for analysis to SID.

790.30 CHECKS, CHECK PARAPHERNALIA, AND CREDIT CARDS. An investigating officer assigned the responsibility for conducting the investigation of a Property Report, wherein the principal items booked are checks, check paraphernalia, or credit cards, shall:

- * **Metropolitan Areas.** Forward two copies of the Property Report to Commercial Crimes Division, which shall assume responsibility for the investigation and disposition of the property.

- * **Valley Areas.** Forward one copy of the Property Report to Commercial Crimes Division and forward two copies to Valley Forgery Section, which shall assume responsibility for the investigation and disposition of the property.

- * **Harbor, Pacific, or West Los Angeles Area.** Assume the responsibility for the investigation and disposition of the property and forward one copy of the Property Report to Commercial Crimes Division.

790.35 COMPLETION OF PROPERTY DISPOSITION. An investigating officer who receives a Property Disposition Request, Form 10.06, from the Property Disposition Coordinator shall indicate the disposition instructions for the property on the form and return it to the concerned Property Disposition Coordinator by the 20th day of each month.

Note: When the owner of the property is unknown and the item has a serial number, the investigating officer shall request a want on the item through the Automated Property System, Department of Justice. If no identification is made, he/she shall attach a copy of the teletype reply to the Form 10.6, prior to submission to the Property Disposition Coordinator.

Whenever property belonging to an organization or company is to be released, the investigating officer shall indicate the name of the individual or agent in the organization or company to whom the property should be released on the "Name" line of the Form 10.06.

792. DISCOVERY PROCEDURES.

792.10 DISCOVERY OF MATERIAL OBTAINED IN A CRIMINAL INVESTIGATION. An investigating officer receiving a request from a deputy district attorney to discover materials obtained in a criminal investigation shall:

- * Consult with the deputy district attorney from whom the request was received, if necessary, to interpret unclear requests, to ascertain the scope of discovery requests; or to determine the propriety of releasing specific requested items such as the names of confidential informants, personnel files, etc. When an officer receives a request which appears to be unreasonable, he or she may request that the deputy district attorney challenge it by filing a notice of noncompliance.
- * Obtain copies of all written materials to be furnished.
- * Prepare a brief description of the contents of any requested video or audio tape recordings, photographs, motion pictures, or other requested physical evidence held by the Department (e.g., "One audio tape, 25 minutes in length, containing conversation between John Doe and Officer R. Smith, recorded on October 2, 1975"). Include the time and place these items will be available for inspection and propose a procedure

which the defense attorney should follow in arranging for inspection.

- * Prepare a separate list of any additional related items held by the Department which may be subject to a discovery request.
- * Sign a statement if so requested by the deputy district attorney. The statement, which will become part of the deputy district attorney's statement of compliance, shall be in the following form:

"I am the investigating officer in *People v.* case number _____. All information and/or evidence known to the investigating agency as to those matters requested and/or ordered discovered is attached to this statement.

Signature

- * Forward the statement, copies of written materials, list of related materials, and descriptions of items available for inspection to the concerned deputy district attorney within 10 days of the date of the request made by the defense.

792.20 NEW EVIDENCE OBTAINED AFTER DISCOVERY COMPLIANCE. If, after having complied with a discovery request, investigating officers acquire new evidence which may be the subject of discovery in the same case, they shall:

- * Immediately notify the concerned deputy district attorney; and,
- * Upon instructions from the deputy district attorney follow the procedures outlined above regarding response to discovery requests.

OUTSIDE POLICE AGENCIES

801. OUTSIDE AGENCIES. "Outside Agencies" refers to those organizations with which the Department has established formal procedures:

- * California Highway Patrol;
- * California State University Police;
- * Los Angeles Community College Police;
- * Los Angeles County Office of Public Safety;
- * Los Angeles Department of Airports Police Bureau (LADAPB) (Formal procedures with LADAPB are restricted to the booking of evidence and property into Department custody, Manual Section 4/840);
- * Los Angeles Department of Transportation, Transportation Investigators;
- * Los Angeles Department of General Services Security Division;
- * Los Angeles Harbor Department Port Warden;
- * Los Angeles Housing Authority Police Department;
- * Los Angeles Unified School District Police Department; and,

* University of Southern California Department of Public Safety.

Peace Officers' Powers. Officers of outside agencies are police officers while on-duty and may make arrests, conduct investigations, and complete reports involving routine criminal matters as necessary to protect property designated as the concerned agency's responsibility. The Los Angeles Police Department shall retain final responsibility in all police matters occurring on school district, community college, park, or Housing Authority property within the City.

810. INVESTIGATIVE RESPONSIBILITY OF OUTSIDE POLICE AGENCY OFFICERS. Outside police agency officers will normally conduct routine preliminary investigations of crimes occurring on property designated as the concerned agency's responsibility. The responsibility for conducting follow-up investigations shall remain with the LAPD.

Note: This Department shall conduct both the preliminary and the follow-up investigations of any complex felony crimes and crimes of violence involving the use of any weapon.

811. RESPONSIBILITY OF THE DEPARTMENT ON STATE UNIVERSITY PROPERTY. Officers of the Los Angeles Police Department shall retain the preliminary and follow-up investigative responsibility for the following situations occurring on UCLA or state university property:

- * Homicide and death investigations;
- * Crimes involving critical injuries;
- * Any situation requiring the Los Angeles Police Department Special Weapons and Tactics Team;
- * Bomb threats requiring the Los Angeles Police Department; and,
- * Other major crimes beyond the resources of respective campus police departments.

In cases involving crimes on the respective campuses, persons arrested and property booked by members of this Department shall be handled according to current procedures.

815. FINGERPRINT INVESTIGATIONS. The Department will provide required fingerprint investigations within the City when requested by the:

- * California Highway Patrol;
- * Los Angeles Community Colleges Police;
- * Los Angeles County Office of Public Safety;
- * Los Angeles Department of General Services Security Division;
- * Los Angeles Harbor Department Port Warden;
- * Los Angeles Housing Authority Police Department;
- * Los Angeles Unified School District Police Department; and,
- * University of Southern California Department of Public Safety. Qualified

officers of these outside agencies may conduct their own latent print investigations.

820. OUTSIDE POLICE AGENCY REPORTS. Crimes investigated by outside police agencies will be reported to this Department on the concerned agency's report forms. The original of each outside agency report will be delivered to the concerned geographic field services division watch commander within 24 hours of completion.

Exception: Crime and vehicle reports requiring immediate teletype transmission will be delivered to the concerned field services division watch commander immediately upon completion.

DR Number Issuance and Report Approval. All outside agency reports shall be approved by a supervisor of this Department prior to acceptance. The approving supervisor shall ensure that appropriate DR numbers are obtained from the Area Records unit by the concerned agency officers after report approval.

830. CHEMICAL TEST REQUESTED BY OUTSIDE POLICE AGENCY OFFICER.

Gas Chromatograph Intoximeter Tests. Gas Chromatograph Intoximeter tests required for an officer of an outside police agency investigation shall be provided by a qualified officer of the outside agency or an officer of this Department. When an outside agency officer is not qualified to administer the Gas Chromatograph Intoximeter Test, and the test is administered by a Department employee, the tests shall be witnessed by the concerned agency officer. Expert testimony in court relative to the Gas Chromatograph Intoximeter shall be provided by this Department.

Blood and Urine Samples. Blood and urine samples will be booked at the same location as the arrestee or at Property Division. Only Los Angeles Police Department blood and urine containers shall be accepted.

Note: A CHP officer desiring to administer a chemical test to an arrestee in their custody shall be accommodated in the same manner as an officer of this Department.

840. EVIDENCE BOOKED BY OUTSIDE POLICE AGENCIES. Officers of an outside police agency shall be permitted to book evidence and property into the custody of this Department. Department officers accepting custody of an outside agency's arrestee shall assume responsibility for all evidence and property associated with the arrest, and the concerned agency officer Taken Into Custody, Form 10.10.

Officers of outside agencies removing evidence from Property Division shall comply with procedures applicable to Department personnel.

When property is booked at an LAPD facility by officers of the Office of Public Safety (OPS) as a routine preliminary investigation, OPS is responsible for determining the disposition instructions for that property if that property does not result in an LAPD follow-up investigation.

841. EVIDENCE BOOKED BY CHP OFFICERS. The CHP may book evidence when it is:

- * To be analyzed by Scientific Investigation Division; and,
- * A firearm.

The CHP employee shall complete a Property Report, Form 10.01.0 (when a firearm is involved, a Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable, shall also be completed. A DR number shall be obtained and entered on the report by the LAPD supervisor who approves the report.

850. ARRESTS BY OUTSIDE POLICE AGENCY OFFICERS.

Arrests-LAPD's Responsibility. Outside police agency officers initiating an arrest will complete the arrest, booking, and other related reports. Department personnel shall assume the investigative responsibility for the follow-up investigation of the crime.

Officers of this Department shall remain available to assist the outside police agency officers with the booking and processing of their adult and juvenile arrestees, as well as evidence and property procedures.

Note: Outside agency initiated arrests which require transportation to an outside custodial facility, other than Los Angeles Unified School District arrests, shall be the responsibility of the officer initiating the arrest.

The concerned agency officers shall care for the arrestee's vehicle when they are responsible for completing the investigation.

Improper Arrests. When a supervisor of this Department becomes aware that an arrest effected by an outside agency officer is improper, a supervisor from the concerned agency shall immediately be requested to review the matter. It shall be the responsibility of a supervisor of this Department to make the final determination on accepting custody of an arrestee.

851. CALIFORNIA HIGHWAY PATROL ARRESTS.

CHP's Responsibility. The CHP shall be responsible for booking and follow-up investigation of persons arrested by CHP officers within the City when:

- * The arrest is for an offense which is within the purview of the CHP (2400-2409 V.C.), *except*:

- * When the offense is related to a non-freeway reportable traffic collision; and,
- * When the offense is within Division 4, Chapter 4, of the California Vehicle Code (Theft and Injury to Vehicles), and the Los Angeles Police Department has investigative responsibility.
- * The arrest is for possession of a controlled substance, *except*:
 - * When a juvenile is involved as a suspect or victim;
 - * When the quantity of the controlled substance could result in a booking for "possession for sale;" and,
 - * When the circumstances of the arrest indicate the need for an on-the-scene investigation by the Department.
- * The arrest is for 148 P.C. (Resisting); and,
- * The arrest is based on a California misdemeanor warrant.

Note: When the wanting agency is other than the City of Los Angeles, the custodial detention officer shall ensure that the CHP officer has notified the wanting agency prior to booking the arrestee.

LAPD's Responsibility. When an arrest is made by a California Highway Patrol officer for a crime committed in the City and the investigation does not ordinarily fall within the responsibility of the Highway Patrol, a Los Angeles Police Department unit will be requested to meet the California Highway Patrol unit and accept custody of the arrestee, property, and vehicle.

Note: When an LAPD unit is dispatched and an uncertainty regarding the responsible agency cannot be resolved in the field, the LAPD officers shall assist the California Highway Patrol officers until the responsibility is later determined by the LAPD watch commander giving booking approval.

When officers of this Department accept custody of a California Highway Patrol arrestee, they shall also assume responsibility for the custody of all evidence and property associated with the arrest, and complete the booking and related reports.

Exception: When the evidence or property is of substantial value, the California Highway Patrol officers will remain present until the property is booked into Department custody.

The concerned Department investigating officers shall assume responsibility for the booking advice and investigation of the crime. Booking approval for any arrest, shall only be obtained from an Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division. When the arrest is for a misdemeanor offense, or when the concerned Department investigating officers are not available, the uniformed watch commander of the division of booking shall cause the booking and related reports to be completed.

Arrest Report Information. When an officer of this Department accepts custody of an arrestee from the CHP and completes the booking and related reports, the officer shall:

- * Ensure that all pertinent information is received from the CHP officer (e.g., name, serial number, observations, probable cause, violations committed, arrestee's statements, etc.) and is included in the arrest reports; and,

Note: On all misdemeanor arrests, the CHP officer initiating the arrest shall appear as the arresting officer on the arrest report. The names of the LAPD officers accepting custody of a CHP misdemeanor arrestee shall appear in the narrative portion of the arrest report.

- * When the initial arrest is for driving under the influence (23152 V.C.), attach one copy of the Intoxication Report, CHP Form 218, and both the court and violator copies of the Notice to Appear (traffic citation), CHP Form 215, to the *investigating officer's* copies of the LAPD arrest reports. The CHP officer will administer the related sobriety tests at the appropriate Department facility and remain present until all related reports are approved and duplicated. After duplication, the original CHP Intoxication Report shall be returned to the CHP officer.

Note: Information Only-The CHP Notice to Appear will not be signed by the arrestee. The word "*IN CUSTODY*" will be placed by the CHP officer in the signature box. The *Date and Time for Appearance* box will be left blank.

Firearms Investigation. When a CHP officer conducting an investigation within the City determines that a person is illegally in possession of a firearm in violation of Sections 12021 through 12031 P.C., the following procedures shall apply:

- * If the arrestee is also in custody for an offense which is within the purview of the CHP, the uniformed watch commander of the Area of arrest or the concerned Department investigative supervisor shall provide booking advice. When booking on a felony charge not within the CHP's scope of responsibility is advised, the concerned watch commander or investigative supervisor shall be advised to book the firearm into Department custody according to the procedure of this Department;
- * When a CHP officer does not intend to book the person, an officer of this Department will be requested to meet the CHP officer. If the responding LAPD officer determines that the person should be arrested, he or she shall transport the person to the concerned division for booking advice; and,
- * Assigned LAPD investigating officers shall be responsible for the investigation and disposition of all firearms booked into Department custody by CHP officers.

Controlled Substance Investigation. When a California Highway Patrol officer conducting

an investigation within the City determines that a person is illegally in possession of a controlled substance and the arrest is within the responsibility of the California Highway Patrol, the following procedures shall apply:

- * The LAPD watch commander giving booking approval may conduct a preliminary drug test, on felony arrests, to corroborate the arresting officer's opinion. A preliminary drug test **shall** be completed for misdemeanor arrests. Booking advice shall be provided on a Booking Approval, Form 12.31;
- * California Highway Patrol officers shall complete all related reports prior to leaving the booking facility. DR numbers shall be obtained by the supervisor approving the reports (4/841);

Exception: When a female is to be booked at Los Angeles County Jail, all reports will be completed and approved at Metropolitan Jail Section *after* the arrestee is booked. When a female is arrested in West Los Angeles or Pacific Areas, all reports shall be completed and approved in the Area of arrest *after* the arrestee is booked at Valley Jail Section.

- * California Highway Patrol officers shall book the evidence as advised by the narcotics investigator or watch commander; and,
- * California Highway Patrol officers shall use the CHP Supplemental Report, Form 556, in lieu of the Continuation Sheet, Form 15.9, and the CHP Felony Report format in lieu of the LAPD Arrest Report format.

Note: When necessary, a California Highway Patrol supervisor shall be contacted to assist in resolving any problem in processing a CHP arrestee.

860. BOOKING OUTSIDE POLICE AGENCY ARRESTEES.

Bookings-General. The Los Angeles Police Department shall furnish jail facilities for adult prisoners arrested within the City by officers of an outside police agency or Los Angeles Department of Transportation (LADOT) Investigators.

The Area Detective Division watch commanders shall be responsible for booking and arrest report approval during Detective Division operational hours of 0600 to 0200 hrs. Bookings made by officers of an outside police agency or LADOT Investigators outside these hours shall be approved by an Area or Jail Division watch commander. The watch commander providing that booking approval shall ensure that the arresting outside agency officer furnishes juvenile arrest and booking information to the Area/division teletype operator within 30 minutes of obtaining the booking number.

Transportation of adult and juvenile arrestees to an outside custodial facility shall be the responsibility of the arresting officers.

Excess personal property of such arrestees shall be accepted by this Department.

Exception: When an arrest is made by the CHP for an offense over which the CHP retains investigative responsibility (4/851), no prior booking approval from a member of this Department shall be required. In such cases, the Arrest Disposition Report, Form 5.9 (page 1b of the Booking and Identification Record, Form 5.1), shall be given to the arresting officer.

When an arrest is made by the CHP for 10851 V.C. (Driving Without Owner's Consent), the detention officer shall ensure that the arresting officer has made telephonic notification to the concerned detective division or, when that division is closed, Detective Support Division. When a person wanted by this Department has been arrested by the CHP outside of this City and subsequently transported to a Department facility for booking, the concerned divisional investigating officers shall be responsible for the booking and related reports. When the investigating officers are not available, the concerned watch commander shall cause an employee of this Department to complete the booking and necessary reports.

Evidence of Medical Treatment. Prior to booking a sick or injured person at any Los Angeles Police Department (LAPD) facility, the arresting outside police agency or LADOT Investigator shall provide evidence of medical treatment and medical authority to book, from a City approved contract hospital, to the approving LAPD Watch Commander.

Complaints of Misconduct. In any case of a complaint of misconduct against an officer of an outside agency, the concerned Department supervisor shall notify the supervisor in charge from that agency. When misconduct constituting a crime is alleged against the officer, the concerned supervisor of this Department shall ensure that the appropriate crime report is taken and complete an Employee's Report, Form 15.7, describing the allegation. The Employee's Report and a copy of the crime report shall be forwarded to the Commanding Officer, Internal Affairs Group (IAG). The Commanding Officer, IAG, shall forward copies of both reports to the senior executive of the involved outside agency. The original crime report shall be processed in the normal manner.

865. BOOKINGS BY OUTSIDE POLICE AGENCIES. When an arrestee is booked by an outside police agency, the Department detention officer shall include the following information on the Booking and Identification Record, Form 5.1:

- * In the box entitled "DIV & DETAIL ARRESTING," insert the concerned agency's initials;
- * In the box entitled "CHARGE," following the inserted charge, add the arraignment court; and,

- * In the box entitled "ARRESTING OFFICER," insert the name and identifying number of the arresting officer, followed by the concerned agency's initials.

The following agency initials shall be used:

California Highway Patrol	"CHP"
Los Angeles Community Colleges Police Department	"LCPD"
Los Angeles County Office of Public Safety	"OPS"
Los Angeles Department of General Services	"GSSD"
Security Division <u>Transportation</u>	"LADOT"
Los Angeles Harbor Department Port Warden	"LHPW"
Los Angeles Unified School Police Department	"LAUS"
Southern California Rapid Transit District Police	"SCRTD"
University of Southern California Department of Public Safety	"USCOPS"

870. ARRAIGNMENT OF PRISONERS BOOKED BY AN OUTSIDE POLICE AGENCY. The detention officer having custody of a prisoner booked by an outside police agency shall cause the prisoner to be transported to, and arraigned at, the proper court as an "LAPD case."

871. ARRAIGNMENT OR RELEASE OF PRISONERS OF CHP RESPONSIBILITY. The detention officer having custody of a misdemeanor prisoner booked by the CHP shall cause the prisoner to be transported to the proper arraignment court. Felony prisoners booked by the CHP will be released upon the receipt of a teletype from the CHP authorizing the release.

When it appears that a prisoner will not be arraigned on or before the second court day following the calendar day of arrest, the detention officer shall notify the watch commander at least two hours prior to the expiration of the time limit. The watch commander shall make a telephone notification to the concerned CHP Area commander. The prisoner shall not be detained past the time limit. When a CHP officer has requested the release of a prisoner and no teletype authorizing the release has been received, the CHP officer shall be referred to the concerned investigating officers or Detective Support Division. When the investigating officer determines that a release should be authorized, he/she shall complete an Investigator's Final Report, Form 5.10.