OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 11

July 22, 2016

SUBJECT: COURTESY REPORTS – REVISED; DISTRIBUTION GUIDE-FOR REPORTING EMPLOYEES/SUPERVISORS-IR, ARREST, AND PROPERTY REPORTS – REVISED; AND, CRIME REPORT ERROR NOTIFICATION, FORM 03.03.01 – DEACTIVATED

PURPOSE: This Order removes Information Technology Division (ITD) from the extra copy distribution in Department Manual Sections 5/030.65 and 5/030.66. Additionally, the Crime Report Error Notification, Form 03.03.01, is no longer being used and has been deactivated.

PROCEDURE:

I. COURTESY REPORTS – REVISED. Department Manual Section 5/030.65, Courtesy Reports, has been revised to remove ITD from the extra copy distribution concerning a courtesy Stolen Vehicle Report, CHP Form 180.

II. DISTRIBUTION GUIDE-FOR REPORTING EMPLOYEES/SUPERVISORS-IR, ARREST, AND PROPERTY REPORTS – REVISED. Department Manual Section 5/030.66, Distribution Guide-For Reporting Employees/Supervisors-IR, Arrest, and Property Reports, has been revised to remove ITD from the extra copy distribution relative to reports concerning hatred or prejudice crimes or incidents. Attached is the revised Department Manual section with the revisions indicated in italics.

III. CRIME REPORT ERROR NOTIFICATION, FORM 03.03.01 – DEACTIVATED. The Crime Report Error Notification, Form 03.03.01, is no longer being used by ITD; therefore, this form has been deactivated.

AMENDMENTS: This Order amends Sections 5/030.65 and 5/030.66 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK
Chief of Police

Attachment

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

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

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

4 - TOTAL

030.66 DISTRIBUTION GUIDE - FOR REPORTING EMPLOYEES/SUPERVISORS - IR, ARREST, AND PROPERTY REPORTS.
- EXTRA COPIES –

ABC licensed premises, any arrest on - ABC
Alcohol, untaxed – United States Department of the Treasury
Aircraft, Operating under-the-influence of alcohol or drugs - ASD
Airline tickets or validation equipment involved - CCD (Not required if forgery arrest)
Air Support assists with arrest - ASD
Altercation, Department employment a factor - Check box or print ALTERCATION
Asian involved as suspect or victim - Asian Crime Unit, GND
Attack on police officer, firefighter, or public building - MCD
Badge or ID card, Department, Involved - Personnel Division (PCU)
Badge, Special Officer's, involved - CID
Bank involved - Specialized Report Distribution Unit - FBI
Bullet or cartridge case, discharged, booked as evidence - SID
Checks, checkwriting equipment, credit card involved - (Not required if forgery arrest)
Counterfeiting (IR or Property Report with no arrest) - Secret Service
County property stolen - LASD
Consular officers and property - COS, SOB, MCD, Media Relations Group - OCPP
Crimes involving property in the care of an OPG - CID
Cruelty to animals - Animal Cruelty Task Force - DSVD
Department property lost/stolen/recovered - Supply Section, FOD
Destructive devices (illegal), possession of bombs, incendiary devices, etc. - MCD
Disturbing the peace of public meetings or schools - MCD
DUI, refused chemical tests - Traffic Auditor
Failing to register (290PC) - Registration Enforcement and Compliance Team Coordinator
   for 290 PC; and, Custody Services Division for 11590 H&S
Firearms (illegal), possession of - MCD
Firearms, lost/stolen/booked - R&I Division, Automated Vehicle and Property Section
   Supervisor, and DSVD, Gun Unit. If Department - issued, also indicate copy for Ordnance
   Unit, Training Division.
Five thousand dollars, property in excess of involved - FBI
Gypsy involved as suspect or victim - CCD
Hatred or prejudice crime or incident - DSVD, CCS-MCD, CRS-OCOP
Identifiable property lost/stolen - CCD
Impersonating an officer involved - CCD
Labor dispute/strike involved – Labor Relations Unit, EOD
*Los Angeles County Metropolitan Transportation Authority-involved, report taken by the LAPD - MTA*
Lost Report where pickpocket is probable crime - CCD
Lottery-related crimes - VICE
Metropolitan Division, any arrest & related reports - Metro
Narcotics, stolen or booked - Area Narcotics Enforcement Detail (NED)
Police Commission permittee arrested or premises involved (pay parking lot, pawn shop, second-hand dealer, etc.) - CID
Prescription forms, blank, lost/stolen/recovered - (Same as Checks)
Public Utilities Driver (include taxi) arrested for any charge (on or off-duty) – Department of Transportation
Racial, religious, ethnic overtones - MCD
Reserve Officer arrested - Personnel Division (with Department equipment)
Sex crime with juvenile victim or suspect - Juvenile Division (SECU)
Sex involved, adult or juvenile (not prostitution) - RHD
Shots Fired - Check box or print SHOTS FIRED
Special Officer arrested - CID (with ID)
Threats against California State public officials - California Highway Patrol
Workplace violence (IR or Arrest Report) - *Threat Management Unit-DSVD and SECS D*
Youth serving agency employee (school teacher, scout leader, etc.) involved in sex crime, or involved in any crime with juvenile victim - Juvenile Division

The remainder of this section remains unchanged.