OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 12

July 29, 2016

SUBJECT: SOUND RECORDING MEDIA ISSUE/RECEIPT, FORM 12.48.00 – RENAMED AND REVISED; AND, RECORDED MEDIA ISSUE/RECEIPT (UNNUMBERED), FORM 12.48.01 – ACTIVATED

PURPOSE: This Order renames and revises the Sound Recording Media Issue/Receipt, Form 12.48.00, and activates the Recorded Media Issue/Receipt (Unnumbered), Form 12.48.01.

PROCEDURE:

I. SOUND RECORDING MEDIA ISSUE/RECEIPT, FORM 12.48.00 – RENAMED AND REVISED. The Sound Recording Media Issue/Receipt, Form 12.48.00, has been revised and renamed as the Recorded Media Issue/Receipt.

II. RECORDED MEDIA ISSUE/RECEIPT (UNNUMBERED), FORM 12.48.01 – ACTIVATED. The Recorded Media Issue/Receipt (Unnumbered), Form 12.48.01, has been activated.

A. Use of Form. This form shall be used when the original Recorded Media Issue/Receipt form has been lost or damaged. The number on the lost original Recorded Media Issue/Receipt form shall be replicated and handwritten on the space provided on the “A” or “B” series of the Recorded Media Issue/Receipt (Unnumbered) form.

B. Completion. Except for the manual replication of the number on the lost original Recorded Media Issue/Receipt form, this form is completed in the same way as the Recorded Media Issue/Receipt.

C. Distribution.

“A” Series

1 – Original, investigating officer (as a receipt).

1 – TOTAL

“B” Series

1 – Original, Technical Investigation Division (to enter into database; physical slip shall be archived).

1 – TOTAL
FORM AVAILABILITY: The Recorded Media Issue/Receipt and the Recorded Media Issue/Receipt (Unnumbered) will be available for ordering from the Distribution Center, Department of General Services, in 30 days. The “Form Use” link applicable to these forms is accessible in E-Forms on the Department’s Local Area Network.

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

Attachments

DISTRIBUTION “D”
12.48.00  **RECORDED MEDIA ISSUE/RECEIPT, FORM 12.48.00.**

12.48.00-01  **Use of Form.** This form is used by the Electronics Unit, *Technical Investigation Division (TID)*, to record the issuance and receipt of *recorded* media.

12.48.00-10  **Completion.** This form shall be completed by the investigating officer to keep as a media receipt and to reference in his/her report.

12.48.00-80  **Distribution.**

**“A” Series**

1  –  *Original, investigating officer (as a receipt).*

1  –  *TOTAL*

**“B” Series**

1  –  *Original, TID (to enter into database; physical slip shall be archived).*

1  –  *TOTAL*
12.48.01 Recorded Media Issue/Receipt (Unnumbered), Form 12.48.01.

12.48.01-01 Use of Form. This form shall be used when the original Recorded Media Issue/Receipt form has been lost or damaged. The number on the lost original Recorded Media Issue/Receipt form shall be replicated and handwritten on the space provided on the “A” or “B” series of the Recorded Media Issue/Receipt (Unnumbered) form.

12.48.01-10 Completion. Except for the manual replication of the number on the lost original Recorded Media Issue/Receipt form, this form is completed in the same way as the Recorded Media Issue/Receipt.

12.48.01-80 Distribution.

“A” Series

1 – Original, investigating officer (as a receipt).

1 – TOTAL

“B” Series

1 – Original, Technical Investigation Division (to enter into database; physical slip shall be archived).

1 – TOTAL