

**CASE ASSIGNMENT AND REPORTING**  
**VOLUME 4 - CHAPTER 22**  
**LETTER "S"**

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
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**4-22/005.00**  
**SAFETY/HEALTH**  
**HAZARDS**

SH-R-49  
URN  
39

Station/Unit  
Detective  
  
A

For line procedures, see Volume 5, chapter 9.

Public safety hazards apply to excavations, bodies of water, self-locking or asphyxiating appliances which are discarded or abandoned, etc.

When any unprotected or abandoned public safety hazard comes to the attention of field personnel, the following action shall be taken:

- preliminary investigation to ascertain whether there is a violation;
- remove or cause the owner to remove or abate the hazard if it can be done at the time investigation is made;
  - if this cannot be done immediately and the hazard warrants warning devices, steps shall be taken to provide them (e.g., barricades);
- submit a preliminary report which shall include the following:
  - location and description of property and hazard;
  - if hazard is an excavation, give approximate size and depth, contents, covering, fencing, location in relationship to nearest highway and number of residents within a one-half mile radius;
  - name of the owner or persons in possession or control of the property;
  - name of person making or maintaining the hazard; and
  - whether any effort was made to temporarily remove or abate the hazard.
- the area patrol car shall make periodic checks of the hazard until it is corrected.

Code 399 - Misdemeanor, Miscellaneous.

See "Dumping."

If traffic related, see "Accidents, Traffic - In contract city."

Illegal dumping/  
accidental  
discharges/  
spills of  
hazardous  
materials/wastes

Structures	SH-R-49 URN 44	Station/Unit Detective  A	<p>When a building creates a hazard due to deterioration, fire, vandalism, etc. and this structure is brought to the attention of the Department, a complaint report shall be completed after a visual inspection of the premises.</p> <p>Premises and structures must be accurately described, as well as the condition constituting a real and present danger to the community.</p> <p>The legal authority for closure or demolition of unoccupied buildings which constitute a safety hazard is Los Angeles County Code Title 26 Chapter 98 subsection 9801. Emergency Procedures are under subsection 9813. In either case the report shall be classified "Safety Hazard - Unoccupied Structure." The Watch Sergeant approving such reports shall indicate that they are priority documents.</p> <p>The Station/Unit detective shall investigate and, if the facts related in the SH-R-49 are substantiated, he shall immediately telephone the County Department of Public Works, Building and Safety Division, Property Rehabilitation Section. The Station/Unit detective shall then prepare a letter for the Unit Commander's signature, to the Director of Public Works, Property Rehabilitation Section, describing the location and condition of the building, the hazard created by such condition and an opinion regarding the urgency or abatement.</p> <p>The majority of contract cities have adopted the County Ordinance and are assisted by the Department of Public Works in securing premises, etc. in the same manner as unincorporated areas. Some cities, however, have added special hearings to their ordinances.</p> <p>If there is any question as to the exact status of a particular city's ordinance, the City Clerk's Office or Property Rehabilitation Section should be contacted for details.</p> <p>Code 440 - Other, Noncriminal.</p>
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**4-22/008.00**  
**SEARCH**  
**OPERATIONS**

SH-R-461  
URN  
810

Station/Unit  
Detective, and  
participating Unit of  
Assignment

All types of search operations including service of search warrants, probation and parole searches, and pre-planned warrantless searches of fixed locations (structures, yards, vehicles at location, etc.) shall be documented and an URN drawn.

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**SEARCH**  
**WARRANTS,**  
**TELEPHONE**

See Volume 5, chapter 7.

**4-22/010.00**  
**SELECTIVE**  
**SERVICE ACT**  
**VIOLATIONS**

SH-R-49  
URN  
30

Station/Unit  
Detective  
  
A

Notify the FBI and obtain approval before booking.  
  
Code 306 - Selective Service Act.

**4-22/015.00**  
**SEX OFFENSES**

For release of victim information policy, refer to  
Miscellaneous Line Procedures chapter-Sex  
Related Crimes.

DOJ requires MO data.

Code as applicable:

Code 12X Sex Felonies  
Code 13X Sex Misdemeanors

Annoying school  
children

SH-R-49  
URN  
13

Station/Unit  
Detective  
  
A

Code 134 - Annoying Children, Loitering.

Arrest of school  
employees

SH-R-49  
URN

Station/Unit  
Detective  
  
A

Assign to Major Crimes Bureau only if they make  
the arrest.

In compliance with 291 PC, when a public school  
employee is arrested for a violation of any of the  
offenses enumerated in Section 290 PC, or in  
Section 261(1) PC, the Watch Commander shall  
do either of the following:

- if such school employee is a teacher in  
any of the public schools of this State, he  
shall immediately notify, by phone, the  
superintendent of schools of the school  
district employing such teacher and shall  
immediately give written notice of the  
arrest to the California Commission on  
Teacher Credentialing, Professional  
Standards Division, and to the  
superintendent of schools in the county  
wherein such person is employed. Upon  
receipt of such notice, the county  
superintendent of schools shall  
immediately notify the governing board of  
the school district employing such  
person;

NOTE: The California Commission on  
Teacher Credentialing, Professional  
Standards Division is located at: 1900  
Capitol Avenue, Sacramento CA  
95814-4213; phone number: (916)  
445-7254.

if such school employee is not a teacher in any  
of the public schools of this State, the Watch  
Commander shall immediately notify, by phone,  
the superintendent of schools of the school  
district employing such person immediately  
give written notice of the arrest to the governing  
board of the school district employing such

person; or

- when a private school teacher is arrested for any of the offenses enumerated in section 290 PC, the Watch Commander shall immediately notify, by telephone, the private school authorities employing such person and shall immediately give written notice of the arrest to the school authorities.

Further information relative to the release of criminal record information can be found in Volume 3, chapter 9.

For coding, see under appropriate crime classification.

SRD of report to Special Victims Bureau, Child Abuse Detail.

Indecent exposure cases	SH-R-49 URN 13	Station/Unit Detective or Station/Unit Patrol	When an adult is arrested, case should be a joint assignment with Station/Unit patrol in order to expedite copies of the report for the court Deputy to facilitate arraignment.
		A	Code 130 - Indecent Exposure.
Loitering near school	SH-R-49 URN 13	Station/Unit Detective	If an adult is arrested, the assignment shall be to Station/Unit patrol with a copy of the report to Station/Unit detectives. All other cases assigned to Station/Unit detectives.
		A	Code 134 - Annoying Children, Loitering.
<b><u>4-22/020.00</u></b> <b><u>SEX</u></b> <b><u>REGISTRATION</u></b> <b><u>VIOLATIONS</u></b>	SH-R-49 URN 12 or 13	Station Detective	Arrest may be made with or without a warrant.  Code as applicable:  Code 126 - Felony, Failing to Register as Sex Offender.  Code 138 - Misdemeanor, Failing to Register as Sex Offender.
<b><u>4-22/025.00</u></b> <b><u>SHOTS FIRED</u></b>			
Citizen discharges firearm accidentally	SH-R-49URN 48	Station/Unit Patrol	Code as applicable: Code 485 - Accidental Shooting, No Injury. Code 486 - Accidental Shooting, Injury.
		A	
Citizen discharges firearm, no injury or death involved in the commission of the crime in which the shots			See under crime classification for code, reporting and assignment data. Include information in body of report.

were fired

Discharging firearms at inhabited dwelling	SH-R-49 URN 05	Station/Unit Detective  A	Code 051 - ADW - Gun.
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Illegal discharge of firearm:

-- Adults	SH-R-49 URN 15	Station/Unit Patrol  A	Code 153 - Shooting, Unlawful.
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-- Juveniles	SH-R-49 URN 15	Station/Unit Detective  A	Code 153 - Shooting, Unlawful.
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With injury			See Gunshot by Citizen, Accidental, under "Person Injured/Ill."
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**4-22/027.00**  
**SHOTS FIRED AT**  
**DEPUTY ON OR**  
**OFF DUTY**

Deputy injured as result of gunshot, crime involved	SH-R-49 SH-CR-563 SH-AD-92 URN	Homicide Bureau and Unit of assignment for crime involved; Return to Work Unit	Make immediate notification to Homicide Bureau, the on-call Internal Affairs Bureau Lieutenant, the Deputy's Unit Commander, the Area Commander or duty officer, Health and Safety Unit and the Sheriff's Headquarters Bureau.
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Complete a brief first report. Supplemental Report to include all witnesses, synopsis of the incident, responsible party and full details. Transport suspects and involved Deputy(s) to the Station/Unit, without delay, for exclusive interview by Homicide Bureau. Transport witnesses to Station/Unit upon receiving their consent; otherwise, identify them and determine their availability for homicide investigators. See Volume 5, chapter 9, for further information.

Designate SRD copy to Deputy's concerned Division Area Commander.

If Reserve Deputy involved, also designate SRD to Reserve Forces Bureau Commander.

See under crime classification for coding, priority reporting, and assignment data.

Deputy killed as result of gunshot, crime involved	SH-R-49 SH-CR-563 SH-AD-92 URN 01	Homicide Bureau and Unit of assignment for crime involved; Return to Work Unit	Immediately notify Homicide Bureau and the on-call Internal Affairs Bureau Lieutenant.  Follow special instructions/notifications as outlined above, "Deputy Injured as Result of Gunshot." See Volume 5, chapter 9, for further information.
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		A	Code 011 - Murder.
Deputy injured or killed, no other crime involved	SH-R-49 SH-AD-92 SH-CR-563 URN 01 or 50	Homicide Bureau; Return to Work Unit  A	Make immediate notification to Homicide Bureau, the on-call Internal Affairs Bureau Lieutenant, the Deputy's Unit Commander, the Area Commander or duty officer, Return to Work Unit and the Sheriff's Headquarters Bureau.  Reports to include all witnesses, summary of the incident and responsible party.  Designate SRD copy to concerned Division Area Commander.  If Reserve Deputy involved, also designate SRD copy to Reserve Forces Bureau Commander. If crime involved, see under crime classification, otherwise code as follows:  Code 011 - Murder. Code 486 - Accidental Shooting, Injury. Code 502 - Injury to County Employee.
No injury or death, no other crime involved, no suspect	SH-R-49 URN 15	Station/Unit Detective  A	Make immediate notification to the concerned Division Area Commander.  Code 153 - Shooting, Unlawful.
Any of the above, occurring in outside jurisdiction			Make notifications to Unit Commander, Area Commander or duty officer, Homicide Bureau, Return to Work Unit and/or Sheriff's Headquarters Bureau, as indicated under each classification.

**4-22/030.00**  
**SHOTS FIRED BY**  
**DEPUTIES - ONOR**  
**OFF DUTY**

Accidental discharge of firearm by Deputies	SH-AD-32A		Whenever a Deputy, on duty or off duty, discharges a firearm with no crime, no injury or damage, a comprehensive memo detailing the specifics of the incident shall be submitted to the employee's Unit Commander. Notify the on-call Internal Affairs Bureau Lieutenant and Watch Commander immediately. The Watch Commander shall respond immediately to the location.
Animal shot	SH-AD-32A		Use classification of "Shots Fired" in the memo submitted to the Deputy's Unit Commander. Notify the on-call Internal Affairs Bureau Lieutenant and Watch Commander immediately. The Watch Commander shall respond immediately to the location.

No injury or death, no crime involved	SH-AD-32A		Use classification of "Shots Fired" in the memo submitted to the Deputy's Unit Commander. Notify the on-call Internal Affairs Bureau Lieutenant and Watch Commander immediately. The Watch Commander shall respond immediately to the location.
No injury or death, crime involved	SH-R-49 URN	Internal Affairs Bureau and Unit of Assignment for crime involved. However, if suspect is a member of a targeted gang, then Safe Streets Bureau will handle the criminal investigation.	Notify the on-call Internal Affairs Bureau Lieutenant and Watch Commander immediately. The Watch Commander shall respond immediately to the location. See Volume 3, Chapter 10, for further information.
Person/Prisoner injured or killed	SH-R-49 SH-AD-519 URN 48 or 49	Homicide Bureau and Unit of assignment for crime involved	<p>Make immediate notifications to Homicide Bureau, the on-call Internal Affairs Bureau Lieutenant, Watch Commander, the involved employee's Division Commander, the Deputy's Unit Commander and Sheriff's Headquarters Bureau.</p> <p>Complete a brief first report. Supplemental report to include all witnesses, synopsis of incident, responsible party and full details. Transport witnesses, suspects and involved Deputy, to the Station/Unit, without delay, for exclusive interview by Homicide Bureau. See Volume 3, chapter 10, for further information.</p> <p>Designate SRD copy to Deputy's concerned Division Area Commander.</p> <p>If crime involved, see crime classification for concurrent assignment data.</p> <p>If prisoner killed, also see "Person Dead."</p> <p>Code 486 - Accidental Shooting, Injury. Code 499 - Person Dead, Inmate.</p>
Property damaged		A	See "Property Damage."
Any of the above, occurring in outside jurisdiction			Make notifications to the Watch Commander, Unit Commander, involved employee's Division Commander, Homicide Bureau, Internal Affairs Bureau on-call Lieutenant, Health and Safety, and/or Sheriff's Headquarters Bureau, as indicated under each classification.

**4-22/035.00** SH-R-49 MCB Notify Major Crimes Bureau immediately by phone  
**SLOT MACHINES,** URN and follow their instructions.  
**PUNCHBOARDS,** 39 A  
**AND PINBALL**  
**MACHINES** Code 399 - Misdemeanor, Miscellaneous.

Slot Machines SH-R-49 MCB Slot machines manufactured prior to 1941 are  
(Antique) URN presumed to be antiques. Major Crimes Bureau  
23 A should be contacted prior to any seizure of such  
machines or the issuance of citation under  
330.4 PC.

Information SH-AD-32A Secretary to prepare original and four copies.  
After signature by the Unit Commander, distribute  
as follows: Original and two copies to Major  
Crimes Bureau; one copy to the Chief of the  
concerned Division and one copy to Unit  
Commander's file.

**4-22/040.00** SH-R-49 MCB Make immediate notification to Major Crimes  
**SOLICITATION FOR** URN32 A Bureau. Code as applicable.  
**MURDER** Code 322 - Conspiracy.

**4-22/045.00** The Metro Detail will assume the handle on cases  
**STALKING** involving stalking (646.9 P.C.) or terrorist threats  
(422 P.C.) wherein the following circumstances  
exist:

- 1) During the incident, a firearm or other deadly  
weapon was used and/or the victim suffered  
great bodily injury.
- 2) The victim or suspect is identified and is a  
political figure (elected or not), a celebrity, or  
the incident is capable of arousing widespread  
public interest or concern.
- 3) The suspect is identified and has a  
documented history of prior conviction(s) for  
stalking or has a documented history of  
violence.

The involved Unit will immediately contact the  
Metro Detail of Major Crimes Bureau with the  
pertinent information regarding the case.  
Detectives from the Metro Detail will respond and  
take over the investigation. After duty hours  
notification to the Metro Detail Lieutenant will be  
made through Sheriff's Headquarters Bureau.

NOTE: Stalking cases related to domestic  
violence will remain a Station/Unit  
detective bureau assignment, unless  
any of the criteria above is involved.

## **STRIKES**

See "Labor."



**SUBJECT  
INFORMATION  
SYSTEM (SIS)**

See section 4-01/020.30.

**SUBPOENAS**

For line procedures, see Volume 5, chapter 7.

**SUBPOENAS, ON  
CALL**

For line procedures, see Volume 5, chapter 7.

**4-22/050.00  
SUICIDE**

Select the appropriate code in series 450-459.

Attempt	SH-R-49 URN 45	Station/Unit Detective  A	Copy of report to Narcotics Bureau if narcotics or dangerous drugs involved.  Joint assignment with Narcotics Bureau only when evidence (drugs, narcotics or narcotics paraphernalia) obtained. Evidence should include injection wounds indicative of drug usage. Urine and/or blood samples are not to be considered evidence for joint assignment.  If death occurs, notify Homicide Bureau at once and reassign to them.
Prisoner, attempt suicide	SH-R-49 URN 45	Station/Unit Detective  A	If in Station/Unit area, assign to Station/Unit detectives. If at MCJ LAC/USC Medical Center Jail Wards or while in transit or in court in the non-Station areas of the County, assign to Jail Investigations Unit.  Code 457 - Attempt Suicide, Inmate.  If death appears imminent, notify Homicide Bureau.
Prisoner, suicide	SH-R-49 URN 45	Homicide Bureau  A	Code 453 - Suicide, Inmate.
Suicide	SH-R-49 URN 45	Homicide Bureau  A	Make immediate telephone notification to Homicide Bureau and the Coroner's office, via JDIC. Deliver copy of report to the mortuary and note on report that copy was delivered and the means by which delivered.

**4-22/055.00  
SUMMONS TO  
CORPORATION**

For line procedures, see Volume 5, chapter 7.

Civil or Criminal

Court  
Services  
Division,

Do not refer persons making inquiries regarding service or enforcement of civil or criminal process to any other agency.

Headquarters Unit

**SUMMONSES**

For line procedures regarding Civil Process on individual members, Small Claims Court actions and Claim of Plaintiff and Order, See Volume 5, chapter 7.

**4-22/060.00**  
**SUSPICIOUS**  
**CIRCUMSTANCES**

SH-R-49  
URN  
44

Station/Unit  
Detective  
  
A

If circumstances indicate a possible crime that warrants follow-up investigation, use classification that best defines the crime. Do not list any victims or suspects in heading of report. Place names in body of report.

If possible crime is one that, if genuine, would be a confidential report, this report shall be confidential.

After an initial investigation is conducted at the Station/Unit level and it is determined that the correct assignment would be to a Detective Division Unit, the Station/Unit Detective will write a supplemental report documenting the determining facts and the reassignment of the case to the appropriate Detective Division Unit. Telephonic notification shall be made, during normal business hours, advising the Detective Division Unit of the reassignment.

NOTE: Exception - Child Abuse suspicious circumstances cases shall be assigned to Special Victims Bureau in the same manner as regular Child Abuse cases.

Code 440 - Other, Noncriminal.

NOTE: If investigation reveals that a crime did occur, change the URN statistical code from 440 to the code which appropriately reflects the crime. Such change shall be made on a supplemental report.