

CASE ASSIGNMENT AND REPORTING
VOLUME 4 - CHAPTER 6
LETTER "C"

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
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**CARBON
MONOXIDE
POISONING**

See "Poisoning."

**4-06/010.00
CARNIVALS**

SH-AD-32A

Secretary to prepare original and three copies. After signature by Unit Commander, distribute reports as follows:

- original and copy to Major Crimes Bureau;
- copy to concerned Division Chief; and
- copy to Unit Commander's file.

NOTE: Notify Detective Division, Major Crimes Bureau, by telephone, of any carnivals operating in Station/Unit area and confirm by memo.

**4-06/015.00
CARRYING
CONCEALED
WEAPON**

See "Firearms" for additional information.

Bringing into a jail

SH-R-49
URN
15

Station/Unit
Detective

A

If in Station/Unit area, assign to Station/Unit detectives. If at Men's Central Jail, LAC/USC Medical Center Jail Wards or while in transit or in court in the non-Station areas of the County, assign to Jail Investigation Unit.

Felony (ex-felon or prior weapon law arrest)

SH-R-49
URN
15

Station/Unit
Detective

A

Code 151 - Weapon Laws - felony.

Misdemeanor

SH-R-49
URN
15

Station/Unit
Patrol

A

If juvenile arrested, assign to Station/Unit detectives.

Code as applicable:

150 - Carrying Concealed Firearm.
152 - Weapon Laws, Misdemeanor.

Possession of switchblade knife

SH-R-49
URN

Station/Unit
Patrol

Copy of report to Station/Unit detectives.

If juvenile arrested, assign to Station/Unit

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
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15

A

detectives.

Code 152 - Weapon Laws - Misdemeanor.

4-06/020.00
CHECKS/CHECK
PROTECTORS

See "Worthless Documents" and Volume 5,
chapter 9.

4-06/022.00
CHEMICALS
FOUND/REPORT
OF UNKNOWN
SUBSTANCES

See Volume 5, chapter 6.

Chemicals found -
suspected
clandestine lab
(PCP, etc.)

SH-R-49
URN
44

Narcotics
Bureau and
Scientific
Services
Bureau

Patrol to notify Narcotics Bureau immediately.

Code 444 - Suspicious Circumstances.

SRD to Arson/ Explosives Detail.

A

4-06/023.00
CHILD ABUSE

The victim's name and address shall not be
disclosed if a victim of 273a and 273d PC.

Children taken into protective custody require the
first "9" lines of the booking slip completed. A
booking number is not required. Use "SJ/V" in the
appropriate section on the face sheet of the report.

All courtesy reports for other agencies are also
assigned to Station/Unit Detective and forwarded
to the appropriate agency.

Child Abuse cases shall not be deferred.

Abandonment

SH-R-49
URN
17

Station/Unit
Detective

Code 171 - Abandonment.

A

Annoying, child

SH-R-49
URN
13

Station/Unit
Detective

If perpetrator not a family member, SRD to Special
Victims Bureau.

SVB

If family member.

A

Code 134 - Annoying Children.

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
Child abduction			See "Child Stealing" below and "Kidnapping."
Child Abuse, physical	SH-R-49 URN 14	SVB Child Abuse Detail A	<p data-bbox="898 396 1430 445">On all physical abuse cases, i.e. 273a(a), 273a(b), and 273d P.C. the following shall apply:</p> <ul data-bbox="898 478 1430 968" style="list-style-type: none"> <li data-bbox="898 478 1430 558">• immediately notify Special Victims Bureau by telephone (record message after duty hours); <li data-bbox="898 562 1430 611">• provide file number and referral information; <li data-bbox="898 615 1430 831">• actual physical examination of a physically abused juvenile is mandatory. A Deputy of either sex may examine a juvenile who is three years of age or younger. When the juvenile is four years or older, the examination shall be performed by a Deputy of the juvenile's sex or by medical personnel; <li data-bbox="898 835 1430 915">• Deputies should consider having a witness present when examining children for injuries; <li data-bbox="898 919 1430 968">• all children residing in the home shall be examined. <p data-bbox="992 1001 1430 1136">Special Victims Bureau investigators and supervisors are available during off hours via Sheriff's Headquarters Bureau for consultation and response on exceptional and/or newsworthy cases;</p> <ul data-bbox="898 1163 1430 1211" style="list-style-type: none"> <li data-bbox="898 1163 1430 1211">• fax a copy of the first report to Special Victims Bureau <p data-bbox="898 1247 1430 1350">If victim is in critical condition, also notify Homicide Bureau. If death occurs, reassign to Homicide Bureau, who will be assisted by the Special Victims Bureau.</p> <p data-bbox="898 1383 1430 1434">Code 059 - Child Beating, Felony. Code 149 - Child Beating, Misdemeanor.</p>
Child Abuse (Suspicious Circs.)	SH-R-49 URN 41	SVB A	<p data-bbox="898 1472 1430 1499">Same procedure as Child Abuse, above.</p> <p data-bbox="898 1528 1430 1631">Use only when elements to a crime cannot be established. If the elements of a crime are present or the victims report a crime, suspicious circumstances shall not be used.</p> <p data-bbox="898 1667 1430 1688">Code 418 - Suspicious Circumstances</p>
Child Concealment	SH-R-49 URN 39	Station Detective A	<p data-bbox="898 1726 1430 1753">Notify Station/Unit Detectives at once.</p> <p data-bbox="898 1782 1430 1810">Code 399 - Child Concealment.</p> <p data-bbox="898 1839 1430 1862">Also see under "Kidnapping."</p>

Child Endangering/Child Assault	SH-R-49 URN 059/149	Station/Unit Detective A	273a(a) Felony, 273a(b) Misdemeanor; specify the acts that caused the child to be willfully endangered. Copy to Special Victims Bureau. Code 059 - Child Assault with aggravated injury. Code 149 - Child Assault with non-aggravated injury.
Child Neglect	SH-R-49 URN 17	Station/Unit Detective A	Copy to Special Victims Bureau. Code 172 - Child Neglect.
Child Stealing	SH-R-49 URN 32	Station/Unit Detective A	Notify Station/Unit Detectives at once. Code 327 - Child Stealing. Also see under "Kidnapping."
Intimidation, Child	SH-R-49 URN 14	SVB A	Same procedure as "Child Abuse." Code 149 - Child Assault
Sex Offenses	SH-R-49 URN 12 or 13	SVB A	In all sex crimes, i.e. 243.4, 261, 261.5, 264.1, 285, 286, 288, 288a, 288.5, 289, 266, 207(b), 220, 311.2, 311.3, 311.11, and 647.6 PC (family member or cohabitant) where the victim is under 18 years of age, the following shall apply: <ul style="list-style-type: none"> immediately notify the Special Victims Bureau (record message after duty hours). Investigators and supervisors are available during off hours via Sheriff's Headquarters Bureau for consultation and response on exceptional and/or newsworthy cases; and fax a copy of the first report to Special Victims Bureau. <p>In 647.6 PC cases wherein the suspect is not a family member or cohabitant, the assignment shall be Station/Unit Detectives. Copy of report to Special Victims Bureau.</p> <p>Code as applicable.</p>

4-06/025.00
CITIZEN CLAIMS
AGAINST COUNTY

When a citizen contacts any Department member and requests information concerning the filing of a claim against the County for injury or property damage, they shall be advised that the Los Angeles County Sheriff's Department "Claim For Damages To Person Or Property" forms (SH-AD-672) are available at any Sheriff's Station or that they may be accessed on the Sheriff's Department public website on the internet. Members shall advise persons submitting a claim

that completed forms must be mailed or delivered to the Executive Officer, Board of Supervisors at the address indicated on the bottom of the claim form.

**CITIZEN'S
COMPLAINTS**

For public complaint procedure see section 3-04/000.00.

**4-06/027.00
CITIZENS'
COMPLAINTS
AGAINST OTHER
LAW
ENFORCEMENT
AGENCIES**

Citizens will be assisted in communicating complaints regarding police misconduct. Persons who approach any member of the Department with a complaint regarding another agency shall be treated with courtesy and concern.

In most instances, providing the complainant with the correct agency to contact may be appropriate.

In instances where it is alleged that police misconduct caused significant injury or was a possible criminal offense, a Department supervisor shall make personal contact with a supervisor from the involved agency.

**CIVIL ACTIONS
AGAINST
DEPARTMENT
EMPLOYEES**

See Volume 5, chapter 7.

**4-06/035.00
CIVIL DEFENSE**

Incidents SH-AD-32A

Report to Chief or Area Commander of concerned Division at once by phone. Copies of Unit Commander's memo to above personnel.

Official Air Raid Warning

The Sheriff's Communications Center shall immediately notify all line and field Units by radio, telephone and/or JDIC message.

Siren malfunction other than on routine test

Make immediate telephone check with the Watch Commander at the Sheriff's Communications Center to determine if siren activated for official test or warning. Patrol personnel, if dispatched to the location, with special keys shall:

- unlock the gate, in the fence surrounding the siren and enter the fenced area;
- unlock the red box, mounted at ground level, on one of the siren supports and manually change the "emergency" switch to the "stop" position; and

- secure the red box, the gate and resume routine patrol if no unusual circumstances exist which require the continued presence of a patrol car.

NOTE: Under no circumstances, shall any other physical silencing of the siren be attempted because of the danger from high voltage.

4-06/040.00
CIVIL
DISTURBANCE

SH-R-49
 URN
 21

Station/Unit
 Patrol

A

When adults only are arrested, cases should be assigned to patrol only. When juveniles only or adults and juveniles both are involved, assign to Station/Unit patrol and Station/Unit detectives.

Riot, rout, unlawful assembly

Designate SRD copies to the Chief and Area Commander of the concerned Division.

When the Chief Administrative Officer of any state university, college or junior college has declared a state of emergency and requested the assistance of the Department, a separate supplemental report shall be prepared. This report shall contain the number of man-hours expended, by rank; the number of overtime or emergency hours expended, by rank; cost of equipment expended; and cost of replacement or of repair to County property destroyed or damaged. Two copies of this report shall be sent to Fiscal Administration.

Code 213 - Unlawful Assembly.
 Code 214 - Riot or Rout.

Strike

See "Labor."

CIVIL LAWSUITS
ORIGINATED BY
EMPLOYEES

See Volume 5, chapter 7.

CIVIL SUITS

See Volume 5, chapter 7.

CODE 3 FIELD
OPERATIONS

See Volume 5, chapter 9.

4-06/045.00
COMMUNICABLE
DISEASE

Employee exposed

SH-R-426

Return to Work

Prepare an original and one copy of Form

to (AIDS related)	URN 50	Unit A	SH-R-426, Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report for each Deputy involved and submit both copies to Return to Work Unit. Use original URN. If a Reserve Deputy involved, also send a copy to Reserve Forces Bureau. Additional copies to meet Unit needs. NOTE: Custody Division personnel refer to Custody Division Order #53. Code 502 - Injury to County Employee.
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Sheriff's Deputy exposed to	SH-R-426 URN 50	Return to Work Unit A	Prepare an original and one copy of Form SH-R-426 for each Deputy involved and submit both copies to Return to Work Unit. Use original URN. If a Reserve Deputy involved, also send a copy to Reserve Forces Bureau. Additional copies to meet Unit needs. NOTE: Custody Division personnel are exempt, provided the Unit Commander determines that adequate documentation is maintained of an employee contact with a communicable disease. Code 502 - Injury to County Employee.
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4-06/047.00
COLLISIONS,
TRAFFIC IN -
CONTRACT CITY

For line procedures, see Volume 5, chapter 5.

NOTE: In all traffic collision cases, when there is another crime connected with the traffic collision but not a part of the collision itself (e.g., robbery, possession of narcotics, carrying concealed weapons, etc.), the crime report and supplements to it shall be under a separate URN. The Traffic Collision Report (CHP-555) and the crime report shall be cross-referenced. Also see Sheriff's Department Vehicles under "Property Damage" for special instructions governing County vehicles and vehicles used on County business by permittees.
Immediately notify the Traffic Services Detail on all traffic collisions that are a result of Code-3/pursuit operations.

Designate SRD to the concerned Area Commander and the Traffic Services Detail.

Arrest made:

NOTE 1: When a traffic collision results in an arrest for a crime other than a vehicle code violation, the arrest information shall be contained in a separate report under a separate URN.

NOTE 2: When a traffic collision results in an arrest for any traffic violation related to the collision, the circumstances shall be included in the action section of the traffic collision report.

See individual crime for priority and retention period and the statistical code.

-- Adult	CHP-555 URN	Station Patrol Traffic A	See above.
--Juvenile	CHP-555 URN	Station Patrol Traffic and Station Detective A	See above.
Citation Issued: --Adult	CHP-555 URN 25	Station Patrol Traffic A	One copy of Traffic Collision Report (CHP-555) to Municipal Court if a "Not Guilty" plea results. Code as applicable: 252 - Vehicle Laws, Felony. 255 - Vehicle Laws, Misdemeanor.
--Juvenile	CHP-555 URN 25	Station Patrol Traffic A	One copy of traffic collision report to go with citation to the appropriate Informal Juvenile and Traffic Court. Code under most applicable number, as above.
Discharge of hazardous materials/wastes	CHP-555 SH-R-396 51 or 25	Station Patrol Traffic A	See Volume 5, chapter 6. Scene of collision involving hazardous materials/wastes shall be immediately evacuated and secured. Particular attention shall be given to fire safety and possible noxious gases/vapors. Notify the Watch Commander, Sheriff's Communications Center, immediately. Traffic Services Detail shall provide assistance as needed in the preparation of transportation of hazardous materials violation cases. Code as applicable: 252 - Vehicle Laws, Felony.

			<p>255 - Vehicle Laws, Misdemeanor. 512 - Accidental Discharge/Spills of Hazardous Materials/Wastes.</p>
Fatality	CHP-555 SH-R-364 URN	Station Patrol Traffic A	<p>Notify Homicide Bureau and Station Traffic Supervisor immediately. Report shall include name of doctor pronouncing death, time of death, coroner's case number and disposition of the body. Copy of report to mortuary as soon as possible.</p> <p>Notification of a death to next-of-kin shall be done in accordance with the instructions listed under "Person Dead" and "Notification of Next-of-Kin" in Volume 5, chapter 9. This information shall be included in the action section of the traffic collision report.</p> <p>If County, on-duty permittee or contract city vehicle is involved, immediately notify Traffic Services Detail for possible response by Traffic Collision Response Team.</p> <p>Traffic Services Detail shall provide assistance as needed for investigative support.</p> <p>Designate SRD to Homicide Bureau and Traffic Services Detail.</p> <p>If Deputy killed in the line of duty, also complete SH-CR-563.</p> <p>NOTE: For manslaughter, use priority 32 and Code 338 - Manslaughter, Negligent Driving.</p> <p>Other traffic collisions with fatality, use priority 47 and most applicable code.</p>
Hit and Run (Felony or Misdemeanor)	CHP-555 URN 25	Station Patrol Traffic A	<p>If victim in critical condition and there is evidence of intentional assault, advise Homicide Bureau of the circumstances. If victim is not in critical condition but there is evidence of intentional assault, case assignment is with Station detectives. If fatality, see fatality. If misdemeanor, no injury and no information, complete CHP-555-03.</p> <p>If a fatal collision or victim is in critical condition and maximum technical expertise is needed to support criminal prosecution, notify Traffic Services Detail for possible response by Traffic Collision Response Team.</p> <p>Code as applicable:</p> <p>251 - Felony. 250 - Misdemeanor.</p>
--Driver under influence	SH-R-221 CHP-555 24	Station Patrol Traffic	<p>In narcotics, dangerous drugs, alcohol or any combination thereof, use Code 975 - Fatality - Driver Under the Influence of Narcotics, Dangerous Drugs or any combination.</p>

		A	<p>If narcotics or drugs obtained, make joint assignment with Narcotics Bureau. SRD to Homicide Bureau, Narcotics Bureau and Traffic Services Detail.</p> <p>Code 241 - Drunk Driving, Felony.</p>
--Employee of any government agency or public utility	CHP-555 URN 47	Station Patrol Traffic	<p>Notify agency concerned if serious injury is involved.</p> <p>If a fatal or serious injury collision and County, on-duty permittee or contract city is involved, immediately notify Traffic Services Detail for possible response by Traffic Collision Response Team.</p> <p>Code as applicable:</p> <p>470 - Collisions, Traffic - Fatal. 471 - Collisions, Traffic With Injury.</p>
--Employee of Sheriff's Department	CHP-555 URN 47	Station Patrol Traffic	<p>If employee on duty when injured, also prepare Form SH-AD-92, SH-AD-665, and SH-R-257.</p> <p>Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) or any substantial property damage for possible response by the Traffic Collision Response Team. If no injury to parties, see Miscellaneous Administrative Procedures, Volume 3 chapter 9.</p> <p>If employee is off duty and prosecution of the employee may result from the collision, immediately advise the Watch Commander and Unit Commander, and Traffic Services Detail for review and monitoring of the investigation.</p> <p>Code as applicable, see above.</p> <p>If Deputy injured in the line of duty, also complete Form SH-CR-563.</p>
Injury to person			See "Person Injured."
Property damage involved			See "Property Damage" and Volume 5, chapter 5, for line procedures.
School bus involved			<p>Notify CHP School Bus Detail immediately by phone. CHP will normally handle the investigation. If CHP requests, Station patrol traffic will handle and send one copy of report to CHP. If Station handles, use CHP-555, priority 47, retention (9).</p> <p>Code as applicable.</p>

4-06/049.00
COLLISIONS,
TRAFFIC--IN
OTHER
AREAS

Another crime
involved

Damage to Sheriff's
vehicle in non-
contract city
(includes
permittee vehicles on
County business)

In unincorporated
area

For line procedures, see Volume 5, chapter 5; also,
Volume 3, chapter 9.

In all traffic collision cases when there is another
crime connected with the traffic collision but not a
part of the collision itself (e.g., robbery, possession
of narcotics, carrying concealed weapons, etc.),
the crime report and supplements to it shall be
under a separate URN. The Traffic Collision
Report (CHP-555) and the crime report shall be
cross-referenced.

See section on "Property Damage Resulting from
Collisions" under Department vehicles for special
instructions governing County vehicles and
vehicles used on County business by permittees.

Immediately notify the Traffic Services Detail on all
traffic collisions that are a result of code 3 pursuit
operations.

Designate SRD to the concerned Area
Commander on code 3 collisions.

See "Property Damage" and Volume 5, chapter 5,
for line procedure.

CHP shall handle all traffic collisions in these
areas, including collisions on freeways in contract
cities and those involving Department vehicles.

Immediately notify the Traffic Services Detail on all
traffic collisions involving an on-duty employee
resulting in ANY bodily injury (including complaint
of pain or substantial property damage) for
possible response by the Traffic Collision
Response Team.

A Sheriff's Unit need not respond to a traffic
collision in unincorporated areas unless one of the
following circumstances is involved:

- this Department receives a specific
request from CHP to assist on the traffic
collision (e.g., extended ETA, serious
injury, etc.);
- an alleged hit and run fatality is reported
under circumstances which raise doubt
that the death was accidental or
attributable to the collision;
- Sheriff's personnel or vehicles are

- involved; and
- violations of the Penal Code or County Ordinances exist in conjunction with the collision.

Sheriff's Department vehicle involved in fatal collision in unincorporated area
 SH-AD-665
 SH-R-257
 SH-R-49
 URN
 47

Homicide Bureau
 A

CHP will handle normal collision reporting. Notify Homicide Bureau immediately in all cases wherein a fatality has occurred or is imminent. The required first report shall be a narrative explanation of the collision. Also, see "Property Damage."

Immediately notify the on-call Traffic Services Detail Sergeant for possible response by Traffic Collision Response Team.

Code 470 - Collision, Traffic - Fatal.

Follow procedures outlined in Volume 5, chapter 5.

4-06/050.00
COMMUNITY
RELATIONS

See under appropriate crime classification

Any member of this Department who becomes aware of a potentially explosive situation in any area of the County, or who senses that a problem is developing which might be prevented by action of the Sheriff's Headquarters Bureau, shall submit information in writing, through channels, to that Bureau.

When field Units require the assistance of a member of the Sheriff's Headquarters Bureau at the scene of an arrest or incident, the request is to be made directly to that Bureau. When adults or juveniles are involved in cases coming to the attention of this Department and investigation reveals conflict with radical, religious, ethnic or minority groups, designate SRD to Sheriff's Headquarters Bureau.

Cases handled in the field shall be the subject of a memo to the Unit Commander, and a copy of the memo shall be forwarded to Sheriff's Headquarters Bureau.

4-06/055.00
COMPUTERS

Automatic Teller Machines (ATMs)
 SH-R-49
 URN
 08 or 38

Station/Unit Detective
 A

An Incident Report shall be taken from a representative of the agency maintaining the ATM when a theft either by unlawful use of an "Access Card" or by malicious vandalism when the incident occurs in the jurisdiction of this Department. Enter access card number into Automated Property System (APS).

Code 089 - Grand Theft, Other.
 Code 389 - Petty Theft, Other.

Automatic Teller Machines (ATMs), Theft of	SH-R-49 URN 07 or 08	Major Crimes Bureau/Metro A	Theft of an actual ATM Machine, in total. Immediate notification to Major Crimes Bureau. Metro Detail will respond. After hours notification to the Metro Detail Lieutenant through Sheriff's Headquarters Bureau.
Computer/Theft by Use of			See "Theft, Petty/Grand."
Data/Information and Computer Networks/System	SH-R-49 URN 33	Forgery/ Fraud Detail A	Deputy taking report shall immediately notify Forgery/Fraud Detail. After hours notification shall be made through Sheriff's Headquarters Bureau. Refer to 502 PC, which includes: Unauthorized access, Alteration, Deletion, Damage, Destruction, Disruption. NOTE: 502 PC is not to be used for incidents involving Automatic Teller Machines. See "Automatic Teller Machines." Code: 339 - All Other Felonies.

**CONFIDENTIAL
REPORTS**

See section 4-01/020.60.

**4-06/060.00
CONSPIRACY**

SH-R-49
URN
32

Station/Unit
Detective

A

Code 322 - Conspiracy.

**CONSTITUTIONAL
RIGHTS**

See Volume 5, chapter 7.

**4-06/062.00
CONSUMER
FRAUD**

Consumer
Complaints

SH-CR-569
(English) or
SH-CR-569A
(Spanish)
11

Forgery/
Fraud
Detail

A

When it appears that immediate action by patrol is
inappropriate, request complainant to complete the
Consumer Fraud Questionnaire.

Refer to line procedures, Volume 5, chapter 9.

Code as applicable.

4-06/070.00
CORRESPONDENC
E

If a record is desired of outgoing correspondence from the Department, an URN will be assigned if there is not a file number for reference.

Examples of use are:

Letters of clearance,
Immigration and passport,
Disposition desk correspondence,
Transmission of legal papers to County
Counsel's Office.

Priority 44 and retention, as applicable.

Code 440 - Other - Noncriminal.

4-06/075.00
COUNTERFEIT

SH-R-49
URN
30 or 31

Station/Unit
Detective

A

(Currency, coins,
U.S. Warrants, etc.)

Mail copy of report and any small quantity (\$200 or less) of counterfeit notes to local office of the U.S. Secret Service. Comply with special instructions from Secret Service concerning the mailing of larger quantities.

Telephone information to local office, Duty agency, for any of the following:

- Arrests or detentions for passing or possessing counterfeit money;
- Any situation involving the passing or finding of two or more counterfeit notes;
- Any situation, even if only one counterfeit note is involved, where there are current investigative leads such as license number or name of suspect; and
- Any information received relating to individuals involved in a counterfeit operation.

DOJ requires MO data.

Code 302 - Counterfeiting - Federal Documents

Code 308 - Federal Offenses - Not involving money.

Code 316 - Federal Offenses - Involving money.

4-06/080.00
COURTESY
REPORTS

For Other Agencies

See under
appropriate
crime
classification

A

For more general information, see under section 4-01/020.35 and section 4-01/060.10.

All reports taken for agencies other than the Department will be the same assignment and URN as active cases for our own Department.

Do not assign to other agencies. Notify the other agency of the report as soon as possible on routine

matters. In situations of an emergent nature, an immediate telephonic notification shall be made to the concerned agency. Report to be headed "Courtesy Report for _____ Department." Make a note at the end of report stating "Copy to _____," and indicate whether copy was mailed or a JDIC message sent. Prior to inactivating the report, the Sheriff's Unit receiving the case assignment shall follow up the case to ensure that the concerned agency has received a copy of the report and is handling the investigation. Such information shall be indicated in the supplemental report.

When a stolen vehicle report is involved, it is the responsibility of the Station/Unit taking the courtesy report to enter the vehicle into SVS, (refer to section 5-01/040.00 Courtesy Stolen Vehicle Reports), send the report via JDIC to the other police department and mail the original signed copy of Form CHP 180, along with a copy of the message sent to SVS, to them.

Under certain limited circumstances, it is necessary for Stations/Units to enter courtesy stolen vehicle reports into SVS using the Station's/Unit's ORI and CLETS mnemonic. In order for these vehicles to be removed from SVS (for re-entry into SVS by the handling agency), the concerned agency must send a removal request via JDIC teletype.

These teletypes must minimally include:

- agency sending request;
- description of vehicle to be removed;
- reason for the removal of the vehicle from SVS; and
- person authorizing the removal request and their phone number.

NOTE: The only person authorized to request this removal are auto theft detectives and Station/Unit Watch Commanders.

A copy of this removal teletype shall be retained with the courtesy stolen vehicle report.

NOTE: Do not accept reports on cases involving embezzled or fraudulently obtained vehicles - refer victim to correct agency.

For other L.A. Sheriff's Stations/Units

See under appropriate crime classification

A

Prepare as though a Station/Unit case, assign URN from concerned Station/Unit and mark "Courtesy Report for _____ Station/Unit." Hand-deliver these reports, when necessary, to concerned Station/Unit for court or other expedient reason.

When a stolen vehicle report is involved, mark the

Form CHP 180 "Courtesy Report for _____ Station/Unit," assign URN from concerned Station/Unit and send JDIC message of Form CHP 180 to concerned Station/Unit. Enter stolen data to SVS under code number for concerned Station/Unit and notify concerned Station/Unit that entry has been made and content of message to SVS.

Original of Form CHP 180 is to be imaged with copy of message to SVS.

If other than above, mail copies to concerned Station/Unit.

From other agencies

See under appropriate crime classification

A

Report is made up in Sheriff's format from other agency's report and assigned an URN.

If applicable, enter into SVS.

CURFEW

See "Loitering."