

**CASE ASSIGNMENT AND REPORTING**  
**VOLUME 4 - CHAPTER 21**  
**LETTER "R"**

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
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**4-21/005.00**  
**RACIAL,**  
**RELIGIOUS, OR**  
**POLITICAL**  
**CONFLICT**

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 law enforcement action, has the duty to take whatever immediate action may be required to defuse the situation. This action shall include immediate notification to appropriate Department personnel by way of an operational log entry through the Sheriff's Headquarters Bureau. After appropriate and necessary immediate action has been taken, a comprehensive memo regarding the incident shall be forwarded, through channels, to Major Crimes Bureau.

A copy of all reports of racially, religiously or politically motivated vandalism/violence cases shall be sent to Major Crimes Bureau and Management Information Services, in addition to other distribution.

When field Units require the assistance of a member of the Sheriff's Headquarters Bureau at the scene of an arrest or incident which has attracted media interest, the request is to be made directly to that Bureau.

When adults or juveniles are involved in cases coming to the attention of the Department and investigation reveals conflict with racial, religious, ethnic, political or minority groups, designate SRD to Sheriff's Headquarters Bureau and Major Crimes Bureau.

Cases shall carry the appropriate crime classification and shall not show a classification of "Community Relations."

Cases handled in the field shall be the subject of a memo to the Unit Commander and an operational log entry made through Sheriff's Headquarters Bureau.

NOTE: Copy of report or memo to  
Station/Unit crime prevention officer.

**4-21/010.00**  
**RADIOACTIVE**  
**MATERIALS**

For line procedures, see Volume 5, chapter 6.

Exposure to	SH-R-49 URN 44	Station/Unit Patrol  A	Immobilize and isolate all personnel or citizens who feel that they may have been contaminated with radioactive source.  Submit SH-AD-92 to Return to Work Unit, if Sheriff's employee exposed to material.  Code 440 - Other - Noncriminal.
Found capsule container	SH-R-49 URN 44	Station/Unit Detective  A	In all incidents where it is suspected that radioactive materials are involved, personnel will proceed as though radioactivity is present until a radiological evaluation is made.  Code 442 - Found Property.
Theft, threatened use of	SH-R-49 URN 08 or 38	Arson/ Explosive Detail	See Nuclear Bomb or Device under "Bombs."  Code as applicable.
<b><u>4-21/015.00</u></b> <b><u>RAPE</u></b>	SH-R-49 URN 02	SVB  A	For release of victim information policy, refer to Miscellaneous Line Procedures chapter - Sex Related Crimes.  MO data required on 261(2) and 261(3) PC.  Select the appropriate codes from the following list:  Code 021 - Rape by Force, Female, 18 years of age and older. Code 022 - Attempt Rape by Force, Female, 18 years of age and older. Code 023 - Rape by Force, Female, under 18 years of age. Code 024 - Attempt Rape by Force, Female, under 18 years of age. Code 025 - Rape by Force, Male, 18 years of age and older. Code 026 - Attempt Rape by Force, Male, 18 years of age and older. Code 027 - Rape by Force, Male, under 18 years of age. Code 028 - Attempt Rape by Force, Male, under 18 years of age.  For statutory "rape," see Code 121.  Also see Code 121.  NOTE: See Volume 5, chapter 9, for policy and procedure when handling a crime of rape.
Occurring within a county park or recreational facility	SH-R-49 URN 02	SVB  A	
<b><u>4-21/020.00</u></b>	SH-R-49	Station/Unit	

**RECEIVING  
STOLEN  
PROPERTY**

URN  
29

Detective

Code 290 - Receiving Stolen Property.

A

Information

SH-AD-32A

Direct memo to Station/Unit detectives.

**4-21/025.00  
RESCUE -  
MOUNTAIN**

SH-R-49  
URN  
40

Station/Unit  
Coordinator

Case file may be made inactive if the victim is rescued prior to the submission of the first report.

A/I

Designate SRD copy to the Emergency Services Detail. In those cases of mountain rescue where the victim resides in the state, outside Los Angeles County, the report shall contain the man-hours used (by rank) of all Deputy personnel. If emergency overtime is granted, number of hours granted, equipment used, equipment and supplies expended or lost shall be reported. Two copies of the report shall be sent to Fiscal Administration for billing and recovery of expenses in excess of \$100 per 26614.5 of the Government Code. Refer to Emergency and Disaster Chapter.

I

NOTE: Supplies expended includes food served to rescuers.

Code 400 - Adult, Missing, Lost or Found.

Code 402 - Child, Lost, Runaway or Missing.

**4-21/030.00  
RESERVE  
DEPUTIES**

On any incidents in which Reserves are involved as victims, suspects or informants, or on Reserve Forces Headquarters reports, designate SRD to Reserve Forces Bureau.

**4-21/035.00  
RESISTING PUBLIC  
OFFICER**

SH-R-49  
URN  
14

Station/Unit  
Detective

Principal Deputies only shall be listed as victims.

A

Code 145 - Resisting Officers.

**4-21/040.00  
RESTRAINING ORDERS**

SH-R-49URN

Station/Unit Patrol

When a Deputy verifies that a Temporary Restraining Order (TRO) exists but cannot verify proof of service or prior knowledge of the order by the suspect, the Deputy shall advise the suspect that he has now been served and that any violation of the order will result in arrest.

Unable to verify proof of service

A report shall be taken even if the suspect complies after being advised of the TRO.

The Deputy is responsible for updating the Station's/Unit's copy of the TRO to indicate that the suspect was advised of the TRO.

SRD to the court which issued the TRO.

Code as applicable.

For additional information see Volume 5, chapter 9.

NOTE: If the TRO involves domestic violence, use a 5 retention on reports.

**RIOT, ROUT,  
UNLAWFUL  
ASSEMBLY**

See "Civil Disturbances."

**4-21/045.00  
ROBBERY**

Issue emergency local radio broadcast at the scene. Issue local broadcast as soon as possible via the Station/Unit secretary. Notify the appropriate detectives at once.

In robberies of businesses, list the business as victim number one.

When investigating robberies within or adjacent to a person's residence, special inquiry must be made about the victim's activities preceding the crime. This inquiry is necessary to determine the method of targeting the victim for this crime. Attempt to determine if the victim was at a card club, restaurant, etc. and was there any display of wealth, i.e., high value vehicles, jewelry, etc.

Murder committed during a robbery shall be a concurrent assignment with the listed Unit and Homicide Bureau and coded for murder.

Select appropriate codes from the following list:

Robbery	
<u>03 - Weapon</u>	<u>04 - Strongarm</u>
031 Highway, etc.	041
032 Commercial House	042
033 Service Station	043
034 Convenience Store	044
035 Residence	045
036 Bank	046
037 Other	047
038 Carjacking	048
039 Cargo Hijacking	049

Armored car, Bank, SH-R-49  
credit URN  
union, savings & loan 03 or 04  
assoc.,  
finance company

Major Crimes  
Bureau/Metro

Immediate notification to Major Crimes Bureau.  
Metro Detail will respond.

After duty hours notification to the Metro Detail  
Lieutenant through Sheriff's Headquarters Bureau.

Hijacking	SH-R-49 CHP-180 URN 03 or 04	Major Crime Bureau/Cargo CATs  A	<p>Hijacking is the taking of cargo in transit from a commercial carrier by means of robbery of the driver or other person having custody or control of the cargo. "In transit" status commences when cargo is loaded aboard a commercial carrier at point of origin and terminates when cargo is off-loaded at the point of final destination.</p> <p>The type of freight stolen shall be described in detail on the SH-R-49 and briefly on the CHP-180(s).</p> <p>Complete a CHP-180 for each separately licensed piece of equipment (truck, tractor, trailer, semi-trailer, chassis, auxiliary dolly): however, use one file number only.</p> <p>The carrier is usually the primary victim.</p> <p>Major Crimes Bureau - Cargo CATs investigators will respond to all cargo hijackings. Contact Major Crimes Bureau- Cargo CATs Team Sergeant after duty-hours contact through Sheriff's Headquarters Bureau.</p> <p>Issue local radio broadcast at the scene. As soon as possible, send CLETS bulletin and/or JDIC message via Station/Unit secretary. Immediate notification to be made to Major Crimes Bureau/Cargo CATs.</p> <p>NOTE: On SVS entry include notation "Cargo involved; if located, contact LASD Major Crimes Bureau/Cargo CATs via telephone" in the Miscellaneous Field.</p> <p>Fax report to Major Crimes Bureau/CargoCATs at (310) 639-1070.Code 039 - Robbery, Weapon, Cargo Hijacking.</p> <p>Code 049 - Robbery, Strong-Arm, Cargo Hijacking.</p>
Major markets/major department stores (Major is defined as four or more cash registers.)	SH-R-49 URN 03	Station/Unit Detective  A	<p>Immediate notification to Metro Detail on high-dollar, high-profile, and unique item losses, and extremely violent take-over style robberies.</p> <p>After duty hours notification to the Metro Detail Lieutenant through Sheriff's Headquarters Bureau.</p> <p>Code as applicable.</p> <p>SRD to Major Crimes Bureau.</p>
Occurring within a county park or recreational facility	SH-R-49 URN 03 or 04	Parks Detectives  A	
Other	SH-R-49 URN 03	Station/Unit Detective	Immediate notification to Metro Detail on high-dollar, high-profile, and unique item losses, and extremely violent take-over style robberies.

Pattern/Series		A	<p>After duty hours notification to the Metro Detail Lieutenant through Sheriff's Headquarters Bureau.</p> <p>SRD to Major Crimes Bureau.</p> <p>Code 037 - Robbery, Weapon.</p> <p>Code 047 - Robbery, Strongarm or as applicable.</p> <p>Two or more robberies in Sheriff's jurisdiction which are apparently committed by the same suspect(s).</p> <p>After a series is detected, Major Crimes Bureau will evaluate and may assume primary assignment.</p> <p>Master file number to be drawn by Major Crimes Bureau or station/Unit detective unit assigned the pattern/series case.</p>
U.S. Postal Service, all jewelry store robberies	SH-R-49 URN 03 or 04	Station/Unit Detective	<p>Immediate notification to be made to Station/Unit Detectives.</p>
		A	<p>Immediate notification to Metro Detail on high-dollar, high-profile, and unique item losses, and extremely violent take-over style robberies. After duty hours notification to the Metro Detail Lieutenant through Sheriff's Headquarters Bureau.</p> <p>SRD to Major Crimes Bureau.</p> <p>Copy to the FBI.</p> <p>Code as applicable.</p>