



TITLE: CRIMINAL INVESTIGATION
ARREST AND TRACKING
NOTIFICATION PROCEDURES

ROUTING
All Department Employees

NUMBER: 15-007

ISSUER: Office of the Chief of Police

DATE: September 2, 2015

PURPOSE: Establishes a protocol for LASPD employees to notify the Criminal Investigation Section (CIS) of an adult in custody or juvenile detained arrest.

FILING GUIDELINES: CIS Detectives are responsible for filing criminal cases throughout various judicial courts based on the jurisdictional law enforcement area and criminal violation(s). Case filings must be submitted within the established timelines for immediate filing consideration by the appropriate judicial court.

OFFICERS RESPONSIBILITY: Officers shall notify the Watch Officer, Watch Sergeant or Watch Commander when an adult is in custody or a juvenile is detained, as outlined is the Criminal Investigations Section “Detained / In Custody Arrest Notification Guidelines,” (Attachment A). The notification shall include the following information;

- Arresting Officer(s) Name/Division
- Date and Time of Arrest
- Name and Date of Birth of the Arrestee(s)
- Arrest Charge
- Location of Arrest
- Report and/or Booking Number

Arrest notifications that meet the requirements shall be made on the same day of the arrest and without unnecessary delay.

INSTRUCTIONS: The Watch Commander’s Office shall maintain a daily Arrest Notification Log which can be accessed through the Department’s Filemaker Pro database. The database will generate a daily report, Monday through Friday. (Monday reports will reflect arrests from Friday, Saturday and Sunday). The report will be automatically distributed, via LASPD email, to the CIS Commanding Officers, Supervisors and Criminal Investigations Detective personnel.



LOS ANGELES SCHOOL POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



When officers make notifications of an arrest AND the arrest charge and jurisdictional area meet the guidelines for CIS detective filing, as outlined in the Criminal Investigations Section "Detained / In Custody Arrest Notification Guidelines," (Attachment A), the Watch Officer, Sergeant or a Supervisor shall make an entry into the database for distribution.

PROCEDURES:

For criminal filings handled by LASPD, officers shall leave the original arrest paperwork in the Arrest Report In Box at LASPD Headquarters or in the Arrest Report In Box at their respective LASPD Divisions.

RELATED RESOURCES:

Criminal Investigations Section, Detained / In Custody Arrest Notification Guidelines (Attachment A)

ASSISTANCE:

If you have additional questions, contact the Office of the Chief of Police (213) 202-4509.