

## CHAPTER XIV – Records

### 14/1 LAWA Police Correspondence

### 14/2 Records Section

**Note: The following procedures shall be followed at all LAWA airports, except when indicated.**

#### 14/1.1 Procedures

- A. Distribution
- When the Department generates correspondence that is to be distributed to different groups within the Department, the following distribution codes shall be used:
- "A" Director of Airports Operations through all Division offices, sections, units, and details.
- "A-1"- "A" excluding civilian units and personnel.
- "A-2"- "A" plus Human Resources Division.
- "B" All LAWA Police Offices, sections, units, details.
- "B-1"- All sworn LAWA Police personnel. Excludes civilian units and personnel.
- "C" Commanding Officers. (Commanding Officers may be required to disseminate within a Section as may be indicated by nature of the document).
- "D" All sections, units and details within the LAWA Police.
- "D-1"- "D" excluding civilian sections, units or personnel within Division.
- "E" All employees in the LAWA Police. (May be used for Special Orders, etc.).
- "F" Files only: LAWA Police, and employee.
- B. Correspondence Procedures
- The procedure for inside and outside LAWA Police correspondence shall be in accordance with the following guidelines:
1. All correspondence from the LAWA Police to any outside agency (including Los Angeles World Airports Divisions or Units) shall be signed by the Chief of Airport Police.
  2. All correspondence from one unit inside the LAWA Police to another single unit inside the LAWA Police shall be signed by the Section Commander sending out the correspondence.
  3. All correspondence which affects more than one Section inside the LAWA Police shall be signed by the Chief of Airport Police.
- Any personnel who wish to reply to another agency or unit outside the Professional Standards Section shall have the correspondence reviewed by the Section Commander. Records Unit shall prepare the letter for mailing and distribution to appropriate parties.

#### 14/2.1 File Maintenance

- A. Chronological Correspondence File
- Chronological correspondence file folders shall contain copies of all incoming and outgoing office correspondence. The files shall be made available to Watch Commanders to make them aware of the LAWA Police's daily operation. Citizen's complaints, grievances and disciplinary records shall not be included in this file.
- B. Supervisory Records
- No LAWA Police Officer shall have access to the supervisory files, without first receiving permission from the unit supervisors, a section commander, or the Chief of Airport Police.

#### 14/2.2 Obtaining Arrest and Criminal Records for Human Resources Division

Periodically, the Airport Human Resources Division requests assistance in obtaining the arrest and criminal record information on Department employees. This information has included criminal histories, copies of police reports and current case dispositions. It shall be the policy of the LAWA Police to assist the Human Resources Division in obtaining police records, court dispositions and other information. However, providing information from Criminal Intelligence Index (CII) Criminal History Rap Sheets for employment purposes is prohibited.

- A. Release of Arrest and Criminal Records Information
1. All HR Requests for information shall be directed to the Office of the Chief of Airport Police.
  2. The Chief's Office will provide the Airport Human Resources Division with copies of any report taken by LAWA Police personnel.
  3. For those reports taken by other outside law enforcement agencies, the Airport Human Resources Division shall forward their request directly to the concerned agency. The Chief's office shall assist the Airport Human Resources Division in obtaining the report number and any other information necessary to obtain the report.
  4. The Airport Human Resources Division shall be assisted in obtaining Case and Docket Numbers. Dispositions or copies of Dockets shall be requested directly from the Court by the Human Resources Division.
- In emergencies, LAWA Police may release information to Personnel by phone.
- B. CII Criminal Rap Sheet
- Information from the CII Criminal Rap Sheet is for enforcement use only. This information shall not be released outside of the LAWA Police.

## CHAPTER XIV – Records

### 14/2.3 Procedures for Records Retention

#### A. General

Whenever documents are to be sent to the Retention Center, the following guidelines shall be adhered to:

1. Only standard Record Storage boxes shall be used for record retention. These boxes are available from Records Unit.
2. Documents with various retention periods shall not be placed together in the same box. A Records Retention Schedule is available from Records Unit.
3. Binders, pamphlets or hanging files of any kind shall not be placed in the box. Only standard file folders, legal or letter size shall be placed in the box.
4. Boxes shall not be over packed. The box lid should close properly.
5. When appropriate, a detailed list of documents stored in the box should be kept by the Unit or Section preparing the box.
6. No more than one (1) year of documents shall be placed in each box. The Retention Center does not separate material in boxes and will destroy all the documents at the same time.

#### B. Records Unit Responsibilities

Upon receiving the box, Records Unit personnel shall:

1. Mark the box on all four sides with the next available Box number;  
**Note: Boxes are numbered in a sequential order to differentiate boxes stored by LAWA Police from those stored by other Divisions.**
2. Prepare the Record Transfer List paperwork and forward it for approval and signature.
3. Contact the Retention Center to arrange pickup of the boxes when the paperwork is returned to Records Unit.
4. Retain a copy of the signed paperwork in the Records Retention Log Book according to the Unit storing or type of documents stored.

### 14/2.4 Academy and Field Training Program File Maintenance - LAWA/LAX

#### A. Information

##### Definitions

**Academy Files** - Defined as any documentation of training of a recruit who successfully completes a Basic Police Academy at any California State POST approved Police Academy.

**Field Training Program (FTP) Files** - Defined as any documentation of training of a probationary officer by Field Training Officers while he/she is participating in the Field Training Program.

Record retention of both Academy and FTP files is important for tracking a Police Officer's training. Therefore, both of these files will be integrated into one file and permanently retained by the City of Los Angeles.

#### B. Procedures

##### 1. Academy Files

Academy Files received by the LAWA Police shall be forwarded to the Field Training Officer Program Manager. These files shall be integrated and maintained with the probationary officer's FTO File.

##### 2. FTP Files

The Field Training Program Manager is responsible for the maintenance and retention of the FTP file until the probationary officer completes, or is terminated from, the Field Training Program. The FTP file is then forwarded to Records Unit.

Records Unit will retain the FTP file for a period of six (6) months. At the conclusion of this period, the file shall be forwarded to the Records Retention Center for permanent retention.

### 14/2.5 California Public Records Act (CPRA) Compliance Policy

#### A. Policy

LAWAPD is routinely asked to release information, documents and materials that include crime statistics, policing procedures, personnel records, security credentialing data, and various incident records. When a member of the public—a citizen, a media outlet, or any number of other entities—requests any type of information, LAWAPD's response must be in compliance with the CPRA. Because some provisions of the CPRA are subject to interpretation, LAWAPD's compliance policy provides guidelines to ensure consistent, compliant, and responsible practices and enables employees to understand what should or should not be released upon request and what requires further management or legal review.

While the CPRA encourages public agencies to release as much as is possible in the interest of transparency, many law enforcement files are exempted. The CPRA exempts "records of complaints to, or investigations conducted by, or records of intelligence information or security procedures of " ... **any state or local police agency, or any investigatory or security files compiled by any other state or local police agency**" (§6254f). This may include incident reports, Daily Field Activity Reports, deployment documents, and strategy documents. The CPRA also specifically exempts some documents related to terrorist attack preparedness and critical infrastructure protection. Essentially, while the CPRA mandates that certain information be released in some circumstances, in all other cases, it will be LAWAPD's policy to assert all available and justifiable exemptions to the law and withhold requested information.

When a CPRA exemption does not apply, the information must be released in whatever format it is maintained, including paper records, computer files, and audio and video tapes. Unless requested by the court or another law enforcement agency, home contact information will be redacted to protect the privacy of involved parties. The majority of LAWAPD's CPRA responses, including determining whether to withhold, redact or release information, will be coordinated by the LAWAPD Custodian of Records and the Chief of Airport Police.

## CHAPTER XIV – Records

- B. Procedures
1. Requests for Security Credential Database Information

Requests for information generated through LAWAPD's Security Credential databases are submitted on the Request for Release of Security Credential Information Form directly to the Security Credential Section. The policies and procedures regarding this type of information release are identified on the above-referenced form. In addition, the Security Credential Section provides the Executive Assistant Chief with pertinent information regarding what was requested prior to release.
  2. Officer Response to Requests from Members of the Public or Media in the Field

The LAWAPD Police Manual contains guidelines for Officers on responding to requests for information received in the field. Media requests are directed to the LAWAPD Police Public Information Officer. General public requests are directed to the CPRA Compliance Desk.
  3. Requests for Release of Airport Police Information from Law Enforcement Officers

While requests for information from law enforcement officers (LEO) acting within the scope of their official duties are not governed by CPRA §6252b, a request from a LEO still requires scrutiny to protect LAWAPD from potential liabilities. LEO's seeking information from the Security Credential database will be directed to the Security Credential Section for processing. Requests for information from a LEO will be processed according to LAWAPD's LEO-to-LEO Information Release Policy which includes making positive identification of LEO status and determining if the LEO is acting in an official capacity.
  4. Requests for Release of Airport Police Information - Media

Requests for information from the media are processed exclusively through the Office of the Chief of Airport Police's Public Information Officer (PIO). Requests must be submitted in writing or via email. The PIO will analyze each request on a case-by-case basis to determine what information may or may not be released and what may be released with redaction. Upon receiving a request for information, the PIO will provide pertinent information to the Deputy City Attorney, the Deputy Executive Director of Airports and Security, the Deputy Executive Director of Airport Law Enforcement and Protection Services, LAWAPD Command Staff, and the Public Relations Division Head. The PIO, with other LAWAPD units as needed, will compile the requested information. Prior to releasing any information to the media, the PIO will request the Deputy City Attorney review each proposed release, provide the above-listed individuals with an email notification with pertinent information, and will maintain an electronic copy of the pertinent information.
  5. Requests for Release of Airport Police Information - Non-Media

Requests for the release of LAWAPD information from members of the public not associated with the media may be submitted in writing using the attached Request for Release of Airport Police Information Form. If a request is made in person, the requestor may receive a copy of the form at the station's front desk. At the front desk, the LAWAPD employee will assist the requestor in completing the form, if needed, and then forward the form to the CPRA Compliance Desk in the Records Unit.

LAWAPD will provide the requestor with case and/or incident numbers if asked, but no other information will be released until the CPRA Compliance Desk has determined if the requested information is eligible for release. If the CPRA Compliance Desk determines that a request falls outside the scope of LAWAPD's CPRA compliance policy, the matter will be referred to LAWAPD's Custodian of Records. LAWAPD's Custodian of Records, in conjunction with the PIO, and the appropriate Commanding Officer will apply the provisions of the CPRA to determine on a case-by-case basis what information is eligible for release. If additional review is not required, the CPRA Compliance Desk will determine if responsive records exist. If they do exist, the CPRA Compliance Desk will apply the policies contained herein to determine if the requested information is eligible for release and will respond using the appropriate response template.
  6. Timeline for Information Release

The CPRA Compliance Desk will respond to requests within ten (10) calendar days (or the following Monday, if the tenth day falls during a weekend). If additional time is needed to respond to the request, the CPRA Compliance Desk will file a request for an extension in writing with the requestor. The request for an extension will specify the date that a record will be available, and the date can not exceed 14 calendar days (or the following Monday) from the expiration of the initial 10-day deadline. Per CPRA §6253c, only specific conditions allow for the filing of extension, such as the need to retrieve documents from field facilities or consult with other agencies, and all efforts must be made to fulfill requests within the initial 10-day period.
  7. Redactions

When providing requestors with copies of documents that do not qualify for exemptions, LAWAPD will redact the home addresses and telephone numbers of all involved parties. As required, LAWAPD will notify the requestor of the redaction and state the reason for redaction and cite the appropriate CPRA section. The redaction of crime reports is allowed under CPRA §6254f, and §6255 permits withholding all or part of a record if the public interest served by non-disclosure outweighs the public interest in disclosure such as maintaining a citizen's privacy.
  8. Notice of Redaction

If LAWAPD redacts some of the requested information, the requestor will receive a written notification that states the reason(s) and the relevant CPRA section(s).

## CHAPTER XIV – Records

9. Notice of Nondisclosure
- If LAWAPD asserts an exemption for some or all of the requested information, LAWAPD will provide the requestor with written notification that states the reasons and the relevant CPRA section(s).
10. Method of Information Release
- With few exceptions, requested information must be provided in the form in which it is maintained. For paper files, if responsive records exist and do not qualify for an exemption, LAWAPD's preferred method of release will be to copy and mail the information to the requestor. However, per CPRA §6253, once LAWAPD has had sufficient time to locate, retrieve, and to determine if the information is eligible for release, LAWAPD must allow the requestor to personally inspect eligible records during the agency's normal office hours in the presence of an agency representative. CPRA permits local agencies to charge for requested documents and to be compensated for some costs associated with electronic information creation, location and retrieval. However, LAWAPD does not elect to charge for released documents at this time.
11. Document Retention and Destruction
- To provide quality customer service, LAWAPD will release any eligible record, regardless of the age of the document, including records stored at LAWAPD and those stored remotely at the LAWA Records Retention Facility. The CPRA does not specify schedules for document retention or document destruction; therefore LAWA's document retention schedule will apply. This schedule is in compliance with Los Angeles Administrative Code Chapter 12, which directs the destruction of city documents in accordance with state law. In general, documents are retained for 10 years and then destroyed.
12. Challenges to LAWAPD's CPRA Compliance Procedures
- Although LAWAPD's CPRA Compliance Procedures are intended to ensure LAWAPD acts within its rights and obligations regarding the release of public documents, when LAWAPD refuses a request, the requestor may elect to challenge the determination. The refusal can be challenged in court, or overridden with a subpoena or court order.
- Requestors wanting to challenge an exemption or force the release of a document are to be referred to LAWA's City Attorney's Office.
13. LAWAPD's CPRA Compliance Procedures Regarding Specific Requests
- A number of factors determine to whom and in what circumstances certain information may or may not be released. While the identity of the requestor may affect the determination, the purpose of the request may not be a factor in the determination, per CPRA §6257.
14. Request for Non-Investigatory Files
- Except as otherwise exempted by the CPRA and other laws, LAWAPD will release non-investigatory files, such as traffic collision reports, injury reports, and reports of property damage (with home address and contact information of involved parties redacted) to all requestors.
15. Requests for Incident Reports
- Per CPRA §6254f, no agency is required to release "records of complaints to, or investigations conducted by, or records of intelligence information or security procedures of ... any state or local police agency". As such, LAWAPD will refuse requests for this information. LAWAPD compliance policy asserts available and justifiable exemptions for all "investigatory" files. Pursuant to this, LAWAPD will decline to release, except as otherwise provided:
- Crime reports
  - Lost Property reports written on the "Preliminary Investigation Report" form
  - Arrest reports
  - Complaint Applications
  - Property reports
  - Investigations of possible PUC violations reported on the "Employee's Report" form
- Even though LAWAPD is entitled to refuse to release these types of documents, some information must be made available to requestors. When responding to a request of this kind, the CPRA Compliance Liaison will use the Notice Regarding Request For An Investigatory File (Non-Victim), which lists the information that must be made public.
- Per CPRA §6254f, the only persons who should receive such documents are "the victims of an incident, or an authorized representative thereof, an insurance carrier against which a claim has been or might be made, and any person suffering bodily injury or property damage or loss as the result of the incident". If an incident report is released to these parties, officer analysis and conclusions are redacted, as are home address and contact information for involved parties.
16. Requests for Arrest Reports
- Although most information within an arrest report is exempt from disclosure to anyone but victims and their representatives, some limited information, known as "9-line" or blotter information, which is a limited summary of the arrest and the arrested party, is public and must be released to any requestor. LAWAPD will release "9-line" information on a standard-template form letter to be mailed to requesting parties. Like other crime reports, victims and their representatives and those suffering injury or loss as a result of the crime will receive redacted copies of the report upon their request.
17. Requests for Security-Related Information
- LAWAPD will assert exemptions for the release of security-related information as allowed in CPRA §6254f. Security information includes, but is not limited to, deployments, terrorist attack preparedness, and policing strategies.
18. Requests for Personnel Information
- Per CPRA §6254c, employee contact information and "personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy" are not eligible for release. In addition, per CPRA §6254u, home addresses and telephone numbers of peace officers are confidential and exempt from disclosure.

Revised: January 2011

## CHAPTER XIV – Records

Background packages, internal affairs investigations, and injury on duty documents are considered personnel files and will not be released, per CPRA §6254c.

19. Requests for Reports Involving Child Abuse

California Penal Code §11167.5 addresses the release of reports involving child abuse. It is a misdemeanor to release reports involving child abuse to anyone except specific parties, as listed in the relevant penal code section. Members of the public, including the victim(s) and/or the parent(s) of the victim(s), are not entitled to receive copies of reports that involve child abuse. At LAWAPD, although the list of approved parties is comprised of only official agencies or offices, not every official agency or office is approved. In fact, many law enforcement agencies are not allowed to receive copies of these reports. In the event that a person acting in an official capacity requests a child abuse report, LAWAPD will consult California Penal Code §11167.5 before taking any action.

20. Requests for Reports Involving Death

Per CPRA §6254f, documents pertaining to deaths investigated by or reported by LAWAPD are investigatory will be withheld from release but LAWAPD will provide the requestor with a letter explaining why the requested information is not eligible for release.

21. Requests for Daily Field Activity Reports (DFARs)

Occasionally, LAWAPD will receive requests for Daily Field Activity Reports (DFARs). Per CPRA §6254f, DFARs are considered security files and LAWAPD will not release.

22. Requests for Juvenile Arrest Records

Per California Welfare and Institutions Code §827.9, juvenile arrest records are confidential and not eligible for release, including "9-line" or "blotter" information that would otherwise be released. However, in a few specific incidences, juvenile arrest records are eligible for release. For instance, the subject of the report, the parent or guardian of a minor who is the subject of the report or the attorney of the parent of a minor who is the subject of the report may receive copies of the report with the identifying information of other involved minors redacted. Otherwise, the release of juvenile arrest records is only permitted when the request is from:

- Other California law enforcement agencies (out of state agencies must file a petition with the judge presiding over the relevant case)
- Office of the Attorney General of California
- Any district attorney
- Department of Corrections
- Department of Youth Authority
- Any peace officer as specified in California Penal Code §830.1
- School district police
- Child protective agencies as defined in California Penal Code §11167.5
- An attorney representing the juvenile who is the subject of the juvenile police record in a criminal or juvenile proceeding

These parties are entitled to non-redacted versions of the documents. However, in the case of requests from Law Enforcement Officers, the LAWAPD LEO-to-LEO Information Release Policy will be consulted before any action is taken.

23. Requests for Use of Force Reports

Reports involving Use of Force qualify as both investigatory and personnel records and will not be released, per CPRA §6254f and 6254c, even to victims, suspects, or other parties involved in the incident in question. On occasion, a Use of Force Report may be attached to other requested documents, such as arrest reports. In these cases, if LAWAPD determines that part of the requested document is eligible for release, LAWAPD will remove and withhold information regarding the Use of Force. LAWAPD will provide the requestor with a notice of the withholding and cite the appropriate CPRA section(s).

24. Requests for Communications Tapes and Dispatch Logs

Tapes and dispatch logs documenting conversations between Communications staff and callers are considered records of complaints to a local police agency, and expressly exempted from release per CPRA §6254f. LAWAPD will withhold Communications tapes and dispatch logs from every public requestor, including media, absent a court order. However, per CPRA §6254f, certain investigatory file information must be released. Therefore, requestors are to be directed to the CPRA Compliance Desk, who will obtain the specific information through the Computer Aided Dispatch (CAD) system and from LAWAPD police reports. Like a request for investigatory files such as crime reports, the CPRA Compliance Desk will respond to the request utilizing the Notice Regarding Request For An Audio or Video Tape to a Victim or Victim's Representative form.

25. Requests for Video Surveillance Tapes

Because video surveillance footage of screening stations contain sensitive national security and terrorism-preparedness information, which is exempted by CPRA §6254f, all tapes of these locations will be withheld from all public requestors, including media.

Further, because the locations of other cameras throughout the airport and the pattern of surveillance realized by these cameras relate to policing practices, the LAWAPD asserts that tapes from these cameras are also security files, and are also exempted from release by §6254f. However, as with other investigatory and security files certain information must be made available. The same is true if an arrest was made. In these cases, the requestor should be directed to the CPRA Compliance Liaison in the Records Unit, who will fulfill the request in accordance with the stipulations of this policy as they pertain to investigatory files.

26. Requests from Arrestees and Suspects

While suspects and arrestees often request copies of reports of incidents to which they are a party, LAWAPD understands that they are not afforded special rights under the CPRA to receive copies of crime reports any more than any other non-victim member of the public. Further, per California Penal Code §841.5, LAWAPD will not disclose the contact information of witnesses and victims of crimes to arrested parties. The code states that "no law enforcement officer or employee of a law enforcement agency shall disclose to any arrested person, or to any person who may be a defendant in a criminal action, the address or telephone number of any person who is a victim or witness in the alleged offense." LAWAPD remains compliant by electing to redact witness and victim contact information from all crime and arrest reports when they are released to eligible parties.

27. Requests for Reports Maintained Simultaneously by Multiple Agencies

LAWAPD maintains copies of documents written by other agencies (i.e. - courtesy reports, LAPD reports, etc.) and documents maintained by other departments. The agency that maintains the original copy of the report or the investigating agency is considered the lead agency with respect to CPRA requests. LAWAPD will not release any report, document or information created by another agency, and requestors will be directed to the lead agency. Because LAPD is the investigating agency with respect to criminal incidents initially reported by LAWAPD, these crime reports will not be released. Instead, requestors will be directed to the LAPD Records Section.

28. Requests for Information Not Already Retained

While LAWAPD is required to release eligible documents, LAWAPD is not required to compile information not already maintained in some form, per CPRA §6262. Per CPRA §6254a, some preliminary drafts, notes, inter or intra-agency memos may be withheld if non-disclosure serves a legitimate public interest. However, despite CPRA exemptions, LAWAPD is required to help a member of the public shape a request to find responsive records that contain the information they seek (§6253a).

**14/2.6 Release of Information to Outside Divisions or Agencies**

All requests for information from other LAWA divisions or agencies that are not encompassed by existing California Public Records Act (CPRA) Policy shall be routed, via chain of command, to the Office of the Chief of Airport Police for review and approval (refer to Section 5/8.20 of the Airport Police Manual - Chain of Command).

While CPRA policy specifically addresses requests from the media and the disclosure of confidential information in general, some requests do not fit in the formalized procedure. It is important in these instances that responses are communicated via chain of command for review and approval by the Chief of Airport Police.

**14/3 Reporting Requirements**

**14/3.1 LAWA Police Reports - General**

- A. Duty of Employee to Make  
An employee shall complete all reports necessary to the efficient performance of his/her job.
- B. Report Writing Style

**LAWA/LAX and LAWA/VNY**

All personnel shall complete the Narratives of all LAPD Reports in the first person style of reporting. A copy of the first person style of writing from LAPD Report Manual and an example of a first person style arrest report narrative are available for all personnel.

When writing reports, use only one (1) side of the paper. If the form is one that needs both sides use the Continuation Sheet when possible.

**LAWA/ONT**

LAWA/ONT shall follow Ontario Police reporting procedures.

**LAWA/PMD**

LAWA/PMD shall follow LASD reporting procedures.

- C. Completion of Reports
  - 1. All written reports submitted by members of the LAWA Police shall be prepared using upper-case block letters. Black ink or legible #2 pencil shall be used on all reports.
  - 2. All computer-generated reports submitted by members of the LAWA Police shall be prepared using an approved computer-generated form and completed in Arial 11 font. All capital lettering shall not be used when completing computer-generated forms.
  - 3. Absent exigent circumstances and supervisory approval, all reports shall be completed and submitted for approval by a supervisor prior to going End of Watch (EOW).
- D. Supervisory Review of Completed Reports
  - 1. Supervisors are responsible for review and approval of "any and all" reports submitted by LAWA Police employees.  
**Note: One of the major functions of any written report is to communicate information concerning an arrest or incident to a person not present at the location of occurrence. Supervisors shall be responsible for ensuring that a report contains all pertinent information and/or elements of a crime.**
  - 2. Supervisors are expected to work together, as a team, when a report review/approval is required.
  - 3. Being off duty at the time the reported incident occurred is not an acceptable reason for not reviewing/approving reports in a timely manner.

**CHAPTER XIV – Records**

---

4. Reports shall not remain inactive while a particular sergeant returns to duty. Should questions arise after a sergeant has reviewed a report, questions must be resolved or clarified with the reporting officer and to the satisfaction of the reviewing sergeant prior to final submission.

**14/3.2 Investigative Reports - Routing and Processing (LAWA/LAX and LAWA/VNY)**

A. When Reports are to be Taken

LAWA Police Officers shall complete an Investigative Report (IR) whenever it comes to the attention of the LAWA Police that an applicable crime or lost item occurring within their jurisdiction is reported.

**Note: LAPD will continue to be notified prior to completing reports for crimes of violence with injuries, safe burglaries and thefts involving stolen property in excess of \$5,000.**

B. Completion and Approval of Reports

Investigative Reports (IR's) shall be submitted, immediately upon completion, to the on-duty Patrol Services Section Watch Commander or designee for immediate review and approval. The reviewing supervisor shall legibly print his name and serial number on the lower left hand side of the report. The report event number, obtained from Communications Unit or the desk officer, shall be written on the lower left-hand side of the report.

C. Distribution of Reports

The report shall be copied after review, with a copy being routed to Record Unit via the mail drop box located in the Holding Facility. The original IR shall be placed in the mail tray marked "LAPD-LAX."

At the conclusion of each Patrol Services Section Roll Call, the Watch Commander shall designate a unit to deliver the accumulated IR's to the LAPD-LAX substation. Under no circumstances shall PIR's be delivered later than twenty-four (24) hours after completion by LAWA Police Officers.

D. Reports Requiring Correction

Supervisors noting needed corrections on IR's shall return the report to the concerned officer for immediate correction. EOW reports shall be reviewed, corrected (if necessary), initialed by a supervisor and delivered to the front desk prior to the reporting officer being released from duty. Reports shall not be kept for correction longer than twenty-four (24) hours.

E. Auto Crime Reports

To assist Los Angeles Police Department (LAPD) Auto Detectives in compiling a suspect Modus Operandi (M.O.) file, officers shall include the following information on every auto Investigative report:

1. If vehicle is damaged, or entered, but no property is taken, crime shall be VANDALISM.
2. Indicate lot and row number where parked - if known, use section, i.e., N/E corner of lot, S/W corner, etc.
3. Under M.O., describe exact method of entry, any pry marks on window frame, pried under door handle, smashed window with pry marks on frame, etc.

4. If radio was taken, indicate if dash was damaged, or if it was removed neatly. Also wires, if cut or pulled apart.

F. Lost Property Reports

Whenever a member of the public desires to report lost property, a "Lost Property" report shall be completed by the Officer receiving the request. Citizens inquiring about recovering lost items shall be offered the opportunity to file a "Lost Property" report.

Lost property is reported on an Investigative Report. A careful investigation should be conducted to rule out the possibility of theft prior to classifying the report as "lost property."

**14/3.3 Courtesy Reports - LAWA/LAX and LAWA/VNY**

A. Taken by LAWA Police Officers

LAWA Police Officers are frequently called upon to complete reports for crimes that did not occur in the City of Los Angeles. These reports are commonly known as "Courtesy Reports," since they are completed as a courtesy to the concerned law enforcement agency.

Courtesy Reports shall only be completed when all the following conditions exist:

1. The person reporting is a Los Angeles City resident; and
2. Exigent circumstances exist (e.g. travel distance to the concerned jurisdiction is extreme); and
3. The concerned jurisdiction does not complete a telephonic report; and
4. Prior approval is obtained from a supervisor or LAPD detective.

**Note: Courtesy Reports shall not be taken telephonically.**

B. Received by the LAWA Police

1. Whenever the Records Unit receives a courtesy report taken by and received from another law enforcement agency, the report shall be forwarded to the on-duty Watch Commander.
2. The Watch Commander shall assign an officer to complete a Police Report based on the information contained in the courtesy report.
3. Upon completion, the courtesy report shall be attached to the Police Report and processed as outlined in Section 14/3.2.

**14/3.4 Telephonic Reports**

**LAWA/LAX and LAWA/VNY**

- A. The following crimes may be reported telephonically when no unusual circumstances exist which require a field investigation:
1. Stolen vehicle, when:
    - a. The person reporting is the registered owner or lessee of the vehicle; AND,
    - b. The officer taking the report has verified through Department of Motor Vehicles files:

Revised: January 2011

CHAPTER XIV – Records

(1) The registration and ownership of the vehicle;

LAWA/PMD

(2) The identity of the reporting person

LAWA/PMD shall use LASD Reporting District information.

**Note: Stolen vehicle reports shall not be taken telephonically for rented vehicles.**

**14/3.6 Warrant Arrest Report**

2. Burglary/Theft from vehicle, or Plain Theft, when:

Whenever a suspect is arrested and booked for warrants only, the arresting officer shall complete the Warrant Arrest report, and attach it to copies of the warrant abstracts. This form is to be used on immediate cash bailouts when the jailer does not fill out the long form booking face sheet. The form shall be completed entirely, when applicable, and a line is drawn through those areas, which do not apply.

a. The property taken is valued at less than \$3,000, as established by the Memorandum of Agreement with LAPD; AND

b. The person reporting is the owner of the property taken.

3. Grand Theft - Pickpocket when:

In the narrative section, provide a brief account of the probable cause leading to the arrest, transportation, and booking of the subject. If the jail officer does type out the long form, a copy shall be obtained and turned in along with copies of the abstracts.

a. The suspect is not at the scene;

b. There is no possibility of locating the suspect through a limited follow-up investigation by field personnel; AND,

**14/3.7 Injury Reports**

Whenever emergency medical services (including contract EMS or fire department paramedics) responds to a reported injured or sick individual within the reporting area of the LAWA Police, a LAWA Police officer shall be dispatched. The officer shall:

c. The property taken is valued at less than \$3,000, as established by LAPD protocol.

4. Battery, when:

A. Complete an Injury Report, including all victim's information, and indicate whether the victim was transported to a medical facility for further treatment;

a. No additional battery is likely to occur; AND,

b. The injury, if any, does not require immediate medical attention, AND,

**Note: If the victim refuses to have a report taken, the officer shall request the victim sign the Injury form indicating he/she does not want a report taken. If the victim refuses to sign the form, the officer shall request a witness (i.e. - EMS personnel, airline representative, TSA personnel, etc.) sign the report.**

c. The injury was not the result of an act of domestic violence.

5. Lewd/Annoying Phone Call, when the reporting person is in no immediate danger.

B. Notify the Central Utility Plant (CUP) or maintenance immediately on all injury investigations involving a slip, fall, or elevator/escalator incident. The quick response of maintenance personnel is critical to the investigation and correction of potential deficiencies.

6. Any misdemeanor reportable on a Preliminary Investigation Report, when:

**Note: Officers shall make all CUP or maintenance notifications a priority and not wait until after they write the report.**

a. The amount of damage is estimated at less than \$3,000, as established by LAPD protocol; and,

b. The offense is not directly related to a labor dispute; AND,

1. The Central Utility Plant (CUP) will make notification to the Department of Building and Safety.

c. The offense has no racial, ethnic, or religious connotations.

2. The assigned Building and Safety Inspector will contact the on-duty Watch Commander to request a copy of the Injury Report.

B. Processing of Telephonic Reports

3. The Watch Commander shall verify the Inspector's identity and upon verification, contact the LAWA/LAX Police Operations Center or the Records Unit at LAWA/ONT and authorize release of the report

Telephonic Reports shall be processed as outlined in Section 14/3.2.

**Note: LAWA/ONT shall follow Ontario Police Telephonic Reporting procedures. LAWA/PMD shall follow LASD Telephonic Reporting procedures.**

**Note: LAWA/ONT Injury reports shall be completed by Safety Base EMS personnel responding to the injury. If Safety Base EMS Personnel do not respond, a LAWA Police Officer shall be dispatched to complete the injury report.**

**14/3.5 Reporting Districts**

**LAWA/LAX and LAWA/VNY**

All reports that are made for the benefit of, and forwarded to the Los Angeles Police Department, including all crime and arrest reports, shall include the appropriate LAPD Reporting District information.

**14/3.8 Reporting Requirements for All TSA Incidents**

The TSA is responsible for conducting inspections of the airport's facilities and security procedures as the regulating authority. On occasion, deficiencies are noted that may result in a civil penalty assessment. A complete report of the incident will assist in defending LAWA during civil penalty assessment hearings.

**LAWA/ONT**

LAWA/ONT shall use Ontario Police Reporting District information.



## CHAPTER XIV – Records

To ensure that all available information is documented as soon as possible after the incident occurs, all officers responding to a call for service or incident that involves the TSA shall, at a minimum, complete an Employee's Report, including field interview cards when appropriate, and forward a copy, as soon as possible, to the Vulnerability Assessment and Analysis Unit for follow-up investigation.

### 14/3.9 Daily Field Activity Reports (DFAR)

#### A. Officer's Responsibility

All officers assigned to any Section requiring a Daily Field Activity Report (DFAR) shall complete the DFAR, which shall accurately and truthfully reflect all their activity during their assigned watch. Officers shall be responsible for updating their DFAR throughout the watch. The DFAR shall be completed with a #2 pencil, mechanical pencil, or black ink pen. The information shall be printed neatly and legibly. DFARS shall be submitted to a supervisor at the end of the officer's watch, or prior to the officer leaving the station for the day. DFARS found to be illegible or incomplete shall be returned to the officer for correction and resubmitted. Officers assigned to foot beat shall utilize the canary colored DFAR form. All other officers shall utilize the white colored DFAR form.

#### B. Procedures for Use of DFAR form

##### 1. Patrol Services Section

Officers shall complete the PSS DFAR form, by columns, in the following manner:

- a. INCIDENT NUMBER - This column is used to record the incident number of an event the reporting officer was involved in.
- b. TIME - The time the officer initiated activity, received the call or responded to an incident in the "R" space, and the time the officer cleared the call in the "C" space.
- c. SOURCE - How did the officer become aware of the incident? The following is a list of acceptable SOURCE abbreviations to use in this column:
  - (1) R/C - Radio Call. Can be used for MDS assignments dispatched by Communications Section. Should be used if the officer is responding as a backup unit to a radio broadcast of "Officer Needs Help", "Officer Request for Backup," or any other radio broadcasts requesting additional officers respond.
  - (2) OBS - Observation. Anything the officer observes that turns into an event number. Can include vehicle/pedestrian stops.
  - (3) CTZ - Citizen reporting an incident in which an event number is created. Airport tenants and their employees are also considered a citizen source.
  - (4) SUPV - A special detail or assignment given to the officer by a supervisor of any rank (i.e. L-10, Commander 3, etc.).
  - (5) OTH - Other source. This would be used for any information received from another Bureau source, a governmental agency employee or other law enforcement officer in which an event number is created.

- d. LOCATION OF ACTIVITY - Where did the incident occur? Officers shall give specific addresses and/or detailed location of incidents (i.e. - 501 Parking Structure, 3rd Level, Southwest corner; Lower Level, 200 World Way curbside, Pillar #123). This column shall also be used for the location of Code 7 and Code 15.
- e. TYPE OF ACTIVITY - Specify the type of call or activity involved in. The use of Penal Code Section numbers with the call is acceptable. Officers shall record and report all activity they are involved in, and include a short narrative description of their assigned call, including arrests, "Help/Assistance/Backup" responses, traffic control, Code 7 and 15's, etc.
- f. DISPOSITION - What was the final outcome of the incident? Was a report filed? What kind of report? Who was the primary unit on the call? Any suspects field interviewed, arrested, detained, or booked? Give as detailed a conclusion as space allows.
- g. SUPERVISOR, CITATION No., NAME OF F.I. (Field Interview) - This column shall contain the following information:
  - (1) SUPERVISOR - If a supervisor assigned the call, responded to the call, or was requested to respond to the scene, record the name and rank of the appropriate supervisor in this column.
  - (2) CITATION No. - Record the citation number(s) of any Personal Service Citations, Absentee Citations, or Field Citations issued.
  - (3) NAME OF F.I. - Record the name of any subjects F.I.'ed, detained, or arrested in this column. If multiple subjects, use DISPOSITION section if necessary.
  - (4) EVENT No. - Record the Event Number of the incident. LAPD booking numbers and DR numbers are not acceptable.
- h. Statistical Information Section

PSS officers shall complete the Statistical Information Section on their respective DFAR as follows:

  - (1) ACTIVITY - Tally the number of sources and place the total number in the correct box.
    - The "ASST" (Assistance) box shall be marked whenever an Officer:
      - Responds as a secondary unit to a radio call;
      - Assists with the transportation/booking of an arrestee;
      - Responds as a backup unit; or,
      - Responds to assist another agency.
  - (2) ENFORCEMENT - Tally the number of citations issued and F.I.'s completed and place the total number in the correct box.
  - (3) ARRESTS - Classify the type of arrest(s) completed and place the total number in the correct box.

Revised: January 2011

## CHAPTER XIV – Records

**Note: Only the officer completing the report shall claim the arrest. All other officers involved will mark the "ASST" box in the "Activity" Section (In the event that two officers (i.e. Adam-Unit) are involved in the observation and arrest of a suspect, each officer will claim one half (0.5) of the observation and arrest. If one officer observes an illegal act and another officer affects the arrest, then the officer having observed it will take credit for the observation and the officer affecting the arrest will take credit for the arrest).**

- (4) REPORTS - Tally the number of reports completed and place the total number in the correct box (Refer to Section H.1 for Adam Units).
  - (5) I.D. CHECKS - Tally the number of I.D. checks and place the total number in the correct box.
  - (6) SECURITY CHECKS - Tally the number, type, and location of security checks completed and place the total number in the correct box.
  - (7) ESCORTS - Tally the number of escorts and place the total number in the correct box.
  - h. If an officer discovers that his/her DFAR form is full, a second Daily Field Activity Report shall be used to record any additional activity occurring during the officer's tour of duty.
  - i. Two man units, Line 1 and 2 were added for two man units to separate their activities for statistical purposes. They correspond with lines for each officer to list their names, serial numbers, badge numbers, radio numbers and when each officer is on/off duty.
  - (1) Both officers can claim radio calls, assistance calls, perimeter checks, alarm checks, special details, and escorts. However, any observation resulting in citation or report shall be claimed by the officer actually completing the paperwork (In other words, he/she claims both the observation and the report for statistical purposes).
  - (2) For Field Training Officers (FTO) with trainees, FTO's and trainees shall not separate their daily statistical information. The trainee's name shall be written on line two, but all statistical information shall be entered on line one along with the FTO's name.
  2. CEU Daily Field Activities Report
    - a. Officers assigned to the Commercial Enforcement Unit (CEU) shall follow the same procedures as outlined in Subsection B.1.a - g.
    - b. Statistical Information Section

Officers shall complete the Statistical Information Section in the following manner:

      - (1) RADIO - Used for MDS assignments, or radio calls dispatched by Communication Unit.
      - (2) OBS - Indicate the number of observation you make. An observation is anything the officer observes that turns into an event number from the reverse side of the CEU DFAR, or a Personal Service Citation. All other citations will be counted as one observation if written at the same location in a short span of time.
- (3) CTZ - Indicate the number of citizens that come to you reporting an incident in which an event number is created.
  - (4) F/I - Indicate the number of field interview forms you complete and turn in.
  - (5) VEH/IMP - Indicate the number of vehicles you impound.
  - (6) ASST - Shall be marked whenever an officer responds as a secondary unit to a radio call; assists with the transportation/booking of an arrested person; responds as a backup unit; or assists another agency.
  - (7) TRF/CON (Traffic Control)- Indicate the number of hours and minutes worked providing traffic control.
  - (8) FEL - Indicate the number of persons booked for felonies.
  - (9) MISD - Indicate the number of persons booked for misdemeanors.
  - (10) PROB VIOL - Indicate the number of persons booked for probation violations.
  - (11) WARR - Indicate the number of persons booked for warrants.
  - (12) ADMIN - Indicate the number of Ground Transportation Vehicle Citations written.
  - (13) BOHN - Indicate the number of Board Order Hearing Notices written.
  - (14) PSC - Indicate the number of Personnel Service Citations written.
  - (15) PKG - Indicate the number of Parking Citations written.
  - (16) OTHER block - indicate the number of forms (i.e. - DMV 310, re-examination, etc.).
- c. Reports

Record the number of each type of report written.
  - d. Officers shall complete the CEU DFAR citation section by columns listing each violation written.
    - (1) In the "ENF CODE" column the following codes shall be used:
      - G - for the Ground Transportation Vehicle Citation
      - H - for the Board Order Hearing Notice
      - N - for the Personnel Service Citation
      - A - for the Parking Citation
    - (2) In the "OP CAT" column use the following codes:
      - F - for franchised cabs
      - U - for enfranchised cabs
      - V - for shuttle vans
      - C - for courtesy trams
      - B - for buses (charter party carriers)

Revised: January 2011

**CHAPTER XIV – Records**

---

- R - for crew transits (3) Reports Section
- L - for limousines • E/R - Indicate the number of Employee Reports you wrote.
- P - for privately owned vehicles • OTHER - Indicate the number of other reports you wrote.
- O - for other (field cites, pedestrians, etc.)
- M - for miscellaneous commercial vehicles (tractors, trailers, etc.) (4) Miscellaneous Sections
- 3. Bicycle Patrol Daily Field Activities Report • COURT - On the "Court Disposition" form, Indicate the number of hours and minutes spent in court when summoned by subpoena.  
Officers assigned to the Bicycle Patrol Unit shall follow the same procedures as outlined in Subsection B.1.a - g, and provide any additional information required on this report. • TRAINING - Indicate the number of hours and minutes spent in training.
- 4. Traffic Control Unit Daily Field Activities Report • SPL\_DET - Indicate the number of hours and minutes you were assigned to a special detail.
- a. Officers assigned to the Traffic Control Unit shall follow the same procedures as outlined in Subsection B.1.a-g, when appropriate, and provide any additional information required on this form. • OT - Indicate the number of hours and minutes you work over time.
- b. Statistical Information Section (5) SUPVR., CITATION NO.  
Officers shall complete the Statistical Information Section in the following manner:  
This column shall contain the following information:
  - SUPVR. (SUPERVISOR) - Put the supervisor's name that held roll call on the first line. On subsequent lines, enter the name of the other supervisor(s) that assigned you a call or assignment, that responded to the call for service, or was requested to respond to the scene of an incident.
  - CITATION No. - Record the citation number(s) of any citation you write at each location.
- (1) Activity Section C. Other Information  
All officers shall complete any other information required on the DFAR or pertinent to the officer's assignment for that day.
  - RADIO - Indicate the number of radio calls received from Communications Unit that changed your assignment.
  - OBS - Indicate the number of observations (parking citations, impounds, etc.) you made. An observation is any event that Communications Unit issues an event number for. A group of citations shall be considered one observation if written at the same location over a short span of time.
  - CTZ REQUEST - Indicate the number of citizen request for service you received. A "citizen request" is any request for service that requires you to radio Communications Unit for an Event Number or any request for service that detracts from an officer's normal duties (i.e. - A citizen asks an officer to assist them in locating a missing child, person, or vehicle). The number of requests for service shall be detailed in this box. Officers may not use the same event for both an Observation and a Citizen Request statistic.
  - AGENCY REQUEST - Indicate the number of requests for service you receive (that are within the scope of your duties) by an outside agency (ies).
  - TRF/CON - Indicate the number of hours and minutes you worked providing traffic control. Traffic control takes place when you are in an intersection, at the openings of the island or in a crosswalk directing traffic.
  - OTHER - Indicate the number of other duties or functions you were asked to complete that caused you to leave your assigned work location.
- (2) Enforcement Section D. Proper EOW Submission of DFAR  
Absent exigent circumstances and supervisory approval, all officers shall submit an acceptable DFAR directly to the sergeant or his designee either at the kit room or, if assigned to a specialized unit, to that unit's supervisory personnel prior to being released off-duty.  
DFARS left at the Kit Room or the Sergeants' Office shall not be accepted. The officer(s) whose name(s) appear on the DFAR shall be held accountable for failing to comply with proper submission of the DFAR. Any officer who leaves the station without properly submitting a DFAR and checking in with an on-duty supervisor shall be considered AWOL/Desertion of Work Assignment.
  - PKG - Indicate the number of parking citations you issued during your watch.
  - IMP - Indicate the number of vehicles you impounded during your watch.
- E. Supervisor's Responsibility  
Supervisors shall check DFARS for completeness, neatness, and accuracy. Any DFARS found to be incomplete, illegible, or messy shall be returned to the officer for correction or resubmission.

## CHAPTER XIV – Records

- F. DFAR Inspection during normal working hours
- Supervisors shall request officers to present their DFARS for inspection of current, accurate, and detailed entries at any time during the course of the watch. All DFAR Inspections shall be documented on the Sergeant's Daily Report. Watch Commanders shall review the Sergeant's Daily Report and monitor supervisors for compliance.
- G. Submission of Deficient DFAR or Failure to Submit DFAR at EOW
- Officers who submit a DFAR deficient in pertinent and timely information or fail to submit a DFAR shall receive a Record of counseling by their supervisor for the first occurrence of Failure to Comply. Continued patterns of Failure to Comply will result in further supervisory action.
- H. Official Police Records
- The courts have deemed DFARS to be official Police Records, and as such, may be subpoenaed in court as evidence.

### 14/3.10 Follow-up Report Requests - LAWA/LAX

- A. All Follow-up Report requests originating from the Court Liaison Officer shall be forwarded to the Patrol Services Section Adjutant.
- B. The Follow-up Report request will be assigned a tracking number and a due date, which will be established based on the cite-back date indicated on the citation or due date indicated on the Follow-up Report request. The project shall be forwarded, along with a Project Assignment Sheet, to the concerned officer's supervisor.
- C. Prior to returning the project to the Patrol Services Section Adjutant, the supervisor shall be responsible for insuring the project is complete. Incomplete projects shall be returned to the supervisor for further processing.
- D. The Project Assignment Sheet, along with the Follow-up Report and any other needed documentation shall be returned to the Patrol Services Section Adjutant on or before the established due date.
- E. The completed Follow-up Report shall be forwarded to the Court Liaison Officer for processing.

### 14/3.11 Processing Complaint Applications (LAWA/LAX and LAWA/VNY)

- A. Complaint Applications - Property Booked
- Whenever evidence is booked in connection with a Complaint Application, officers shall:
1. Obtain a DR number from LAPD;
  2. Attach a printout of the suspect's Driver's History and any information obtained from the California Criminal History Reporting System to the Complaint Application;
  3. Request a supervisor review and approve the completed Complaint Application prior to processing; and,

4. Send two copies of the Complaint Application to the appropriate Division Records Unit and forward the original Complaint Application and printouts to the Court Liaison Officer for processing.

#### B. Complaint Applications - No Property Booked

If no evidence is booked in connection with a Complaint Application, officers shall:

1. Attach a printout of the suspect's Driver's History and any information obtained from the California Criminal History Reporting System to the completed Complaint Application;
2. Request a supervisor review and approve the completed Complaint Application prior to processing; and,
3. Forward the completed, approved Complaint Application to the Court Liaison Officer for processing.

### 14/3.12 Field Interview Cards

- A. LAWA Police shall use LAPD format style Field Interview Cards.
- B. Field Interview Cards shall be filled out completely. The pertinent circumstances of each contact shall be listed in the narrative remarks section.
- C. Officers shall submit all completed Field Interview Cards with their DFAR at EOW as outlined in Section 5/7.3.
- D. Supervisors shall review all submitted Field Interview Cards and initial them prior to submitting them to Records Unit. Any Field Interview Cards found to be incomplete shall be returned to the officer for completion.
- E. Records Unit shall enter all Field Interview Card databank file and forward the original cards to the front desk.
- F. Field Interview Cards will be filled at the front desk area by alphabetical order of suspects last name.
- G. Field Interview Cards shall be retained per current LAWA documentation retention policies (see Section 14/2.3).

### 14/3.13 Duty Operations Officer, Watch Commander, and Supervisor Logs

Duty Operations Officer, Watch Commander and Supervisor Logs provide management with a written report of the activity occurring during the watch, and should contain any significant occurrence the supervisor responded to, personnel issues the supervisor became aware of or initiated, inspections of personnel or facilities that the supervisor initiated, notifications made and to whom the notifications were made, and any problems which the supervisor observed or was advised of during the watch.

All sworn and non-sworn Duty Operations Officers, Watch Commanders and Supervisors assigned to any Section requiring a Duty Operations Officer, Watch Commander and/or Supervisor Log shall complete the appropriate log, which accurately and truthfully reflects all their activity during their assigned watch.

- A. Logs shall be typed and current to within one hour.

## CHAPTER XIV – Records

- B. Any periods out of the field in excess of thirty minutes shall be documented in the Supervisor Log.
- C. Patrol Services Section Duty Operations Officer, Watch Commander and Supervisor Logs shall be submitted at EOW both in hard copy and electronically, as directed by the concerned Commanding Officer. Logs shall be reviewed and approved within twenty-four (24) hours.
- D. All other Logs shall be submitted at the end of the supervisor's watch, or prior to the supervisor leaving his/her work location for the day.

Logs found to be illegible or incomplete shall be returned to the submitting employee for correction and resubmission.

### 14/3.14 Report Writing Procedures for Laser Pointing or Sighting Incidents

If a LAWA Police officer responds to a report of a Laser incident, the officer shall:

- A. Determine who the reporting party is (i.e. FAA Tower, TSA, Airfield Operations, etc.);
- B. Gather information about the Laser sighting or Laser tracking incident and complete a Crime Report. The report shall include:
  - 1. The name and contact telephone number of the pilot reporting the incident;
  - 2. Injuries sustained, if any;
  - 3. Direction of travel and altitude of the aircraft;
  - 4. A ground direction of where the Laser was sighted (i.e. a grid location, approximate ground location, landmark, major streets or highways, etc.);
  - 5. Did the Laser enter the cockpit?
  - 6. How long did the Laser stay illuminated in the cockpit?
  - 7. What color was the Laser (i.e. green or red)?
  - 8. The aircraft tail registry number.

**Note: In all cases related to Laser pointing or sightings, officers shall complete a Crime Report, whether or not the listed information is provided or obtained.**

- C. Contact the local FBI office that has jurisdiction for the LAWA airport where the incident was reported and provide the FBI duty agent with all the information about the Laser incident.
- D. Forward a copy of the Crime Report to LAWA Police Homeland Security Section Detectives, Intelligence Unit.

### 14/3.15 FBI Notifications

- A. Reportable Incidents

The following incidents shall be reported:

  - 1. Interference with the flight crew or other crimes/incidents aboard aircraft;
  - 2. All federal crimes;
  - 3. All bomb threats (specific and non specific);

- 4. Information relating to the possible surveillance of an aircraft or airport facility;
  - 5. Any correspondence received that could indicate a potential threat to civil aviation
- B. Required Information

Information reported shall include, as available and applicable, and to the extent not legally prohibited:

    - 1. The name of the reporting person and call back number;
    - 2. Nature of the incident you are reporting;
    - 3. The names and other biographical data, as available, of individuals involved in the threat, incident, or activity;
    - 4. The source of any threat information;
    - 5. Flight Information and estimated time of arrival, if not on the ground.

### C. Watch Commander's Responsibility

The Watch Commander is responsible for ensuring that these types of notifications are made immediately.

### D. Documentation of Notification

Any incident requiring FBI notification shall be documented in any report generated, the involved officer(s) Daily Field Activity Report (DFAR) even if no report is required, and in the Watch Commander's Daily Log. The documentation shall include:

- 1. The description of the incident;
- 2. The time the FBI was notified;
- 3. The name of the FBI agent who was notified; and,
- 4. The disposition of the incident.

A copy of the report and/or description of the incident shall be forwarded to Homeland Security Section detectives.

### 14/3.16 Reporting Incidents Potentially Related to Foreign or Domestic Terrorism

#### A. Policy

It is the policy of the Los Angeles World Airports Police Department to make every effort to accurately and appropriately gather, record and analyze information, of a criminal or non-criminal nature, that could indicate activity or intentions related to either foreign or domestic terrorism.

These efforts shall be carried out in a manner that protects the information privacy and legal rights of Americans, and therefore such information shall be recorded and maintained in strict compliance with existing federal, state and department guidelines regarding Criminal Intelligence Systems (28 Code of Federal Regulations (CFR), Part 23 and applicable California State Guidelines).

#### B. Definitions

- 1. **Suspicious Activity Report** - A Suspicious Activity Report (SAR) is a report used to document any reported or observed activity, or any criminal act or

Revised: January 2011

## CHAPTER XIV – Records

attempted criminal act, which an officer believes may reveal a nexus to foreign or domestic terrorism. The information reported in a SAR may be the result of observations or investigations by police officers, or may be reported to them by private parties.

Incidents which shall be reported on a SAR are as follows:

- Engages in suspected pre-operational surveillance (uses binoculars or cameras, takes measurements, draws diagrams, etc.);
- Appears to engage in counter-surveillance efforts (doubles back, changes appearance, evasive driving, etc.);
- Engages security personnel in questions focusing on sensitive subjects (security information, hours of operation, shift changes, what security cameras film, etc.);
- Takes measurements (counts footsteps, measures building entrances or perimeters, distances between security locations, distances between cameras, etc.);
- Takes pictures or video footage (with no apparent esthetic value, i.e. camera angles, security equipment, security personnel, traffic lights, building entrances, etc.);
- Draws diagrams or takes notes (building plans, location of security cameras or security personnel, security shift changes, notes of weak security points, etc.);
- Abandons suspicious package or item (suitcase, backpack, bag, box, package, etc.);
- Abandons vehicle (in a secured or restricted location i.e. the front of a government building, airport, etc.);
- Attempts to enter secured or sensitive premises or area without authorization (i.e. trespassing or attempting to enter the Air Operations Area or other restricted areas of airport, secured areas at significant events such as appearances by politicians, etc);
- Engages in test of existing security measures (i.e. “dry run”, security breach of airport perimeter fencing, ACAMS doors, etc., creating false ACAMS door alarms in order to observe reactions, etc.);
- Attempts to smuggle contraband through access control point (airport screening checkpoint, security entrance points at airport tenant gates, etc.);
- Makes or attempts to make suspicious purchases, such as large amounts of otherwise legal materials (i.e. pool chemicals, fuel, fertilizer, potential explosive device components, etc);
- Attempts to acquire sensitive or restricted items or information (LAWA Security Badge, plans, schedules, etc);
- Attempts to acquire illegal or illicit explosives or precursor agents;
- Attempts to acquire illegal or illicit chemical agent (nerve agent, blood agent, blister agent, etc.);
- Attempts to acquire illegal or illicit biological agent (Anthrax, Ricin, Ebola, small pox, etc.);
- Attempts to acquire illegal or illicit radiological material (uranium, plutonium, hospital x-ray discards, etc.);
- In possession, or utilizes, explosives (for illegal purposes);
- In possession, or utilizes, chemical agent (for illegal purposes, i.e. dry ice bomb, chlorine, phosgene, WMD attack, etc);
- In possession, or utilizes, biological agent (for illegal purposes, i.e. terrorist device, WMD or a tool of terrorism, etc.);
- In possession, or utilizes, radiological material (for illegal purposes, i.e. as a weapon, etc.);
- Acquires or attempts to acquire uniforms without a legitimate cause (Airline employee uniforms, aircraft service company uniforms, government uniforms, etc);
- Acquires or attempts to acquire official or official-appearing vehicle without a legitimate cause (i.e. emergency or government vehicle, etc.);
- Pursues specific training or education which indicate suspicious motives (flight training, weapons training, etc);
- Stockpiles unexplained large amounts of currency;
- In possession of multiple passports, identifications or travel documents issued to the same person;
- Espouses extremist views (verbalizes support of terrorism, incites or recruits others to engage in terrorist activity, etc.);
- Brags about affiliation or membership with extremist organization (“white power”, militias, KKK, etc.);
- Engages in suspected coded conversations or transmissions (i.e. email, radio, telephone, etc., i.e. information found during a private business audit is reported to police);
- Displays overt support of known terrorist networks (posters of terrorist leaders, etc.);
- Utilizes, or is in possession of, hoax/facsimile explosive device;
- Utilizes, or is in possession of, hoax/facsimile dispersal device;
- In possession of, or solicits, sensitive event schedules (i.e. Airport Commission Board Room, Flight Path Learning Center);
- In possession of, or solicits, VIP Appearance or Travel Schedules;
- In possession of, or solicits, security schedules;
- In possession of, or solicits, blueprints to sensitive locations;

Revised: January 2011

## CHAPTER XIV – Records

- In possession of, or solicits, evacuation plans;
  - In possession of, or solicits, security plans;
  - In possession of, or solicits, weapons or ammunition;
  - In possession of, or solicits, other sensitive materials (access codes, security sensitive information, etc.); and,
  - In possession of coded or ciphered literature or correspondence.
2. **Involved Party (IP)** - An involved party (IP) is an individual that has been observed engaging in suspicious activity of this nature, when no definitive criminal activity can be identified, thus precluding their identification as a suspect.
- C. Procedures
- Note: The following procedures shall be adhered to by all sworn employees, regardless of their area of assignment.**
1. Employees – Responsibilities
- Any LAWA Police employee receiving any information regarding suspicious activity of this nature shall:
- a. Investigate and take appropriate action, to include any tactical response or notifications to specialized entities.
- Note: This section does not preclude, in any way, an employee taking immediate action during the commission of a criminal act, or in circumstances which require the immediate defense of life, regardless of the nature or origin.**
- b. If the activity observed is not directly related to a reportable crime, officers shall record the information collected from the person reporting, or their own observations, on an LAPD Investigative Report (IR), titled "Suspicious Activity" (also referred to as a Suspicious Activity Report or SAR) in accordance with the following guidelines:
    - (1) If the person reporting (R) is willing to be contacted by investigators, they shall be listed within the Involved Persons portion of the IR. Officers shall consider utilizing a "Request for Confidentiality of Information," Form 03.02.00, to ensure confidentiality. If absolutely necessary, officers can enter "Anonymous" for person reporting. Any desire by a person reporting to remain anonymous does not exempt officers from the requirement to complete a IR.
    - (2) If the potential target of the activity can be identified, such as a government building or official being surveilled, that location or individual shall be listed within the "Victim" portion of the IR. Otherwise the "City of Los Angeles" shall be listed as the victim.
    - (3) If the information includes an involved party (IP), officers shall identify or fully describe IPs within the narrative (page 2) of their report, along with any vehicle descriptions or other pertinent information.
    - (4) If the information is related to a regular criminal investigation (such as a bomb threat, criminal threats, trespassing, etc.), the officers shall complete the criminal investigation, make any appropriate arrests and complete any related reports. The officers shall
- include any additional information that provides the nexus to terrorism within the narrative of the crime or arrest report.
- (5) Should officers come across information that indicates possible terrorism-related activity while investigating an unrelated crime or incident (e.g., such as officers conducting a domestic violence investigation observe possible surveillance photographs and a map of the region surrounding a government facility), or should they conduct an impound or found property investigation which is suspicious in nature, the officers shall **make no mention** of this potential terrorism-related material or activity within the impound, property, crime or arrest report.
- Under these circumstances, the officers shall complete a separate SAR in addition to the crime or arrest report, and shall note the criminal investigation, impound or found property investigation as their source of activity.
- c. Whenever a SAR is generated in the field, officers shall call into Communications to request an Incident Number for a "HSS Report." No mention of the SAR or the SAR Incident Number shall be made in any related reports or investigations.
  - d. Officers shall note on the left margin of any arrest facesheet or IR that the report is to be sent to CTCIB, Major Crimes Division.
  - e. Notify the on-duty Watch Commander of the SAR.
- Note: SAR's shall be referred to as an "HSS Report" in Daily Field Activity Reports (DFARS).**
- D. Watch Commander – Responsibilities
- Upon notification that officers have received information regarding suspicious activity, the Watch Commander shall:
- 1. Ensure the information supports the completion of a SAR report and that no greater law enforcement response are currently needed;
  - 2. Review the report for completeness; and,
  - 3. Contact CIPU for report pickup.
- Note: Supervisors and Watch Commanders shall refer to any SAR incident as an HSS Report in their logs.**
- E. Canine Bomb Detection Unit - LAWA/LAX and LAWA/ONT
- Personnel assigned to the Canine Bomb Detection Unit shall ensure that a SAR is completed on all incidents on which they respond where a potential nexus to terrorism exists. Suspicious Activity Reports completed by personnel assigned to these units shall be forwarded to CIPU.
- Note: See Part G for reporting procedures for LAWA/ONT.**
- Upon notification that officers have received information regarding suspicious activity, the Watch Commander shall:
- F. CIPU – Responsibilities
- CIPU shall:

Revised: January 2011

**CHAPTER XIV – Records**

---

1. Review all SARs;
2. Forward SARs to LAPD MCD or the agency with jurisdictional investigative authority, as appropriate; and,
3. Maintain copies in a secured location.
- G. LAWA/ONT, LAWA/VNY and LAWA/PMD

LAWA Police employees at LAWA/ONT, LAWA/VNY and LAWA/PMD shall, upon completion of the SAR, and approval of the on-duty Watch Commander, forward the original report via City mail, to CIPU.

**14/3.17 Elimination of Arrest Report for Felony Warrant Arrests Without an Open Charge and Clarification of Arrest Report Procedures for Parole/Probation Holds**

**Note: These procedures shall be followed at LAWA/LAX and LAWA/VNY only.**

A. Felony Warrants

Officers shall articulate the legal justification for the initial contact with the suspect(s) arrested on a felony warrant in the narrative portion of the arrestee's required Field Interview (FI) card. Arresting officers shall submit the following to the Booking Facility Watch Commander:

1. Arrest Report Face Sheet (LAPD Form 05.02.00);

**Note: The "Approval/Reporting Officers" section must be completed, including the "Supervisor Approving Report" box.**

2. Investigator's Final Report (LAPD Form 05.10.00);
3. Copy of the Warrant Information Sheet (WIS) or abstract for warrants issued within California; and,
4. Booking Approval (LAPD Form 12.31.00).

B. 1551.1 PC Fugitive Arrests

Officers shall submit the following to the Booking Facility Watch Commander:

1. Arrest Report Face Sheet (LAPD Form 05.02.00);
2. Disposition of Arrest and Court Action (LAPD Form 05.09.00);
3. Investigator's Final Report (LAPD Form 05.10.00);
4. Probable Cause Determination (PCD) (LAPD Form CRIM 064);
5. National Crime Information Center (NCIC) printout; and,
6. Booking Approval (LAPD Form 12.31.00).

C. Parole Holds

Officers shall submit the following to the Booking Facility Watch Commander:

1. Arrest Report Face Sheet (LAPD Form 05.02.00);
2. Investigator's Final Report (LAPD Form 05.10.00);
3. Arrest narrative;

4. Copy of parole hold authorization from the California Department of Corrections and Rehabilitation; and,

5. Booking Approval (LAPD Form 12.31.00).

D. Probation Holds

Officers shall submit the following to the Booking Facility Watch Commander:

1. Arrest Report Face Sheet (LAPD Form 05.02.00);
2. Investigator's Final Report (LAPD Form 05.10.00);
3. Arrest narrative;
4. Probable Cause Determination (PCD) (LAPD Form CRIM 064);
5. Copy of probation hold authorization from the Los Angeles County Probation Department; and,
6. Booking Approval (LAPD Form 12.31.00).

**Note: The Consolidated Criminal History Reporting System (CCHRS) printout, Criminal Identification and Information (CII) printout, Department of Motor Vehicles (DMV) history, and the City Attorney's Disclosure Statement are not required for felony warrant arrests, 1551.1 PC fugitive arrests, parole holds or probation holds.**

E. Exceptions

An arrest narrative shall be completed under the following circumstances:

1. Arrests resulting in a Use of Force;
2. Evidence recovered as a result of the arrest;
3. If the arrestee receives injuries which could be attributed to the officers;
4. Aggravated or unusual circumstances; and,
5. At the direction of the Watch Commander.