

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

January 2, 2012

SUBJECT: REPORTING INCIDENTS POTENTIALLY RELATED TO FOREIGN OR DOMESTIC TERRORISM - REVISED AND RENAMED; SUSPICIOUS ACTIVITY REPORT, FORM 03.24.00 - ACTIVATED; SUSPICIOUS ACTIVITY REPORT NOTEBOOK DIVIDER, FORM 18.30.03 - REVISED; AND INVESTIGATIVE REPORT, FORM 03.01.00 - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises and renames Department Manual Section 4/271.46, *Reporting Incidents Potentially Related to Foreign or Domestic Terrorism*; revises the Investigative Report (IR), Form 03.01.00; and revises the Suspicious Activity Report (SAR) Notebook Divider, Form 18.30.03. Additionally, this Order activates the Suspicious Activity Report, Form 03.24.00.

The IR shall only be used to report criminal activity and shall no longer be used to report any act of suspicious activity. The IR has been modified to delete the "Suspicious Activity" checkbox on the IR face sheet. All acts of suspicious activities shall be reported on the Suspicious Activity Report.

PROCEDURE:

I. **REPORTING INCIDENTS POTENTIALLY RELATED TO FOREIGN OR DOMESTIC TERRORISM - REVISED AND RENAMED.** Department Manual Section 4/271.46, *Reporting Incidents Potentially Related to Foreign or Domestic Terrorism*, has been renamed as *Reporting Suspicious Activity Potentially Related to Foreign or Domestic Terrorism* and has been revised as follows:

A. **Suspicious Activity Report.** A Suspicious Activity Report (SAR) is a stand-alone report used to document any reported or observed behavior/activity that may reveal a nexus to foreign or domestic terrorism. The information reported in a SAR may result from observations or investigations by police officers, or may be reported to them by private sources.

Suspicious activities reported on a SAR shall only consist of the following:

* **Breach/Attempted Intrusion.** Unauthorized individuals attempting to or actually entering a facility/infrastructure or protected site;

- * **Misrepresentation.** Presenting false or misusing insignia, documents, and/or identification to misrepresent one's affiliation to cover possible illicit activity. Impersonation of any authorized personnel (e.g., police, security, or janitor);
- * **Theft/Loss/Diversion.** Stealing or diverting (obtaining or acquiring) something associated with a facility/infrastructure [e.g., badges, uniforms, identification, emergency vehicles, technology or documents (classified or unclassified), which are proprietary to the facility];
- * **Sabotage/Tampering/Vandalism.** Damaging, manipulating, or defacing part of a facility/infrastructure or protected site;
- * **Cyber Attack.** Compromising or attempting to compromise or disrupt an organization's information technology infrastructure;
- * **Expressed or Implied Threat.** Communicating a spoken or written threat to damage or compromise a facility/infrastructure, protected site, and cyber attacks;
- * **Aviation Activity.** Operation or attempted operation of an aircraft in a manner that reasonably may be interpreted as suspicious or posing a threat to people, buildings/facilities, infrastructures, or protected sites. Such operation may or may not be a violation of Federal Aviation Administration regulations;
- * **Eliciting Information.** Questioning individuals at a level beyond mere curiosity about particular facets of a facility's or building's purpose, operations, security procedures, etc., that would arouse suspicion in a reasonable person;
- * **Testing or Probing of Security.** Deliberate interactions with, or challenges to, installations, personnel, or systems that reveal physical, personnel or cyber security capabilities;
- * **Recruiting.** Building of operations teams and contacts, personal data, banking data or travel data;
- * **Photography.** Taking pictures or videos of facilities/buildings, infrastructures, or protected sites in a manner that would arouse suspicion in a reasonable person. Examples include taking pictures or videos of ingress/egress, delivery locations, personnel performing security functions (e.g., patrol, badge/vehicle checking), security-related equipment (e.g., perimeter fencing, security cameras), etc.;

- * **Observation/Surveillance.** Demonstrating unusual interest in facilities/buildings, infrastructures or protected sites beyond mere casual or professional (e.g., engineers) interest, such that a reasonable person would consider the activity suspicious. Examples include observations through binoculars, taking notes, attempting to measure distances, etc.;
- * **Materials Acquisition/Storage.** Acquisition and/or storage of unusual quantities of materials such as cell phones, pagers, fuel, chemicals, toxic materials, and timers, such that a reasonable person would consider the activity suspicious;
- * **Acquisition of Expertise.** Attempts to obtain or conduct training in security concepts, military weapons or tactics, or other unusual capabilities such that a reasonable person could consider the activity suspicious;
- * **Weapons Discovery.** Discovery of unusual amounts of weapons, explosives, or their components that would arouse suspicion in a reasonable person; or,
- * **Sector-Specific Incident.** Actions associated with a characteristic of unique concern to specific sectors (such as the public health sector) with regard to their personnel, facilities, systems or functions.

Note: These activities may be constitutionally-protected activities and should therefore not be reported in a SAR, absent articulable facts and circumstances that support the source's suspicion that the behavior observed is not innocent, but rather reasonably indicative of suspicious activity associated with terrorism. Race, color, religion, national origin, gender, age, physical or mental disability, marital status, sexual orientation, gender identity, gender expression, creed, ancestry, or medical condition shall not be considered as factors that create suspicion, although these factors may be used as specific-involved person descriptors.

- B. **Involved Person.** An involved person (IP) is an individual that has been observed engaging in suspicious activity, when no definitive criminal activity is identified, thus precluding their identification as a suspect.
- C. **Potential Target.** A potential target is a person, facility/building, infrastructure or protected site that is or may be the object of the suspicious activity.

II. REPORTING AND INVESTIGATIVE RESPONSIBILITY FOR SAR-RELATED INCIDENTS AND CRIME AND/OR ARREST REPORTS.

All reports of suspicious activity shall be reported on a SAR. The Division of Records (DR) number for all associated reports (e.g., Property Report, Form 10.01.00; IR, Form 03.01.00; and Arrest Report, Form 05.02.00) shall be listed in the space provided on the upper left-hand corner of the SAR face sheet.

A. Employee's Responsibilities. Any Department employee receiving any information regarding suspicious activity and/or observing any suspicious activity shall 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 of origin.

1. If the suspicious activity observed (e.g., suspicious behaviors or activities only) is not directly related to a reportable crime and/or any other type of investigation:

- * Record the information collected from the person reporting, or officer's observations on a SAR;
- * If the potential target of the activity can be identified (e.g., government, person, building/facility, infrastructure or protected site, or an official being surveilled), that location or individual shall be listed within the "Potential Target" section of the SAR. Otherwise, the "City of Los Angeles" shall be listed as the potential target;
- * List the person reporting within the "Witness" section of the SAR. If the person reporting refuses to identify themselves, list them as "Anonymous";
- * List any additional witnesses;
- * List the parties engaged in the suspicious behavior as Involved Persons within the "Involved Persons" portion of the SAR. With no reportable crime, they cannot be listed as suspects. Utilize page 2 of the SAR to include additional descriptive information;

- * Notify the watch commander, Area of occurrence. Upon approval by the watch commander, ensure that the Area Records Unit is made aware of the report and immediately assigns a DR and incident number for the SAR. **Refer to the Area Records Unit's Responsibilities Note Section regarding manual DR numbers;**
- * If there is property or evidence associated with the suspicious activity, a separate Property Report shall be completed. The Property Report shall bear a separate DR and incident number from the SAR, along with the following:
 - a. The Evidence box shall be marked;
 - b. The Investigative Unit box shall be Major Crimes Division (MCD);
 - c. The Connecting Reports box shall be marked "None";
 - d. In the narrative portion of the report, officers shall write, "Do not release or destroy prior to contacting MCD. Below listed property booked on advice from MCD";
- * The Property Report DR number shall be referenced in the "Prop Rpt DR#" box provided on the upper left-hand corner of the SAR face sheet;
- * The booked property and the Property Report shall remain in the division of occurrence;
- * Send the original SAR to Counter Terrorism and Special Operations Bureau (CTSOB)/MCD, Stop 400, as soon as practicable, but no later than 24 hours after the report is taken and faxed to MCD. No copies of the SAR shall be maintained at the Area.

Note: The SAR DR and incident numbers shall not be referenced in the Property Report or any other report.

2. If the suspicious activity observed is related to a criminal or other type of investigation (e.g., bomb threat, vandalism, trespass, assault, domestic violence, impound, narcotics, property report, etc.), officers shall complete the following:

- * Complete the investigation and any appropriate reports [e.g., IR; Arrest Report; Property Report; Vehicle Report, CHP 180 (impound) and/or any other related reports];
- * Complete a SAR with a separate DR and incident number. Refer to the Area Records Unit's Responsibilities Note Section regarding manual DR numbers;
- * Ensure that the DR number(s) of all completed crime, arrest, and/or property reports are listed and referenced in the appropriate boxes provided in the upper left-hand corner of the SAR face sheet. Include any additional information that provides the nexus to terrorism within the narrative of the SAR on page 2;
- * Ensure that the SAR DR and incident numbers are not referenced in any other reports, e.g., crime, arrest, etc.;

Note: The physical disclosure of a SAR during criminal and/or civil discovery should only occur pursuant to a lawful court order.

- * Notify the watch commander, Area of occurrence. Upon approval by the watch commander, ensure that the Area Records Unit is made aware of the report. These reports shall be processed separately;
- * Notify MCD [contact Real-Time Analysis and Critical Response Division (RACR) for off-hours notification] if the report involves an arrest or a crime with follow-up potential; and,
- * Send the original SAR, including a copy of all associated reports, to CTSOB/MCD, Stop 400, as soon as practicable, but no later than 24 hours after the report is taken and faxed to MCD. No copies of the SAR shall be maintained at the Area.

Note: Employees may reference that a SAR was completed and indicate the SAR DR number only, and not the involved person's information in their Daily Field Activities Report (DFAR), Form 15.52.00, e.g., "A SAR report was completed, DR No. ___." The involved person's name(s) from the SAR shall not be documented on the aforementioned report or any other related reports, e.g., IR, Arrest, etc.

B. Watch Commander's Responsibilities. Upon notification that officers have received information regarding a suspicious activity, the watch commander shall:

- * Ensure that the information supports the completion of a SAR and that no greater law enforcement response or notifications to MCD are currently needed;
- * Review the SAR report for completeness; and,
- * Ensure that the Area Records Unit immediately assigns a DR number for the SAR, enters the information into the Consolidated Crime Analysis Database (CCAD) system, forwards the **original SAR**, including a **copy of all associated reports** to MCD, and faxes all reports to MCD no later than 24 hours after the report is taken. **Refer to the Area Records Unit's Responsibilities Note Section regarding manual DR numbers.**

Note: Supervisors and watch commanders may reference that a SAR was completed and indicate the SAR DR number only, and not the involved person's information in their Sergeant's Daily Report, Form 15.48.00, or Watch Commander's Daily Report, Form 15.80.00, e.g., "SAR report completed, DR No. ___." The involved person's name(s) from the SAR shall not be documented on the aforementioned reports or any other related reports, e.g., IR, Arrest, etc.

C. Major Crimes Division's Responsibilities. Upon receiving a telephonic notification of a suspicious activity, MCD personnel shall, when appropriate, conduct immediate debriefs of arrestees, and/or witnesses, and provide the appropriate guidance to patrol officers.

Upon receiving a SAR which has been forwarded and faxed to MCD, assigned MCD personnel shall follow established protocols regarding the processing of such information. Refer to the Area Record Unit's Responsibilities Note Section regarding manual DR numbers and MCD's responsibilities in reference to this.

D. **Area Records Unit's Responsibilities.** Upon receipt of the original SAR and associated reports (e.g., Property Report, IR, and/or Arrest Report, etc.) records personnel shall:

- * Assign DR number(s) for the SAR reports and other related reports, as appropriate;

Note: If unable to obtain a DR number, **DO NOT** obtain a **manual DR number** for the SAR and do not keep a copy of the SAR. Forward the original SAR to the SAR Unit, Major Crimes Division, Stop 400 and fax it to MCD. The SAR Unit personnel will obtain the required DR number and incident number. If an arrest is involved, MCD will notify the Area of a **manual SAR DR number**.

- * Ensure that the DR number(s) of all associated reports (crime, arrest, property, and/or impound report, etc.) are listed in the appropriate boxes provided on the face sheet of the SAR;
- * Enter the information into the CCAD system, including any appropriate CTSOB-related codes; and,
- * Send the original SAR, including a copy of all associated reports, to CTSOB/MCD, Stop 400, as soon as practicable, but no later than 24 hours after the report is taken and faxed to MCD. No copies of the SAR shall be maintained at the Area.

E. **Area Detective's Responsibilities.** Upon receipt of a SAR and any associated reports, (e.g. Property Report, IR, and/or Arrest Report, etc.), which arrive at an Area Detective Division without having been reviewed by MCD personnel, Area detectives shall:

- * Immediately notify MCD and forward the SAR to MCD (**No copies of the SAR shall be retained at the Area**) and fax copies of the SAR and all reports to MCD. Refer to the Area Records Unit's Responsibilities Note Section regarding manual DR numbers;

- * Ensure the SAR has been screened by MCD personnel;
and,
- * Complete any criminal investigation per existing
Department policies and guidelines.

III. SUSPICIOUS ACTIVITY REPORT, FORM 03.24.00 - ACTIVATED.

The Suspicious Activity Report, Form 03.24.00, is activated.

- A. **Use of Form.** The SAR is a STAND-ALONE REPORT and is to be used when reporting all acts of suspicious activities as defined in Section I. A. above.
- B. **Completion.** This form shall be completed by ANY sworn Department employee either observing or receiving information of a suspicious activity.
- C. **Distribution.**

1 - Original, Commanding Officer, MCD.

1 - TOTAL

- IV. **INVESTIGATIVE REPORT, FORM 03.01.00 - REVISED.** The Investigative Report, Form 03.01.00, has been revised to delete the checkbox indicating "Suspicious Activity" on its face sheet. The IR shall no longer be used to report any act of suspicious activity.

The completion and distribution of this form remain unchanged.

- V. **SUSPICIOUS ACTIVITY REPORT NOTEBOOK DIVIDER, FORM 18.30.03 - REVISED.** The SAR Notebook Divider has been revised accordingly.

FORM AVAILABILITY: The SAR, the SAR Notebook Divider, and the revised IR, are available in LAPD E-Forms on the Department's Local Area Network (LAN). The previous version of the printed IR form is still valid and can be used until the current stock is depleted; however, it should not be used for reporting suspicious activity. The revised IR form and the new SAR will be available for ordering from the Department of General Services, Distribution Center, in four weeks. All other versions of the SAR Notebook Divider shall be marked "obsolete" and placed into the divisional recycling bin. The copies of all three forms are attached for immediate use and duplication.

January 2, 2012

AMENDMENTS: This Order amends Section 4/271.46 of the Department Manual, activates the SAR, revises the SAR Notebook Divider, and revises the IR. The "Form Use Link" applicable to the SAR is accessible in Volume V of the Department Manual.

MONITORING RESPONSIBILITY: The Commanding Officer, Major Crimes Division, shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

**Los Angeles Police Department
SUSPICIOUS ACTIVITY REPORT**

Page _____ of _____

INC #				DR #			
CRIME RPT ASSOC WITH THIS SAR <input type="checkbox"/> YES <input type="checkbox"/> NO	POTENTIAL TARGET	LAST NAME, FIRST, MIDDLE (OR NAME OF BUSINESS)			SEX	DESC	DOB
CRIME RPT DR #		ADDRESS			ZIP	PHONE	X <input type="checkbox"/>
ARR RPT ASSOC WITH THIS SAR <input type="checkbox"/> YES <input type="checkbox"/> NO		R- B-					
ARR RPT DR #		E-MAIL ADDRESS		CELL PHONE			
PROP RPT ASSOC WITH THIS SAR <input type="checkbox"/> YES <input type="checkbox"/> NO	PREMISES (SPECIFIC TYPE)	LOCATION OF OCCURRENCE	SAME AS TAGRET'S <input type="checkbox"/>		RES. <input type="checkbox"/>	BUS <input type="checkbox"/>	R.D.
PROP RPT DR #	DATE & TIME OF OCCURRENCE			DATE & TIME REPORTED TO P.D.			
TARGET'S VEH. (IF INVOLVED) YEAR, MAKE, MODEL, TYPE, COLOR, LIC. NO.				NOTIFICATION(S) (PERSON & DIVISION)			

SUSPICIOUS ACTIVITY AND/OR BEHAVIOR

IF LONG FORM, LIST UNIQUE ACTIONS. IF SHORT FORM, DESCRIBE IP'S ACTIONS IN BRIEF PHRASES. DO NOT REPEAT ABOVE INFO BUT CLARIFY REPORT AS NECESSARY.

REPORTING EMPLOYEE(S)	INITIALS, LAST NAME	SERIAL NO.	DIV./DETAIL	PERSON REPORTING	SIGNATURE	OR RECEIVED BY PHONE <input type="checkbox"/>
				NOTE: IF SHORT FORM AND TARGET/PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION.		

IP'S VEHICLE	YEAR	MAKE	MODEL	TYPE	INTERIOR	EXTERIOR	BODY	WINDOWS
COLOR(S):	VEH. LIC. NO.	STATE	COLOR:		<input type="checkbox"/> 1 CUSTOM WHEEL! <input type="checkbox"/> 2 PAINTED INSCRIPT <input type="checkbox"/> 3 LEVEL ALTEREC <input type="checkbox"/> 4 RUST/PRIMER <input type="checkbox"/> 5 CUSTOM PAINT <input type="checkbox"/> 6 VINYL TOP	<input type="checkbox"/> 1 DAMAGE <input type="checkbox"/> 2 MODIFIED <input type="checkbox"/> 3 STICKER	<input type="checkbox"/> 4 LEFT <input type="checkbox"/> 5 RIGHT <input type="checkbox"/> 6 FRONT <input type="checkbox"/> 7 REAR	<input type="checkbox"/> 1 DAMAGE <input type="checkbox"/> 2 CUSTOM <input type="checkbox"/> 3 CURTAINS <input type="checkbox"/> 4 LEFT <input type="checkbox"/> 5 RIGHT <input type="checkbox"/> 6 FRONT <input type="checkbox"/> 7 REAR
			<input type="checkbox"/> 1 BUCKET SEATS <input type="checkbox"/> 2 DAMAGED INSIDE					

INVOLVED PERSON(S)										
IP-1	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN	
	PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATOOS, ETC.)									
IP-2	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN	
	PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATOOS, ETC.)									

WITNESSES											
W - WITNESS;					R - PERSON RPTG.;						
	NAME	SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE			
	DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)				FOREIGN LANGUAGE SPOKEN	B-					
	E-MAIL ADDRESS						CELL PHONE				
	NAME	SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE			
	DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)				FOREIGN LANGUAGE SPOKEN	B-					
	E-MAIL ADDRESS						CELL PHONE				
	NAME	SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE			
	DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)				FOREIGN LANGUAGE SPOKEN	B-					
	E-MAIL ADDRESS						CELL PHONE				

APPROVAL AND REVIEW	SUPERVISOR APPROVING	SERIAL NO.	DIVISION	DETECTIVE SUPERVISOR REVIEWING	SERIAL NO.
	DATE & TIME REPRODUCED	CLERK	DIVISION	CATEGORY	

Los Angeles Police Department

Page ____ of ____

SUSPICIOUS ACTIVITY REPORT

INC #

DR #

NARRATIVE: Use this page to document all information regarding the investigation, arrest, additional involved person(s), and include all evidence collected, etc., that provides the nexus to terrorism. Use additional pages if needed and attach any statements taken.

SUSPICIOUS ACTIVITY REPORT

These guidelines should be followed for investigations of Suspicious Activity.

DEFINITIONS:

SUSPICIOUS ACTIVITY

A Suspicious Activity is any reported or observed activity, or any criminal act or attempted criminal act, which an officer believes may reveal a nexus to foreign or domestic terrorism.

SUSPICIOUS ACTIVITY REPORT

A Suspicious Activity Report (SAR) is a stand-alone report used to document any reported or observed behavior/activity that may reveal a nexus to foreign or domestic terrorism. The information reported in a SAR may result from observations or investigations by police officers, or may be reported to them by private sources. A SAR will generally consist of the completion of a SAR, Form 03.24.00.

Note: A SAR shall only be completed for those activities and behaviors specifically listed or defined under "reportable suspicious activities."

INVOLVED PERSON

An involved person (IP) is an individual that has been observed engaging in suspicious activity when no definitive criminal activity can be identified, thus precluding their identification as a suspect.

POTENTIAL TARGET

A potential target is a person, facility/building, infrastructure or protected site that is or may be the object of the suspicious activity.

EMPLOYEE'S REPORTING RESPONSIBILITIES

Any Department employee receiving any information regarding suspicious activity and/or observing any suspicious activity shall investigate and take appropriate action, to include any tactical response or notifications to specialized entities.

I. If the suspicious activity observed (e.g., suspicious behaviors or activities only) is not directly related to a reportable crime and/or any other type of investigation:

- Record the information collected from the person reporting, or officer's observations on a SAR, Form 03.24.00;
- If the potential target of the activity can be identified (e.g., government, person, building/facility, infrastructure or protected site, or an official being surveilled), that location or individual shall be listed within the "Potential Target" section of the SAR. Otherwise the "City of Los Angeles" shall be listed as the potential target;
- List the person reporting within the "Witness" section of the SAR. If the person reporting refuses to identify themselves, list them as "Anonymous";
- List any additional witnesses;
- List the parties engaged in the suspicious behavior as Involved Persons within the "Involved Persons" portion of the SAR. **With no reportable crime, they cannot be listed as suspects.** Utilize page 2 of the SAR to include additional descriptive information;
- Notify the watch commander, Area of occurrence. Upon approval by the watch commander, ensure that the Area Records Unit is made aware of the report and immediately assigns a DR and incident number for the SAR. **Refer to the Area Records Unit's Responsibilities Note Section regarding manual DR numbers:**
- If there is a property or evidence associated with the suspicious activity, **a separate Property Report shall be completed. The Property Report shall bear a separate DR and incident number from the SAR, along with the following:**

- a. The Evidence box shall be marked;
- b. The Investigative Unit box shall be Major Crimes Division (MCD);
- c. The Connecting Reports box shall be marked "None";
- d. In the narrative portion of the report, officers shall write, "Do not release or destroy prior to contacting MCD. Below listed property booked on advice from MCD";

- The Property Report DR number shall be referenced in the "Prop Rpt DR#" box provided on the upper left-hand corner of the SAR face sheet;
- The booked property and the Property Report shall remain in the division of occurrence;
- Send the **original** SAR to Counter Terrorism and Special Operations Bureau (CTSOB)/MCD, Stop 400, as soon as practicable, but no later than 24 hours after the report is taken and faxed to MCD. **No copies of the SAR shall be maintained at the Area.**

Note: The SAR DR and incident numbers shall not be referenced in the Property Report or any other report.

II. If the suspicious activity observed is related to a criminal or other type of investigation (e.g., bomb threat, vandalism, trespass, assault, domestic violence, impound, narcotics, property report, etc.), officers shall complete the following:

- Complete the investigation and any appropriate reports [e.g., IR; Arrest Report; Property Report; Vehicle Report, CHP 180 (impound) and/or any other related reports];
- Complete a SAR with a separate DR and incident number. Refer to the Area Records Unit's Responsibilities Note Section regarding manual DR numbers;
- Ensure that the DR number(s) of all completed crime, arrest, and/or property reports are listed and referenced in the appropriate boxes provided in the upper left-hand corner of the SAR face sheet. Include any additional information that provides the nexus to terrorism within the narrative of the SAR on page 2;
- Ensure that the SAR DR and incident numbers are not referenced in any other reports, e.g., crime, arrest, etc.;

Note: The physical disclosure of a SAR during criminal and or civil discovery should only occur pursuant to a lawful court order.

- Notify the watch commander, Area of occurrence. Upon approval by the watch commander, ensure that the Area Records Unit is made aware of the report. **These reports shall be processed separately:**
- Notify MCD [contact Real-Time Analysis and Critical Response (RACR) Division for off-hours notification] if the report involves an arrest or a crime with follow-up potential; and,
- Send the **original** SAR, including a copy of all associated reports, to CTSOB/MCD, Stop 400, as soon as practicable, but no later than 24 hours after the report is taken and faxed to MCD. **No copies of the SAR shall be maintained at the Area.**

Note: Employees may reference that a SAR was completed and indicate the SAR DR number only and not the involved person's information in their Daily Field Activities Report (DFAR), Form 15.52.00, e.g., "A SAR Report was completed, DR No. ___." The involved person's name(s) from the SAR shall not be documented on the aforementioned report, or any other related reports, e.g., IR, Arrest, etc.

SUSPICIOUS ACTIVITY REPORT

These guidelines should be followed for investigations of Suspicious Activity.

SUPERVISORS & WATCH COMMANDERS may reference that a SAR was completed and indicate the SAR DR number only, and not the involved person's information in their Sergeant's Daily Report, Form 15.48.00, or Watch Commander's Report, Form 15.80.00, e.g., " SAR Report completed, DR No. ___." The involved person's name(s) from the SAR shall not be documented on the aforementioned reports, or any other related reports, e.g., IR, Arrest, etc. **Please refer to Department Manual Section 4/271.46 for the supervisor's and watch commander's responsibilities.**

NOTIFICATIONS:

Notify CTSOB/MCD (contact RACR Division for off-hours notification) for guidance if the report involves any incident of significance, an arrest or a crime with any follow-up potential.

POLICY STATEMENT:

It is the policy of the Los Angeles 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 activities or intentions related to either foreign or domestic terrorism, in a manner that protects the information, privacy and legal rights of Americans.

REPORTABLE SUSPICIOUS ACTIVITIES:

A suspicious activity reported on a SAR shall only include the following:

- **Breach/Attempted Intrusion.** Unauthorized individuals attempting to or actually entering a facility/infrastructure or protected site;
- **Misrepresentation.** Presenting false or misusing insignia, documents, and/or identification to misrepresent one's affiliation to cover possible illicit activity. Impersonation of any authorized personnel (e.g., police, security, or janitor);
- **Theft/Loss/Diversions.** Stealing or diverting (obtaining or acquiring) something associated with a facility/infrastructure [e.g., badges, uniforms, identification, emergency vehicles, technology or documents (classified or unclassified), which are proprietary to the facility];
- **Sabotage/Tampering/Vandalism.** Damaging, manipulating, or defacing part of a facility/infrastructure or protected site;
- **Cyber Attack.** Compromising or attempting to compromise or disrupt an organization's information technology infrastructure;
- **Expressed or Implied Threat.** Communicating a spoken or written threat to damage or compromise a facility/infrastructure, protected site, and cyber attacks;
- **Aviation Activity.** Operation or attempted operation of an aircraft in a manner that reasonably may be interpreted as suspicious or posing a threat to people, buildings/facilities, infrastructures, or protected sites. Such operation may or may not be a violation of Federal Aviation Administration regulations;
- **Eliciting Information:** Questioning individuals at a level beyond mere curiosity about particular facets of a facility's or building's purpose, operations, security procedures, etc., that would arouse suspicion in a reasonable person;
- **Testing or Probing of Security:** Deliberate interactions with, or challenges to, installations, personnel, or systems that reveal physical, personnel or cyber security capabilities;
- **Recruiting:** Building of operations teams and contacts, personal data, banking data or travel data;
- **Photography:** Taking pictures or videos of facilities/buildings, infrastructures, or protected sites in a manner that would arouse suspicion in a reasonable person.

Examples include taking pictures or videos of ingress/egress, delivery locations, personnel performing security functions (e.g., patrol, badge/vehicle checking), security-related equipment (e.g., perimeter fencing, security cameras), etc.;

- **Observation/Surveillance:** Demonstrating unusual interest in facilities/buildings, infrastructures or protected sites beyond mere casual or professional (e.g., engineers) interest, such that a reasonable person would consider the activity suspicious. Examples include observations through binoculars, taking notes, attempting to measure distances, etc.;
- **Materials Acquisition/Storage:** Acquisition and/or storage of unusual quantities of materials, such as cell phones, pagers, fuel, chemicals, toxic materials, and timers, such that a reasonable person would consider the activity suspicious;
- **Acquisition of Expertise:** Attempts to obtain or conduct training in security concepts; military weapons or tactics; or other unusual capabilities such that a reasonable person could consider the activity suspicious;
- **Weapons Discovery:** Discovery of unusual amounts of weapons, explosives, or their components that would arouse suspicion in a reasonable person; or,
- **Sector-Specific Incident:** Actions associated with a characteristic of unique concern to specific sectors (such as the public health sector) with regard to their personnel, facilities, systems or functions.

Note: These activities may be constitutionally-protected activities and should therefore not be reported in a SAR, absent articulable facts and circumstances that support the source's suspicion that the behavior observed is not innocent, but rather reasonably indicative of suspicious activity associated with terrorism. Race, color, religion, national origin, gender, age, physical or mental disability, marital status, sexual orientation, gender identity, gender expression, creed, ancestry, or medical condition shall not be considered as factors that create suspicion, although these factors may be used as specific-involved person descriptors.

SOURCE: Special Order No. 1, 2012/Department Manual Section 4/271.46, *Reporting Suspicious Activity Potentially Related to Foreign or Domestic Terrorism.*

**Los Angeles Police Department
INVESTIGATIVE REPORT**

COMBINED EVID. REPORT
 MULTIPLE DRGS ON THIS REPORT

Page _____ of _____ 03.01.00 (12/11)

REPORT OF:

INVEST DIV. INC # DR #

CTSOB MAJOR CRIMES
SHOTS FIRED
USE OF FORCE
NARCOTICS STOLEN - GND
GND/GIT
FIREARM STOLEN/ LOST - DUSD & R81 CRIME PROPERTY TT SUPVR
CHILD ABUSE JUVENILE DIV.
EXTRA COPIES

CASE SCREENING FACTOR(S)		VICTIM	LAST NAME, FIRST, MIDDLE (OR NAME OF BUSINESS)		SEX	DESC	HT	WT	AGE	DOB	
<input type="checkbox"/> SUSPECT/VEHICLE NOT SEEN <input type="checkbox"/> PRINTS OR OTHER EVIDENCE NOT PRESENT <input type="checkbox"/> MO NOT DISTINCT <input type="checkbox"/> PROPERTY LOSS LESS THAN \$5,000 <input type="checkbox"/> NO SERIOUS INJURY TO VICTIM <input type="checkbox"/> ONLY ONE VICTIM INVOLVED			ADDRESS R -		ZIP	PHONE		X <input type="checkbox"/>			
PREMISES (SPECIFIC TYPE) <input type="checkbox"/> ATM			B -		E-MAIL ADDRESS		CELL PHONE				
			DR. LIC. NO. (IF NONE, OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		OCCUPATION				

ENTRY 459/BFV POINT OF ENTRY	POINT OF EXIT	LOCATION OF OCCURRENCE	SAME AS VS	<input type="checkbox"/> RES.	<input type="checkbox"/> BUS.	R.D.	PRINTS BY PREL. INV. ATTEMPT OBTAINED	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> FRONT <input type="checkbox"/> REAR <input type="checkbox"/> SIDE <input type="checkbox"/> ROOF <input type="checkbox"/> FLOOR <input type="checkbox"/> OTHER	METHOD	DATE & TIME OF OCCURRENCE		DATE & TIME REPORTED TO PD				
INSTRUMENT/TOOL USED		TYPE PROPERTY STOLEN/LOST/DAMAGED	<input type="checkbox"/> 03.04.00 GIVEN	STOLEN/LOST	RECOVERED	EST. DAMAGED ARSON/VAND.		
		\$	\$	\$				

VICT'S VEH. (IF INVOLVED) YEAR, MAKE, TYPE, COLOR, LIC. NO. NOTIFICATION(S) (PERSON & DIVISION) CONNECTED REPORT(S) (TYPE & DR #)

MO IF LONG FORM, LIST UNIQUE ACTIONS IF SHORT FORM, DESCRIBE SUSPECT'S ACTIONS IN BRIEF PHRASES, INCLUDING WEAPON USED. DO NOT REPEAT ABOVE INFO BUT CLARIFY REPORT AS NECESSARY. IF ANY OF THE MISSING ITEMS ARE POTENTIALLY IDENTIFIABLE, ITEMIZE AND DESCRIBE ALL ITEMS MISSING IN THIS INCIDENT IN THE NARRATIVE.

MANDATORY MARSY'S RIGHTS CARD PROVIDED TO THE VICTIM <input type="checkbox"/>		HATE CRIME/INCIDENT <input type="checkbox"/>	DOMESTIC VIOLENCE <input type="checkbox"/>
REPORTING EMPLOYEE(S)	INITIALS, LAST NAME	SERIAL NO.	DIV./DETAIL
	PERSON SIGNATURE		OR RECEIVED BY PHONE <input type="checkbox"/>
NOTE: IF SHORT FORM AND VICTIM/PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION.			

Complete below sections if any CASE SCREENING FACTOR(S) boxes are not checked.

SUSP'S VEHICLE	YEAR	MAKE	MODEL	TYPE	Interior COLOR:	Exterior	Body	Windows		
COLOR(S)	VEH LIC. NO.	STATE	<input type="checkbox"/> 1 BUCKET SEATS <input type="checkbox"/> 2 DAMAGED INSIDE		<input type="checkbox"/> 1 CUSTOM WHEELS <input type="checkbox"/> 2 PAINTED INSCRIPT <input type="checkbox"/> 3 LEVEL ALTERED <input type="checkbox"/> 4 RUST/PRIMER <input type="checkbox"/> 5 CUSTOM PAINT <input type="checkbox"/> 6 VINYL TOP	<input type="checkbox"/> 1 DAMAGE <input type="checkbox"/> 2 MODIFIED <input type="checkbox"/> 3 STICKER <input type="checkbox"/> 4 LEFT	<input type="checkbox"/> 5 RIGHT <input type="checkbox"/> 6 FRONT <input type="checkbox"/> 7 REAR	<input type="checkbox"/> 1 DAMAGE <input type="checkbox"/> 2 CUST. <input type="checkbox"/> 3 CURTAINS <input type="checkbox"/> 4 LEFT <input type="checkbox"/> 5 RIGHT <input type="checkbox"/> 6 FRONT <input type="checkbox"/> 7 REAR		
S-1	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN; NAME, BKG. NO., CHARGE, IF ARRESTED.	
	PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATTOOS, ETC.)				Weapon (VERBAL THREATS, BODILY FORCE, SIMULATED GUN, ETC. IF KNIFE OR GUN, DESCRIBE FULLY.)					
S-2	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN; NAME, BKG. NO., CHARGE, IF ARRESTED.	
	PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATTOOS, ETC.)				Weapon (VERBAL THREATS, BODILY FORCE, SIMULATED GUN, ETC. IF KNIFE OR GUN, DESCRIBE FULLY.)					

INVOLVED PERSON(S) W - WITNESS; R - PERSON RPTG.; S - PERSON SECURING (459); D - PERSON DISCOVERING (459); P - PARENT; CP - CONTACT PERSON (DOMESTIC VIOLENCE) IP - INVOLVED PARTY

NAME	SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		R -		B -	
E-MAIL ADDRESS		CELL PHONE					
NAME	SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		R -		B -	
E-MAIL ADDRESS		CELL PHONE					
NAME	SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		R -		B -	
E-MAIL ADDRESS		CELL PHONE					

COMBINED EVID. RPT.	USE THIS SECTION IN LIEU OF PROPERTY REPORT IF NO GUN AND NO MORE THAN THREE ITEMS OF EVIDENCE.	LOC. EVID. BKD.	10.10.00 GIVEN?	<input type="checkbox"/> Y <input type="checkbox"/> N	Preliminary Drug Test	SUPV./INV. OFCR. TESTING SERIAL NO.	WITNESS OFCR.	SERIAL NO.
ITEM	QUAN.	ARTICLE	SERIAL NO./TYPE TEST OF DRUG	BRAND/DRUG WEIGHT, UNITS	MODEL NO / DRUG TEST RESULT	MISC.		

NARRATIVE USE THE FOLLOWING HEADINGS TO DOCUMENT ALL INFORMATION REGARDING THE INVESTIGATION: ADDITIONAL PERSONS INVOLVED (separated by type); SOURCE OF ACTIVITY; INVESTIGATION; ARREST; INJURY/MEDICAL TREATMENT; PHOTOGRAPHS; BOOKING; EVIDENCE; ADDITIONAL; COLLISION SUMMARY; PROPERTY STOLEN/LOST/RECOVERED/DAMAGED; AND COURT INFORMATION. NOTE: ANY OF THESE HEADINGS MAY BE OMITTED IF NOT APPLICABLE. SEE FIELD NOTEBOOK DIVIDER - GENERAL REPORTING INSTRUCTIONS, FORM 18.30.01 AND FIELD NOTEBOOK DIVIDER - IR, FORM 18.30.01 FOR FURTHER INFORMATION.

VICTIM INDEMNIFICATION INFORMATION (IF APPLICABLE)	IS ANY OF THE VICTIM'S PROPERTY MARKED WITH AN OWNER APPLIED IDENTIFICATION NUMBER? IF YES, EXPLAIN IN NARRATIVE.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
APPROVAL AND REVIEW	SUPERVISOR APPROVING	SERIAL NO.	DIVISION	DETECTIVE SUPERVISOR REVIEWING
	DATE & TIME REPRODUCED	CLERK	DIVISION	SERIAL NO.
				CATEGORY

**Los Angeles Police Department
INVESTIGATIVE REPORT**

COMBINED EVID. REPORT
 MULTIPLE DRs ON THIS REPORT

CASE SCREENING FACTOR(S) <input type="checkbox"/> SUSPECT/VEHICLE NOT SEEN <input type="checkbox"/> PRINTS OR OTHER EVIDENCE NOT PRESENT <input type="checkbox"/> MO NOT DISTINCT <input type="checkbox"/> PROPERTY LOSS LESS THAN \$5,000 <input type="checkbox"/> NO SERIOUS INJURY TO VICTIM <input type="checkbox"/> ONLY ONE VICTIM INVOLVED		REPORT OF:		INVEST DIV.	INC #	DR #				
		VICTIM LAST NAME, FIRST, MIDDLE (OR NAME OF BUSINESS)		SEX	DESC	HT	WT	AGE	DOB	
PREMISES (SPECIFIC TYPE) <input type="checkbox"/> ATM		ADDRESS		ZIP		PHONE		X		
		R -						<input type="checkbox"/>		
		B -						<input type="checkbox"/>		
		E-MAIL ADDRESS				CELL PHONE				
		DR. LIC. NO. (IF NONE, OTHER ID & NO.)		FOREIGN LANGUAGE SPOKEN		OCCUPATION				
ENTRY 459/BFV POINT OF ENTRY		POINT OF EXIT		LOCATION OF OCCURRENCE		SAME AS V/S <input type="checkbox"/> RES. <input type="checkbox"/> BUS. <input type="checkbox"/> R.D.		PRINTS BY PREL. INV. ATTEMPT OBTAINED <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N		
<input type="checkbox"/> FRONT <input type="checkbox"/> REAR <input type="checkbox"/> SIDE <input type="checkbox"/> ROOF <input type="checkbox"/> FLOOR <input type="checkbox"/> OTHER		METHOD		DATE & TIME OF OCCURRENCE		DATE & TIME REPORTED TO PD				
		INSTRUMENT/TOOL USED		TYPE PROPERTY STOLEN/LOST/DAMAGED <input type="checkbox"/> 03.04.00 GIVEN		STOLEN/LOST		RECOVERED	EST. DAMAGED ARSON / VAND.	
						\$		\$	\$	
VICT'S VEH. (IF INVOLVED) YEAR, MAKE, TYPE, COLOR, LIC. NO.		NOTIFICATION(S) (PERSON & DIVISION)		CONNECTED REPORT(S) (TYPE & DR #)						
MO IF LONG FORM, LIST UNIQUE ACTIONS. IF SHORT FORM, DESCRIBE SUSPECT'S ACTIONS IN BRIEF PHRASES, INCLUDING WEAPON USED. DO NOT REPEAT ABOVE INFO BUT CLARIFY REPORT AS NECESSARY. IF ANY OF THE MISSING ITEMS ARE POTENTIALLY IDENTIFIABLE, ITEMIZE AND DESCRIBE ALL ITEMS MISSING IN THIS INCIDENT IN THE NARRATIVE.										
MANDATORY MARSY'S RIGHTS CARD PROVIDED TO THE VICTIM <input type="checkbox"/>										
HATE CRIME/INCIDENT <input type="checkbox"/>										
DOMESTIC VIOLENCE <input type="checkbox"/>										
REPORTING EMPLOYEE(S)		INITIALS, LAST NAME		SERIAL NO.		DIV./DETAIL		PERSON REPORTING	SIGNATURE	OR RECEIVED BY PHONE <input type="checkbox"/>
NOTE: IF SHORT FORM AND VICTIM/PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION.										

THIS REPORT DOES NOT CONSTITUTE VALID IDENTIFICATION

KEEP THIS REPORT FOR REFERENCE. INSTRUCCIONES EN ESPANOL AL REVERSO.

Your case will be assigned to a detective for follow-up investigation based upon specific facts obtained during the initial investigation. Studies have shown that the presence of these facts can predict whether a detailed follow-up investigation would likely result in the arrest and prosecution of the suspect(s) or the recovery of property, in a manner that is cost-effective to you, the taxpayer. Significant decreases in personnel have made it impossible for detectives to personally discuss each and every case with all crime victims. A detective will not routinely contact you, unless the detective requires additional information.

TO REPORT ADDITIONAL INFORMATION: If you have specific facts to provide which might assist in the investigation of your case, please contact the detective Monday through Friday, between 8:00 A.M. and 9:30 P.M., or between 2:30 P.M. and 4:00 P.M. at telephone number _____ . If the detective is not available when you call, please leave a message and include the telephone number where you can be reached.

COPY OF REPORT: If you wish to purchase a copy of the complete report, phone (213) 486-8130 to obtain the purchase price. Send a check or money order payable to the Los Angeles Police Department to Records and Identification Division, Box 30158, Los Angeles, CA 90030. Include a copy of this report or the following information with your request: 1) Name and address of victims; 2) Type of report and DR number (if listed above); 3) Date and location of occurrence. NOTE: Requests not accompanied by proper payment will not be processed.

DR NUMBER: If not entered on this form, the DR number may be obtained by writing to Records and Identification Division and giving the information needed to obtain a copy of the report (see above paragraph). Specify that you only want the DR number. It will be forwarded without delay. There is no charge for this service.

CREDIT CARDS/CHECKS: Immediately notify concerned credit corporation or banks to avoid possibility of being liable for someone else using your stolen or lost credit card or check.

HOW YOU CAN HELP THE INVESTIGATION OF YOUR CASE:

- * Keep this memo for reference.
- * If stolen items have serial numbers not available at time of report, attempt to locate them and phone them to the detective at the listed number.
- * If you discover additional losses, complete and mail in the Supplemental Property Loss form given to you by the reporting employee.
- * Promptly report recovery of property.
- * Promptly report additional information such as a neighbor informing you of suspicious activity at time crime occurred.

VICTIM-WITNESS ASSISTANCE PROGRAM: The Los Angeles City and County Victim-Witness Assistance Program (VWAP) can help to determine if you qualify for Victim of Violent Crime compensation. If you qualify, they will assist with filling your claim application. If you are a victim or a witness to a crime and will be going to court, they will explain the court procedures to you. Their staff may also assist you with other problems created by the crime.

To find the program location nearest to you, call the Victim-Witness Assistance Program at the Los Angeles City Attorney's Office (213) 485-6976, or the Los Angeles County District Attorney's Office (213) 974-7499.

VICTIMS OF VIOLENT CRIME COMPENSATION: Refer to paragraph at bottom of reverse side.

DEPARTAMENTO DE POLICIA
DE LOS ANGELES

MEMORANDUM DE REPORTE PARA VICTIMAS

Su caso será asignado a un detective para continuar la investigación basándose en factores específicos obtenidos durante la investigación inicial. Estudios han demostrado que la presencia de estos factores pueden predecir si una investigación detallada podría resultar en el arresto y prosecución del responsable o la recuperación de la propiedad, de una manera que es menos costosa para ud, el contribuyente. Disminuciones significativas de personal han hecho imposible a los detectives discutir personalmente cada caso con todas las víctimas de crímenes. El detective no lo contactara rutinariamente a menos que requiera información adicional.

PARA REPORTAR INFORMACIÓN ADICIONAL: Si tiene datos específicos que proveer que pudieran asistir en la investigación de su caso, favor de comunicarse con el detective de Lunes a Viernes, entre las 8:00 y 9:30 de la mañana o entre las 2:30 y 4:00 de la tarde al teléfono _____. Si el detective no se encuentra disponible cuando usted llame, favor de dejar un mensaje incluyendo un número de teléfono dónde se pueda comunicar con ud.

COPIA DE REPORTE: Si desea comprar una copia del reporte completo, llame al (213) 486-8133 para obtener el precio actual. Remita un cheque o giro postal a Los Angeles Police Department Records and Identification Division, Box 30158, Los Angeles, California 90030. Incluya con su petición una copia de este reporte o la siguiente información: 1) Nombre y domicilio de la víctima(s); 2) Tipo de reporte, y número de DR, (si está listado en esta forma); 3) Fecha y lugar de los hechos. NOTA: Peticiones no adjuntas al pago apropiado no serán procesadas.

Numero DR: Si no aparece en esta forma, el número DR se puede obtener escribiendo a Records and Identification Division dandoles la información necesaria para obtener una copia del reporte (véa el parrafo superior). Especifique que usted quiere el número DR. Será mandado sin tardanzas. No hay cargos por este servicio.

TARJETA DE CREDITO/CHEQUES: Notifique inmediatamente a su compañía de crédito o banco para evitar la posibilidad de hacerse sujeto a que alguien use sus cheques o tarjeta perdida o robada.

COMO PUEDE AYUDAR EN LA INVESTIGACION DE SU CASO

- Mantenga este memorándum como referencia.
- Si los bienes robados tienen número de serie, y no los tenía al llenar el reporte trate de localizarlos y llame al detective al número listado.
- Si describe pérdidas adicionales, llene y mande la forma Supplemental Property Loss proveída por el empleado tomando el reporte.
- Reporte la recuperación de bienes de inmediato.
- Reporte detalles adicional de inmediato tal como un vecino informándole de actividad sospechosa en el tiempo en que ocurrió el delito.

PROGRAMA DE ASISTENCIA A VICTIMAS Y TESTIGOS: El programa de asistencia a víctimas y testigos de la ciudad y del condado de Los Angeles (WVAP) puede ayudar a determinar si usted califica para una compensación como víctima de un crimen violento. Si usted califica, le ayudarán a llenar su reclamo. Si usted es víctima o testigo de un crimen y estará asistiendo a la corte, ellos le explicarán el procedimiento de la corte. El personal del programa también le puede ayudar con otros problemas causados por el crimen.

Para encontrar el sitio del programa mas cercano a usted, llame al Programa de Asistencia a Víctimas y Testigos en la oficina del abogado de la Ciudad de Los Angeles (213) 485-6976 o a la oficina del Fiscal del Condado de Los Angeles (213) 974-7499.

COMPENSACION PARA VICTIMAS DE CRIMENES VIOLENTOS: Si usted ha sido víctima de un crimen violento y está herido a causa de ese crimen, usted puede calificar para un reembolso de parte del Estado por gastos médicos: pérdidas de sueldo o de mantenimiento, rehabilitación o reentrenamiento vocacional. Si la herida o la muerte resultó a causa de un accidente automovilístico, usted o su afectado también puede calificar si el chófer culpable fué somtido a uno de los siguientes cargos: conducir bajo la influencia del alcohol o de drogas; chocar y huir; usar el vehículo como arma, o huyendo del sitio de un delito violento.

Si usted pagó los gastos fúnebres de una víctima de un delito violento, puede ser reembolsado hasta \$2,275 por los gastos. El Estado no reembolsará por daños ni pérdidas de propiedad. La ley (Sección 13959 y las subsiguientes secciones del Código Gubernamental) requiere que la víctima sea residente de California, que reporte el crimen y que coopere con la ley para recibir el reembolso. Usted tiene un año, a partir de la fecha del delito, para hacer su reclamo (este límite se puede extender si hay una causa que lo justifique).

Obtenga una solicitud como víctima de crimen violento llamando al Programa de Asistencia a Víctimas y Testigos: Abogado de la Ciudad (213) 485-6976, Abogado de Distrito (213) 974-7499. También puede encontrar aplicaciones en las estaciones de la policía de Los Angeles.

VICTIMS OF VIOLENT CRIME COMPENSATION: If you are a victim of a violent crime and are injured as a result of the crime, you may be able to be repaid by the State for medical expenses, loss of wages or support, rehabilitation or job retraining. If injury or death was the result of an auto accident, you or your survivor may also qualify if the driver at fault was charged with one of the following: driving under the influence of alcohol or drugs; hit and run; using the vehicle as a weapon; or fleeing the scene of a violent crime.

If you paid the funeral/burial expenses for someone who was a victim of a violent crime, you may be repaid up to \$2,275 for these expenses. Property loss or damage will not be repaid by the State. The law (California Government Code Section 13959 et seq.) requires that a victim must be a California resident, must report the crime, and must cooperate with law enforcement in order to receive repayment. You have one year from the date of the crime to file a claim (may be extended for good cause).

To Obtain a victim of violent crime application, you may call one of these Victim-Witness Assistance Programs: City Attorney - (213) 485-6976, District Attorney - (213) 974-7499. Copies of the application may also be obtained at any Los Angeles police station.

GUARDE ESTE MEMORANDUM PARA REFERENCIA

www.LAPDOnline.org
www.joinLAPD.com

Page _____ of _____		TYPE OF REPORT			BOOKING NO.		DR NO.	
ITEM NO.	QUAN.	ARTICLE	SERIAL NO.	BRAND	MODEL NO.	MISC. DESCRIPTION (COLOR, SIZE, INSCRIPTIONS, CALIBER, REVOLVER, ETC.)	DOLLAR VALUE	

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Page _____ of _____		TYPE OF REPORT			BOOKING NO.		DR NO.	
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Page _____ of _____		TYPE OF REPORT			BOOKING NO.		DR NO.	
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