

To	From
	BOARD OF HARBOR COMMISSIONERS
	EXECUTIVE DIRECTOR
	DED & CHIEF FINANCIAL OFFICER
	CHIEF OF PUBLIC SAFETY & EMERG MGT
	DED - MKTG & CUSTOMER RELATIONS
	DED - DEVELOPMENT
	DED - STAKEHOLDER ENGAGEMENT
	SR DIRECTOR, COMMUNICATIONS
	SR DIRECTOR, GOVERNMENT AFFAIRS
	ACCOUNTING
	CARGO/INDUSTRIAL REAL ESTATE
	CARGO MARKETING
	CITY ATTORNEY
	COMMISSION OFFICE
	COMMUNITY RELATIONS
	CONSTRUCTION
	CONSTRUCTION & MAINTENANCE
	CONTRACTS & PURCHASING
	DEBT & TREASURY MANAGEMENT
	EMERGENCY MANAGEMENT

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

November 9, 2020

To	From
	ENGINEERING
	ENVIRONMENTAL MANAGEMENT
	FINANCIAL MANAGEMENT
	GOODS MOVEMENT
	GRAPHICS
CC	HUMAN RESOURCES
	INFORMATION TECHNOLOGY
	LABOR REL & WORKFORCE DEV
	LEGISLATIVE AFFAIRS
	MANAGEMENT AUDIT
	MEDIA RELATIONS
	PLANNING & STRATEGY
	PORT PILOTS
X	PORT POLICE
	RISK MANAGEMENT
	TRADE DEVELOPMENT
	WATERFRONT/COMM REAL ESTATE
	WHARFINGERS

xx

TO: All Port Police Personnel

SUBJECT: SPECIAL ORDER 20-09 REPORT WRITING

Effective immediately, Port Police Officers shall document all incidents that result in a Show of Force to de-escalate and gain compliance of a rapidly evolving incident. Port Police Manual Section 344.2.2 Non-Criminal Activity has been updated.

Special Order 20-08 issued November 2, 2020 is cancelled effective immediately with the release of policy 344, Report Preparation.



THOMAS E. GAZSI
Chief of Police

TEG:GPC:MEO:arl

Report Preparation

344.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

344.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal, or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

344.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department-approved form unless otherwise approved by a supervisor.

344.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

- (a) All arrests.
- (b) All felony crimes.
- (c) Non-Felony incidents involving threats or stalking behavior.
- (d) Situations covered by a separate policy in this policy manual. These include:
 - (a) Use of Force Policy (see policy manual § 300).
 - (b) Domestic Violence Policy (see policy manual § 320).

Los Angeles Port Police

Los Angeles Port Police Policy Manual

Report Preparation

- (c) Child Abuse Policy (see policy manual § 330).
- (d) Adult Abuse Policy (see policy manual § 326).
- (e) Hate Crimes Policy (see policy manual § 338).
- (f) Suspicious Activity Reporting Policy (see policy manual § 469).

- (e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., Incident Event log).

344.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

- (a) Anytime an officer directly points any weapon that fires a projectile including their duty firearm, Conductive Energy Weapon (CEW), or kinetic energy control device at any person as a Show of Force to de-escalate the situation and gain compliance, those actions must be documented. A Show of Force with a CEW is the displaying and activation of the laser or arcing of a CEW at the subject or suspect in order to de-escalate the situation and gain compliance.
 - 1. Once the incident is under control, the officer shall notify the on-duty supervisor of the Show of Force and ensure that the actions are entered into the CAD history of the call. If the disposition of the incident does not result in any other Los Angeles Port Police report such as an arrest or an investigative report, the primary officer shall document the incident on a Miscellaneous Incident Report (MIR) form. The field supervisor shall ensure the Show of Force is electronically documented and submitted to their chain of command within 48-hours. The primary officers approved report will be uploaded into the electronic tracking database by the supervisor.
- (b) Any use of force against any person by a member of this Department (see policy manual § 300).
- (c) Any firearm discharge (see policy manual § 312).
- (d) Anytime a person is reported missing, regardless of jurisdiction (see policy manual § 332).
- (e) Any found property or found evidence (see policy manual § 804).
- (f) Any traffic collisions above the minimum reporting level (see policy manual § 502).
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (h) All protective custody detentions.
- (i) Suspicious incidents that may place the public or others at risk.
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

Los Angeles Port Police

Los Angeles Port Police Policy Manual

Report Preparation

344.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with policy manual § 360. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.
- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

344.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

344.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this Department shall require a report when:

- (a) Any injury occurs on Harbor Department or City property.
- (b) The injury is a result of drug overdose.
- (c) Attempted suicide.
- (d) The injury is major/serious, whereas death could result.
- (e) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

344.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Unit shall notify the California Department of Public Health (CDPH) of the incident, as required by CDPH (Penal Code § 23685).

344.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports, or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

Los Angeles Port Police

Los Angeles Port Police Policy Manual

Report Preparation

344.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for Department consistency.

344.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state, and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

344.4 REVIEW AND APPROVAL OF REPORTS

All reports, forms, and other work related documents created by Los Angeles Port Police officers shall be submitted to a supervisor for review and approval. Supervisors shall indicate their approval of a report of other document by signing it and writing their name and serial number.

Reports to be filed with Los Angeles Police Department (LAPD) or any other outside agency are to be reviewed and approved by a Los Angeles Port Police supervisor prior to filing. When an LAPD supervisor is also required to sign a report, the Los Angeles Port Police supervisor will write their name, serial number, and signature on the lower left margin of the report.

Unless otherwise directed, this section does not apply to reports created by officers and detectives assigned to a task force managed by another agency in the course of their work with that task force.

344.5 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Report Correction form stating the reason(s) for rejection. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

344.6 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Unit for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Unit may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

344.7 ELECTRONIC SIGNATURES

The Los Angeles Port Police has established an electronic signature procedure for use by all employees of the Los Angeles Port Police. The Patrol Operations Division Commander shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique and confidential password for his/her electronic signature.

Los Angeles Port Police

Los Angeles Port Police Policy Manual

Report Preparation

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.