

# LOS ANGELES POLICE DEPARTMENT



**CHARLIE BECK**  
Chief of Police

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Ref #: 1.3

**ERIC GARCETTI**  
Mayor

August 19, 2014

The Honorable Budget and Finance Committee  
The Honorable Public Safety Committee  
c/o Holly Wolcott  
Office of the City Clerk  
City Hall, Room 395  
Los Angeles, California 90012

Honorable Members:

Enclosed for your review are the Los Angeles Police Department's responses to the following Special Studies assigned to the Department during the Fiscal Year 2014-2015 Budget deliberations:

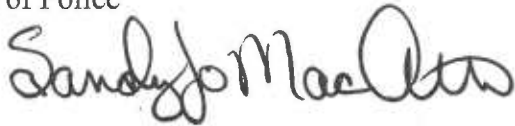
- R. 156. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding per capita information for other cities and the change in the size of the Department's as it relates to crime rates.
- R. 157. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding the average number of non-light duty sworn officers assigned to civilian duties.
- R. 158. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding the number or ratio of support staff to sworn. The report should include historical data for the past five years and identify best practices in this area.
- R. 160. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding the cost difference of having sworn positions performing civilian duties. What is the fiscal impact of doing so.
- R. 161. Instruct the Los Angeles Police Department, with the assistance of the City Attorney to report to the Public Safety Committee regarding the investments made and efforts the City should undertake to reduce liability payouts.
- R. 164. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding how many hours a day officers are spending on completing paperwork. The report should include how many people, steps or forms are involved in filing a police report and how many required traveling to another office or facility.

Honorable Budget and Finance Committee  
Honorable Public Safety Committee  
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We look forward to the opportunity to discuss these issues with you. If you have any questions regarding this information, please contact me at (213) 486-8410.

Very truly yours,

CHARLIE BECK  
Chief of Police

A handwritten signature in black ink, reading "Sandy Jo MacArthur". The signature is written in a cursive, flowing style.

SANDY JO MacARTHUR, Assistant Chief  
Director, Office of Administrative Services

Enclosures

**R 164. Instruct the Los Angeles Police Department to report to the Public Safety Committee regarding how many hours a day officers are spending on completing paper work. The report should include how many people, steps or forms are involved in filing a police report and how many require traveling to another office or facility.**

Currently, the Department does not have an automated/production report that would give us the specific information as requested by the City Council. Although, aforementioned data are utilized in the Patrol Plan:

- Non-Calls For Service Time: Calculates time spent on activities such as meetings, administrative tasks, vehicle maintenance, qualification, lunch, etc, and averages this in hours per shift/per unit.

Office of Operations analyzed Daily Field Activities Report (DFAR) from below listed Areas within the Operations-Central Bureau from April 6, 2014 to April 12, 2014. There were 444 Units accounted for; which includes A, X, XL, L (Non-Supervisory), E, and EL car assignments. (NOTE: Although E and EL Cars does not count toward Patrol Plan, they were included to get a larger sample data):

- Central Area;
- Rampart Area;
- Hollenbeck Area; and,
- Newton Area.

In order to understand that data, it is important to understand what activities were specifically captured in this inspection:

**REPORTS:**

Investigative Reports:

The most common form the department uses for reporting is the Investigative Report (LAPD Form 03.01.00). The Investigative Report is the first form used for a crime investigation. It is used to document all the initial pertinent information that relates to a crime. Officers can either record the information on Investigative Report at the front desk, or they can record the information in the field.

Arrest Reports:

The Arrest Report (LAPD Form 05.02.00) is generally used to document the circumstance regarding the arrest of an arrestee. An officer makes an arrest and transports to the suspect to jail division for booking.

The narrative portion of the arrest report will need to document the nature of coming in contact with the suspect, the probable cause and/or reasonable suspicion for stopping the suspect, the elements of the crime, and the follow through of the officer making the arrest

### Traffic Collision Report:

Officers complete a Traffic Collision Report in the following circumstance: there is complaint of injury from the traffic collision, there is City property involved, or there is an arrest made for Driving Under the Influence.

### Injury Reports:

The Injury Report (LAPD Form 03.15.00) is most commonly used to document non-criminal aspect of Suspected Child Abuse Report (SCAR) investigations. When the officer determines that the result of the investigation does not match the element of the crime, the investigation is still documented on an Injury Report.

### Vehicle Reports:

The Vehicle Report (CHP Form 180) is used to document Stolen Vehicle, Stolen Vehicle Component, Embezzled Vehicle, Stolen/Lost Plates report, and Recovered Vehicle reports.

## **ARRESTS:**

Arrest is one of the most important functions of the law enforcement, since arrest deprives the individual of freedom. Therefore, the physical arrest requires the most time of any other duties during an officer's shift. These are the steps officers have to follow (Each arrest is different and may or may not require each of the steps listed below and additional steps may be included):

- Call For Service;
- Investigation;
- Pre-Booking Paperwork;
- Transporting to Jail Division;
  - o Obtaining Medical Treatment;
  - o Booking the arrestee;
- Completing Arrest Report; and,
- Booking Evidence.

## **ADMINISTRATIVE:**

Administrative time consists of number of activities officers perform during their shift. It ranges from completing Employees Report, Complaint Interviews, Attending Community Meetings, Attending Crime Control Meetings, Completing Administrative Projects, Completing e-Learning, Completing Field Data Reports (FDRs), and Qualifications. This is not a comprehensive list of all types of administrative duties completed by the officers.

**COURT:**

The court time is divided by two categories, “Be-There” and “On-Call” for Adult Court. Juvenile Court is always a “Be-There” Court. It is important to note that officers could be summoned to court on their day off. All commands use various techniques to minimize the court time, such as calling the District Attorney or City Attorney’s Office to reduce number of officers needed to testify, assign officers to an “L” car, instead of have them on “Be-There” status to “On-Call” status. Not every single call for service or arrest results in court time. Therefore, it is important to note that while the average indicated for court hours maybe low, the officers who have court may have a higher average.

**METHODOLOGY:**

There were 444 Units in the sample data with mix of 4/10 and 3/12 shifts. Both shifts were combined into an 11 Hour Shift.

UNITS	MINUTES PER SHIFTS	TOTAL MINUTES WORKED
444	660	293040

ACTIVITY	MINUTES USED	% OF TOTAL MINUTES WORKED
REPORTS	24110	8.23%
ARREST	24510	8.36%
ADMIN	60356	20.60%
COURT	3076	1.05%

Therefore, on average officers spent following % of time working on activities listed:

ACTIVITY	% OF TOTAL WORKLOAD MINUTES	MINUTES PER SHIFT	AVERAGE MINUTES SPENT
REPORTS	8.23%	660	54.32
ARREST	8.36%	660	55.18
ADMIN	20.60%	660	135
COURT	1.05%	660	7

While approximately **40%** of time is spent on aforementioned duties, **60%** of time is spent answering calls for service, traffic stops, pedestrian stops, investigative stops, and extra patrol activities.

**OFFICIAL CORRESPONDENCE REVIEW**

INITIATED BY: (NAME, BUREAU OR DIVISION, ETC.)		DATE	
LAURA LUNA, Police Administrator Fiscal Operations Division		August 13, 2014	
STAFF OFFICER ASSIGNED: (NAME, BUREAU OR DIVISION, PHONE EXTENSION, ETC.)			
Laura Luna, FOD, 486-8598			
SUBJECT: FY 2014/15 BUDGET REPORT BACKS			
	REVIEWED BY:	ATTN	REVIEWED BY:
	POLICE COMMISSION		CHIEF OF POLICE
	C/O, PERSONNEL AND TRAINING BUREAU		CHIEF OF STAFF
	DIRECTOR, OFFICE OF OPERATIONS		C/O, SECURITY SERVICES DIVISION
	OPERATIONS - SOUTH BUREAU	1/3	C/O, FISCAL OPERATIONS DIVISION
	OPERATIONS - WEST BUREAU	2	OFFICE OF ADMINISTRATIVE SERVICES
	OPERATIONS - VALLEY BUREAU		C/O, PERSONNEL GROUP
	C/O, ADMINISTRATIVE SERVICES BUREAU		PLANNING AND RESEARCH DIVISION
	C/O, TRAINING DIVISION		

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**RECEIVED**  
AUG 20 2014  
FISCAL OPERATIONS  
DIVISION

**RECEIVED**  
AUG 13 2014  
Office of Administrative Services