OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

February 19, 2015

SUBJECT: REWARD PROCEDURE - REVISED

PURPOSE: This Order revises the reward procedure to comply with current Department procedures and to provide updated Intradepartmental Correspondence, Form 15.02.00, exemplars for the Board of Police Commissioners and Fiscal Operations Division (FOD), applicable to the reward procedure. Additionally, this Order supersedes Operational Order No. 6, Reward Procedure - Revised, dated August 23, 2002, and revises the Robbery-Homicide Division - Functions section within the Organization and Functions of the Los Angeles Police Department.

PROCEDURE:

I. REWARDS OFFERED BY THE CITY OF LOS ANGELES. Investigative Analysis Section (IAS), Detective Bureau (DB), is the Department's liaison with the Office of the City Clerk concerning City-offered rewards. Department employees must follow the procedures within this Order for all City-offered rewards.

Exception: In the event there is an unusual circumstance that causes the Department to deviate from the reward procedure, approval must be obtained from the Chief of Police.

A. Initiation of a Reward Request. A request for a reward offer may be initiated by any member of the City Council, or by a letter from the involved Area commanding officer, or specialized detective division commanding officer to the City Council member representing the district where the crime occurred.

B. Duration of Reward. A reward offer by the City must be approved by the City Council and published by the City Clerk's Office. A reward offer is valid for six months from the date the offer is published in a Los Angeles newspaper, or announced via electronic media. Under certain circumstances, the City Council member representing the district where the crime occurred may request the City Council to republish the reward offer, extending the time period for an additional six months. If no claim is submitted during the six-month period and the reward offer is not extended, the reward offer will expire.
C. Eligibility Requirements for Reward. Prior to a claimant receiving payment, the City Council requires verification from the Department that the claimant is eligible to receive payment, pursuant to the City of Los Angeles Administrative Code (LAAC) Section 19.127.

Section 19.127 of the LAAC lists the following persons as ineligible to claim a reward:

* Any person who is a City officer, employee, or dependent of such officer or employee, or to a public officer or employee whose employment includes duties of law enforcement;
* Anyone involved in misconduct which prompted the reward offer;
* Any person or persons who have already been compensated by their employer or in some other manner for the actions which are the basis for claiming the reward; and,
* Anyone acting as an agent for a suspect, or if a suspect will benefit from payment of such reward.

Note: To ensure a claimant meets the eligibility requirements, the claimant's identity must be revealed to the investigating officer (I/O) during the investigation. However, the claimant will retain his/her confidentiality as "Anonymous" during the reward payment claim process.

The claimant(s) must provide continued cooperation within the criminal justice system relative to the case for which the reward offer is made. Additionally, a conviction is required as a condition of payment for cases involving the identification and arrest of a person who killed, assaulted with a deadly weapon or inflicted serious bodily harm upon a Los Angeles Police Officer.

II. INVESTIGATING OFFICER'S RESPONSIBILITIES. When information is received which may lead to a reward claim, as soon as practicable, the I/O must:

* Document the date the information is received and the name and address of the potential claimant on a Chronological Record, Form 03.11.06, Detective's Case Progress Log, Form 01.44.00, or Follow-Up Investigation, Form 03.14.00, until the case is adjudicated or otherwise completed;
Note: This information is needed to establish a record that the information was received during the six-month period when the reward offer was still valid.

* Inform the claimant(s) that a claim(s) will be processed when the case is adjudicated or otherwise concluded; and,
* Notify IAS, DB, that a potential claim for a reward offer may exist.

Note: Claimants requesting reward payment information must be referred to the involved I/O. Claimants must not be referred to the City Clerk's Office or IAS. Investigating officers with questions on reward procedures should contact IAS for advice.

When a case involving a reward offer has been adjudicated or otherwise concluded and a claim for the reward has been made, the assigned I/O must:

* Provide the claimant(s) with the City Clerk's Form, Application for Special Reward Payment (see attachment);
* Complete a Reward Claim Checklist (see attachment), for each claimant(s);

Note: If a claimant is ineligible to receive payment, the reason for the ineligibility must be explained on the Reward Claim Checklist.

* Enter "Anonymous" on the checklist when applicable. If there are multiple claimants, identify those claimants as "Claimant A, Claimant B," etc.;
* Stamp all documents containing claimant information "CONFIDENTIAL;"
* Submit the completed Application for Special Reward Payment and Reward Claim Checklist to the involved Area or specialized detective division commanding officer; and,
* Notify IAS that the Application for Special Reward Payment and Reward Claim Checklist were submitted to the involved Area or specialized detective division commanding officer.

III. COMMANDING OFFICER'S RESPONSIBILITIES. When a case involving a reward offer has been adjudicated or otherwise concluded, the involved commanding officer must:

* Ensure an Application for Special Reward Payment and Reward Claim Checklist forms are completed for each person submitting a claim;
* Review the completed Reward Claim Checklist(s) and evaluate the contribution of each claimant to the investigation;

* Submit an Intradepartmental Correspondence, Form 15.02.00, (see attached exemplar) through the chain of command, from the Chief of Police (COP) to the Board of Police Commissioners, containing a recommendation regarding payment, with a completed Reward Claim Checklist(s) and Application for Special Reward Payment forms attached.

The recommendation supporting or opposing payment of the reward claim(s) must include:

1. The name of the claimant (or Anonymous, Claimant A, Claimant B, etc.);
2. Whether the claimant is eligible or ineligible to receive payment. If the claimant is ineligible to claim a reward, provide a brief explanation; and,
3. A brief explanation as to the value of the claimant's contribution to the investigation (e.g., claimant's contribution was vital; helpful but not essential; or, of no value).

Note: In cases involving multiple claimants, include a statement as to which claimants should receive a part of the reward, briefly explain the assistance provided by each claimant and indicate the recommended percentage of the reward each claimant should receive.

All documents must be forwarded through the chain of command for the COP's signature; and, *

* Ensure that IAS has been notified that a claim was made on the reward offer.

Confirmation of approval of payment on reward claims.
When payment for a reward offer has been approved by the City Council, the Area or specialized detective division commanding officer must submit a request for payment of a reward offer on an Intradepartmental Correspondence, to the Commanding Officer, FOD, (see attached exemplar).

A copy of the City Council Motion approving payment of the reward should be attached to the Intradepartmental Correspondence. Payment on reward claims will be processed within 30 days by FOD upon receipt of proper documentation.
The request for payment of a reward offer must contain the following information:

* The date that the reward offer was approved by the City Council;
* The reward offer's City Council file number;
* A brief synopsis of the case disposition, including the court case number;
* The date that the City Council approved the reward payment and the amount of the reward; and,

Note: The above information can be obtained from IAS.

* To whom the check should be made payable. If the claimant wishes to remain anonymous, FOD will write a check to the Bureau Secret Service Fund account of the involved Area/division. The bureau will forward the funds to the involved Area/division. The Area/division will then write a check to the claimant or arrange to pay the claimant in cash.

IV. ROBBERY-HOMICIDE DIVISION RESPONSIBILITIES. When a reward is offered by the City for a crime investigated by an outside agency (e.g., Fire Department Arson Unit or City employee victimized outside the City), the claimant's eligibility must be verified by Robbery-Homicide Division.

Robbery-Homicide Division must:

* Provide claimants with an Application for Special Reward Payment;
* Accept the completed Application for Special Reward Payment from the claimant(s);
* Contact the outside agency handling the investigation to determine the extent of the claimant's contribution to the investigation;
* Evaluate the claimant's contribution to the success of the investigation;
* Complete the Reward Claim Checklist(s);
* Ensure that all documents containing claimant information are stamped "CONFIDENTIAL;"
* Submit an Intradepartmental Correspondence through the chain of command, from the COP to the Board of Police Commissioners, containing a recommendation concerning payment; and,
Note: A completed Reward Claim Checklist(s) and Application(s) for Special Reward Payment must be attached.

* Notify IAS that a claim was made on the reward offer.

V. INVESTIGATIVE ANALYSIS SECTION RESPONSIBILITIES. When a reward offer is nearing the end of the valid six-month period, IAS will contact the involved I/O to determine if the Department has received any potential reward claims. If a potential claim exists, the reward will remain available for payment until the case is adjudicated or otherwise concluded. If no claims have been made, the reward may be cancelled and made unavailable for payment.

Investigative Analysis Section must:

* Confirm the status of reward offers by contacting the involved Area detectives or specialized detective division to determine if reward claims have been made and/or submitted;
* Maintain the Department's Reward Offer Master Log;
* Prepare periodic reports on reward information from the COP to the Board of Police Commissioners;
* Facilitate the presentation of reward posters on "LA Cityview" Channel 35, the City's cable channel, and LAPD Online; and,
* At the request of the involved Area or specialized detective division, prepare and publish "Reward" posters for entities that do not have the capacity to do so within their command.

VI. ROBBERY-HOMICIDE DIVISION - FUNCTIONS - REVISED.

The Robbery-Homicide Division - Functions section within the Organization and Functions of the Los Angeles Police Department, accessible from the Department’s Local Area Network (LAN) has been revised to conform to the reward procedure. Attached is the revised section with revisions indicated in italics.

FORM AVAILABILITY: The City Clerk's Form, Application for Special Reward Payment, which includes the Reward Claim Checklist is attached for duplication and is accessible in E-Forms, on the Department’s LAN.
AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"
INVESTIGATIVE ANALYSIS SECTION.

INVESTIGATIVE ANALYSIS SECTION – FUNCTIONS. The Investigative Analysis Section is responsible for:

- Researching, developing, reporting, and implementing improvements in investigative techniques and procedures used by investigative officers;
- Studying and assisting in the development of automated systems useful to investigating officers;
- Assisting crime analysis details within the Office of Operations in analyzing crime statistical trends;
- Providing training and information resources for Area and specialized detective division property disposition coordinators in the operation of the Automated Property Information Management System (APIMS); and,
- Preparing correspondence concerning investigative procedures and techniques.

INVESTIGATIVE ANALYSIS SECTION – SPECIAL DUTIES. The Investigative Analysis Section is responsible for the following special duties:

Los Angeles Police Bulletins. Approving or denying requests made by other law enforcement agencies for the inclusion of wanted suspect information in Police Bulletins. Preparing Police Bulletins as appropriate.

Detective Budget Requests. Preparing detective budget requests, which affect Departmentwide detective operations.

Homicide Kit Containers. Maintaining an inventory control system for Homicide Kit Containers and auditing the maintenance and serviceability of homicide kits issued to Area and specialized division homicide units.


Property Disposition Coordinator’s Guide. Preparing and maintaining the Property Disposition Coordinator’s Guide.
Organization and Functions of the Los Angeles Police Department
Revised by Administrative Order No. 5, 2015

Special Files. Maintaining files of the following:

- Investigative statistical reports;
- Confidential sources of investigative information; and,
- Research projects concerning investigative services.

Rewards Offered by the City Of Los Angeles. Acting as the Department's liaison with the Office of the City Clerk concerning City-offered rewards including the following:

- Confirming the status of reward offers by contacting the involved Area detectives or specialized detective division to determine if reward claims have been made and/or submitted;
- Maintaining the Department's Reward Offer Master Log;
- Preparing periodic reports on reward information from the Chief of Police to the Board of Police Commissioners;
- Facilitating the presentation of reward posters on "LA Cityview" Channel 35, the City's cable channel, and LAPD Online; and,
- At the request of the involved Area or specialized detective division, preparing and publishing "Reward" posters for entities that do not have the capacity to do so within their command.

DETECTIVE BUREAU, ROBBERY-HOMICIDE DIVISION.

ROBBERY-HOMICIDE DIVISION – FUNCTIONS. Robbery-Homicide Division (RHD) is responsible for:

- Investigating the following on a Citywide basis:
  - Bank robberies, and other selected robberies, extortions, threats of extortion, homicides, sexual assaults and kidnaps;
  - Illegal Abortions;
  - Non-traffic related officer-involved incidents which result in death or serious injury;
  - Incidents where an employee is killed or seriously injured as a result of being the victim of, or suspect in, a crime;
  - The death or injury of an employee as a result of a suicide or attempted suicide caused by a gunshot;
  - The accidental death or injury of an employee caused by a gunshot;
  - Arson homicides; and,

- Verifying the eligibility of claimants when a reward is offered by the City for a crime investigated by an outside agency (e.g., Fire Department Arson Unit or City employee victimized outside the City).
[Date]  
[Reference No.]  

TO: The Honorable Board of Police Commissioners  

FROM: Chief of Police  

SUBJECT: REQUEST FOR PAYMENT OF REWARD OFFER ON CITY COUNCIL  
FILE NO. 08-0110-S39  

RECOMMENDED ACTIONS  

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE the attached Application for Special Reward Payment.  

2. That the Board TRANSMIT to the Mayor and City Council the Application for Special Reward Payment for review and approval.  

DISCUSSION  

It is requested that the Board approve and transmit to the City Council the recommendation that a previously approved reward offer be paid to Claimants in the sum of $25,000. The Claimants provided information that was vital to the arrest and conviction of the suspects responsible for the murder of John Doe, City Council File No. 08-0110-S39. On March 25, 2008, John Doe was walking in the area of Tobias Park located at 9100 Tobias Avenue in Panorama City when two males drove past him. Both males fired numerous shots at John Doe, striking him and killing him.  

Mission Homicide Detectives Gene Steven and John Applegate conducted an extensive investigation. As a result of the reward offer, two individuals came forward and provided crucial eyewitness accounts of this crime. The Claimants testified in the preliminary hearing and the subsequent jury trial heard in Superior Court, Department 101, Case No. BA 123456. The information provided by the Claimants was critical to solving the investigation because (provide details).  

It is the opinion of the investigating detectives and the Deputy District Attorney assigned to this case, that the information provided by the Claimants was vital in the arrest and conviction of the suspect, John Smith, making them eligible to receive payment.  

Respectfully,  

CHARLIE BECK  
Chief of Police  

Attachment
TO: Commanding Officer, Fiscal Operations Division
FROM: Commanding Officer, Mission Area
SUBJECT: PAYMENT OF REWARD OFFER FOR CITY COUNCIL
FILE NO. 08-0110-S39

On July 13, 2008, a $25,000 reward was offered by the Los Angeles City Council for
information leading to the arrest and conviction of the person or persons responsible for the

Information received from witnesses led to the arrest and conviction of John Smith, who was
sentenced to 22 years in State prison on April 13, 2010, Superior Court Case No. BA 123456.
On July 15, 2010, the City Council approved payment of the reward to the witnesses. Attached is
a copy of the City Council Motion approving payment of the reward.

It is requested that the check be made payable for $25,000 to the Mission Area Secret Service Fund
(or the witnesses name). The investigating detective will forward the reward to the witnesses.
Detective Steven will bring a copy of this correspondence with him to pick up the check.

If you have any questions, please contact Lieutenant John Smythe, Mission Detective
Commanding Officer, at (phone number).

(NAME), Captain
Commanding Officer
Mission Area
Attachment
CITY OF LOS ANGELES
APPLICATION FOR SPECIAL REWARD PAYMENT

Neither the filing nor submitting of information, nor the receipt or consideration thereof by the City, shall establish legal claim to, or right of recovery of, any reward offered. The provision of payment shall be governed by Chapter 12, Division 19 of the Los Angeles Administrative Code.

1. PRINT NAME OF APPLICANT: First, Middle

2. ADDRESS: (Street) (City) (State - Zip) Daytime Phone & Contact Person

3. TODAY'S DATE: 4. OCCUPATION:

5. DRIVER'S LICENSE # or CALIF ID #: 6. SOCIAL SECURITY #: (For payment purposes)

DESCRIPTION OF CIRCUMSTANCES: (Fill in or mark ALL that apply)

NOTE: The applicant is responsible for providing ALL of the following required information. A claim that does not provide the following required information may be disapproved for insufficient information.

7. DATE OF INCIDENT: 8. TIME OF INCIDENT: AM PM NOON MIDNIGHT

LOCATION OF INCIDENT: TYPE OF CRIME/INVESTIGATION:

9. DESCRIPTION OF INCIDENT:

12. APPLICANT SIGNATURE 13. PARENT OR GUARDIAN SIGNATURE (under 18 years)

DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY

INVESTIGATING OFFICER: Name Serial # Agency Phone #

NAME OF VICTIM OR CASE:

RECOMMENDATION: APPROVAL DISAPPROVAL INSUFFICIENT INVOLVEMENT INSUFFICIENT INFORMATION

INVESTIGATION CHECKLIST ATTACHED: Yes No

BRIEF EXPLANATION OR COMMENTS:

REVIEWED AND APPROVED BY:
CITY OF LOS ANGELES
REWARD CLAIM CHECKLIST

This form must be submitted with the Department's recommendation concerning payment of the reward. One checklist must be submitted for each claimant.

<table>
<thead>
<tr>
<th>COUNCIL FILE NUMBER:</th>
<th>DR/AGENCY FILE NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF CRIME/INVESTIGATION:</td>
<td>REWARD AMOUNT: $</td>
</tr>
<tr>
<td>REWARD EFFECTIVE DATE:</td>
<td>REWARD EXPIRATION DATE:</td>
</tr>
<tr>
<td>INFO RECEIVED WHILE REWARD IN EFFECT: ✓ YES ✓ NO</td>
<td>DATE RECEIVED:</td>
</tr>
<tr>
<td>CLAIMANT:</td>
<td>CLAIMANT'S OCCUPATION:</td>
</tr>
<tr>
<td>(Name or &quot;Anonymous.&quot; If multiple anonymous claimants, indicate as &quot;Claimant A, Claimant B,&quot; etc.).</td>
<td></td>
</tr>
<tr>
<td>CASE INVEST. BY: LAPD</td>
<td>OTHER CITY DEPARMENT:</td>
</tr>
<tr>
<td>(Div/Section)</td>
<td></td>
</tr>
<tr>
<td>Investigator(s) Assigned:</td>
<td>Telephone: ( )</td>
</tr>
<tr>
<td></td>
<td>Telephone: ( )</td>
</tr>
<tr>
<td></td>
<td>(Name and Serial No.)</td>
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</tbody>
</table>

The above claimant is ☐ ELIGIBLE ☐ NOT ELIGIBLE to receive payment of a reward pursuant to the Los Angeles Administrative Code Division 19, Chapter 12, Sections 19.120 through 19.129.4.

Reason(s) for claimant being NOT ELIGIBLE to receive payment

☐ Claimant is a City Officer, employee, or public officer or employee whose employment includes duties of law enforcement.

☐ Claimant obtained information for a relative who is a City Officer, employee, or public officer or employee, and that person obtained the information in the course of his/her employment.

☐ Claimant is a dependent of a City Officer, employee, or public officer or employee whose duties include law enforcement.

☐ Claimant has not provided continued cooperation within the criminal justice system relative to the case for which the offer of reward is made.

☐ Claimant is co-suspect in the crime for which the reward is offered.

☐ Claimant has already been compensated by his/her employer in some other manner for the actions which are the basis for claiming the reward.

☐ Other: ____________________________

☐ The suspect would benefit from payment of the reward to the claimant.

☐ Other: ____________________________

☐ The claimant is acting as an agent for the suspect.

Explanation:

(If additional space is needed, use next page.)

APPROVED BY ________________________________

RANK/TITLE ________________________________
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>QUAN.</th>
<th>ARTICLE</th>
<th>SERIAL NO.</th>
<th>BRAND</th>
<th>MODEL NO.</th>
<th>MISC. DESCRIPTION (COLOR, SIZE, INSCRIPTIONS, CALIBER, REVOLVER, ETC.)</th>
<th>DOLLAR VALUE</th>
</tr>
</thead>
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15.09.00 (10/81)