

FOR YOUR INFORMATION

FYI FYI FYI FYI FYI FYI FYI FYI FYI FYI

Issue 20-21 (REV)

Date: 12/29/20

REQUESTING LOS ANGELES POLICE DEPARTMENT (LAPD) POLICE REPORTS AND CALLS FOR SERVICE LOGS

It is crucial that DCFS and law enforcement staff share information in a timely manner and regularly discuss the findings in their investigations to ensure the safety and welfare of the children and families in Los Angeles County. The Los Angeles Police Department (LAPD) and DCFS have mutually agreed to co-locate CSWs throughout LAPD Divisions to conduct thorough child abuse investigations and assist regional offices with streamlined access to information.

The following is the process to request confidential reports/information from LAPD:

Requesting Police Reports on a Current Child Abuse Investigation

1. When requesting a police report on investigations, please complete the following:
 - a. For reported child abuse, internet crime against a child, or a child fatality for a child under eleven (11) years of age, contact the LAPD Juvenile Division at (213) 486-0500 and request to speak to the Juvenile Division detective or officer assigned to the investigation.
 - b. For reported domestic violence, child endangerment, homicide of a child over eleven (11) years of age, narcotics, traffic, gangs, or arrest, contact the LAPD detective(s) assigned to the investigation. Please check the eSCARS system to obtain the name of the appropriate LAPD Division.
 - c. When requesting any other type of information from law enforcement, the CSW must explain why the information is necessary to the child abuse investigation and how the police report will be used/or handled. This information should be indicated in the Notes section on the DCFS 6113, LAPD Records Inquiry.
2. Utilize the Family and Children's Index (FCI) as an additional resource. Participating departments use FCI to provide pertinent information on contacts and events involving an at-risk family.
3. Submit a request by faxing the completed [DCFS 6113](#) to the corresponding LAPD Division. Complete all areas of the form. If any information is unknown, please indicate this information on the form. Please note that missing or incorrect information may delay the request.
 - File the faxed copy of the DCFS 6113 in the case according to [Model Case Format](#).
4. If a staff is unable to fax a request form to an LAPD Division, email is acceptable. The following must be completed in order to obtain the correct email address:
 - a. Contact the Juvenile Division Investigative Control Unit at (213) 486-0530, Monday - Friday from 7:00am – 5:00pm
 - b. Ask the officer/detective for assistance determining which LAPD Division is handling a specific case.



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

- c. Once the Division has been determined, ask for the telephone number and email address for the "Juvenile Coordinator."
 - d. Call the Divisional Juvenile Coordinator, informing them of the request for the report.
 - e. Email the completed form to the Divisional Juvenile Coordinator or designee.
5. If a detective at a geographic Division declines to provide a report, use the LAPD chain of command for resolution. If there is not a resolution, a Juvenile Division supervisor may be contacted for advice at (213) 486-0500. Also, consult with SCSW.

Requesting Calls for Service Requests

1. When requesting records for Calls for Service involving a specific address, please verify the address of the investigation is in the LAPD jurisdiction by using the Referral Address Verification (RAVS) system link <http://egis3.lacounty.gov/ravs>.
2. Once the address is verified, complete the [DCFS 6114](#), LAPD Inquiry, and email the completed form to 911Projects@lapd.online.
 - If the address for the Call for Service inquiry, includes an apartment number, indicate this information on the form. Please note that missing or incorrect information may delay the request.
 - File the faxed DCFS 6114 in the case according to [Model Case Format](#).
 - When submitting multiple inquiries, please submit a separate inquiry for each address.

LAPD will only release reports within the previous 12-month period. If the investigation/case requires records preceding the 12-month period, please indicate the reason in the "Notes" section on the DCFS 6114.

DCFS policy requires the sharing of information to the extent permitted by law with LAPD and other law enforcement partners. Providing mutual support creates greater collaboration on investigations which improves child safety.



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov