



Roll Call Training Bulletin

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Sam Somers Jr., Chief of Police

Volume 48

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ISSUE

The purpose of this training bulletin is to address questions regarding reporting responsibilities when officers respond to 484 PC calls at locations where Loss Prevention Officer's (LPO's) have been trained in the online LPO Field Release Program. There has been some confusion as to whether the report should be filed by the Loss Prevention Officer (LPO) or by the patrol officer.

BACKGROUND

The LPO Field Release Program is designed to reduce the number of calls for service from high volume retail establishment. These establishments traditionally generate a high volume of calls for service for officers to respond to deal with petty theft suspects.

This reduction in calls for service is achieved by giving qualified LPO's the proper training as well as access to the COPLOGIC online report system. This allows them to generate their own 484 PC reports and field release their suspects instead of generating calls for service.

In many instances, even if police officers are called to these locations, they will only be required to ID the suspect for the LPO and/or book the suspect on an unrelated warrant. If the LPO is able to identify the suspect and the suspect is field releasable, no call for service is needed. A trained LPO will take care of any reports related to the 484 PC incident.

LPO PROCEDURES

Once an LPO detains a suspect he/she will attempt to identify the suspect. If the suspect is field releasable, the LPO will process the suspect and release him/her with a release waiver. The LPO will then prepare and submit a COPLOGIC report online and later submit a hardcopy along with any evidence to records to be submitted to the DA's office for a warrant. If the LPO is unable to identify the suspect, an SPD officer will need to respond to ID the suspect. If the suspect is identified but is not in the Sacramento County System (WEBKPF) the responding officer should contact Warrants and obtain a new Xref number for the suspect and provide it to the LPO.

Once the suspect is identified, the LPO will contact records to determine if the suspect is field releasable. Here are the following conditions that a suspect must meet to be releasable:

- Must not have any felony warrants.
- Must have less than 3 misdemeanor warrants.
- Must have satisfactory ID.
- Is able to take care of his/herself if released
- There are no fresh felonies articulated by the LPO (Grand Theft, robbery, etc.).



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If the suspect is releasable, the officer shall provide the LPO with the following info:

- Responding officer's CAD call number.
- Suspects Xref number.
- Responding officer's name and badge number.

The LPO will then follow the steps to complete a 484 PC report and field release the suspect. Before clearing the call, responding officers should add the suspect's info to the CAD call so that the COPLOGIC report written by the LPO can later be verified once it is linked with the CAD call.

SUSPECTS NOT CONDUCTIVE TO THE FIELD RELEASE PROGRAM

If the suspect is not field releasable, a call for service will be generated by Records Division, and an officer will be dispatched and required to take custody and book the suspect. The LPO should have a 941 report including his/her observations, property supplements and a Citizen's Arrest Form and have it ready prior to the responding officer's arrival.

Upon arrival, responding officers will take custody and subsequently book the suspect. Prior to EOW, officers **shall** complete a crime report based on the information provided by the LPO and later submit the forms provided by the LPO to Records with the report number written on the top right hand corner of each page.

If the responding officer books the suspect on warrants only, the LPO will generate a separate 484 PC report and the responding officer will not be required to generate a separate report.

For additional information or questions regarding this program, please contact Officer Eric Madsen or Sang Park at SPD-602_484@pd.cityofsacramento.org