

## **Manual of Policy and Procedures**

- **Volume 1 - Introduction**
- • **Chapter 1 - Introduction**
- • • **1-01/000.00 - The Department Manual**
- • • **1-01/010.00 - Manual Defined**
- • • **1-01/020.00 - Validity of Manual Content**
- • • **1-01/030.00 - Departmental Policy Changes**
- • • **1-01/040.00 - Manual Revisions (MR)**
- • • **1-01/040.05 - Distribution of Manual Revisions**
- • • **1-01/050.00 - Grammatical Construction**
- • • **1-01/060.00 - Organization of the Manual**
- • • **1-01/060.05 - Subdivisions**
- • • **1-01/060.10 - Numbering System**
- • • **1-01/060.15 - Page Date**
- • • **1-01/060.20 - Appendix to the Manual**
- • • **1-01/060.25 - Index to the Manual**
- • • **1-01/070.00 - Assignment of Department Manual**
- • • **1-01/070.05 - Policy and Ethics Chapter**
- • • **1-01/070.10 - Other Chapters**
- • • **1-01/070.15 - Defacement of Manual Covers/Binders**
- • • **1-01/080.00 - Manuals**
- • • **1-01/080.05 - "Formal" Copies**
- • • **1-01/080.10 - "Library" Copies**
- • • **1-01/080.15 - "Training" Copies**

- • • **1-01/090.00 - Maintenance of Unit Manual Copies --Duties of Unit Manuals Coordinators**
- • • **1-01/090.05 - Manual Updates**
- • • **1-01/090.10 - Revised Chapters**
- • • **1-01/090.15 - Page Audit**
- • • **1-01/090.20 - Assigned Manual List**
- • • **1-01/090.25 - Missing or Found, New/Additional Manuals--Reporting of and/or Request For**
- • • **1-01/090.30 - Broken "Formal" Swing-Hinge Binders**
- **Volume 2 - Organization and Functions**
  - • **Chapter 1 - Organization**
    - • • **2-01/000.00 - Code of Ethics**
    - • • **2-01/010.00 - Core Values**
    - • • **2-01/020.00 - Creed**
    - • • **2-01/030.00 - Mission Statement**
  - • **Chapter 2 - The Rank Structure of the Department**
    - • • **2-02/000.00 - Rank and Classification of Personnel**
    - • • **2-02/010.00 - The Sheriff**
    - • • **2-02/020.00 - The Undersheriff**
    - • • **2-02/030.00 - Assistant Sheriff(s)**
    - • • **2-02/040.00 - Division Chiefs**
    - • • **2-02/050.00 - Area Commanders**
    - • • **2-02/060.00 - Captains**
    - • • **2-02/070.00 - Lieutenants**
    - • • **2-02/080.00 - Sergeants**
    - • • **2-02/090.00 - Deputy Sheriffs**

- • • **2-02/090.05 - Bonus Deputy Positions**
- • • **2-02/090.10 - Field Training Officers**
- • • **2-02/090.15 - Supervising Line Deputies**
- • • **2-02/100.00 - Deputy Sheriff Trainees**
- • • **2-02/110.00 - Reserve Deputies**
- • • **2-02/120.00 - Civilian Employees**
- • • **2-02/130.00 - Administrator**
- • • **2-02/140.00 - Directors**
- • • **2-02/150.00 - Assistant Directors**
- • • **2-02/160.00 - Civilian Managers**
- • • **2-02/170.00 - Civilian Supervisors**
- • • **2-02/180.00 - Non-Supervisory Civilian Staff**
- • **Chapter 3 - The Organization of the Department**
- • • **2-03/000.00 - Department Structure**
- • • **2-03/010.00 - Facilities**
- • • **2-03/010.05 - Stations**
- • • **2-03/010.07 - Sheriff Station Facility Classifications**
- • • **2-03/010.10 - Jails**
- • • **2-03/020.00 - Contract City Law Enforcement**
- • **Chapter 4 - Executive Offices**
- • • **2-04/000.00 - Executive Offices**
- • • **2-04/010.00 - Professional Standards Division**
- • • **2-04/010.05 - Internal Affairs Bureau**
- • • **2-04/010.10 - Risk Management Bureau**

- • • **2-04/010.11 - Safety Management Unit**
- • • **2-04/010.12 - Corrective Action Unit**
- • • **2-04/010.13 - Field Operations Support Services (FOSS)**
- • • **2-04/010.14 - Discovery Unit**
- • • **2-04/010.15 - Advocacy Unit**
- • • **2-04/010.16 - Internal Criminal Investigations Bureau**
- • • **2-04/020.00 - Executive Planning Council Staff**
- • • **2-04/020.05 - Legal Advisory Unit**
- • • **2-04/020.10 - Legislative Unit**
- • • **2-04/020.15 - Youth Services Unit**
- • • **2-04/030.00 - Sheriff's Headquarters Bureau**
- • • **2-04/030.05 - International Liaison Unit**
- • • **2-04/040.00 - The Equity Commander**
- • • **2-04/050.00 - Assistant Sheriff(s)**
- • • **2-04/060.00 - Internal Criminal Investigations Bureau**
- • **Chapter 5 - Detective Division**
- • • **2-05/000.00 - Detective Division**
- • • **2-05/010.00 - Functions and Responsibilities**
- • • **2-05/020.00 - Jurisdiction**
- • • **2-05/030.00 - Fraud & Cyber Crimes Bureau**
- • • **2-05/030.10 - Fraud Detail**
- • • **2-05/030.20 - Identity Theft Detail**
- • • **2-05/030.30 - Computer Crimes Detail**
- • • **2-05/030.40 - Technical Operations Detail**

- • • **2-05/030.50 - Detective Information Research Center (DIRC) Detail**
- • • **2-05/040.00 - Narcotics Bureau**
- • • **2-05/050.00 - Operation Safe Streets Bureau**
- • • **2-05/050.05 - Gang Enforcement Team**
- • • **2-05/050.10 - Operation Safe Streets Detail (OSS)**
- • • **2-05/050.15 - Gangs Surveillance Unit (GSU)**
- • • **2-05/050.20 - Intelligence Unit**
- • • **2-05/060.00 - Special Victims Bureau**
- • • **2-05/080.00 - Homicide Bureau**
- • • **2-05/080.05 - Missing Persons Unit**
- • • **2-05/090.00 - Major Crimes Bureau**
- • • **2-05/090.05 - Pawns and License Detail**
- • • **2-05/090.10 - Metro Detail**
- • • **2-05/090.15 - Vice Detail**
- • • **2-05/090.20 - Career Offenders Detail**
- • • **2-05/090.35 - Metal Theft Detail**
- • • **2-05/090.40 - Health Authority Law Enforcement Task Force (HALT)**
- • • **2-05/090.45 - Surveillance and Apprehension Teams**
- • • **2-05/090.50 - Fugitive Task Force**
- • • **2-05/100.00 - Taskforce for Regional Autotheft Prevention**
- • **Chapter 6 - Patrol Divisions**
- • • **2-06/000.00 - Patrol Divisions**
- • • **2-06/010.00 - Functions and Responsibilities**
- • • **2-06/020.00 - Jurisdiction**

- • • **2-06/030.00 - Responsibilities of Sheriff's Stations**
- • • **2-06/030.05 - Patrol Responsibility**
- • • **2-06/030.10 - Traffic Responsibility**
- • • **2-06/030.15 - Investigative Responsibility**
- • • **2-06/030.20 - Internal Operations Responsibility**
- • • **2-06/040.00 - North Patrol Division**
- • • **2-06/050.00 - Central Patrol Division**
- • • **2-06/060.00 - South Patrol Division**
- • • **2-06/070.00 - East Patrol Division**
- • **Chapter 7 - Administrative Services Division**
- • • **2-07/000.00 - Administrative and Training Division**
- • • **2-07/010.00 - Functions and Responsibilities**
- • • **2-07/030.00 - Headquarters Operations**
- • • **2-07/060.00 - Facilities Planning Bureau**
- • • **2-07/060.50 - Facilities Services Bureau**
- • • **2-07/070.00 - Fiscal Administration**
- • • **2-07/070.05 - General Accounting**
- • • **2-07/070.25 - Grants and Grants Accounting**
- • • **2-07/070.30 - Contracts**
- • • **2-07/070.40 - Special Fund Accounting**
- • • **2-07/070.55 - Accounts Payable**
- • • **2-07/070.60 - Central Property and Evidence**
- • • **2-07/070.65 - Central Supply and Logistics**
- • • **2-07/080.00 - Personnel Administration Bureau**

- • • **2-07/080.10 - Business Operations**
- • • **2-07/080.15 - Pay and Leave Management**
- • • **2-07/080.20 - Pre-Employment Unit**
- • • **2-07/080.25 - Classifications Unit**
- • • **2-07/080.30 - Employee Service Center**
- • • **2-07/080.35 - Test Development Unit**
- • • **2-07/080.40 - Professional Staff Exams Unit**
- • • **2-07/080.43 - Sworn Examination Unit**
- • • **2-07/080.45 - Personnel Operations Unit**
- • • **2-07/080.50 - Personnel Records Unit/Vault**
- • • **2-07/080.55 - Recruitment Section**
- • • **2-07/080.60 - Special Projects Team**
- • • **2-07/080.65 - Staffing Unit**
- • • **2-07/080.70 - Sworn Background Section**
- • • **2-07/090.00 - Financial Programs Bureau**
- • • **2-07/090.10 - Budget Services**
- • • **2-07/090.40 - Item Control**
- • • **2-07/090.50 - Special Accounts**
- • • **2-07/100.00 - Training Bureau**
- • • **2-07/120.00 - Success Through Awareness and Resistance (STAR) Unit**
- • • **2-07/130.00 - Psychological Services Bureau**
- • • **2-07/140.00 - The Bureau of Labor Relations and Compliance**
- • • **2-07/140.10 - Employee Relations Unit**
- • • **2-07/140.20 - Coveted Testing Unit**

- • • **2-07/140.30 - Intake Specialist Unit**
- • • **2-07/140.40 - Ombudsperson Unit**
- • • **2-07/140.50 - Affirmative Action Unit**
- • • **2-07/140.60 - The American with Disabilities Act (ADA) Unit**
- • • **2-07/150.00 - Contract Law Enforcement Bureau**
- • **Chapter 8 - Court Services Division**
- • • **2-08/000.00 - Court Services Division**
- • • **2-08/010.00 - Functions and Responsibilities**
- • • **2-08/020.00 - Jurisdiction**
- • • **2-08/030.00 - Court Services Headquarters Unit**
- • • **2-08/040.00 - Court Services Bureaus - East/West/Central**
- • **Chapter 9 - Custody Divisions**
- • • **2-09/000.00 - Custody Divisions**
- • • **2-09/010.00 - Functions and Responsibilities**
- • • **2-09/020.00 - General Responsibility for Facility Operation**
- • • **2-09/030.00 - Custody Services Division - General Population**
- • • **2-09/030.10 - Men's Central Jail**
- • • **2-09/030.20 - Inmate Reception Center**
- • • **2-09/030.30 - Pitchess Detention Center, East Facility**
- • • **2-09/030.40 - Pitchess Detention Center, North Facility**
- • • **2-09/030.50 - Pitchess Detention Center, South Facility**
- • • **2-09/030.60 - North County Correctional Facility**
- • • **2-09/040.00 - Custody Services Division - Specialized Programs**
- • • **2-09/040.10 - Mira Loma Detention Facility**



- • • **2-09/040.20 - Medical Services**
- • • **2-09/040.30 - Century Regional Detention Facility**
- • • **2-09/040.40 - Twin Towers Correctional Facility**
- • • **2-09/040.50 - Sybil Brand Institute for Women**
- • • **2-09/040.60 - Biscailuz Center**
- • **Chapter 10 - Technology and Support Division**
- • • **2-10/000.00 - Technology and Support Division**
- • • **2-10/005.00 - Functions and Responsibilities**
- • • **2-10/010.00 - Information Technology Governance**
- • • **2-10/010.01 - Department Chief Information Officer**
- • • **2-10/010.02 - Technology Approval and Governance Board**
- • • **2-10/010.03 - Office of Technology Planning**
- • • **2-10/010.04 - Chief Technology Officer**
- • • **2-10/010.05 - Chief Data Office**
- • • **2-10/010.06 - Project Management Office**
- • • **2-10/010.07 - System Architecture Office**
- • • **2-10/015.00 - Information Technology (IT) Projects Defined**
- • • **2-10/015.10 - Mandatory Reporting and Approval of Information Technology (IT) Projects**
- • • **2-10/020.00 - Jurisdiction**
- • • **2-10/030.00 - Communications and Fleet Management Bureau**
- • • **2-10/035.00 - Station/Bureau Desk Operations Standards and Guidelines**
- • • **2-10/040.00 - Data Systems Bureau**
- • • **2-10/050.00 - Records and Identification Bureau**
- • • **2-10/060.00 - Scientific Services Bureau**

- • • **2-10/070.00 - Communications Equipment**
- • **Chapter 11 - Special Operations Division**
- • • **2-11/000.00 - Special Operations Division**
- • • **2-11/010.00 - Functions and Responsibilities**
- • • **2-11/020.00 - Aero Bureau**
- • • **2-11/040.00 - Emergency Operations Bureau**
- • • **2-11/040.05 - Tactical Planning Unit**
- • • **2-11/040.10 - Department Operations Center**
- • • **2-11/040.15 - Reserve Forces Detail**
- • • **2-11/050.00 - Crisis Negotiations Team**
- • • **2-11/060.00 - Special Enforcement Bureau**
- • • **2-11/060.05 - Special Enforcement Detail**
- • • **2-11/060.10 - Emergency Services Detail**
- • • **2-11/060.15 - Canine Services Detail**
- • • **2-11/060.20 - Arson/Explosives Detail**
- • • **2-11/060.25 - Hazardous Materials Detail**
- • • **2-11/070.00 - Criminal Intelligence Bureau**
- • • **2-11/070.05 - Law Enforcement Information Sharing Programs**
- • • **2-11/070.10 - Sheriff's Analysis Unit**
- • • **2-11/070.15 - Joint Regional Intelligence Center**
- • • **2-11/070.20 - Sheriff's Intelligence Unit**
- • • **2-11/080.00 - Transit Services Bureau**
- • • **2-11/090.00 - Metrolink Bureau**
- • • **2-11/100.00 - Muslim Community Affairs Unit**

- • **Chapter 12 - Countywide Services Division**
- • • **2-12/000.00 - Countywide Services Division**
- • • **2-12/010.00 - Functions and Responsibilities**
- • • **2-12/020.00 - Jurisdiction**
- • • **2-12/030.00 - Responsibilities of Bureaus**
- • • **2-12/040.00 - Community College Bureau**
- • • **2-12/050.00 - Community Oriented Policing Bureau**
- • • **2-12/050.05 - Mental Evaluation Team**
- • • **2-12/060.00 - County Services Bureau**
- • • **2-12/070.00 - Parks Bureau**
- **Volume 3 - Policy and Ethics**
- • **Chapter 1 - Policy and Ethics**
- • • **3-01/000.00 - Policy and Ethics**
- • • **3-01/000.05 - Bias - Free Policing**
- • • **3-01/000.10 - Professional Conduct**
- • • **3-01/000.13 - Professional Conduct - Core Values**
- • • **3-01/000.14 - Ethics Awareness Enhancement**
- • • **3-01/000.15 - Electronic and Web-Based Communications**
- • • **3-01/005.00 - Accountability**
- • • **3-01/005.10 - Responsibility for Documentation**
- • • **3-01/010.00 - Administrative Principles**
- • • **3-01/010.05 - Delegation of Functions**
- • • **3-01/010.10 - Delineation of Functions**
- • • **3-01/010.15 - Organization for Command**

- • • **3-01/010.20 - Chain of Command**
- • • **3-01/010.25 - Unity of Command**
- • • **3-01/010.30 - Executives**
- • • **3-01/010.35 - Rank**
- • • **3-01/010.40 - Authority of Rank**
- • • **3-01/010.45 - Supervisors**
- • • **3-01/010.50 - Manner of Exercising Authority**
- • • **3-01/010.55 - Delegation of Commensurate Authority**
- • • **3-01/010.60 - Conflict of Orders**
- • • **3-01/010.62 - Managers and Supervisors Orders**
- • • **3-01/010.65 - Grievances**
- • • **3-01/010.70 - Time of Discipline**
- • • **3-01/010.75 - Suggestions for the Good of the Department**
- • • **3-01/020.00 - Supervision**
- • • **3-01/020.05 - Extent of Supervision**
- • • **3-01/020.10 - Implementing Supervision**
- • • **3-01/020.15 - Supervisory Identity**
- • • **3-01/020.20 - Responsibility for Completion of Duties**
- • • **3-01/020.25 - Chain of Responsibility**
- • • **3-01/020.30 - Responsibility for Subordinate Supervisors**
- • • **3-01/020.35 - Organizational Control**
- • • **3-01/020.40 - Delegation of Authority**
- • • **3-01/020.45 - Improved Procedures**
- • • **3-01/020.50 - Assignment for Efficiency**

- • • **3-01/020.55 - Manner of Giving Orders and Instructions**
- • • **3-01/020.60 - Responsibility for Subordinates**
- • • **3-01/020.61 - Welfare of Subordinates**
- • • **3-01/020.62 - Relationship with Subordinates**
- • • **3-01/020.63 - Evaluation of Subordinates' Work**
- • • **3-01/020.64 - Development of Acceptable Attitudes**
- • • **3-01/020.65 - Career Counseling**
- • • **3-01/020.70 - Responsibility for Conduct of Subordinates**
- • • **3-01/020.75 - Reports of Sickness**
- • • **3-01/020.80 - Conformance with Department Manual of Policy and Procedures**
- • • **3-01/025.45 - Safety of Firearms**
- • • **3-01/030.00 - Conduct -- General**
- • • **3-01/030.05 - General Behavior**
- • • **3-01/030.06 - Disorderly Conduct**
- • • **3-01/030.07 - Immoral Conduct**
- • • **3-01/030.10 - Obedience to Laws, Regulations, and Orders**
- • • **3-01/030.12 - Conflict of Interest and Investigative Recusals**
- • • **3-01/030.13 - Relationships and Mentoring**
- • • **3-01/030.14 - Duty to Intervene**
- • • **3-01/030.15 - Conduct Toward Others**
- • • **3-01/030.16 - Family Violence**
- • • **3-01/030.17 - Employee Notification of Family Violence and Temporary Restraining Orders**
- • • **3-01/030.18 - Field Personnel's Response to Employee Involved Family Violence And/Or Temporary Restraining Orders**
- • • **3-01/030.19 - Supervisor's Response to Employee Involved Family Violence And/Or**

## **Temporary Restraining Orders**

- • • **3-01/030.20 - Family Violence Notifications, Internal Affairs Bureau Responsibilities**
- • • **3-01/030.21 - Family Violence Notifications to Outside Law Enforcement Agencies**
- • • **3-01/030.23 - Workplace Violence**
- • • **3-01/030.24 - Definition of Workplace Violence**
- • • **3-01/030.25 - Coverage of Policy**
- • • **3-01/030.26 - Violation of Workplace Violence Policy**
- • • **3-01/030.27 - Retaliation**
- • • **3-01/030.28 - Reporting of Workplace Violence and/or Retaliation**
- • • **3-01/030.29 - Supervisor Responsibilities**
- • • **3-01/030.30 - Ombudsperson/Career Resources Center Responsibility**
- • • **3-01/030.31 - Employee Support Services Bureau's Responsibility**
- • • **3-01/030.32 - Advanced Training Bureau's Responsibility**
- • • **3-01/030.33 - Personnel Administration Bureau's Responsibility**
- • • **3-01/030.34 - During the Investigation**
- • • **3-01/030.35 - Workplace Violence and Retaliation Policy/Outside Vendor**
- • • **3-01/030.37 - Unnecessary/Inappropriate Interference in an Investigation**
- • • **3-01/030.40 - Use of Alcohol**
- • • **3-01/030.45 - Use of Drugs or Narcotics**
- • • **3-01/030.50 - Smoking**
- • • **3-01/030.51 - "No Smoking" Areas**
- • • **3-01/030.53 - Smoking Policy At Other Facilities**
- • • **3-01/030.55 - Sleeping on Duty**
- • • **3-01/030.60 - Gambling**

- • • **3-01/030.65 - Loitering**
- • • **3-01/030.73 - Hazing/Bullying**
- • • **3-01/030.75 - Bribes, Rewards, Loans, Gifts, Favors**
- • • **3-01/030.78 - Prohibition on Profiteering**
- • • **3-01/030.80 - Contributions for Department Activities (Including, But Not Limited To, Athletic Teams and Events)**
- • • **3-01/030.85 - Derogatory Language**
- • • **3-01/030.90 - Patriotic Courtesy**
- • • **3-01/030.95 - Alcohol-Related and/or Domestic Violence Arrests of Personnel**
- • • **3-01/040.00 - Responsibility - General**
- • • **3-01/040.05 - Financial Obligation**
- • • **3-01/040.10 - Incurring Liability Against the County**
- • • **3-01/040.15 - Care of County Property and Equipment**
- • • **3-01/040.17 - Vehicle Bumper Stickers**
- • • **3-01/040.20 - Return of County Property**
- • • **3-01/040.25 - Change of Status - Property Return - Reserve to Regular**
- • • **3-01/040.30 - Property Damage**
- • • **3-01/040.35 - Money and Property of Others**
- • • **3-01/040.40 - Misappropriation of Property**
- • • **3-01/040.45 - Safeguarding Money, Property, and Evidence**
- • • **3-01/040.48 - Key Security, Control and Inventory**
- • • **3-01/040.50 - Care of Identification Items**
- • • **3-01/040.55 - Possession of Unauthorized Identification Items**
- • • **3-01/040.60 - Badge Duplicate Memento**
- • • **3-01/040.62 - Use of Sheriff's Intellectual Property/Star/Logos**

- • • **3-01/040.63 - Use of the Sheriff's Department Flag**
- • • **3-01/040.65 - Tampering with Evidence**
- • • **3-01/040.69 - Honesty Policy**
- • • **3-01/040.70 - Dishonesty/False Statements**
- • • **3-01/040.75 - Dishonesty/Failure to Make Statements And/Or Making False Statements During Departmental Internal Investigations**
- • • **3-01/040.76 - Obstructing An Investigation/Influencing a Witness**
- • • **3-01/040.80 - Internal Investigations by Other Law Enforcement Agencies**
- • • **3-01/040.85 - Cooperation During Criminal Investigation**
- • • **3-01/040.90 - Reporting Information**
- • • **3-01/040.95 - Confidential Information**
- • • **3-01/040.96 - Information Requests or Contacts with Private Investigators or Suspect's, Defendant's or Plaintiff's Representatives**
- • • **3-01/040.97 - Safeguarding Persons in Custody**
- • • **3-01/040.98 - Recommending Lawyers or Bondsmen**
- • • **3-01/050.00 - Work Rules - General**
- • • **3-01/050.05 - Performance of Duty**
- • • **3-01/050.10 - Performance to Standards**
- • • **3-01/050.15 - Duties of Deputy Personnel**
- • • **3-01/050.20 - Duties of All Members**
- • • **3-01/050.25 - Hours of Duty**
- • • **3-01/050.30 - Off-Duty Incidents**
- • • **3-01/050.35 - Rendering Assistance - Traffic Collisions**
- • • **3-01/050.37 - Safety of Passengers/Companions of Arrested Persons**
- • • **3-01/050.40 - Safety of Stranded Motorists**



- • • **3-01/050.42 - Safety of Stranded Animals**
- • • **3-01/050.45 - Punctuality**
- • • **3-01/050.50 - Absence**
- • • **3-01/050.55 - Personal Information**
- • • **3-01/050.56 - Unit Personnel Rosters**
- • • **3-01/050.60 - Telephone**
- • • **3-01/050.65 - Basic Shooting Requirements**
- • • **3-01/050.70 - Failure to Qualify - Remedial Training**
- • • **3-01/050.73 - Failure to Shoot - Remedial Training**
- • • **3-01/050.75 - Firearms and ID Card**
- • • **3-01/050.80 - Grooming and Dress Standards**
- • • **3-01/050.82 - Prohibition - Law Enforcement Gangs and Hate Groups**
- • • **3-01/050.83 - Employee Groups which Violate Rights of Other Employees or Members of the Public**
- • • **3-01/050.84 - Fraternization and Prohibited Associations**
- • • **3-01/050.85 - Fraternization**
- • • **3-01/050.86 - Prohibited Associations**
- • • **3-01/050.87 - Guidelines Governing Youth Group Programs**
- • • **3-01/050.90 Supplemental Case Information**
- • • **3-01/050.95 - Court Cases**
- • • **3-01/060.00 - Personnel**
- • • **3-01/060.05 - Pre-Employment Investigations**
- • • **3-01/060.10 - Personnel Incident Investigations**
- • • **3-01/060.15 - Assignment and Deployment**
- • • **3-01/060.20 - Regulations Regarding Outside Employment**

- • • **3-01/060.25 - Prohibited Employment**
- • • **3-01/060.30 - Department Approval of Outside Employment**
- • • **3-01/060.33 - Outside Security Employment**
- • • **3-01/060.35 - Employee Copies of Policy and Ethics Chapter**
- • • **3-01/060.40 - Performance of Duties by Pregnant Employees**
- • • **3-01/070.00 - Politics and Religion**
- • • **3-01/070.05 - Political Activity**
- • • **3-01/070.10 - Political and Religious Discussions**
- • • **3-01/075.00 - Personal Relationships Between Department Members**
- • • **3-01/080.00 - Public and Press Relations**
- • • **3-01/080.05 - Public Relations**
- • • **3-01/080.10 - Public Appearances, Writing, Etc.**
- • • **3-01/080.15 - Press Relations**
- • • **3-01/080.16 - Photography, Audio, and Videotaping by the Public and the Press**
- • • **3-01/080.17 - Superior Court General Order Exception**
- • • **3-01/080.18 - Exceptions in Custody Facilities**
- • • **3-01/080.20 - Complaints and Information Requests**
- • • **3-01/080.25 - Emergency Calls**
- • • **3-01/090.00 - Vehicles**
- • • **3-01/090.05 - Use of County Vehicles**
- • • **3-01/090.07 - Use of Seatbelts**
- • • **3-01/090.08 - Supervisors' Responsibilities**
- • • **3-01/090.10 - Operation of Vehicles**
- • • **3-01/090.15 - Unauthorized Persons - County Vehicles**

- • • **3-01/090.20 - Use of County Vehicle Outside County Limits**
- • • **3-01/090.25 - Parking**
- • • **3-01/090.28 - Idling Regulation for Off-Road Diesel-Fueled Vehicles or Engines**
- • • **3-01/090.30 - Personal Vehicles**
- • • **3-01/090.35 - Use of County Vehicles by Sheriff's Reserves Personnel**
- • • **3-01/090.40 - Use of County Vehicles by Law Enforcement Explorers**
- • • **3-01/090.45 - Civic Center Parking Assignments**
- • • **3-01/090.50 - Private Vehicle Repairs on County Property - Prohibited**
- • • **3-01/100.00 - Records, Reports and Communications**
- • • **3-01/100.05 - Official Communications**
- • • **3-01/100.10 - Signatures on Official Communications**
- • • **3-01/100.15 - Special Orders**
- • • **3-01/100.20 - Reference Letters**
- • • **3-01/100.25 - Use of Department Letterhead**
- • • **3-01/100.30 - Signatures on Orders**
- • • **3-01/100.35 - Dishonesty/False Information in Department Records**
- • • **3-01/100.40 - Removal of Records**
- • • **3-01/100.45 - Use of Communications Equipment**
- • • **3-01/100.46 - Use of Communication Devices**
- • • **3-01/100.47 - Use of Communications Equipment and Systems**
- • • **3-01/100.50 - Division or Unit Manual**
- • • **3-01/100.55 - Unit Commanders' Change of Command Responsibilities**
- • • **3-01/110.00 - Community Policing and Engagement**
- • • **3-01/110.05 - Juvenile Matters**

- • • **3-01/110.10 - Vice and Narcotic Law Violations**
- • • **3-01/110.15 - Dispatching Radio Cars and Emergency Equipment**
- • • **3-01/110.20 - Restraining Persons**
- • • **3-01/110.21 - Hobbling Defined - See 3-10/170.00**
- • • **3-01/110.22 - Total Appendage Restraint Procedure (TARP) See 3-10/175.00**
- • • **3-01/110.23 - Handcuffing Prisoners**
- • • **3-01/110.24 - Use of Flex-Cuffs**
- • • **3-01/110.30 - Cursory (Pat-Down) Searches in the Field and In-Custody Situations**
- • • **3-01/110.35 - Transportation of Females**
- • • **3-01/110.40 - Search and Rescue Requests**
- • • **3-01/110.45 - Business Cards**
- • • **3-01/110.46 - Business Cards - Unit Commander Responsibilities - RESCINDED**
- • • **3-01/110.50 - Traffic Law Enforcement in Contract Cities**
- • • **3-01/110.55 - Safety Policy**
- • • **3-01/110.60 - Use of Informants**
- • • **3-01/110.65 - Informant Packages**
- • • **3-01/110.70 - Consideration for Defendants, Inmates, or Prisoners**
- • • **3-01/110.75 - Managing Informants**
- • • **3-01/110.80 - Informant Payments**
- • • **3-01/110.90 - Fraternalization and Prohibited Association with Informants**
- • • **3-01/120.00 - Environmental Responsibilities**
- • • **3-01/120.05 - Energy Conservation**
- • • **3-01/121.00 - Policy of Equality**
- • • **3-01/121.05 - Policy of Equality - Prohibited Conduct**

- • • **3-01/121.10 - Policy of Equality - Discrimination**
- • • **3-01/121.15 - Policy of Equality - Sexual Harassment**
- • • **3-01/121.20 - Policy of Equality - Harassment (Other Than Sexual)**
- • • **3-01/121.25 - Policy of Equality - Third-Person Harassment**
- • • **3-01/121.30 - Policy of Equality - Inappropriate Conduct Toward Others**
- • • **3-01/121.35 - Policy of Equality - Retaliation**
- • • **3-01/121.40 - Policy of Equality - Examples of Conduct That May Violate This Policy and Scope of Coverage**
- • • **3-01/121.45 - Policy of Equality - Reporting Violations of This Policy**
- • • **3-01/121.50 - Policy of Equality - Duty to Cooperate**
- • • **3-01/121.55 - Policy of Equality - No Retaliation**
- • • **3-01/122.00 - Policy of Equality - Procedures**
- • • **3-01/122.05 - Policy of Equality - Procedures - Duties of Supervisors and Managers**
- • • **3-01/122.10 - Policy of Equality - Procedures - Information About the Policy and Procedures**
- • • **3-01/122.15 - Policy of Equality - Procedures - Equity Complaint Process**
- • • **3-01/122.20 - Policy of Equality - Procedures - External Complaint Monitoring**
- • • **3-01/122.25 - Policy of Equality - Procedures - Confidentiality**
- • **Chapter 2 - Personnel**
- • • **3-02/000.00 - Personnel Rules and Regulations**
- • • **3-02/010.00 - Work Assignments**
- • • **3-02/010.05 - Relatives Assigned to the Same Unit**
- • • **3-02/010.10 - Working Hours**
- • • **3-02/010.15 - Work Schedules**
- • • **3-02/010.16 - Filling Vacancies with Overtime**

- • • **3-02/010.17 - Swapping of RDO/Shifts**
- • • **3-02/010.19 - Overtime Worked At Other Assignments**
- • • **3-02/010.20 - Transfer - Deputy Personnel**
- • • **3-02/010.22 - Assignments/Seniority - Deputy Personnel**
- • • **3-02/010.25 - Filing Assignment Preference Requests - Deputy Personnel**
- • • **3-02/010.27 - Hardship Transfer - Deputy Personnel**
- • • **3-02/010.29 - Transfer - Coveted Positions**
- • • **3-02/010.30 - Transfer - Custody Assistant Personnel**
- • • **3-02/010.31 - Assignments/Seniority - Custody Assistant Personnel**
- • • **3-02/010.32 - Filing Assignment Preference Requests - Custody Assistant Personnel**
- • • **3-02/010.33 - Hardship Transfers - Custody Assistant Personnel**
- • • **3-02/010.35 - Transfers - Security Officer or Security Assistant Personnel**
- • • **3-02/010.36 - Filing Assignment Preference Requests Security Assistant or Security Officer Personnel**
- • • **3-02/010.37 - Hardship Transfer Requests - Security Assistant/Security Officer**
- • • **3-02/010.39 - Transfer - Supervisors**
- • • **3-02/010.40 - Administrative Reassignment of Personnel Positions**
- • • **3-02/010.45 - Civilian Staffing Policy**
- • • **3-02/010.50 - Policy on Promotion/Transfer Process - Responsibility for Active Investigation Reviews**
- • • **3-02/010.55 - Transferring Employees Subject to a Settlement Agreement or a Participant in the Performance Mentoring Program, or Other Work Restrictions**
- • • **3-02/020.00 - Employee Personnel Records**
- • • **3-02/020.01 - Employment Reference Checks**
- • • **3-02/020.05 - Employee's Personal Information Form**
- • • **3-02/020.10 - Personnel Folders**

- • • **3-02/020.12 - Employee Personnel File Reviewing**
- • • **3-02/020.15 - Removal of Documents From Personnel Files**
- • • **3-02/020.20 - Outside Employment**
- • • **3-02/020.23 - Procedures for Private Entity Contract Services**
- • • **3-02/020.25 - Paid Assignments for Reserve Deputies**
- • • **3-02/020.27 - Procedures for the Reporting of Paid Assignments Worked by Reserve Deputies**
- • • **3-02/020.30 - Supplemental Law Enforcement Services for Public School Districts**
- • • **3-02/020.35 - Education Records and Verification**
- • • **3-02/020.45 - Employee Identification**
- • • **3-02/030.00 - Absences**
- • • **3-02/030.05 - Foreseeable and Unforeseeable Absences**
- • • **3-02/030.07 - Extended Leave of Absences**
- • • **3-02/030.10 - Military Leave**
- • • **3-02/030.12 - Reinstatement After Military Leave**
- • • **3-02/030.15 - Military Activation Committee (MAC)**
- • • **3-02/030.17 - Military Leave - Unit Commander's Responsibilities**
- • • **3-02/030.19 - Unit Employee's Responsibility**
- • • **3-02/030.20 - Pregnancy Disability Leave (PDL)**
- • • **3-02/030.21 - Family and Medical Leave Act (FMLA)**
- • • **3-02/030.25 - Industrial Injury or Illness Leave**
- • • **3-02/030.30 - Bereavement Leave**
- • • **3-02/030.35 - Leave Without Pay**
- • • **3-02/030.40 - Return to Work Following a Leave of Absence in Excess of 30 Days**
- • • **3-02/030.45 - Vacations**

- • • **3-02/030.50 - Holidays**
- • • **3-02/030.55 - Witness Leave**
- • • **3-02/030.60 - Variance Affecting Prior Payroll Document**
- • • **3-02/040.00 - Medical**
- • • **3-02/040.05 - Occupational Injury/Illness**
- • • **3-02/040.10 - Injured or Ill While Off Duty**
- • • **3-02/040.15 - Sick Leave**
- • • **3-02/040.18 - Medical Certification or Doctor's Note**
- • • **3-02/040.20 - Kin Care**
- • • **3-02/040.25 - Employee Exposed to Communicable Disease**
- • • **3-02/040.30 - Employee Exposure to the Bodily Fluids of Persons in Custody, Field Operations Regions, and Court Services**
- • • **3-02/040.31 - Hepatitis B Immunization Program**
- • • **3-02/040.35 - Medical Examination Following Sick Leave**
- • • **3-02/040.40 - Return to Work - Sworn Members - Medical Restrictions**
- • • **3-02/040.41 - Administrative Reassignment of Personnel - Loans**
- • • **3-02/040.42 - Creating Unfunded Positions - Prohibition**
- • • **3-02/040.45 - Voluntary Medical Examinations for Safety Members**
- • • **3-02/040.50 - Emotional Behavioral Concerns**
- • • **3-02/040.55 - Peer Support Program**
- • • **3-02/050.00 - Injury/Illness Prevention Program (IIPP)**
- • • **3-02/050.05 - Employees' Safety Responsibilities**
- • • **3-02/050.10 - Supervisors' Safety Responsibilities**
- • • **3-02/050.15 - Managers' Safety Responsibilities**
- • • **3-02/050.20 - Department Safety Officer Responsibilities**



- • • **3-02/050.25 - Hazardous Substances Information**
- • • **3-02/060.00 - Deceased Employee**
- • • **3-02/060.05 - Notification**
- • • **3-02/060.10 - Assistance to Family**
- • • **3-02/060.15 - Donations and Trust Funds**
- • • **3-02/060.20 - Pre-Funeral Arrangements**
- • • **3-02/060.21 - Guidelines for Department Member Funeral Services**
- • • **3-02/060.25 - Dress and Conduct At Funerals**
- • • **3-02/060.30 - Other Related Duties**
- • • **3-02/060.35 - Guidelines for Department Representation At Peace Officer Memorial Services**
- • • **3-02/060.40 - Guidelines for Submitting Fallen Peace Officer Applications to Local, State, and Federal Law Enforcement Memorials**
- • • **3-02/070.00 - Jury Duty**
- • • **3-02/070.05 - Prospective Juror Questionnaire**
- • • **3-02/070.10 - Jury Service Continuances**
- • • **3-02/070.15 - Out-Of-County Jury Service**
- • • **3-02/070.20 - Receipt of Jury Summons - Employee Responsibility**
- • • **3-02/070.25 - Receipt of Jury Summons by Employee - Unit Responsibility**
- • • **3-02/080.00 - Training**
- • • **3-02/080.01 - Training Requirements for Sworn Personnel**
- • • **3-02/080.02 - Training Requirements for Professional Staff**
- • • **3-02/080.05 - V.A. Apprenticeship Program**
- • • **3-02/080.15 - Educational Advancement Program**
- • • **3-02/080.20 - Special Institutes and Seminars**

- • • **3-02/080.25 - In-Service Training**
- • • **3-02/080.30 - Dress Code Policy for Training Attendance**
- • • **3-02/080.35 - Post Incentive Program**
- • • **3-02/080.40 - Participation in Work Experience Educational Program**
- • • **3-02/080.45 - Special Unit Training**
- • • **3-02/085.00 - Evaluating Employee Performance**
- • • **3-02/085.10 - Employee Performance Records**
- • • **3-02/085.20 - Automated Performance Performance Databases**
- • • **3-02/085.30 - Management Guidelines**
- • • **3-02/085.40 - Unit Commanders' Responsibilities in Using Automated Personnel Performance Data**
- • • **3-02/085.45 - Middle Management/Supervisory Responsibilities**
- • • **3-02/085.50 - Employee Review of Automated Personnel Performance Information**
- • • **3-02/085.55 - Unit Commander's Responsibility**
- • • **3-02/085.60 - Personnel Management Issues**
- • • **3-02/085.65 - Procedure for Use of Automated Performance in the Transfer Request Process**
- • • **3-02/085.70 - Correction/Removal/Modification of Records in the Automated Performance Recording and Monitoring System Database**
- • • **3-02/085.75 - Procedures for Using the Performance Recording and Monitoring System Profile Report**
- • • **3-02/090.00 - Performance Evaluations**
- • • **3-02/090.05 - "Improvement Needed" or "Unsatisfactory" Rating - Permanent Employee**
- • • **3-02/090.07 - Probationary Employees - Unit Commander's Responsibilities**
- • • **3-02/090.10 - Probationary Evaluation**
- • • **3-02/090.15 - Transferring or Terminating Employees**

- • • **3-02/090.17 - Guidelines for Performance Evaluation Narratives**
- • • **3-02/090.18 - Employee Absence During the Rating Period**
- • • **3-02/090.20 - Responsibility for Evaluation**
- • • **3-02/090.30 - Signatures on Performance Evaluations**
- • • **3-02/090.35 - Drivers License Check**
- • • **3-02/100.00 - Classification**
- • • **3-02/110.00 - Promotions**
- • • **3-02/120.00 - Probationary Period - Deputy Sheriff**
- • • **3-02/130.00 - Reinstatement/Restoration**
- • • **3-02/130.05 - Reinstated Employees**
- • • **3-02/130.10 - Restoration of Reinstated Deputy Personnel Following Completion of Probationary Period**
- • • **3-02/130.15 - Reinstatement/Restoration Pursuant to Other Lawful Authority**
- • • **3-02/130.20 - Restoration Following Voluntary Demotion**
- • • **3-02/130.25 - Restoration of Employees Reduced Due to Disciplinary Action or Unsatisfactory Work Performance**
- • • **3-02/130.50 - Request for Continued Service Beyond Age 60 - Medical Certification Process**
- • • **3-02/140.00 - Commendations**
- • • **3-02/140.05 - Commendable Actions Observed by Department Personnel (Internal Commendations)**
- • • **3-02/140.10 - Valor, Purple Heart, Sheriff's Humanitarian, Line of Duty, Lifesaving and Public Safety Awards**
- • • **3-02/140.15 - Service Awards**
- • • **3-02/140.18 - Leadership Award**
- • • **3-02/140.20 - The Sheriff's Award**
- • • **3-02/140.25 - Sheriff's Commendations**

- • • **3-02/140.26 - Master Field Training Officer Pin**
- • • **3-02/140.27 - Field Training Officer Pin**
- • • **3-02/140.28 - Physical Fitness Pin**
- • • **3-02/140.30 - Commendable Restraint Commendation**
- • • **3-02/140.35 - Career Achiever's Award**
- • • **3-02/140.38 - Tradition of Service Award**
- • • **3-02/140.40 - Employee Unit Recognition Programs**
- • • **3-02/140.43 - Divisional Service Pin**
- • • **3-02/140.45 - Executive Commendations**
- • • **3-02/140.48 - Star Scroll/Star Certificate Awards**
- • • **3-02/140.50 - Supervisory Acknowledgments**
- • • **3-02/140.55 - Employee Recognition Awards Form**
- • • **3-02/140.60 - Legendary Lawman and Law Woman Pin**
- • • **3-02/140.65 - Humanitarian Award**
- • • **3-02/145.00 - County and Department Service Awards**
- • • **3-02/150.00 - Employee Grievance Procedure**
- • • **3-02/150.05 - General Provisions**
- • • **3-02/150.10 - Informal Procedure**
- • • **3-02/150.15 - Formal Procedure**
- • • **3-02/150.20 - Third Step for Civilian Personnel**
- • • **3-02/160.05 - Notification of Pending Retirement**
- • • **3-02/160.10 - Regular Service Retirement**
- • • **3-02/160.15 - Disability Retirement**
- • • **3-02/160.20 - Affecting Retirement**

- • • **3-02/160.25 - Retirement Luncheons or Dinners**
- • • **3-02/170.00 - Resignation or Transfer to Another County Department**
- • • **3-02/170.05 - Termination Process for Reserve Deputies**
- • • **3-02/170.10 - Replacement/Restoration of County Uniforms, Equipment, and Badges, Etc.**
- • • **3-02/170.50 - Policy and Procedures for Issuance of Concealed Weapon Privileges and Retirement Credentials**
- • • **3-02/170.51 - Procedure for the Issuance of Retirement Credentials**
- • • **3-02/170.52 - Requirements for a Department Recognized Retirement**
- • • **3-02/170.55 - Retirement Credentialing of Sworn Personnel**
- • • **3-02/170.60 - Retirement**
- • • **3-02/170.65 - Retirement Credential**
- • • **3-02/180.00 - Bilingual Bonus**
- • • **3-02/190.00 - Supervisor-Subordinate Bonus**
- • • **3-02/190.05 - Conditions for Payment**
- • • **3-02/190.10 - Supervisor's Request for Authorization**
- • • **3-02/190.15 - Procedures Governing Approved Bonuses**
- • • **3-02/190.20 - Responsibility for Processing**
- • • **3-02/200.00 - Payroll Information Requests**
- • • **3-02/210.00 - Paid Time in Addition to Salary**
- • • **3-02/220.00 - Employee Relations Ordinance**
- • • **3-02/230.00 - Employee's Signature on Payroll Documents**
- • • **3-02/240.00 - Pay and Leave Documents Designation/Authorization**
- • • **3-02/250.00 - Tax Deductions on Supplemental Wages**
- • • **3-02/260.00 - Employees Temporarily Reassigned**
- • • **3-02/270.00 - Payroll Deduction Cards**

- • • **3-02/280.00 - Overtime**
- • • **3-02/280.10 - Overtime Authorization**
- • • **3-02/280.15 - Overtime Provisions**
- • • **3-02/290.00 - Overtime Guidelines**
- • • **3-02/290.05 - General Guidelines**
- • • **3-02/290.10 - Specific Guidelines**
- • • **3-02/290.15 - Court Time Guidelines**
- • • **3-02/290.20 - Preparation for and Completion of Duties**
- • • **3-02/290.25 - FLSA Exemptions**
- • • **3-02/300.00 - Overtime and Paid Hours Worked Report**
- • • **3-02/300.05 - General Information**
- • • **3-02/300.10 - Overtime**
- • • **3-02/310.00 - Call-Back Time/Early Shift Start**
- • • **3-02/320.00 - Standby Pay**
- • • **3-02/330.00 - Daily/Weekly Time Sheets**
- • • **3-02/340.00 - Audit of Time Documents**
- • • **3-02/350.00 - Night Bonus**
- • **Chapter 3 - Uniform and Safety Equipment**
- • • **3-03/000.00 - Departmental Authority**
- • • **3-03/000.05 - Authority of the Sheriff - Uniform and Safety Equipment**
- • • **3-03/000.10 - Uniform and Safety Equipment Committee**
- • • **3-03/000.15 - Official Records of the Uniform and Safety Equipment Committee**
- • • **3-03/010.00 - General Provisions - Uniform and Safety Equipment**
- • • **3-03/010.05 - Requirements/Inspections - Uniform and Safety Equipment**

- • • **3-03/010.10 - Who Shall Possess Uniforms**
- • • **3-03/010.15 - Exemption From Uniform Requirements**
- • • **3-03/010.20 - Employee Comments**
- • • **3-03/010.25 - Optional Uniform Items**
- • • **3-03/020.00 - Special Uniform Needs**
- • • **3-03/030.00 - Wearing Uniforms**
- • • **3-03/030.10 - Who Shall Wear Uniforms**
- • • **3-03/030.15 - Exemptions From Wearing Uniforms**
- • • **3-03/030.20 - Manner of Wearing Uniforms**
- • • **3-03/030.25 - Wearing Uniforms on Formal Occasions**
- • • **3-03/030.35 - Mixing Civilian and Uniform Clothing**
- • • **3-03/030.40 - Wearing Jewelry**
- • • **3-03/030.45 - Inclement Weather Uniform**
- • • **3-03/040.00 - Maintenance and Inspections - Uniform and Safety Equipment**
- • • **3-03/040.05 - Maintaining Uniforms and Safety Equipment**
- • • **3-03/040.10 - Inspection of New Articles**
- • • **3-03/040.15 - Official Inspections**
- • • **3-03/040.20 - Inspection Reports - Uniform and Safety Equipment**
- • • **3-03/050.00 - Marking Department- Issued Equipment**
- • • **3-03/060.00 - Replacing Department Property**
- • • **3-03/060.15 - Replacing Items of Identification**
- • • **3-03/060.20 - Replacing Employee's Damaged Personal Property**
- • • **3-03/060.22 - Damage to Personal Vehicles in the Line of Duty**
- • • **3-03/065.00 - Executive Uniform**

- • • **3-03/065.05 - Specifications - Executive Uniform**
- • • **3-03/065.10 - Possession and Wearing - Executive Uniform**
- • • **3-03/065.15 - Accessories - Executive Uniform**
- • • **3-03/070.00 - Official Deputy Sheriff Uniforms**
- • • **3-03/070.05 - Deputy Sheriff Class A Uniform**
- • • **3-03/070.10 - Deputy Sheriff Class B Uniform**
- • • **3-03/070.15 - Deputy Sheriff Duty Uniform**
- • • **3-03/070.25 - Deputy Sheriff Special Operations Clothing**
- • • **3-03/070.40 - Safety Equipment**
- • • **3-03/070.55 - Plain Clothes Duty**
- • • **3-03/070.60 - Uniforms for Tactical Alerts**
- • • **3-03/070.95 - Deputy Sheriff Identification**
- • • **3-03/100.00 - Civilian Employee Uniforms**
- • • **3-03/100.05 - Community Services Officer**
- • • **3-03/100.07 - Court Services Specialist**
- • • **3-03/100.10 - Class A Blue Uniform**
- • • **3-03/100.20 - Class B Blue Uniform**
- • • **3-03/100.23 - Security Officer/Security Assistant Uniform**
- • • **3-03/100.25 - Law Enforcement Technician Uniform**
- • • **3-03/100.27 - Custody Assistant Uniform**
- • • **3-03/100.28 - Custody Assistant Class A Uniform**
- • • **3-03/100.29 - Custody Assistant Class B Uniform**
- • • **3-03/100.30 - Custody Assistant Equipment**
- • • **3-03/100.50 - Culinary and Kitchen Worker Uniform**



- • • **3-03/100.60 - Civilian Volunteer Uniform**
- • • **3-03/100.70 - Civilian Volunteer - Name Badge**
- • • **3-03/100.75 - Chaplain Volunteer Uniform**
- • • **3-03/105.00 - Uniformed Civilian Baseball Style Cap, Class B (Optional)**
- • • **3-03/120.00 - Ammunition Requirements**
- • • **3-03/120.05 - 9MM Ammunition - Rescinded**
- • • **3-03/120.07 - .45 Ammunition - Rescinded**
- • • **3-03/120.10 - .38 Special Ammunition - Rescinded**
- • • **3-03/120.15 - 12-Gauge Shotgun Ammunition - Rescinded**
- • • **3-03/125.00 - Magazine Pouch**
- • • **3-03/130.00 - Badges**
- • • **3-03/130.10 - Deputy Sheriff Flat Badge and ID Card Case**
- • • **3-03/130.15 - Memorial Badge Band**
- • • **3-03/130.20 - Custody Assistant Badge**
- • • **3-03/130.30 - Parking Control Officer Badge**
- • • **3-03/130.40 - Security Officer/Security Assistant Patch**
- • • **3-03/130.43 - Security Officer Badge**
- • • **3-03/130.45 - Security Assistant Badge**
- • • **3-03/130.50 - Scientific Services Bureau (Crime Lab)-Civilian Personnel**
- • • **3-03/130.55 - Sworn and Professional Staff - Name Badge**
- • • **3-03/140.00 - Baton and Baton Holder**
- • • **3-03/140.15 - Handler 12 Device - Rescinded**
- • • **3-03/140.20 - Specifications - Rescinded**
- • • **3-03/140.25 - Impact Devices Training**

- • • **3-03/150.00 - Belts**
- • • **3-03/150.05 - Duty Belt and Accessories**
- • • **3-03/150.10 - Trouser Belt**
- • • **3-03/150.20 - Synthetic Duty Belts and Accessories**
- • • **3-03/180.00 - Cartridge Case, Shotgun (Optional)**
- • • **3-03/190.00 - Coveralls**
- • • **3-03/190.05 - General Purpose Coveralls (Optional)**
- • • **3-03/190.10 - Special Purpose Coveralls**
- • • **3-03/190.20 - Flight Suit**
- • • **3-03/195.00 - CPR Device**
- • • **3-03/200.00 - Department Stripe**
- • • **3-03/210.00 - Firearms**
- • • **3-03/210.01 - Transportation of Firearms**
- • • **3-03/210.05 - Revolvers/Semi-Automatic Pistols (On-Duty and Off-Duty)**
- • • **3-03/210.06 - Revolvers/Semi-Automatic Pistols - Light/Laser**
- • • **3-03/210.07 - Duty Weapons - Reserve Deputy, Level-III Personnel**
- • • **3-03/210.10 - Patrol Shotgun**
- • • **3-03/210.15 - Firearms Recording**
- • • **3-03/210.20 - Law Enforcement Equipment Purchase and Authorization**
- • • **3-03/210.25 - Firearms - Other**
- • • **3-03/210.30 - Cleaning Firearms**
- • • **3-03/210.31 - Firearms-Sighting Systems**
- • • **3-03/210.32 - Purchase of Firearms, Ammunition, or Weapon-Related Equipment**
- • • **3-03/210.33 - Special Use Shotgun**

- • • **3-03/210.34 -Specialized Weapons and Weapon Accessories**
- • • **3-03/210.35 - Use of Firearms**
- • • **3-03/210.40 - Possession of Department-Issued Firearm - Security Officer, Sheriff (Armed)**
- • • **3-03/220.00 - Flashlights**
- • • **3-03/225.00 - Footwear**
- • • **3-03/230.00 - Gloves (Optional)/Gloves (Mandatory)**
- • • **3-03/240.00 - Handcuffs and Cases**
- • • **3-03/250.00 - Headgear**
- • • **3-03/250.01 - Western-style Hatband and Hat Pin**
- • • **3-03/260.00 - Helmets**
- • • **3-03/270.00 - Hobble Restraint - "Ripp Hobble"**
- • • **3-03/280.00 - Holsters**
- • • **3-03/285.00 - Identification Card**
- • • **3-03/285.05 - Possession of Identification Card**
- • • **3-03/285.10 - Volunteer Identification Cards**
- • • **3-03/290.00 - Insignias**
- • • **3-03/290.02 - Motorcycle Insignia**
- • • **3-03/290.05 - Paramedic Insignia**
- • • **3-03/290.10 - Pilot/Observer Insignia**
- • • **3-03/290.15 - Rank-Deputy and Sergeant Insignia**
- • • **3-03/290.25 - Rank-Lieutenant and Captain Insignia**
- • • **3-03/290.35 - Rank-Commander Insignia**
- • • **3-03/290.40 - Rank-Division Chief Insignia**
- • • **3-03/290.45 - Rank-Assistant Sheriff Insignia**

- • • **3-03/290.50 - Rank-Undersheriff Insignia**
- • • **3-03/290.55 - Rank-Sheriff Insignia**
- • • **3-03/290.60 - Traffic Insignia**
- • • **3-03/290.65 - Diver Insignia**
- • • **3-03/290.70 - Master Field Training Officer Insignia**
- • • **3-03/300.00 - Jackets - Uniform**
- • • **3-03/300.05 - Class A Dress Jacket**
- • • **3-03/300.10 - Field Jacket (Sworn, Civilian)**
- • • **3-03/300.11 - Field Jacket-Scientific Services Bureau (Crime Lab)-Civilian Personnel**
- • • **3-03/300.12 - Field Jacket - Cold Weather (Optional)**
- • • **3-03/300.15 - Flight Jacket (Optional)**
- • • **3-03/300.20 - Foul Weather Jacket (Optional)**
- • • **3-03/300.30 - Raid Jacket (Optional)**
- • • **3-03/300.40 - Bicycle Jacket (Optional)**
- • • **3-03/300.50 - Leather Motorcycle Jacket (Optional)**
- • • **3-03/320.00 - Key Ring Holder**
- • • **3-03/325.00 - Knife and Case (Optional)**
- • • **3-03/330.00 - Medals, Pins and Emblems**
- • • **3-03/340.00 - Name Tags**
- • • **3-03/340.01 - Name Tag Exceptions**
- • • **3-03/345.00 - Pepper O.C. Spray and Holder**
- • • **3-03/350.00 - Protective Vests**
- • • **3-03/350.10 - "High-Visibility" Safety Vest**
- • • **3-03/360.00 - Rain Wear**

- • • 3-03/370.00 - Sap (Optional)
- • • 3-03/380.00 - Scarf (Optional)
- • • 3-03/400.00 - Service Stars (Optional)
- • • 3-03/410.00 - Shirts - Uniform
- • • 3-03/410.05 - Class A Uniform Shirt
- • • 3-03/410.15 - Class B Uniform Shirt
- • • 3-03/410.20 - Pullover Shirt with LASD Logo
- • • 3-03/410.25 - Cold Weather Undershirt (Optional)
- • • 3-03/440.00 - Shoulder and Other Patches
- • • 3-03/450.00 - Skirts (Optional)
- • • 3-03/455.00 - Smock, Maternity (Optional)
- • • 3-03/460.00 - Socks
- • • 3-03/470.00 - Stockings (Hosiery)
- • • 3-03/480.00 - Sweater (Optional)
- • • 3-03/490.00 - Tie and Tie Holder
- • • 3-03/500.00 - Uniform Pants
- • • 3-03/520.00 - Whistle
- • **Chapter 4 - Special Reviews, Public Complaint Process, and Personnel Investigations**
- • • 3-04/000.00 - Personnel Investigations
- • • 3-04/000.05 - Assignment of Subsequent Inquiry/Investigation
- • • 3-04/010.00 - Department Service Reviews
- • • 3-04/010.05 - Procedures for Department Service Reviews
- • • 3-04/010.10 - Acknowledgment of Receipt of Public Input
- • • 3-04/010.15 - External Commendations

- • • **3-04/010.20 - Service Complaints**
- • • **3-04/010.25 - Personnel Complaints**
- • • **3-04/010.30 - Retention of Service Comment Reports**
- • • **3-04/010.35 - Public Accessibility to Information About the Complaint Process**
- • • **3-04/020.00 - Administrative Investigations**
- • • **3-04/020.05 - Initiation of Administrative Investigations**
- • • **3-04/020.06 - Administrative Investigations - Constitutional Policing Advisors**
- • • **3-04/020.10 - Employee Relieved of Duty for Disciplinary Reasons**
- • • **3-04/020.12 - Supervisors' and Managers' Responsibility for Ensuring the Timely Completion and Adjudication of Administrative Investigations**
- • • **3-04/020.15 - Administrative Investigation Procedures**
- • • **3-04/020.18 - Use of Commemorative Book Photographs**
- • • **3-04/020.20 - Inactivation of Administrative Investigations**
- • • **3-04/020.25 - Administrative Investigation Terminology**
- • • **3-04/020.28 - Effective Date of Revisions to Findings**
- • • **3-04/020.30 - Internal Administrative and Criminal Investigations**
- • • **3-04/020.35 - Notification to Complainant**
- • • **3-04/020.40 - Discipline**
- • • **3-04/020.45 - Retention of Investigative Records and Documents**
- • • **3-04/020.50 - Grievance Procedures**
- • • **3-04/020.60 - Delegation of Disciplinary Matters**
- • • **3-04/020.80 - Modify Findings And/Or Discipline**
- • • **3-04/030.00 - Procedures for Responding to Complainant Dissatisfaction with Department Service Reviews and Administrative Investigations**
- • • **3-04/030.05 - Department Procedures for Responding to Complainant Dissatisfaction -- Department Service Reviews**

- • • **3-04/030.10 - Department Procedures for Responding to Complainant Dissatisfaction -- Administrative Investigations**
- • • **3-04/040.00 - Audit and Accountability Bureau**
- • • **3-04/040.10 - Audit and Accountability Bureau Purpose and Authorization**
- • • **3-04/040.20 - Organizational Independence**
- • • **3-04/040.30 - Audit and Accountability Bureau Responsibilities**
- • • **3-04/040.40 - Audit and Accountability Bureau Reporting Procedures**
- • • **3-04/050.00 - Corrective Action Plans**
- • • **3-04/050.20 - Corrective Action Plan Process, Review, and Approval**
- • **Chapter 5 - Fiscal**
- • • **3-05/000.00 - Fiscal Chapter**
- • • **3-05/010.00 - Claims/Reimbursement**
- • • **3-05/020.00 - Mileage**
- • • **3-05/020.05 - Mileage - General**
- • • **3-05/020.10 - Permittee Mileage Claims**
- • • **3-05/020.15 - Private Vehicles Used for Out-Of-County Trips**
- • • **3-05/030.00 - Travel**
- • • **3-05/030.05 - Travel and Expense Approval Procedure**
- • • **3-05/030.10 - Travel-Salary Only Approval Procedures**
- • • **3-05/030.15 - Travel Expense Advances Including Airline Tickets**
- • • **3-05/030.20 - Travel Expense Limitations**
- • • **3-05/030.25 - Transportation of Prisoners Out-Of-County**
- • • **3-05/030.30 - Extradition Assignments**
- • • **3-05/030.35 - Transportation To/From Catalina Island**
- • • **3-05/030.40 - Travel Advances Due to Temporary Assignment on Catalina Island and North**

## County Areas

- • • 3-05/030.50 - Temporary Assignment Expenses
- • • 3-05/050.00 - Special Appropriation Fund
- • • 3-05/050.05 - Obtaining Funds From Fiscal Administration
- • • 3-05/050.10 - Authorized Expenses From the Special Appropriation Fund
- • • 3-05/050.15 - Instructions for Completing the Special Appropriation Expense Claim (SH-AD-103)
- • • 3-05/050.20 - Documentation to Support Expenses
- • • 3-05/050.25 - Claim Procedures and Accountability
- • • 3-05/060.00 - Collections
- • • 3-05/060.05 - Acceptance of Checks and Handling of Non-Sufficient Fund (NSF) Checks
- • • 3-05/060.10 - Bank Accounts
- • • 3-05/060.15 - Miscellaneous Fees Account Bank Deposits
- • • 3-05/060.20 - Bail/Fine Account Bank Deposits
- • • 3-05/060.25 - Avalon Station Deposits
- • • 3-05/060.30 - Collection of Contract City Towed Vehicle Administrative Release Fees
- • • 3-05/070.00 - Revolving Fund
- • • 3-05/080.00 - Cash Shortages/Overages
- • • 3-05/080.05 - Shortage-Under \$20
- • • 3-05/080.10 - Shortage-Other
- • • 3-05/080.15 - Overage
- • • 3-05/080.20 - Deposit
- • • 3-05/090.00 - Employee Maintained Funds
- • • 3-05/090.05 - Banking Procedure
- • • 3-05/090.10 - Method of Collection



- • • **3-05/090.15 - Responsibility**
- • • **3-05/100.00 - Loss of Funds And/Or County Equipment**
- • • **3-05/100.05 - Reimbursable Items**
- • • **3-05/100.10 - Nonreimbursable Items**
- • • **3-05/100.15 - Reporting Procedures Regarding Loss of Funds**
- • • **3-05/100.20 - Reporting Equipment Losses**
- • • **3-05/110.00 - Toll Calls/Telegrams**
- • • **3-05/120.00 - Department Postage**
- • • **3-05/120.05 - Postage Stamps**
- • • **3-05/120.10 - Procedures for Use of Postage Meter**
- • • **3-05/120.15 - Patrol Stations and Emergency Operations Bureau**
- • • **3-05/120.20 - Units Located in the Sheriff's Headquarters Building**
- • • **3-05/120.25 - Central Jail**
- • • **3-05/120.30 - Refilling the Meter**
- • • **3-05/120.35 - Voided Envelopes**
- • • **3-05/120.40 - Meter Record Book**
- • • **3-05/130.00 - Personal Checks - Cashing Of**
- • • **3-05/140.00 - Station Safes**
- • • **3-05/160.00 - Regulations for Installing Software on Computers At Sheriff's Department Facilities**
- • • **3-05/170.00 - Internal Control Certification Program (ICCP)**
- • **Chapter 6 - Equipment, Supply and Maintenance**
- • • **3-06/010.00 - Budget**
- • • **3-06/020.00 - Equipment Standards**
- • • **3-06/030.00 - Fixed Assets**

- • • **3-06/030.01 - Unit Controlled Equipment**
- • • **3-06/030.05 - Portable Items of Equipment**
- • • **3-06/040.00 - Services and Supplies**
- • • **3-06/050.00 - Rental Items**
- • • **3-06/060.00 - Salvage Fixed Assets**
- • • **3-06/060.05 - Control of Salvage Items**
- • • **3-06/070.00 - Communications Equipment**
- • • **3-06/080.00 - Department Weapons Inspections/Inventory**
- • • **3-06/080.05 - Inspections of Armories**
- • • **3-06/080.10 - Quarterly Weapons Inventory**
- • • **3-06/080.15 - Equipment, Weapons and Munitions Control**
- • • **3-06/080.20 - Military Equipment**
- • • **3-06/090.00 - Fire Extinguisher Equipment**
- • • **3-06/090.05 - Maintenance of Extinguishers**
- • • **3-06/100.00 - Supply Inventory**
- • • **3-06/100.05 - Perpetual Inventory System**
- • • **3-06/100.10 - Inventory Needs and Reorder Levels**
- • • **3-06/100.15 - Overstock and Obsolete Inventory Items**
- • • **3-06/110.00 - Receipt of Merchandise**
- • • **3-06/110.05 - Receiving New Fixed Asset Items**
- • • **3-06/110.10 - Outside Vendors**
- • • **3-06/110.15 - Internal Services Department (ISD)**
- • • **3-06/120.00 - Internal Services Department Work Order Requests**
- • • **3-06/130.00 - Emergency Repairs and After Hours Emergency Repairs**

- • • **3-06/140.00 - Automotive Equipment**
- • • **3-06/140.05 - Operator's Responsibility**
- • • **3-06/140.10 - Motor Pool Vehicles**
- • • **3-06/140.12 - Department-Assigned Vehicles**
- • • **3-06/145.00 - Semi-Annual Vehicle Inventory Report**
- • • **3-06/150.00 - Vehicle Repair Notification**
- • • **3-06/150.05 - Vehicle Maintenance**
- • • **3-06/150.10 - Emergency Requests**
- • • **3-06/150.15 - Service or Repair Expenses Inside the County**
- • • **3-06/150.20 - Service or Repair Expenses Outside the County**
- • • **3-06/150.25 - Towing of Department Vehicles**
- • • **3-06/150.30 - Flat Tires**
- • • **3-06/150.35 - Radio and Electronic Repairs**
- • • **3-06/160.00 - Issuance and Recordation of Fuel**
- • • **3-06/160.05 - Completion and Distribution of Record Log (76G122D)**
- • • **3-06/160.10 - Completion and Distribution of Fuel Usage Report (SH-R-395)**
- • • **3-06/160.15 - Fuel Deliveries**
- • • **3-06/170.00 - Out of Service Signs**
- • • **3-06/180.00 - Printing Requests**
- • • **3-06/180.05 - Printing Management Unit's Responsibilities**
- • • **3-06/180.10 - Unit Commander's Responsibilities**
- • • **3-06/180.15 - Printing Request (SH-AD-1)**
- • • **3-06/180.20 - Forms - Design and Control**
- • • **3-06/190.00 - Department Publications**

- • • **3-06/190.05 - Advance Notice on Layouts**
- • • **3-06/190.10 - Classes of Publications**
- • • **3-06/190.15 - Specifications**
- • • **3-06/190.20 - Exceptions and Conflicts**
- • • **3-06/200.00 - Body Worn Cameras**
- • • **3-06/200.03 - Definitions**
- • • **3-06/200.05 - Body Worn Cameras-Equipment**
- • • **3-06/200.08 - Body Worn Cameras-Activation**
- • • **3-06/200.10 - Inability to Activate Body Worn Camera Prior to Initiating Enforcement or Investigative Contact**
- • • **3-06/200.13 - Recording of the Entire Contact**
- • • **3-06/200.15 - Documentation Required for Failing to Activate Body Worn Camera or Recording the Duration of the Contact**
- • • **3-06/200.18 - Body Worn Camera Recording Exceptions**
- • • **3-06/200.20 - Los Angeles County Sheriff Custody Facilities**
- • • **3-06/200.23 - Los Angeles County Superior Courthouses**
- • • **3-06/200.25 - Confidential Nature of Recordings**
- • • **3-06/200.28 - Prohibition Against Modification of Recordings**
- • • **3-06/200.30 - Notice to Member of the Public of Body Worn Camera Recording**
- • • **3-06/200.33 - Prohibition Against Recording Personnel in Non-Enforcement or Investigation Situations**
- • • **3-06/200.38 - Property of the Department**
- • • **3-06/200.40 - Training Required**
- • • **3-06/200.43 - Inspection and Testing of Equipment**
- • • **3-06/200.45 - Damaged, Malfunctioning, or Inoperable Equipment**
- • • **3-06/200.48 - Identifying Recordings**

- • • **3-06/200.50 - Storage of Recordings**
- • • **3-06/200.53 - Viewing of Body Worn Camera Recordings**
- • • **3-06/200.55 - Use of Force Incidents**
- • • **3-06/200.58 - Guidelines for Administrative Reviews of Body Worn Camera Recordings**
- • • **3-06/200.60 - Training**
- • • **3-06/200.63 - Supervisor Responsibilities**
- • • **3-06/200.65 - Unit Commander Responsibility**
- • • **3-06/200.68 - Body Worn Camera Unit Responsibilities**
- • • **3-06/200.70 - Digital Evidence Management System (DEMS)**
- • • **3-06/200.73 - Retention**
- • • **3-06/200.75 - Public Release of Critical Incidents**
- • **Chapter 7 - Communications**
- • • **3-07/000.00 - Communications**
- • • **3-07/005.00 - Primary Communication Systems**
- • • **3-07/005.05 - Primary Tool for Communication While Driving a Moving Vehicle**
- • • **3-07/005.10 - Communication While Driving a Moving Vehicle**
- • • **3-07/005.15 - Supervisors**
- • • **3-07/005.20 - Administrative Tasks**
- • • **3-07/005.25 - Training of Primary Communication**
- • • **3-07/010.00 - 480 Radio System**
- • • **3-07/010.05 - Equipment**
- • • **3-07/010.10 - Department and FCC Regulations**
- • • **3-07/010.15 - Radio Operating Procedures**
- • • **3-07/010.20 - Fall Back Mode**

- • • **3-07/010.25 - Control and Inventory of Radio Equipment**
- • • **3-07/010.30 - Radio Channel Usage**
- • • **3-07/010.32 - Use of Department Frequencies by Other Government Entities**
- • • **3-07/010.35 - Reporting System Failures/Problems**
- • • **3-07/010.40 - Lost/Stolen/Damaged Radio Equipment and Accessories**
- • • **3-07/020.00 - Radio Broadcasts**
- • • **3-07/020.05 - Emergency Crime Broadcasts**
- • • **3-07/020.15 - Missing and Found Child Broadcasts**
- • • **3-07/020.20 - Silent Alarm Radio Calls**
- • • **3-07/020.25 - Physical Descriptions**
- • • **3-07/030.00 - Acquisition and Use of Radio Transmitters**
- • • **3-07/040.00 - Functions of Sheriff's Communications Center (SCC)**
- • • **3-07/040.05 - Relay of Radio Messages**
- • • **3-07/040.10 - Intercommunications with Other Agencies**
- • • **3-07/040.15 - Press Notification - Code "20"**
- • • **3-07/040.20 - Warning Systems**
- • • **3-07/040.25 - California Law Enforcement Radio System (CLERS)**
- • • **3-07/040.30 - Field Checks**
- • • **3-07/050.00 - Requests by Radio**
- • • **3-07/050.05 - Ambulance Requests**
- • • **3-07/050.10 - Fire And/Or Rescue Equipment Requests**
- • • **3-07/050.15 - Information Regarding Broadcasts**
- • • **3-07/060.00 - L.A. County Disaster Communications Service**
- • • **3-07/060.05 - Organization**

- • • **3-07/060.10 - Equipment**
- • • **3-07/060.15 - Activation**
- • • **3-07/070.00 - Paging System**
- • • **3-07/070.05 - Issuance and Control of Pagers**
- • • **3-07/080.00 - Telephone System**
- • • **3-07/080.02 - Response to a Failure in the Telephone System**
- • • **3-07/090.00 - Incoming Calls**
- • • **3-07/090.05 - Business and 9-1-1 Telephone Systems**
- • • **3-07/090.10 - Emergency Incoming Calls - Business System**
- • • **3-07/090.15 - The 9-1-1 Emergency Telephone Number System**
- • • **3-07/090.20 - Alarm Company Calls**
- • • **3-07/090.25 - Routine Incoming Calls**
- • • **3-07/100.00 - Outgoing Calls**
- • • **3-07/100.05 - Toll or Long-Distance Calls**
- • • **3-07/100.20 - Telephone Calling Cards**
- • • **3-07/100.25 - Cellular Device Assignment, Usage, Maintenance, and Management**
- • • **3-07/100.30 - Inmate Telephone Monitoring System**
- • • **3-07/110.00 - County Telephone Directory Changes**
- • • **3-07/120.00 - Justice Data Interface Controller System (JDIC)**
- • • **3-07/120.10 - Participating Agencies**
- • • **3-07/120.15 - Messages - Types, Transmission, and Reception Of**
- • • **3-07/120.20 - Reporting Equipment Trouble**
- • • **3-07/130.00 - Local Broadcasts**
- • • **3-07/130.05 - Announcement - Broadcast Format**

- • • **3-07/130.10 - Crime Broadcast Format**
- • • **3-07/130.15 - Robbery Broadcast Format**
- • • **3-07/140.00 - Department of Justice System (DOJ)**
- • • **3-07/140.05 - CLETS and NLETS Message Classification**
- • • **3-07/140.10 - General Instructions**
- • • **3-07/140.15 - CLETS and NLETS Restrictions**
- • • **3-07/140.20 - CLETS Mnemonics**
- • • **3-07/140.25 - NLETS Originating Agency Identifier**
- • • **3-07/140.30 - CLETS and NLETS Bulletin/Message Format**
- • • **3-07/140.35 - Standardized Subject**
- • • **3-07/140.40 - Supplementation/Correction**
- • • **3-07/150.00 - Law Enforcement Computer Information Systems**
- • • **3-07/150.05 - Information Access and Dissemination**
- • • **3-07/150.10 - Legal Requirements - Record Entry**
- • • **3-07/150.15 - Data Base User's Manuals**
- • • **3-07/150.20 - California Justice Information System (CJIS)**
- • • **3-07/150.25 - Automated Management Information System (AMIS)**
- • • **3-07/150.30 - National Crime Information Center (NCIC)**
- • • **3-07/150.35 - Los Angeles Regional Crime Information System (LARCIS)**
- • • **3-07/150.36 - Consolidated Criminal History Reporting System**
- • • **3-07/150.40 - Automated Justice Information System (AJIS)**
- • • **3-07/150.45 - Countywide Warrant System (CWS)**
- • • **3-07/150.50 - Automated Worthless Document Index (TANGO)**
- • • **3-07/150.55 - Juvenile Automated Index (JAI)**



- • • **3-07/160.00 - Non-Automated State Information Files**
- • • **3-07/160.05 - Sex and Narcotic Registrant Unit**
- • • **3-07/160.10 - Child Abuse Unit**
- • • **3-07/160.15 - Command Center - Record Inquiry Unit**
- • • **3-07/160.20 - Other State Criminal History Requests**
- • • **3-07/200.00 - Sheriff's Data Network (SDN)**
- • • **3-07/200.10 - Electronic Communications**
- • • **3-07/200.15 - Retention of Electronic Email and Records**
- • • **3-07/210.00 - Authorized Persons**
- • • **3-07/210.05 - Permissible Use**
- • • **3-07/210.10 - System Use**
- • • **3-07/210.15 - Privacy**
- • • **3-07/210.20 - Confidentiality**
- • • **3-07/210.25 - Security**
- • • **3-07/210.30 - Computer Software and Files**
- • • **3-07/210.35 - Approved Access**
- • • **3-07/210.36 - Approved Access - Non-County Purchased Computers, Smart Phones, and Other Personal Devices**
- • • **3-07/210.40 - Encryption**
- • • **3-07/210.50 - Space Allocation**
- • • **3-07/210.55 - Internet Address**
- • • **3-07/220.00 - Prohibitions**
- • • **3-07/220.20 - California Department of Justice Admonishment**
- • • **3-07/230.00 - Data Communications Management**
- • • **3-07/240.00 - Field Support / Help Desk**

- • • **3-07/250.00 - LASD User Authorization and Acknowledgment of Policies and Guidelines**
- • • **3-07/260.00 - Information Technology - Policies, Standards, and Security**
- • • **3-07/260.10 - Standards**
- • • **3-07/260.20 - Security**
- • • **3-07/260.30 - Access to Electronic Communications and Access Records**
- • • **3-07/260.40 - Recurring Training**
- • **Chapter 8 - Correspondence**
- • • **3-08/000.00 - Correspondence**
- • • **3-08/005.00 - Introduction**
- • • **3-08/010.00 - Signatures Permitted**
- • • **3-08/020.00 - Special Instructions**
- • • **3-08/030.00 - General Instructions**
- • • **3-08/040.00 - Instructions/Format - Outgoing Correspondence**
- • • **3-08/040.05 - Margins**
- • • **3-08/040.10 - Style**
- • • **3-08/040.15 - Telephone Number**
- • • **3-08/040.20 - Date**
- • • **3-08/040.25 - Address Block**
- • • **3-08/040.30 - Attention Notation Block**
- • • **3-08/040.35 - Salutation**
- • • **3-08/040.40 - Subject Line (Optional)**
- • • **3-08/040.45 - Complimentary Closing**
- • • **3-08/040.50 - Signature Block**
- • • **3-08/040.55 - Identification (Sign-Off) Initials**

- • • **3-08/040.60 - File Numbers**
- • • **3-08/040.65 - Enclosures**
- • • **3-08/040.70 - Mailing Notation**
- • • **3-08/040.75 - Copy (Distribution) Notation**
- • • **3-08/040.80 - Distribution of Copies**
- • • **3-08/040.85 - Continued Pages**
- • • **3-08/040.90 - Referral**
- • • **3-08/040.95 - Envelopes**
- • • **3-08/050.00 - Board of Supervisors - Correspondence To**
- • • **3-08/050.05 - Procedures Regarding Letters Directed to the Board As a Whole**
- • • **3-08/050.10 - Procedures Regarding Agenda Item Board Letters**
- • • **3-08/060.00 - Internal Correspondence**
- • • **3-08/060.05 - Digital Signatures**
- • • **3-08/060.10 - Office Correspondence (Form SH-AD-32A)**
- • • **3-08/060.15 - Memorandum (Form SH-AD-131)**
- • • **3-08/070.00 - Homicide Case Correspondence**
- • • **3-08/080.00 - Form Letters**
- • **Chapter 9 - Miscellaneous Administrative Procedures**
- • • **3-09/000.00 - Miscellaneous Administrative Procedures**
- • • **3-09/004.00 - Limited English Proficiency and Language Assistance Plan**
- • • **3-09/010.00 - Range Operations**
- • • **3-09/020.00 - Incentive Shooting Pay**
- • • **3-09/030.00 - Ammunition Allotment - Rescinded**
- • • **3-09/030.05 - Ammunition Record Cards (SH-AD-496) - Rescinded**

- • • **3-09/030.10 - Training Ammunition**
- • • **3-09/030.15 - Annual Duty Ammunition Exchange**
- • • **3-09/030.20 - Qualification/Shooting Pay Incentive Record**
- • • **3-09/040.00 - Mileage Reports - County Vehicles**
- • • **3-09/050.00 - Mileage Certification - Private Vehicles**
- • • **3-09/050.05 - Bureau/Unit Responsibility**
- • • **3-09/060.00 - Daily Fuel Inventory**
- • • **3-09/070.00 - Vehicle Collision/Incident Reporting and Investigation - Department and Permittee Vehicles**
- • • **3-09/070.05 - Driver's Responsibilities**
- • • **3-09/070.10 - Supervisor's Report and Responsibilities**
- • • **3-09/070.15 - Duties of Station/Facility Sergeants/Traffic Sergeants**
- • • **3-09/070.20 - Duties of the Watch Commander/Operations Lieutenant**
- • • **3-09/070.25 - Classifications of Damage to Department/Permittee Vehicles**
- • • **3-09/070.30 - Duties and Responsibilities of the Captain/Director**
- • • **3-09/070.35 - Divisional Duties and Responsibilities**
- • • **3-09/070.40 - Mechanical Damage/Defect (Non-Collision) to Department Vehicles**
- • • **3-09/070.45 - Corrective Action**
- • • **3-09/070.50 - Others Involved**
- • • **3-09/070.55 - Emergency Vehicle Collision Notation on Driver's Records**
- • • **3-09/080.00 - Announcements**
- • • **3-09/080.05 - Unit Commander's Responsibility**
- • • **3-09/090.00 - Release of Official Information**
- • • **3-09/090.05 - Release of Information to Victims of Crimes**
- • • **3-09/090.10 - Release of Information to the General Public and the Media**

- • • **3-09/090.15 - Release of Information to Other Law Enforcement or Government Agencies**
- • • **3-09/090.20 - Release of Information Under Special Circumstances**
- • • **3-09/090.25 - Release of Traffic Collision Reports**
- • • **3-09/090.30 - Exceptions to the Release of Information**
- • • **3-09/090.35 - Authority to Release Information**
- • • **3-09/090.40 - Procedure for Release of Information**
- • • **3-09/090.45 - Collection of Fees for Sale of Reports or Documents**
- • • **3-09/100.00 - Criminal History Information on All Personnel with Access to Criminal History Systems**
- • • **3-09/110.00 - Dissemination of Criminal Record Information**
- • • **3-09/110.05 - Criminal Record Information**
- • • **3-09/110.10 - Responsibility**
- • • **3-09/110.15 - Release of Criminal Records Information (RAP Sheets)**
- • • **3-09/110.17 - Release of Criminal History Information to Contract Cities**
- • • **3-09/110.20 - Audit Trails**
- • • **3-09/110.25 - Juvenile Records**
- • • **3-09/110.30 - Criminal Offenders Review of Own Record**
- • • **3-09/110.35 - Protection of Reports**
- • • **3-09/110.40 - Reproduction/Destruction of Criminal Record Information**
- • • **3-09/110.45 - Training**
- • • **3-09/120.00 - Sealing and Destroying of Arrest Records - Factually Innocent Subjects Only**
- • • **3-09/130.00 - Release of DPSS Information**
- • • **3-09/140.00 - INTERPOL Requests for Investigation**
- • • **3-09/160.00 - Digitally Imaged Records**
- • • **3-09/170.00 - Public Appearances**

- • • **3-09/170.05 - Qualifications of Participating Personnel**
- • • **3-09/170.10 - Responsibility of Participating Personnel**
- • • **3-09/170.20 - Outside Requests**
- • • **3-09/170.25 - Internal Requests**
- • • **3-09/170.30 - Processing of Completed Summary of Appearances**
- • • **3-09/180.00 - Tours of Department Facilities**
- • • **3-09/190.00 - Writing for Publications**
- • • **3-09/200.00 - Newspaper Clipping Service**
- • • **3-09/210.00 - Legal Research and County Counsel Opinions**
- • • **3-09/220.00 - Funerals and Honor Guard Requests**
- • • **3-09/220.05 - Logistical Planning - Uniformed Ceremonies for Funerals**
- • • **3-09/220.10 - Honor Guards, Funeral Services**
- • • **3-09/220.15 - Honor Guards, Other Miscellaneous Functions**
- • • **3-09/220.20 - Outside Police Agency Requests for Honor Guard Services**
- • • **3-09/240.00 - Adopt-A-Deputy Program**
- • • **3-09/240.05 - Personnel Qualifications**
- • • **3-09/240.10 - Program Operation**
- • • **3-09/240.15 - Sample Format**
- • • **3-09/250.00 - Clearance Letters, Fingerprinting, License Applications, Etc.**
- • • **3-09/250.05 - Fee Exemption**
- • • **3-09/250.10 - Fee Processing**
- • • **3-09/250.15 - Station Requests for Citizen's Clearance Letters (SH-AD-516)**
- • • **3-09/270.00 - Civilian Volunteer Program**
- • • **3-09/280.00 - Service to Contract Cities - Level Change**

- • • **3-09/280.05 - Duties of Station Commanders**
- • • **3-09/280.10 - Duties of Contract Law Enforcement Bureau**
- • • **3-09/280.15 - Duties of Concerned Division Headquarters**
- • • **3-09/280.20 - Duties of Personnel Administration**
- • • **3-09/280.25 - Duties of Fiscal Administration**
- • • **3-09/280.30 - Functions of Other County Departments Pertaining to Contract City Services**
- • • **3-09/290.00 - Retention of Department Records**
- • • **3-09/300.00 - Department Athletic Events**
- • • **3-09/300.05 - Department Athletic Teams and Events**
- • • **3-09/300.10 - Intermural Athletic Teams and Events**
- • • **3-09/300.15 - Other Teams**
- • • **3-09/310.00 - Department Inspections**
- • • **3-09/320.00 - Department of Motor Vehicles Confidentiality Requests**
- • • **3-09/320.05 - Requesting Department of Motor Vehicles Confidentiality**
- • • **3-09/320.10 - Applying for Initial Department of Motor Vehicles Confidentiality**
- • • **3-09/320.15 - Making Changes to Existing Department of Motor Vehicles Confidentiality**
- • • **3-09/320.20 - Operations Office Responsibility**
- • • **3-09/320.25 - Duration of Confidentiality**
- • • **3-09/320.30 - Cancelling Confidentiality on Sold Vehicles**
- • • **3-09/320.35 - Personnel Administration's Processing Unit Responsibilities**
- • • **3-09/320.40 - List of Classifications Eligible for Confidentiality**
- • • **3-09/325.00 - Case Review Committee**
- • • **3-09/330.00 - Critical Incident Review Panel**
- • • **3-09/330.05 - Shooting Analysis Committee**

- • • **3-09/330.10 - Preventative Action Plan**
- • • **3-09/340.00 - Department Information**
- • **Chapter 10 - Force Policy**
- • • **3-10/000.00 - Preamble to the Use of Force Policy**
- • • **3-10/004.00 - Use of Force Terms Defined**
- • • **3-10/009.00 - De-Escalation**
- • • **3-10/011.00 - Force Reduction Principles**
- • • **3-10/020.00 - Use of Force Policy**
- • • **3-10/025.00 - Carotid Restraint and Choke Holds**
- • • **3-10/030.00 - Unreasonable Force and Duty to Report and Intercede**
- • • **3-10/035.00 - Retaliatory Force**
- • • **3-10/038.00 - Reportable Use of Force and Force Categories**
- • • **3-10/045.00 - Use of Deadly Force and Firearms**
- • • **3-10/055.00 - Use of Firearms Against Vehicles and/or Occupants of Vehicles**
- • • **3-10/065.00 - Improvised Weapons or Techniques**
- • • **3-10/075.00 - Duty to Obtain and/or Render Medical Assistance**
- • • **3-10/076.00 - Medical Treatment and Transportation of Subjects**
- • • **3-10/080.00 - Preventing Compression and Positional Asphyxia**
- • • **3-10/100.00 - Use of Force Reporting - Department Member Responsibilities**
- • • **3-10/108.00 - Allegation of Misconduct**
- • • **3-10/110.00 - Use of Force Review - Sergeant Responsibilities**
- • • **3-10/111.00 - Use of Force Review - Watch Commander/Supervising Lieutenant Responsibilities**
- • • **3-10/112.00 - Use of Force Review - Unit Commander Responsibilities**
- • • **3-10/113.00 - Use of Force Review - Area Commander or Assistant Division Director**



## **Responsibilities**

- • • **3-10/114.00 - Use of Force Review - Division Chief or Division Director Responsibilities**
- • • **3-10/115.00 - Video Review and Advisement**
- • • **3-10/118.00 - Performance to Standards - Use of Force**
- • • **3-10/120.00 - IAB Force/Shooting Response Teams**
- • • **3-10/130.00 - Activation of the IAB Force/Shooting Response Teams**
- • • **3-10/132.00 - Use of Force Training - Demonstrated Knowledge**
- • • **3-10/140.00 - Executive Force Review Committee**
- • • **3-10/150.00 - Tactical Incidents**
- • • **3-10/170.00 - Hobbling Definition and Procedure**
- • • **3-10/175.00 Total Appendage Restraint Procedure (TARP)**
- • • **3-10/200.00 - Use of Firearms and Deadly Force (Retired, See section 045.00)**
- • • **3-10/210.00 - Use of Firearms on Animals**
- • • **3-10/220.00 - Use of Firearms Against Vehicles and/or Occupants of Vehicles (Retired, See Section 055.00)**
- • • **3-10/300.00 - Deputy-Involved Shootings - General Provisions**
- • • **3-10/310.00 - Preliminary Responsibilities**
- • • **3-10/400.00 - Deputy-Involved Shootings - Person Hit**
- • • **3-10/410.00 - Deputy Responsibilities**
- • • **3-10/420.00 - Supervisor's Responsibilities**
- • • **3-10/430.00 - Unit Responsibility - Deputy Shot**
- • • **3-10/440.00 - Homicide Bureau's Responsibilities**
- • • **3-10/450.00 - Professional Standards Division (PSD) Responsibility**
- • • **3-10/460.00 - Department Psychologist Response to Critical Incidents**
- • • **3-10/470.00 - Communications and Rumor Control**

- • • **3-10/500.00 - Deputy-Involved Shootings - No One Hit**
- • • **3-10/600.00 - Statistical Compilation - Shots Fired by or at Deputies - No Person Wounded or Killed**
- • • **3-10/700.00 - Required Periodic Review of Use of Force Policy**
- **Volume 4 - Case Assignment and Reporting**
- • **Chapter 1 - General Information**
- • • **4-01/000.00 - General Information**
- • • **4-01/005.00 - Case Management**
- • • **4-01/005.05 - Case Management Committee**
- • • **4-01/005.10 - Responsibility of the Reporting Deputy**
- • • **4-01/005.11 - Responsibility of the Field Sergeant**
- • • **4-01/005.12 - Issuance of Report Information and Victim's Bill of Rights Pamphlet**
- • • **4-01/005.15 - Responsibility of the Watch Sergeant**
- • • **4-01/005.20 - Responsibility of the Detective Sergeant**
- • • **4-01/005.25 - Responsibility of the Investigating Detective**
- • • **4-01/005.30 - Responsibility of the Station Commander**
- • • **4-01/020.00 - Types of Reports**
- • • **4-01/020.05 - Incident Reports**
- • • **4-01/020.10 - Content of Incident Reports**
- • • **4-01/020.15 - Classification or Title of Reports**
- • • **4-01/020.17 - Statement of Facts Form (SH-CR 607)**
- • • **4-01/020.20 - Special Incident Reports**
- • • **4-01/020.25 - Miscellaneous Incident Reports (MIR)**
- • • **4-01/020.30 - Subject Information System**
- • • **4-01/020.35 - Courtesy Reports**

- • • **4-01/020.40 - Supplemental Reports**
- • • **4-01/020.45 - Case Activity Report (SH-CR-529)**
- • • **4-01/020.50 - Master Files (Also See Section 4-02/030.00)**
- • • **4-01/020.55 - Case Review by Supervisors**
- • • **4-01/020.60 - Confidential Reports**
- • • **4-01/020.65 - Assertion of Government Privilege**
- • • **4-01/030.00 - Street Names on Reports**
- • • **4-01/040.00 - Indexable Information**
- • • **4-01/050.00 - Special Service Requests**
- • • **4-01/060.00 - Reporting District (RD) Numbers**
- • • **4-01/060.05 - Incident Reports**
- • • **4-01/060.10 - Courtesy Reports**
- • • **4-01/070.00 - Assignments and Reassignments**
- • • **4-01/070.05 - Initial Assignment**
- • • **4-01/070.10 - Reassignment and Additional Assignment**
- • • **4-01/070.15 - Reassignment of Cases with An Identified Multi-Area Series/Pattern**
- • • **4-01/070.20 - Reassignment/Assignment of Exceptional Cases**
- • • **4-01/070.25 - Reassignment of "Target" Street Gang Cases**
- • • **4-01/070.30 - Supplemental Investigations**
- • • **4-01/070.35 - Detective Division Juvenile Assignments**
- • • **4-01/080.00 - Disclosure of Arrest Records**
- • • **4-01/090.00 - Notifications**
- • • **4-01/090.03 - Incidents At Juvenile Halls**
- • • **4-01/090.05 - Cases of Major Importance**

- • • **4-01/090.10 - Arrest of a Law Enforcement Employee**
- • • **4-01/090.15 - Violations by Members of the Armed Forces**
- • • **4-01/090.20 - CVC Felonies in Unincorporated Areas**
- • • **4-01/090.25 - Selective Service Act Violations**
- • • **4-01/090.30 - Arrest of a School Employee**
- • • **4-01/090.35 - Immigration Law Violations**
- • • **4-01/090.40 - Crimes Against Department Members and Other Peace Officers**
- • • **4-01/090.45 - Assignment of Criminal Cases Originating in Los Angeles County Parks and Recreational Facilities**
- • • **4-01/100.00 - Distribution of Reports**
- • • **4-01/100.10 - Unit Responsibility for Report Distribution**
- • • **4-01/100.15 - Special Request Distributions (SRD)**
- • • **4-01/100.20 - Reports to Be Sent by Fax**
- • • **4-01/100.25 - Important Cases and Incidents**
- • • **4-01/110.00 - Arrest Disposition and Court Action Report (JUS-8715)**
- • • **4-01/120.00 - Reserve Deputies' Identification**
- • • **4-01/130.00 - California Justice Information System (CJIS) and National Crime Information Center (NCIC)**
- • • **4-01/140.00 - Los Angeles Regional Crime Information System (LARCIS)**
- • • **4-01/140.05 - Los Angeles Regional Crime Information System (LARCIS) - Statistical Reporting System**
- • **Chapter 2 - Uniform Report Numbers**
- • • **4-02/010.00 - Uniform Report Number (URN)**
- • • **4-02/010.05 - Retention Code (Time Element)**
- • • **4-02/010.10 - Sequence Number**
- • • **4-02/010.20 - Reporting District Number or Unit Designation Number**

- • • **4-02/010.25 - Assignment and Modification of Station Reporting Districts**
- • • **4-02/020.00 - Special Unit Designation Numbers**
- • • **4-02/030.00 - Master File Number/Consolidation of Crime Reports**
- • • **4-02/040.00 - Abbreviated URN for Computer Entries**
- • • **4-02/050.00 - Multiple Crimes**
- • • **4-02/060.00 - Priorities for Statistical Purposes**
- • • **4-02/070.00 - Statistical Codes**
- • • **4-02/080.00 - Voiding a Uniform Report Number (URN)**
- • **Chapter 3 - Catalina Island Procedures**
- • • **4-03/005.00 - Catalina Island Procedures**
- • • **4-03/005.05 - Case Assignment**
- • • **4-03/005.10 - Property Handling Procedures**
- • • **4-03/005.15 - Procedures for Handling Dead Bodies**
- • **Chapter 4 - Letter "A"**
- • • **4-04/005.00 - ABC Act Violations (Alcoholic Beverages)**
- • • **4-04/010.00 - Abortion, Illegal**
- • • **4-04/012.00 - Abuse**
- • • **4-04/014.00 - Access Cards**
- • • **4-04/025.00 - Aircraft**
- • • **4-04/026.00 - Alarms, Security Malfunctions And/Or Violations**
- • • **4-04/030.00 - Alerts**
- • • **4-04/035.00 - Alien/Foreign National**
- • • **4-04/038.00 - Alleged Mentally Ill Person, Apprehension of, Emergency Detention**
- • • **4-04/040.00 - Ammunition, Armor, or Metal Penetrating**

- • • **4-04/045.00 - Amnesia Victim**
- • • **4-04/050.00 - Animals**
- • • **4-04/060.00 - Annoying School Children**
- • • **4-04/065.00 - APB Investigations (Statewide)**
- • • **4-04/070.00 - Armored Car or Transport**
- • • **4-04/075.00 - Arraignments**
- • • **4-04/080.00 - Arrests**
- • • **4-04/083.00 - Arrest With Citable Violations**
- • • **4-04/085.00 - Arson**
- • • **4-04/090.00 - Assault**
- • • **4-04/095.00 - Attempt Suicide**
- • • **4-04/100.00 - AWOL**
- • **Chapter 5 - Letter "B"**
- • • **4-05/005.00 - Badges and ID Items**
- • • **4-05/010.00 - Bank Inspections**
- • • **4-05/015.00 - Battery**
- • • **4-05/020.00 - Bicycles**
- • • **4-05/025.00 - Bigamy**
- • • **4-05/030.00 - Boats**
- • • **4-05/035.00 - Bombs**
- • • **4-05/040.00 - Bond Surrender**
- • • **4-05/045.00 - Bookmaking**
- • • **4-05/050.00 - Bunco**
- • • **4-05/055.00 - Burglary**

- • **Chapter 6 - Letter "C"**
- • • **4-06/003.00 - Cannabis**
- • • **4-06/005.00 - Carbon Monoxide Poisoning**
- • • **4-06/010.00 - Carnivals**
- • • **4-06/015.00 - Carrying Concealed Weapon**
- • • **4-06/020.00 - Checks/Check Protectors**
- • • **4-06/022.00 - Chemicals Found/Report of Unknown Substances**
- • • **4-06/023.00 - Child Abuse**
- • • **4-06/025.00 - Citizen Claims Against County**
- • • **4-06/026.00 - Citizens' Complaints**
- • • **4-06/027.00 - Citizens' Complaints Against Other Law Enforcement Agencies**
- • • **4-06/030.00 - Civil Actions Against Department Employees**
- • • **4-06/035.00 - Civil Defense**
- • • **4-06/040.00 - Civil Disturbance**
- • • **4-06/042.00 - Civil Lawsuits Originated by Employees**
- • • **4-06/043.00 - Civil Suits**
- • • **4-06/044.00 - Code 3 Field Operations**
- • • **4-06/045.00 - Communicable Disease**
- • • **4-06/047.00 - Collisions, Traffic in Contract City**
- • • **4-06/049.00 - Collisions, Traffic in Other Areas**
- • • **4-06/050.00 - Community Relations**
- • • **4-06/055.00 - Computers**
- • • **4-06/058.00 - Confidential Reports**
- • • **4-06/060.00 - Conspiracy**

- • • **4-06/061.00 - Constitutional Rights**
- • • **4-06/062.00 - Consumer Fraud**
- • • **4-06/070.00 - Correspondence**
- • • **4-06/075.00 - Counterfeit**
- • • **4-06/080.00 - Courtesy Reports**
- • • **4-06/085.00 - Curfew**
- • **Chapter 7 - Letter "D"**
- • • **4-07/000.00 - Dangerous Drugs**
- • • **4-07/005.00 - Debit Cards**
- • • **4-07/010.00 - Defrauding Innkeeper**
- • • **4-07/015.00 - Deputy Killed or Injured in Line of Duty**
- • • **4-07/016.00 - Deputy's Daily Worksheet**
- • • **4-07/017.00 - Desertion**
- • • **4-07/018.00 - Diplomatic and Consular Officials**
- • • **4-07/020.00 - Disasters**
- • • **4-07/025.00 - Disorderly Conduct**
- • • **4-07/030.00 - Disturbing the Peace**
- • • **4-07/033.00 - Domestic Violence**
- • • **4-07/035.00 - Driving Under the Influence**
- • • **4-07/040.00 - Dumping**
- • **Chapter 8 - Letter "E"**
- • • **4-08/005.00 - Embezzlement**
- • • **4-08/010.00 - Emergency Aid Plan**
- • • **4-08/013.00 - Emergency and Disaster**



- • • **4-08/015.00 - Erroneous Release**
- • • **4-08/020.00 - Escapes**
- • • **4-08/025.00 - Explosions**
- • • **4-08/030.00 - Explosives/Booby Traps**
- • • **4-08/035.00 - Extortion**
- • **Chapter 9 - Letter "F"**
- • • **4-09/005.00 - False Impersonation**
- • • **4-09/007.00 - False Identification to Evade Proper Identification or Arrest**
- • • **4-09/010.00 - Firearms**
- • • **4-09/015.00 - Fires**
- • • **4-09/020.00 - Fireworks, Illegal Manufacture, Sale, Discharge or Possession Of**
- • • **4-09/025.00 - Fish and Game Violation (Citation Issued)**
- • • **4-09/030.00 - Food Stamps**
- • • **4-09/032.00 - Force, Use Of**
- • • **4-09/035.00 - Forgery**
- • • **4-09/040.00 - Fortune Telling**
- • • **4-09/045.00 - Fraud**
- • **Chapter 10 - Letter "G"**
- • • **4-10/005.00 - Gangs**
- • **Chapter 11 - Letter "H"**
- • • **4-11/010.00 - Handcuffs**
- • • **4-11/012.00 - Hate Crimes**
- • • **4-11/013.00 - Health Hazards**
- • • **4-11/014.00 - Hijacking**

- • • 4-11/015.00 - Homicide
- • **Chapter 12 - Letter "I"**
- • • 4-12/003.00 - Identification Deputy Requests
- • • 4-12/005.00 - Identity Theft
- • • 4-12/010.00 - Illegal
- • • 4-12/012.00 - Impersonating Officer
- • • 4-12/013.00 - Incest
- • • 4-12/015.00 - Interfering with Arrest
- • • 4-12/020.00 - Investigations
- • **Chapter 13 - Letter "J"**
- • • 4-13/003.00 - Juvenile Process
- • • 4-13/005.00 - Juveniles
- • **Chapter 14 - Letter "K"**
- • • 4-14/005.00 - Kidnapping
- • **Chapter 15 - Letter "L"**
- • • 4-15/005.00 - Labor
- • • 4-15/010.00 - Letters
- • • 4-15/015.00 - Licenses
- • • 4-15/017.00 - Lineups
- • • 4-15/020.00 - Livestock
- • • 4-15/025.00 - Loitering/Curfew
- • • 4-15/030.00 - Lottery
- • **Chapter 16 - Letter "M"**
- • • 4-16/005.00 - Malicious Mischief

- • • **4-16/007.00 - Marijuana**
- • • **4-16/010.00 - Mentally Ill Persons**
- • • **4-16/015.00 - Military Personnel**
- • • **4-16/020.00 - Missing or Found Persons**
- • • **4-16/023.00 - Motorcycle Clubs**
- • • **4-16/025.00 - Motor Vehicles - Impounded**
- • • **4-16/030.00 - Motor Vehicles - License Plates**
- • • **4-16/035.00 - Motor Vehicles - License Tabs/Stickers**
- • • **4-16/040.00 - Motor Vehicles - Parts**
- • • **4-16/045.00 - Motor Vehicles - Recovered**
- • • **4-16/050.00 - Motor Vehicles - Repossessions**
- • • **4-16/055.00 - Motor Vehicles - Stolen**
- • • **4-16/060.00 - Motor Vehicles - Stored**
- • • **4-16/065.00 - Motor Vehicles, Wanted, Crime Involved**
- • • **4-16/067.00 - Motor Vehicles, Wanted, Missing Person**
- • • **4-16/070.00 - Motor Vehicles, Yards**
- • • **4-16/075.00 - Murder**
- • **Chapter 17 - Letter "N"**
- • • **4-17/005.00 - Narcotics and Dangerous Drugs (Controlled Substances)**
- • **Chapter 18 - Letter "O"**
- • • **4-18/005.00 - Obscenities**
- • • **4-18/015.00 - Offenses Against Family**
- • • **4-18/020.00 - Organized Crime**
- • **Chapter 19 - Letter "P"**

- • • **4-19/005.00 - Peddling Violations**
- • • **4-19/010.00 - Person Dead**
- • • **4-19/015.00 - Person Injured/III**
- • • **4-19/020.00 - Pimping**
- • • **4-19/040.00 - Poisoning**
- • • **4-19/045.00 - Press Relations**
- • • **4-19/050.00 - Prisoners**
- • • **4-19/055.00 - Property**
- • • **4-19/060.00 - Property Damage, Accidental - Non-Traffic Accident Connected**
- • • **4-19/062.00 - Property Damage, Accidental - Traffic Collision Connected**
- • • **4-19/065.00 - Prowler**
- • • **4-19/070.00 - Public Nuisance**
- • **Chapter 20 - Letter "Q"**
- • • **4-20/000.00 - Letter "Q"**
- • **Chapter 21 - Letter "R"**
- • • **4-21/005.00 - Racial, Religious, or Political Conflict**
- • • **4-21/010.00 - Radioactive Materials**
- • • **4-21/015.00 - Rape**
- • • **4-21/020.00 - Receiving Stolen Property**
- • • **4-21/025.00 - Rescue - Mountain**
- • • **4-21/030.00 - Reserve Deputies**
- • • **4-21/035.00 - Resisting Public Officer**
- • • **4-21/040.00 - Restraining Orders**
- • • **4-21/043.00 - Riot, Rout, Unlawful Assembly**

- • • 4-21/045.00 - Robbery
- • **Chapter 22 - Letter "S"**
- • • 4-22/005.00 - Safety/Health Hazards
- • • 4-22/008.00 - Search Operations
- • • 4-22/009.00 - Search Warrants, Telephone
- • • 4-22/010.00 - Selective Service Act Violations
- • • 4-22/015.00 - Sex Offenses
- • • 4-22/020.00 - Sex Registration Violations
- • • 4-22/025.00 - Shots Fired
- • • 4-22/027.00 - Shots Fired At Deputy On or Off Duty
- • • 4-22/030.00 - Shots Fired by Deputies - On or Off Duty
- • • 4-22/035.00 - Slot Machines, Punchboards, and Pinball Machines
- • • 4-22/040.00 - Solicitation for Murder
- • • 4-22/045.00 - Stalking
- • • 4-22/046.00 - Strikes
- • • 4-22/047.00 - Subject Information System (SIS)
- • • 4-22/048.00 - Subpoenas
- • • 4-22/049.00 - Subpoenas, On Call
- • • 4-22/050.00 - Suicide
- • • 4-22/055.00 - Summons to Corporation
- • • 4-22/057.00 - Summonses
- • • 4-22/060.00 - Suspicious Circumstances
- • **Chapter 23 - Letter "T"**
- • • 4-23/005.00 - Tear Gas And/Or Related Weapons

- • • **4-23/008.00 - Telemarketing Fraud**
- • • **4-23/010.00 - Telephone/Telegraph Services Fraud**
- • • **4-23/012.00 - Theft, Petty/Grand**
- • • **4-23/013.00 - Threats**
- • • **4-23/015.00 - Train Wrecking or Attempts**
- • • **4-23/020.00 - Transportation Bureau Deputies**
- • • **4-23/030.00 - Trespassing**
- • • **4-23/035.00 - Truck Hijacking**
- • • **4-23/040.00 - True Account Impersonation**
- • **Chapter 24 - Letter "U"**
- • • **4-24/005.00 - U.S. Mail**
- • • **4-24/010.00 - Unlawful Assembly, Riot, or Rout**
- • **Chapter 25 - Letter "V"**
- • • **4-25/000.00 - Vandalism/Malicious Mischief**
- • • **4-25/005.00 - Vehicle Code Violations, Misc.**
- • • **4-25/010.00 - Vehicle (Suspicious) in Fire Area**
- • • **4-25/015.00 - Vice**
- • **Chapter 26 - Letter "W"**
- • • **4-26/005.00 - Waiver of All Claims for Personal Injury and Property Damage**
- • • **4-26/010.00 - Warrants**
- • • **4-26/011.00 - Water Sources**
- • • **4-26/011.50 - Weapons of Mass Destruction**
- • • **4-26/012.00 - Weights and Measures Violations**
- • • **4-26/015.00 - Wife Beating**

- • • **4-26/017.00 - Witness, Protection of Endangered**
- • • **4-26/020.00 - Worthless Documents**
- • **Chapter 27 - Letters "X, Y, and Z"**
- • • **4-27/000.00 - Letters "X, Y, and Z"**
- • **Chapter 28 - Form Numbers and Titles**
- • • **4-28/000.00 - Form Numbers and Titles**
- **Volume 5 - Line Procedures**
- • **Chapter 1 - Motor Vehicles**
- • • **5-01/000.00 - Motor Vehicles**
- • • **5-01/010.00 - Stolen Vehicle System (SVS)**
- • • **5-01/020.00 - Station Daily Log**
- • • **5-01/030.00 - Stolen Vehicles**
- • • **5-01/030.05 - Verification of Ownership**
- • • **5-01/030.10 - Stolen Vehicle Report**
- • • **5-01/030.15 - Stolen Vehicle Report - Theft Through Fraud or Embezzlement**
- • • **5-01/030.20 - Stolen Military Vehicles**
- • • **5-01/030.25 - Radio Broadcasts**
- • • **5-01/040.00 - Courtesy Stolen Vehicle Reports**
- • • **5-01/050.00 - Repossessed Vehicles**
- • • **5-01/050.05 - Repossessed Vehicle - SVS Shows It As Stolen**
- • • **5-01/060.00 - Stored and Impounded Vehicles**
- • • **5-01/060.05 - Stored Vehicles**
- • • **5-01/060.10 - Impounded Vehicles (Vehicle Hold)**
- • • **5-01/060.15 - Storage of Unidentified Vehicles and Vehicle Parts**

- • • **5-01/060.20 - Fingerprinting Requests**
- • • **5-01/060.25 - Special Handling**
- • • **5-01/070.00 - Notification to Owner Regarding Stored/Impounded Vehicle**
- • • **5-01/070.05 - Recovered-Impounded Vehicle Notification**
- • • **5-01/070.10 - Corrected Notification**
- • • **5-01/070.15 - Special Notifications**
- • • **5-01/080.00 - Notification and Hearing Procedure for Stored or Impounded Vehicles**
- • • **5-01/080.10 - Early Release of Impounded Vehicles**
- • • **5-01/090.00 - Release of Stored and Impounded Vehicles**
- • • **5-01/090.05 - Owner in Custody of Sheriff**
- • • **5-01/090.10 - Vehicle Release Administrative Fee**
- • • **5-01/100.00 - Recovered Vehicles**
- • • **5-01/100.05 - Recovered/Impounded Vehicle Report**
- • • **5-01/100.10 - Stolen/Recovered/Impounded Vehicle Report**
- • • **5-01/100.15 - Recovered/Released to Owner in the Field in "As Is" Condition**
- • • **5-01/100.20 - Stolen\Recovered\Released to Owner Report**
- • • **5-01/100.25 - Recovered Military Vehicles**
- • • **5-01/100.30 - "Dummy" Recovery Reports**
- • • **5-01/110.00 - License Plates**
- • • **5-01/110.05 - Stolen/Lost License Plates**
- • • **5-01/110.10 - Recovered/Found License Plates**
- • • **5-01/110.15 - Wrong Plates on Recovered Vehicle**
- • • **5-01/110.20 - Property Label on Recovered/Found Plates**
- • • **5-01/110.25 - License Plates - Duplicate/Substitute**



- • • **5-01/110.30 - Impound of Special License Plates - Misuse**
- • • **5-01/120.00 - Vehicle Parts**
- • • **5-01/120.05 - Identifiable Vehicle Parts**
- • • **5-01/120.10 - Unidentifiable Vehicle Parts**
- • • **5-01/130.00 - Felony Vehicles and Vehicles Associated with Missing Persons**
- • • **5-01/140.00 - Vehicle Fires**
- • • **5-01/150.00 - Contract Tow Services**
- • • **5-01/150.05 - Appointed Panel of Division Chiefs**
- • • **5-01/150.10 - Patrol Stations/Units**
- • • **5-01/150.15 - Station/Unit Commanders**
- • • **5-01/150.20 - License Detail, Major Crimes Bureau**
- • • **5-01/150.30 - Fiscal Administration Responsibilities**
- • **Chapter 2 - Juveniles**
- • • **5-02/000.00 - Juvenile Policy**
- • • **5-02/000.05 - Juvenile Arrest Records**
- • • **5-02/010.00 - Release of Information Concerning Juvenile Subjects**
- • • **5-02/010.05 - Release of Information by School Officials**
- • • **5-02/020.00 - Juvenile Case Reports**
- • • **5-02/020.05 - Juvenile Forms**
- • • **5-02/030.00 - Juvenile Arrest and Detention Categories**
- • • **5-02/030.05 - Ward/Delinquent (602 WIC)**
- • • **5-02/030.10 - Dependent Nondelinquent (300 WIC)**
- • • **5-02/030.15 - Ward/Predelinquent (601 WIC)**
- • • **5-02/035.00 - Juvenile Detention Definitions and Policies**

- • • **5-02/035.05 - Secure Detention of Juveniles**
- • • **5-02/035.10 - Conditions of Secure Detentions**
- • • **5-02/035.15 - Juvenile Detention Logs**
- • • **5-02/035.20 - Nonsecure Detention of Juveniles**
- • • **5-02/035.25 - Conditions of Nonsecure Detentions**
- • • **5-02/040.00 - Juvenile Arrest Procedures (601 and 602 WIC)**
- • • **5-02/040.05 - Advisement of Constitutional Rights**
- • • **5-02/040.10 - Searching Arrested Juveniles**
- • • **5-02/040.15 - Notification of Parent and Telephone Calls**
- • • **5-02/040.20 - Arrest Reports**
- • • **5-02/040.25 - Entry Into Juvenile Automated Index (JAI)**
- • • **5-02/040.30 - Predelinquency Juvenile Arrests, Detention and Referral**
- • • **5-02/040.35 - Probation and Parole Arrests**
- • • **5-02/040.40 - Juvenile Illegal Aliens**
- • • **5-02/045.00 - Child Abuse/Dependency Cases (300 WIC)**
- • • **5-02/045.05 - Temporary Custody Procedures (Dependency Cases 300 WIC)**
- • • **5-02/045.10 - Placement**
- • • **5-02/045.15 - Notifications Concerning Juvenile Detentions**
- • • **5-02/045.20 - Assisting the Department of Children and Family Services in Entering a Residence or Dwelling**
- • • **5-02/050.00 - Juvenile Court Petition Requests**
- • • **5-02/050.05 - Juvenile Petition Requests**
- • • **5-02/050.10 - Application for Juvenile Court Petition on Active Court Wards**
- • • **5-02/050.15 - Juvenile Petition Request - Preparation**
- • • **5-02/050.20 - Completion of Affidavit**

- • • **5-02/050.25 - Review of Juvenile Petition Request Denial**
- • • **5-02/050.30 - Extended Time Limits on Petitions Due to Age Misrepresentation**
- • • **5-02/050.35 - Juvenile Petition Request Time Schedule**
- • • **5-02/050.40 - Juvenile Petition Request - Responsibility and Distribution**
- • • **5-02/050.45 - Juvenile Traffic Violations - Citation Not Issued**
- • • **5-02/050.47 - Juvenile Traffic Violations Citation Issued**
- • • **5-02/050.50 - Citable Offenses to Informal Juvenile and Traffic Court (256 WIC)**
- • • **5-02/050.52 - Citable Offenses to Delinquency Court**
- • • **5-02/050.55 - Juvenile Lineups**
- • • **5-02/060.00 - Declaration of Unfitness**
- • • **5-02/060.05 - Seeking a Criminal Complaint**
- • • **5-02/060.10 - Criminal Complaint Obtained or Refused/Notifications**
- • • **5-02/060.15 - Subsequent Unfit Proceedings**
- • • **5-02/070.00 - Case Disposition/Non-Petition Requests**
- • • **5-02/070.05 - Action Suspended**
- • • **5-02/070.10 - Diversion**
- • • **5-02/070.15 - Transfer to Other Police Agency**
- • • **5-02/070.20 - Insufficient Evidence**
- • • **5-02/070.25 - No Prosecution**
- • • **5-02/070.30 - Exoneration**
- • • **5-02/080.00 - Juvenile Automated Index (JAI)**
- • • **5-02/080.05 - JAI Disposition Codes**
- • • **5-02/090.00 - Booking Procedure**
- • • **5-02/090.05 - Booking and Property Record Form (SH-J-293)**

- • • **5-02/090.10 - Juvenile Booking Numbers**
- • • **5-02/090.15 - Booking Restrictions**
- • • **5-02/090.20 - Booking At Jail Wards**
- • • **5-02/090.25 - Jail Ward - Under Age**
- • • **5-02/090.30 - Fingerprinting**
- • • **5-02/090.35 - Photographing Juveniles**
- • • **5-02/090.40 - Juvenile Booked As Adult**
- • • **5-02/090.50 - Juveniles Remanded/Sentenced to County Jail**
- • • **5-02/100.00 - Detention**
- • • **5-02/100.05 - Locations of Detentions**
- • • **5-02/100.10 - Juvenile Hall - Delinquent Cases**
- • • **5-02/100.20 - Detention Procedure - Delinquent Non-Intercept Cases**
- • • **5-02/100.25 - Certification Order Remanding Custody to Sheriff**
- • • **5-02/100.30 - Nondelinquent (Dependency) Cases**
- • • **5-02/100.35 - Detained Juveniles to LAC/USC Medical Center**
- • • **5-02/100.45 - Juvenile Detention Restrictions and Procedures (601 & 602)**
- • • **5-02/100.48 - Suicide Risk Identification and Prevention**
- • • **5-02/100.50 - Transporting Juveniles to Juvenile Halls Within Specified Time Limit**
- • • **5-02/100.55 - Transportation - Female Juveniles**
- • • **5-02/100.60 - Transportation and Handcuffing of Juveniles**
- • • **5-02/100.65 - Transporting Juveniles in Child Passenger Restraint Systems**
- • • **5-02/110.00 - Emergency Medical Treatment**
- • • **5-02/110.05 - No Parental Consent**
- • • **5-02/110.10 - Parents Refuse to Give Consent**

- • • **5-02/110.15 - Extreme Emergency Care**
- • • **5-02/110.20 - Regular Non-Emergent Care**
- • • **5-02/110.25 - Medical Examination - Juvenile Hall**
- • • **5-02/110.30 - Emergency Medical Examinations**
- • • **5-02/120.00 - Returning Juvenile to Local Jurisdiction**
- • • **5-02/120.05 - Returned by Detectives**
- • • **5-02/120.10 - Return From Nearby Counties**
- • • **5-02/120.15 - Return From Distant Counties**
- • • **5-02/120.20 - Juvenile Fugitives/Criminal**
- • • **5-02/120.25 - Juveniles, Fugitives From Another State [216(B) WIC]**
- • • **5-02/120.30 - Returned by Federal Officers**
- • • **5-02/130.00 - Juvenile Releases**
- • • **5-02/130.05 - Release From a Station/Unit**
- • • **5-02/130.10 - Release From LAC/USC Medical Center Jail Wards**
- • • **5-02/130.15 - Release From Juvenile Hall**
- • • **5-02/130.20 - Release on Juvenile Court Warrant, Detention Order or CYA Order**
- • • **5-02/130.25 - Superior Court In-And-Out Order**
- • • **5-02/130.30 - CYA In-And-Out Order**
- • • **5-02/140.00 - Escaped Juveniles**
- • • **5-02/140.04 - Escaped Juvenile - Probation Department**
- • • **5-02/150.00 - Warrants and Subpoenas**
- • • **5-02/150.05 - Juvenile Court Warrants**
- • • **5-02/150.10 - Arrests on Juvenile Warrants and Orders**
- • • **5-02/150.15 - Arrest Without Warrant in Possession**

- • • **5-02/150.20 - Out-Of-County Warrant**
- • • **5-02/150.25 - Out-Of-State Warrants**
- • • **5-02/150.30 - Extradition Not Waived**
- • • **5-02/150.35 - Warrants Issued by Courts Other Than Juvenile Court for a Juvenile**
- • • **5-02/150.40 - Unserved Warrants and Orders**
- • • **5-02/150.45 - Recalled Warrants and Orders**
- • • **5-02/150.50 - Communications Requesting Arrest**
- • • **5-02/150.55 - Writ of Habeas Corpus**
- • • **5-02/150.60 - Warrant in Lieu of Writ of Habeas Corpus**
- • • **5-02/150.65 - Warrants, Probate Code 1442**
- • • **5-02/150.70 - Subpoena - Juvenile in Custody**
- • • **5-02/150.75 - Subpoenas - Juvenile Court**
- • • **5-02/160.00 - Abduction/Concealment in Child Custody Cases**
- • • **5-02/160.05 - Unlawful Detention, Concealment**
- • • **5-02/160.10 - Child Concealment**
- • • **5-02/160.15 - Protective Custody**
- • • **5-02/160.20 - Out-Of-State Child Custody Cases**
- • • **5-02/170.00 - Emancipated Minors**
- • • **5-02/170.05 - Procedures for Handling Emancipated Minors**
- • • **5-02/180.00 - Juvenile Diversion Program**
- • • **5-02/180.05 - Definitions Related to the Juvenile Diversion Program**
- • • **5-02/180.10 - Determining Eligibility and Suitability for Diversion**
- • • **5-02/180.15 - Diversion at the Point of Detention (Arrest)**
- • • **5-02/180.20 - Procedure for Diversion**

- • **Chapter 3 - Prisoners**
- • • **5-03/000.00 - Prisoners**
- • • **5-03/002.00 - Smoking**
- • • **5-03/005.00 - General Responsibilities and Procedures**
- • • **5-03/005.05 - Inmate Reception Center**
- • • **5-03/005.10 - Sybil Brand Institute for Women**
- • • **5-03/005.15 - Major Crimes Bureau, Metro Detail**
- • • **5-03/005.20 - Record and Warrant Search**
- • • **5-03/005.50 - Probable Cause Declarations**
- • • **5-03/010.00 - Arrest Review Procedures**
- • • **5-03/015.00 - Booking Numbers**
- • • **5-03/020.00 - Identification Bands**
- • • **5-03/020.10 - Procedure for Using the Clincher Security ID Bracelet with Bar Codes**
- • • **5-03/020.20 - Responsibility of Central Jail Supply**
- • • **5-03/020.30 - Identification Band Color Code**
- • • **5-03/025.00 - Booking and Property Record Form (B&PR)**
- • • **5-03/026.00 - Arrest Person's Child(ren) and Protective Custody Form (SH-R-625)**
- • • **5-03/027.00 - Additional Charges and Holds Record (SH-CR-435)**
- • • **5-03/027.05 - Charges and Holds for Crimes Committed by Inmates in Custody**
- • • **5-03/028.00 - Booking Fee Voucher - RESCINDED**
- • • **5-03/030.00 - Station Booking Procedures**
- • • **5-03/030.03 - Booking Prisoners with Medical Problems**
- • • **5-03/030.05 - Search of Suspects During Station Booking Procedure**
- • • **5-03/030.10 - Arresting Deputy**

- • • **5-03/030.12 - Warrant Arrest Verification Procedures**
- • • **5-03/030.15 - Station JDIC Operator**
- • • **5-03/030.17 - Booking of Prisoners From Outside Agencies**
- • • **5-03/030.20 - Custody Transfers From LAPD**
- • • **5-03/035.00 - Direct Booking - IRC/SBI**
- • • **5-03/040.00 - Direct Bookings - Jail Wards, LAC/USC Medical Center**
- • • **5-03/045.00 - Outside Agency Bookings on Warrants**
- • • **5-03/050.00 - Fingerprinting of Prisoners**
- • • **5-03/050.05 - Prints Required**
- • • **5-03/050.10 - Procedures When Livescan System Is Down**
- • • **5-03/055.00 - Telephone Calls**
- • • **5-03/055.05 - Bail Deviation**
- • • **5-03/060.00 - Interviews with Prisoners**
- • • **5-03/060.05 - Interviews At Court Lockups**
- • • **5-03/060.10 - News Media Interview Requests**
- • • **5-03/060.15 - Visits by Diplomatic and Consular Officials**
- • • **5-03/065.00 - Lineup Procedure**
- • • **5-03/070.00 - Court List**
- • • **5-03/075.00 - Classification and Placement**
- • • **5-03/080.00 - Inmate Workers**
- • • **5-03/083.00 - Inmates Working for Other Departments**
- • • **5-03/085.00 - Disciplinary Incidents**
- • • **5-03/090.00 - Bail/Fine Payments - Acceptance and Process Of**
- • • **5-03/090.05 - Fines - Authority to Accept**



- • • **5-03/090.10 - Bail and Surety Bonds - Authority to Accept**
- • • **5-03/090.15 - Cash Bail Offered by Arrestee or Agent - Provisions**
- • • **5-03/090.20 - Cash Bail/Fine Payments**
- • • **5-03/090.25 - Integrated Bail System (LASD-LAPD)**
- • • **5-03/090.30 - Arrestee Detained At Station - Bail Posted At IRC/SBI**
- • • **5-03/090.35 - Station Bail Information Record**
- • • **5-03/090.40 - Station Responsibility for Cash Prior to Deposit**
- • • **5-03/090.45 - Bail Shortages/Overages**
- • • **5-03/090.55 - IRC/SBI Procedures for Processing Cash Bail and Fines**
- • • **5-03/090.60 - Surety Bond Procedures - Stations and IRC/SBI**
- • • **5-03/090.65 - Fiscal Administration Responsibility**
- • • **5-03/095.00 - Certificate of Release**
- • • **5-03/095.05 - Contact with Citizens Possessing a Certificate of Release/Clearance Letter Form (SH-AD-516)**
- • • **5-03/100.00 - Arraignment of Prisoners**
- • • **5-03/105.00 - Imperative Release of Prisoner**
- • • **5-03/107.00 - LAC/USC Medical Center Release to Open Ward**
- • • **5-03/110.00 - Bail Releases - Felony Prisoners**
- • • **5-03/110.05 - Multiple Bail, Multiple Charges, Deviations From Schedule and Own Recognizance (OR) Releases**
- • • **5-03/110.07 - Acceptance of Bail Presented on One or More Cases/Multiple Charges and Own Recognizance (OR) Releases**
- • • **5-03/110.10 - Photographing Felony Bail Releases**
- • • **5-03/115.00 - Misdemeanor Prisoners-Release Policy**
- • • **5-03/115.05 - Field Release of Misdemeanor Prisoners**
- • • **5-03/115.10 - Field Release - Procedure**

- • • **5-03/115.15 - Watch Sergeant's Responsibility**
- • • **5-03/115.20 - Misdemeanor Release - Exceptions**
- • • **5-03/115.25 - Station Cite-Out Release - Procedure**
- • • **5-03/115.30 - Arresting Deputy's Responsibility**
- • • **5-03/115.35 - Jailer's Responsibility**
- • • **5-03/115.40 - Court Deputy's Responsibility**
- • • **5-03/115.45 - Statistical Reporting**
- • • **5-03/117.00 - Misdemeanor Release Pursuant to 849(B)(2) PC**
- • • **5-03/117.05 - Drunk Arrests Other Than Alcohol**
- • • **5-03/117.10 - 849(B)(2) PC Release - Jailer's Responsibility**
- • • **5-03/119.00 - Misdemeanor Release Pursuant to 849(B)(3) PC**
- • • **5-03/120.00 - Misdemeanor Arrests by Other Jurisdictions**
- • • **5-03/122.00 - Misdemeanor Prisoners Not Released on Citation**
- • • **5-03/125.00 - Station Releases**
- • • **5-03/130.00 - Court Releases**
- • • **5-03/130.05 - Prisoners/Inmates Processed Through IRC/CRDF**
- • • **5-03/130.10 - Prisoners Going Directly to Court**
- • • **5-03/130.12 - Bail Posted**
- • • **5-03/130.15 - No Complaint Issued - No Order for Release**
- • • **5-03/130.17 - District Attorney Rejects and Charge Reductions**
- • • **5-03/130.20 - IRC Procedures**
- • • **5-03/135.00 - Daily Misdemeanor Bail Release and Non-Appearance List**
- • • **5-03/135.10 - Communications and Fleet Management Bureau**
- • • **5-03/135.15 - Court Deputies**

- • • **5-03/135.20 - Scheduled Dates of Appearances**
- • • **5-03/137.00 - Voluntary Delayed Release Program (VDR)**
- • • **5-03/140.00 - Special Assessments for Night Municipal Courts**
- • • **5-03/150.00 - Work Time, Good Time Release Credits**
- • • **5-03/150.10 - Earning of Credits**
- • • **5-03/150.20 - Eligibility Conditions**
- • • **5-03/150.30 - Computations**
- • • **5-03/150.35 - Notice to Inmate of Intent to Revoke Good Time Credits**
- • • **5-03/155.00 - Parole and Modification of Summary Probation**
- • • **5-03/160.00 - Criminal Registration**
- • • **5-03/160.05 - Sex Registrant Procedures**
- • • **5-03/165.00 - Transportation of Prisoners**
- • • **5-03/165.03 - Use of Safety Belts**
- • • **5-03/165.04 - Transporting Prisoners in Vehicles Without Security Screens**
- • • **5-03/165.05 - Stations to IRC/CRDF**
- • • **5-03/165.07 - Deletions From Inmate Transfer Lists**
- • • **5-03/165.10 - Station to Court**
- • • **5-03/165.15 - Station to LAC/USC Medical Center**
- • • **5-03/165.20 - Warrant Cases to Other Jurisdiction**
- • • **5-03/170.00 - Removal of Prisoner From County Jail by Court Order**
- • • **5-03/170.05 - Arrest Warrant - Juvenile (4004 PC)**
- • • **5-03/170.10 - Department Responsibilities**
- • • **5-03/170.15 - Duties of Responsible Officers**
- • • **5-03/170.20 - Attempt to Deviate From Order**

- • • **5-03/170.25 - Capital Offense Charges and Cases Involving Great Notoriety**
- • • **5-03/172.00 - Request for Removal of Prisoners From State Institutions**
- • • **5-03/175.00 - Special Handling of Prisoners**
- • • **5-03/175.05 - Special Handling Request Form and Responsibilities of IRC/SBI**
- • • **5-03/175.10 - Completing the SH-J-181**
- • • **5-03/175.20 - Special Handling Purge and Review Functions**
- • • **5-03/175.25 - Reporting of Inmate's Exposure to Aids and Other Communicable Diseases**
- • • **5-03/175.30 - Segregation of Pre-Arraigned Inmates**
- • • **5-03/180.00 - Deceased Prisoners**
- • • **5-03/180.05 - Death Notification Within the Department**
- • • **5-03/180.10 - Personal Property Disposition**
- • • **5-03/180.15 - Cumulative Case Summary Disposition**
- • • **5-03/185.00 - Escaped Adult Prisoner**
- • • **5-03/185.05 - Escape Prior to Booking**
- • • **5-03/185.10 - Escape After Booking and Erroneous Release**
- • • **5-03/185.15 - Broadcast of Escape**
- • • **5-03/185.20 - Work Program - Failure to Appear**
- • • **5-03/185.25 - Escape Data - Major Crimes Bureau Responsibility**
- • • **5-03/190.00 - Inmate Correspondence**
- • • **5-03/190.10 - Regulations - Writing Personal Correspondence**
- • • **5-03/190.15 - Correspondence Between Inmates**
- • • **5-03/190.20 - Requirements of the Incoming Mail Inspection Officer**
- • • **5-03/190.25 - Requirements of the Outgoing Mail Inspection Officer**
- • • **5-03/190.30 - Federal Prisoner Correspondence Regulations**

- • • **5-03/195.00 - Confidential/Legal Correspondence of Inmates**
- • • **5-03/195.05 - Law Libraries for Sentenced Inmates**
- • • **5-03/200.00 - Property of Prisoners**
- • • **5-03/200.03 - Property Retained At Time of Arrest**
- • • **5-03/200.05 - Property Handling At Time of Station Booking**
- • • **5-03/200.06 - Handling Property of Inmates in Transit**
- • • **5-03/200.10 - Order for Release of Prisoner's Property**
- • • **5-03/200.15 - Incoming Money**
- • • **5-03/200.20 - Missing or Lost Prisoner Property - Claims**
- • • **5-03/200.25 - Damaged Property**
- • **Chapter 4 - Property and Evidence Procedures**
- • • **5-04/000.00 - Property and Evidence Â - Authority and Responsibilities**
- • • **5-04/000.10 - Necessity for Seizing and Storing**
- • • **5-04/000.20 - Property, Evidence and Laboratory Information Management System (PRELIMS)**
- • • **5-04/000.30 - PRELIMS Case Identifier**
- • • **5-04/000.40 - File Number Change / Master File Number**
- • • **5-04/000.50 - Procedures in the Event PRELIMS Is Unavailable**
- • • **5-04/000.60 - Station/Unit Commander's Responsibilities**
- • • **5-04/000.70 - Responsibilities of Station/Unit Property Lieutenant**
- • • **5-04/000.80 - Responsibilities of Station/Unit Property Custodian**
- • • **5-04/010.00 - Property/Evidence Handling**
- • • **5-04/010.10 - Preservation of Evidence**
- • • **5-04/010.20 - Items Requiring Special Handling**
- • • **5-04/010.30 - Requesting Evidence Specialists**

- • • **5-04/010.40 - Evidence Specialists At the Scene**
- • • **5-04/010.50 - Marking of Evidence**
- • • **5-04/010.60 - Packaging of Evidence**
- • • **5-04/010.70 - Sealing of Evidence**
- • • **5-04/020.00 - Chain of Custody At the Scene**
- • • **5-04/020.10 - Field Deputies At the Scene**
- • • **5-04/020.20 - Evidence Received From Another Person**
- • • **5-04/020.30 - Seizure of Photographic, Video, or Audio Evidence From a Private Citizen or Member of the Press**
- • • **5-04/020.40 - Record of Evidence in Case Report**
- • • **5-04/030.00 - Transportation of Evidence**
- • • **5-04/030.10 - Department Evidence Courier System**
- • • **5-04/040.00 - Booking of Property/Evidence Items**
- • • **5-04/040.10 - Property/Evidence Item Number**
- • • **5-04/040.20 - Initial Booking of Property/Evidence in PRELIMS**
- • • **5-04/040.30 - Evidence/Property Listing Page**
- • • **5-04/040.40 - Property/Evidence Labels**
- • • **5-04/040.50 - Prelims-Generated Narcotics Barcode Label**
- • • **5-04/040.60 - Affixing Property/Evidence Labels**
- • • **5-04/040.70 - Initial Storage Location of Property/Evidence Upon Booking**
- • • **5-04/050.00 - Category, Item Type, and Status for Property/Evidence in PRELIMS**
- • • **5-04/050.10 - Category - Property and Evidence**
- • • **5-04/050.20 - Item Type - Property and Evidence**
- • • **5-04/050.30 - Status - Property and Evidence**
- • • **5-04/050.40 - Serialized and Non-Serialized Property/Evidence**

- • • **5-04/060.00 - Property/Evidence Accountability**
- • • **5-04/060.10 - Watch Sergeant Verification of Property/Evidence**
- • • **5-04/070.00 - Storage of Property/Evidence**
- • • **5-04/070.10 - Storage System At Station/Unit**
- • • **5-04/070.20 - Storage System Utilizing PRELIMS**
- • • **5-04/070.30 - Storage of Bulk Property/Evidence**
- • • **5-04/070.40 - Property/Evidence Not Taken to a Station/Unit**
- • • **5-04/070.50 - Long-Term Storage of Vehicles and Vehicle Parts**
- • • **5-04/070.60 - "Safe" Storage Locations**
- • • **5-04/070.70 - Safeguarding Money and Valuables**
- • • **5-04/070.80 - Storage of Property/Evidence Other Than Money and Valuables**
- • • **5-04/080.00 - Transfer of Property/Evidence**
- • • **5-04/080.10 - Interim Removal, Transfer And/Or Release of Property and Evidence to Court**
- • • **5-04/080.20 - Interim Removal of Property/Evidence for Investigative Purposes**
- • • **5-04/080.30 - Transfer of Property/Evidence to Central Property**
- • • **5-04/090.00 - Currency Handling Procedures - Stations**
- • • **5-04/090.10 - General Accountability for Currency**
- • • **5-04/090.20 - "Hold" Currency**
- • • **5-04/090.30 - Temporary Storage of Currency**
- • • **5-04/090.40 - "Deposit" Money**
- • • **5-04/090.50 - Deposit of Trust Fund Money**
- • • **5-04/090.60 - Release of Trust Fund Money**
- • • **5-04/100.00 - Cash Property Procedures - Units Other Than Stations**
- • • **5-04/100.10 - Deposit Money Procedures - Narcotics Bureau**

- • • **5-04/110.00 - Narcotic Evidence**
- • • **5-04/110.10 - Narcotic Records and Control**
- • • **5-04/110.20 - Narcotics Bureau Evidence Responsibility**
- • • **5-04/110.30 - Narcotics Unit - Station/Unit Records Responsibility**
- • • **5-04/110.40 - Narcotic Evidence Report Record**
- • • **5-04/110.50 - Narcotic Evidence Special Handling**
- • • **5-04/110.60 - Transportation of Narcotic Evidence**
- • • **5-04/110.70 - Hazardous Narcotic Evidence Handling and Disposal**
- • • **5-04/120.00 - Found Property**
- • • **5-04/120.10 - Found Property Reporting**
- • • **5-04/120.20 - Found Property Processing and Disposition**
- • • **5-04/120.30 - Property Found by Public Employees**
- • • **5-04/130.00 - Inmate Property**
- • • **5-04/140.00 - Surrendered Property**
- • • **5-04/150.00 - Property for Safekeeping**
- • • **5-04/160.00 - Scientific Services Bureau**
- • • **5-04/160.05 - Scientific Services Bureau Laboratory Receipt (SH-CR-126)**
- • • **5-04/160.10 - Request for Laboratory Examination**
- • • **5-04/160.20 - Submission of Sexual Assault Kits to Scientific Services Bureau**
- • • **5-04/160.30 - Disposition of Evidence Held At Scientific Services Bureau**
- • • **5-04/160.40 - Storage/Return of Evidence by Scientific Services Bureau**
- • • **5-04/170.00 - Evidence/Property Retention Review, Clearance Lists, and Status Changes**
- • • **5-04/170.10 - Retention Review/Property Clearance Lists**
- • • **5-04/170.20 - Status Change and Approvals**



- • • 5-04/180.00 - Disposition of Property and Evidence
- • • 5-04/180.10 - Interim Removal, Transfer And/Or Release of Property and Evidence to Court
- • • 5-04/180.20 - Release of Property/Evidence to Owner
- • • 5-04/180.30 - Release of Property/Evidence to Owner - Firearms
- • • 5-04/180.40 - Release of Stolen or Embezzled Property
- • • 5-04/180.50 - Disposition of Property/Evidence Held by Station/Unit
- • • 5-04/180.60 - Disposition of Property/Evidence Held by Central Property
- • • 5-04/180.70 - Non-Diversion of Voluntarily Surrendered Firearms
- • • 5-04/180.80 - Release of Property/Evidence to Outside Agencies
- • • 5-04/180.90 - Destruction of Narcotics Evidence
- • • 5-04/180.95 - Destruction of Firearms
- • • 5-04/180.96 - Acquisition of Firearms, Firearms, Firearms Parts/Accessories and Ammunition from Central Property and Evidence
- • • 5-04/190.00 - Disposition of Unclaimed Property - Department Use
- • • 5-04/190.10 - Notification of Available Unclaimed Property
- • • 5-04/190.20 - Acquisition Request and Release of Unclaimed Property
- • • 5-04/190.30 - Transfer of Acquired Unclaimed Property
- • • 5-04/200.00 - Accountability for Released or Disposed of Property and Evidence
- • Chapter 5 - Traffic
  - • • 5-05/000.00 - Traffic Administration
  - • • 5-05/000.05 - Traffic Supervisor
  - • • 5-05/000.10 - Professional Standards Division, Traffic Services Detail
  - • • 5-05/000.15 - Forms Supply
  - • • 5-05/010.00 - Traffic Collision Response Team

- • • **5-05/010.50 - Motorcycle Traffic Enforcement**
- • • **5-05/020.00 - Traffic Enforcement**
- • • **5-05/020.05 - RADAR/LIDAR Enforcement**
- • • **5-05/020.10 - Commercial Vehicle Enforcement**
- • • **5-05/020.15 - Selective Enforcement**
- • • **5-05/020.20 - Traffic Conditions and Hazards**
- • • **5-05/030.00 - Citations**
- • • **5-05/030.05 - Issuance of Citations**
- • • **5-05/030.10 - Court of Jurisdiction**
- • • **5-05/030.15 - Owner's Responsibility Citation**
- • • **5-05/030.20 - Notice to Correct Citation**
- • • **5-05/030.22 - Certification of Correction on Citations**
- • • **5-05/030.25 - Notice of Amended Citation**
- • • **5-05/030.30 - Traffic Collision Citation - Adults**
- • • **5-05/030.35 - Notification of Complaint Filed**
- • • **5-05/030.40 - Warning of Parking Violation And/Or Abandoned Vehicle**
- • • **5-05/040.00 - Traffic Collision - Handling Procedures**
- • • **5-05/040.05 - Station/Unit Desk Responsibilities**
- • • **5-05/040.10 - At-Scene Responsibilities**
- • • **5-05/050.00 - Traffic Collision - Reporting Procedures**
- • • **5-05/050.05 - Contract City - Highway/Off-Highway Traffic Collisions**
- • • **5-05/050.10 - Traffic Collision Report (CHP-555)**
- • • **5-05/050.15 - Traffic Collision Report - Property Damage Only (CHP-555-03)**
- • • **5-05/050.20 - Narrative/Supplemental Report (CHP-556)**

- • • **5-05/050.25 - Unincorporated Area**
- • • **5-05/050.30 - Traffic Collision Report - Altering or Amending**
- • • **5-05/050.35 - Traffic Collision Report - File Number**
- • • **5-05/060.00 - Traffic Collision - Investigation Procedures**
- • • **5-05/060.05 - Equipment**
- • • **5-05/060.10 - Photographs**
- • • **5-05/060.15 - Fatality - Contract City**
- • • **5-05/060.20 - Fatality - Unincorporated Area**
- • • **5-05/060.25 - Traffic Collision Follow-Up**
- • • **5-05/070.00 - Traffic Collision Report - Record Keeping**
- • • **5-05/070.05 - Traffic Collision Ledger**
- • • **5-05/070.10 - Report Distribution - Highway Collisions**
- • • **5-05/070.15 - Report Distribution - Off-Highway Collisions**
- • • **5-05/070.20 - Traffic Collision Report File**
- • • **5-05/070.25 - Sale of Traffic Collision Reports**
- • • **5-05/070.30 - Sale of Traffic Collision Photographs**
- • • **5-05/080.00 - Department of Motor Vehicles (DMV) - Administrative Action**
- • • **5-05/080.05 - Request for Re-Examination of Driver**
- • • **5-05/080.10 - Notice of Priority Re-Examination of Driver**
- • • **5-05/080.15 - Verbal Notice by Peace Officer**
- • • **5-05/080.20 - Request for Driver License Information**
- • **Chapter 6 - Emergency and Disaster**
- • • **5-06/000.00 - Emergency and Disaster**
- • • **5-06/000.05 - Basic Policy**

- • • **5-06/000.10 - Responsibility of the Sheriff - Emergency Conditions**
- • • **5-06/000.11 - Duty Emergency Operations Center Team Chief**
- • • **5-06/000.15 - Responsibility of Department Members - Emergency Conditions**
- • • **5-06/000.20 - Emergency Operating Procedures**
- • • **5-06/000.25 - Supplemental Emergency Plans**
- • • **5-06/000.30 - Unusual Occurrence Control Number (UO)**
- • • **5-06/000.35 - News Media**
- • • **5-06/000.36 - Media Access to Command Posts During Civil Disorder Events**
- • • **5-06/000.40 - Emergency Passes**
- • • **5-06/000.45 - Security of Key Facilities and Vital Buildings**
- • • **5-06/000.50 - Communications**
- • • **5-06/000.55 - Temporary Airspace Flight Restriction**
- • • **5-06/000.60 - Emergency Medical Treatment**
- • • **5-06/000.65 - Medical Requests for Helicopter Transportation**
- • • **5-06/010.00 - Employee Support Services (ESS)**
- • • **5-06/020.00 - Emergency Mobilization Plan**
- • • **5-06/020.05 - Tactical Alert**
- • • **5-06/020.10 - Mobilization Phase I**
- • • **5-06/020.15 - Mobilization Phase II**
- • • **5-06/020.20 - Mobilization Phase III**
- • • **5-06/020.25 - Mobilization Phase IV**
- • • **5-06/020.35 - Utilization of Civilian Personnel**
- • • **5-06/020.40 - Utilization of Sheriff's Reserve Deputies**
- • • **5-06/020.45 - Intelligence**

- • • **5-06/020.50 - Sheriff's Department Operations Center (DOC)**
- • • **5-06/020.51 - Area Command Team**
- • • **5-06/020.55 - Field Command Post**
- • • **5-06/020.60 - Staging Area**
- • • **5-06/020.65 - Law Enforcement Mutual Aid**
- • • **5-06/020.70 - Emergency Arrest, Booking and Identification Procedures**
- • • **5-06/020.75 - Food Service Support**
- • • **5-06/030.00 - Crowd and Riot Control**
- • • **5-06/030.05 - Tactical Operations**
- • • **5-06/030.10 - Force Measures**
- • • **5-06/030.11 - Use of Less Lethal Weapons During Civil Unrest**
- • • **5-06/030.12 - Use of Kinetic Energy Projectiles and Chemical Weapons to Disperse Assemblies, Protests, or Demonstrations**
- • • **5-06/030.15 - Roadblocks**
- • • **5-06/030.20 - Patrols**
- • • **5-06/030.25 - Search and Seizure**
- • • **5-06/030.30 - Looters**
- • • **5-06/030.35 - Protection of Firefighters and Equipment**
- • • **5-06/040.00 - Intended Purpose of Less-Lethal Weapons**
- • • **5-06/040.05 - Use of Less-Lethal Weapons**
- • • **5-06/040.10 - Less-Lethal Weapon Systems**
- • • **5-06/040.15 - Baton Launching Platforms**
- • • **5-06/040.20 - 12 Gauge Stunbag Weapons**
- • • **5-06/040.25 - Deployment of Noise/Flash Diversionary Devices**
- • • **5-06/040.30 - Pepperball Launcher**

- • • **5-06/040.31 - Fabrique Nationale 303 (FN 303) Less Lethal Platform - Rescinded**
- • • **5-06/040.35 - Procedure for Use of Individually Issued Oleoresin Capsicum (OC) and OC+ Chlorobenzylidene Malononitrile (CS) Blended Aerosol Agents**
- • • **5-06/040.40 - Procedure for Use of Tactical Canisters of OC and OC+CS Blended Aerosol Agents**
- • • **5-06/040.45 - Use of Chemical Agents**
- • • **5-06/040.50 - Authorization for Use of CS Chemical Agents**
- • • **5-06/040.55 - CS Grenades and Their Use with Launching Systems**
- • • **5-06/040.60 - Decontamination and Medical Clearance Procedures**
- • • **5-06/040.65 - 40-MM Ferret and 12-Gauge Projectiles**
- • • **5-06/040.70 - Parachute Flares**
- • • **5-06/040.75 - Responsibility and Inventory**
- • • **5-06/040.80 - Chemical Agent Use Report**
- • • **5-06/040.85 - Respirator Masks**
- • • **5-06/040.90 - Electronic Immobilization Belt**
- • • **5-06/045.00 “ Conducted Energy Weapon (CEW)**
- • • **5-06/045.01 “ CEW Use of Force terms defined**
- • • **5-06/045.02 “ CEW activation against subjects**
- • • **5-06/045.03 “ CEW prohibited use**
- • • **5-06/045.04 “ CEW weapon confusion**
- • • **5-06/045.05 “ CEW: subject gains control of CEW**
- • • **5-06/045.06 “ CEW preferred target areas “ avoid sensitive areas**
- • • **5-06/045.07 “ CEW deployment considerations**
- • • **5-06/045.08 “ CEW warnings and time to comply**
- • • **5-06/045.09 “ CEW shift preparation and function test**

- • • 5-06/045.10 “ CEW authorized equipment and certification
- • • 5-06/045.11 “ CEW effective range
- • • 5-06/045.12 “ CEW maintenance
- • • 5-06/045.13 “ CEW use against a potentially dangerous animal
- • • 5-06/045.14 - Responsibilities after CEW use
- • • 5-06/050.00 - Search or Rescue Operations
- • • 5-06/050.05 - Out-Of-County Search and Rescue Team Operations
- • • 5-06/050.10 - Base Camp
- • • 5-06/050.15 - Liaison
- • • 5-06/050.20 - Warning and Mobilizing Reserves
- • • 5-06/050.25 - Night Field Operations
- • • 5-06/050.30 - Demobilization
- • • 5-06/050.35 - Reports and Logs
- • • 5-06/050.40 - Underwater Search/Recovery
- • • 5-06/050.43 - Underwater Training and Oversight
- • • 5-06/050.45 - Mountain Search/Rescue Initial Procedure
- • • 5-06/050.50 - Responses to Civil Air Patrol Reports of Downed/Missing Aircraft And/Or Activations of Emergency Locator Transmitters
- • • 5-06/070.00 - Explosives, Handling Of
- • • 5-06/070.05 - Military Explosives
- • • 5-06/070.10 - Commercial Explosives
- • • 5-06/070.15 - Weapons of Mass Destruction, Responding To
- • • 5-06/070.20 - Weapons of Mass Destruction, Definitions
- • • 5-06/070.25 - CBRN Evacuation Considerations
- • • 5-06/070.30 - CBRN Coordination Requirements

- • • **5-06/080.00 - Bomb Threats, Searches, Suspicious Packages, Found Explosives, Devices and Booby Traps**
- • • **5-06/080.05 - Searches**
- • • **5-06/080.10 - Evacuations and Detection Dogs**
- • • **5-06/080.15 - Patrol Unit's Responsibilities - Notifications - Safety Precautions**
- • • **5-06/080.50 - HazMat Detail**
- • • **5-06/090.00 - Disposal of Chemicals - Hazardous Material Spills**
- • • **5-06/090.05 - Hazardous Material Spill At a Station or Jail Facility or Any Sheriff's Facility**
- • • **5-06/090.10 - Clandestine Laboratory Investigations**
- • • **5-06/090.15 - Handling Polychlorinated Biphenyls (PCB) Accidents or Spills**
- • • **5-06/100.00 - Employee Exposure to Toxic Chemicals**
- • • **5-06/100.05 - First Aid Procedures/Precautions**
- • • **5-06/100.10 - Notifications/Report**
- • • **5-06/110.00 - Hostage and Barricaded Suspect**
- • • **5-06/110.05 - Barricaded Suspect**
- • • **5-06/110.10 - Operational and Tactical Considerations**
- • • **5-06/110.15 - Resources**
- • • **5-06/110.20 - Individual Action**
- • • **5-06/110.25 - Use of Force and Firearms**
- • • **5-06/110.30 - Command Responsibility**
- • • **5-06/110.35 - Incident Commander**
- • • **5-06/110.40 - Communications with the Suspect**
- • • **5-06/110.45 - Altering Telephone Lines**
- • • **5-06/110.50 - Crisis Negotiations Teams**
- • • **5-06/110.55 - Requests by Other Police Agencies for Crisis Negotiations Teams**



- • • **5-06/110.60 - Mental Health Alert Team (MHAT)**
- • • **5-06/110.65 - Special Weapons Team**
- • • **5-06/110.70 - Special Weapons Team Commander**
- • • **5-06/110.75 - Relief of Containment Assignments**
- • • **5-06/110.80 - Special Weapons Team Incidents Requiring Ramey/Arrest/Search Warrants**
- • • **5-06/110.85 - Requests by Other Police Agencies for Special Weapons Team**
- • • **5-06/110.90 - SWT Requests by Other Police Agencies Requiring Ramey/Arrest/Search Warrants**
- • • **5-06/120.00 - Emergency and Disaster Warnings**
- • • **5-06/120.05 - Notifications**
- • • **5-06/130.00 - Emergency Broadcast System (EBS)**
- • • **5-06/140.00 - Emergency and Disaster Contacts**
- • • **5-06/150.00 - Sheriff's Response Team**
- • • **5-06/150.10 - Sheriff's Response Team Functions and Missions**
- • • **5-06/150.20 - Sheriff's Response Team Composition and Structure**
- • • **5-06/150.30 - Sheriff's Response Team Responsibilities**
- • • **5-06/150.40 - Sheriff's Response Team Commander**
- • • **5-06/150.50 - Requests by Other Police Agencies for the Sheriff's Response Team**
- • **Chapter 7 - Judicial Process**
- • • **5-07/010.05 - Time of Admonition**
- • • **5-07/010.10 - Admonition Procedures**
- • • **5-07/010.15 - Admonition by Field Personnel**
- • • **5-07/020.00 - Obtaining of Felony and Misdemeanor Complaints**
- • • **5-07/030.00 - Proof of Prior Conviction**
- • • **5-07/040.00 - Writ of Habeas Corpus**

- • • **5-07/040.05 - Procedure When Served At a Custody Division Facility**
- • • **5-07/040.10 - Procedure When Served At Stations**
- • • **5-07/040.15 - Order to Show Cause Regarding Writ of Habeas Corpus**
- • • **5-07/040.20 - Inmate Reception Center (IRC) Procedure**
- • • **5-07/050.00 - Superior Court Warrants**
- • • **5-07/060.00 - Consolidated Superior Court Warrants**
- • • **5-07/060.05 - Warrant Service for Out-Of-County Agencies**
- • • **5-07/060.10 - Warrant Service for Health and Safety Violations**
- • • **5-07/060.15 - Responsibility of Arresting Unit**
- • • **5-07/060.20 - Warrant Abstracts**
- • • **5-07/060.25 - Requesting Duplicate Warrant Abstracts**
- • • **5-07/060.30 - Placement of Holds on Warrants**
- • • **5-07/060.35 - Notification of Arrest to Other Agencies**
- • • **5-07/060.40 - Arraignment Responsibility**
- • • **5-07/070.00 - Telephone Search Warrant**
- • • **5-07/075.00 - Taking of Photographs During Service of Search Warrants**
- • • **5-07/080.00 - Warrantless Arrests in Dwellings**
- • • **5-07/090.00 - Misdemeanor Warrant Arrests - Warrant Not in Immediate Possession of Arresting Officer**
- • • **5-07/100.00 - Misdemeanor Warrant Arrests - Time Restrictions**
- • • **5-07/110.00 - Countywide Warrant System (CWS)**
- • • **5-07/110.05 - User's Responsibilities**
- • • **5-07/110.10 - Use of the CWS**
- • • **5-07/110.15 - Warrant Check Format**
- • • **5-07/110.20 - Vehicle License Plate Want/Warrant Information**

- • • **5-07/110.25 - Bail Posted - Not Booked**
- • • **5-07/110.30 - Want Entries**
- • • **5-07/110.35 - Want Only Superseded by Warrant**
- • • **5-07/110.40 - Local or Statewide Broadcast**
- • • **5-07/110.45 - Cancellation of Wants**
- • • **5-07/110.50 - Warrant Recalls**
- • • **5-07/110.55 - Warrant Service Procedure**
- • • **5-07/110.56 - Consolidated Superior (Formerly Municipal) Court Felony Bench Warrants**
- • • **5-07/110.60 - Procedure When Subject Not Person Named in Warrant**
- • • **5-07/120.00 - Warrant Disposition After Bail Posted**
- • • **5-07/120.05 - Bail Posted At Station**
- • • **5-07/120.10 - Bail Posted At IRC/CRDF**
- • • **5-07/120.15 - Bail Accepted on Abstracts Received From Out-Of-County Police Agencies**
- • • **5-07/130.00 - Warrant Notices**
- • • **5-07/130.05 - NCIC Entries - Arrest Warrants**
- • • **5-07/130.10 - NCIC Validation**
- • • **5-07/130.15 - FBI NCIC Audit**
- • • **5-07/140.00 - Arrests with Citable Violations**
- • • **5-07/140.05 - Booking and Property Record (Form SH-J-293)**
- • • **5-07/140.10 - Incident Report (Form SH-R-49)**
- • • **5-07/140.15 - Disposition of Citable Offenses**
- • • **5-07/150.00 - Citation Control Procedure**
- • • **5-07/150.05 - Distribution, Filing, and Destruction of Citation Copies**
- • • **5-07/150.10 - Destruction of Unusable Citations**

- • • **5-07/150.15 - Citation Void/Dismissal Procedures**
- • • **5-07/150.20 - Lost/Stolen Citations**
- • • **5-07/160.00 - Extradition Procedures**
- • • **5-07/170.00 - Deputy Personnel Subpoenaed As Witness in Civil Cases**
- • • **5-07/170.05 - Salary Provisions**
- • • **5-07/170.10 - Reporting Procedures - Witness and Mileage Fees**
- • • **5-07/170.15 - Reporting Mileage - Witness Fee Deposited**
- • • **5-07/170.20 - Verification of Fee Payments by Deputies**
- • • **5-07/170.25 - Filling Out Form SH-R-376**
- • • **5-07/170.30 - Station/Unit Commanders Responsibility**
- • • **5-07/180.00 - Deputy Personnel Subpoenaed for Taking of Depositions in Civil Cases**
- • • **5-07/190.00 - Department Employees As a Nonofficial Witness for Others**
- • • **5-07/200.00 - Civilian Personnel Subpoenaed As Witness for the County in Civil Cases**
- • • **5-07/200.05 - Salary Provisions**
- • • **5-07/200.10 - Reporting Procedures**
- • • **5-07/200.15 - Reporting Mileage Procedure: Court Mileage Reimbursement - (Civilians)**
- • • **5-07/210.00 - Department Employee Subpoenaed As Expert Witness in Civil Cases**
- • • **5-07/220.00 - Appearance As a Defense Witness - Criminal/Civil**
- • • **5-07/220.05 - Declarations in Civil Cases**
- • • **5-07/230.00 - Subpoena Duces Tecum - Civil Cases**
- • • **5-07/230.05 - Procedures - Deputy Personnel**
- • • **5-07/230.10 - Procedures - Custodian of Records or Other Qualified Witness**
- • • **5-07/230.15 - Duplication of Audio and Video Tapes and Cost Recovery**
- • • **5-07/230.20 - Enhancement of Audio and Video Evidence**

- • • **5-07/240.00 - Subpoena Duces Tecum - Criminal Cases**
- • • **5-07/250.00 - Criminal Subpoena and Court Appearances**
- • • **5-07/260.00 - Summonses - Criminal and Civil**
- • • **5-07/260.05 - Receipt of Summons for Jury Duty**
- • • **5-07/260.10 - Appearance Before or Questioning by Any Grand Jury, Governmental Agency, Board or Committee**
- • • **5-07/260.15 - County Grand Jury**
- • • **5-07/260.20 - Appearance Before or Questioning by the Federal Grand Jury**
- • • **5-07/270.00 - Subpoenas - "On-Call" and "Must Appear"**
- • • **5-07/270.05 - Deputies' Responsibilities**
- • • **5-07/270.10 - Court Liaison Officer's Responsibilities**
- • • **5-07/270.20 - Mandatory Subpoena Compliance by Personnel on Suspension**
- • • **5-07/280.00 - Handling Civil Actions Against Department And/Or Employees**
- • • **5-07/290.00 - Review of Civil Claims by Unit Commanders and Division Chiefs or Division Director**
- • • **5-07/290.05 - Unit Initiated Claim Process**
- • • **5-07/290.10 - Accelerated Claim Process**
- • • **5-07/290.15 - Administrative Documentation/Materials**
- • • **5-07/300.00 - Subpoenas and Requests to Appear At Civil Service or Employee Relations Commission Hearing**
- • • **5-07/310.00 - Small Claims Court Actions Claim of Plaintiff and Order**
- • • **5-07/310.05 - Unit Responsibilities**
- • • **5-07/310.10 - Acceptance of Service**
- • • **5-07/310.15 - Service Naming the Department or Department Executives**
- • • **5-07/310.20 - Service by Mail**
- • • **5-07/310.25 - Service Naming the County of Los Angeles - or Members of the Board of**

## **Supervisors**

- • • **5-07/310.30 - Subpoenas From the Auditor - Controller's Office**
- • • **5-07/320.00 - Civil Lawsuits Originated by Employees**
- • • **5-07/330.00 - Criminal Summons to Corporations**
- • • **5-07/340.00 - Department Service and Enforcement of Civil and Criminal Process**
- • • **5-07/350.00 - Superior Court - Emergency Suspension of Sessions**
- • • **5-07/350.05 - Court Services Division Responsibility**
- • • **5-07/350.10 - Custody Division Responsibility**
- • **Chapter 8 - Technical**
- • • **5-08/010.00 - Chemical Test Laws**
- • • **5-08/010.05 - Defendant's Rights - Driving Under the Influence (DUI)**
- • • **5-08/010.08 - Defendant's Rights - Disorderly Conduct (Drunk/Alcohol)**
- • • **5-08/010.10 - Defendant Refuses All Tests**
- • • **5-08/010.15 - Breath Alcohol Test Administration**
- • • **5-08/010.20 - Blood Tests**
- • • **5-08/010.25 - Urinalysis**
- • • **5-08/010.27 - Release of Blood Alcohol Samples - Urinalysis and Blood**
- • • **5-08/010.30 - Station Commander's Responsibility**
- • • **5-08/010.35 - Responsibility for Evidence**
- • • **5-08/020.00 - Crime Laboratory Reports**
- • • **5-08/020.05 - Routine Reports**
- • • **5-08/020.10 - Special Reports**
- • • **5-08/020.15 - Disclosure of Reports**
- • • **5-08/020.20 - Outside Agency Requests**

- • • **5-08/030.00 - Identification Personnel Requests**
- • • **5-08/030.05 - Responsibilities of Latent Print Deputy At Crime Scene**
- • • **5-08/030.10 - Patrol or Detective Personnel Requests in Field**
- • • **5-08/040.00 - Polygraph Procedure**
- • • **5-08/040.05 - Test Preparation**
- • • **5-08/040.10 - Test Administration**
- • • **5-08/040.15 - Outside Agency Requests**
- • • **5-08/050.00 - Requests for Use of Aircraft**
- • • **5-08/050.10 - Patrol Pilot Responsibility**
- • • **5-08/050.15 - Requestor's Responsibility**
- • • **5-08/050.20 - Aero Bureau Responsibility**
- • • **5-08/050.25 - Safety Precautions**
- • • **5-08/060.00 - Identi-Kit Requests**
- • • **5-08/065.00 - Photographic Services**
- • • **5-08/070.00 - Videotaping Services**
- • • **5-08/100.00 - Facial Recognition**
- • • **5-08/100.05 - Outside Agencies and Facial Recognition**
- • • **5-08/100.10 - Definitions and Terms as Defined by LACRIS**
- • • **5-08/100.20 - Use of Facial Recognition**
- • • **5-08/100.30 - Prohibitive Uses**
- • • **5-08/100.40 - First Amendment Activity**
- • • **5-08/100.50 - Database and Data Limitations**
- • • **5-08/100.60 - Documentation**
- • • **5-08/100.70 - Investigative Searches**

- • • 5-08/100.80 - Training
- • • 5-08/100.90 - Audits
- • **Chapter 9 - Miscellaneous Line Procedures**
- • • 5-09/000.00 - Emergency Aid Plan
- • • 5-09/000.05 - Responsibilities of Field Personnel
- • • 5-09/000.10 - Persons in Custody
- • • 5-09/000.15 - Sexual Assault and Blood Alcohol Cases - Laboratory Specimens
- • • 5-09/000.20 - Department Employee
- • • 5-09/002.00 - Portable Livescan Procedures
- • • 5-09/005.00 - Speech or Hearing Impaired Communications
- • • 5-09/005.10 - Communicating with Assistive Listening Devices
- • • 5-09/005.20 - Communicating in Writing
- • • 5-09/005.30 - Communicating Through a Sign Language Interpreter
- • • 5-09/005.40 - Communication Through Telecommunications Devices for the Deaf (TDD)
- • • 5-09/005.50 - Communications Through Computers
- • • 5-09/005.60 - Request for Emergency Services
- • • 5-09/010.00 - Reporting and Disposition Procedures for Stolen, Recovered, and Found Bicycles
- • • 5-09/010.05 - Unclaimed Bicycles
- • • 5-09/020.00 - Worthless Checks
- • • 5-09/030.00 - Domestic Violence
- • • 5-09/030.10 - Victim Information and Notification Everyday (VINE)
- • • 5-09/030.15 - Domestic Violence - Elder Abuse Liaison
- • • 5-09/040.00 - Temporary Restraining Orders/Injunctions
- • • 5-09/040.05 - Domestic Violence Prevention Act



- • • **5-09/040.06 - Verbal Service of Domestic Violence Restraining Orders**
- • • **5-09/040.07 - Service of Domestic Violence Protective Order - Relinquishment of Firearms**
- • • **5-09/040.10 - Enforcement of Temporary Restraining Orders and Injunctions in Family Law Cases**
- • • **5-09/040.15 - Enforcement of Temporary Restraining Orders and Injunctions in Labor Disputes**
- • • **5-09/045.00 - Protection of Victims/Witnesses**
- • • **5-09/050.00 - Protection of Endangered Witness**
- • • **5-09/060.00 - Public Safety Hazards**
- • • **5-09/060.05 - Responsibility of the Field Divisions**
- • • **5-09/060.10 - Responsibilities of Station/Unit Detectives**
- • • **5-09/065.00 - Contact with Homeless Individuals**
- • • **5-09/065.10 - Personal Property Belonging to a Homeless Person**
- • • **5-09/070.00 - Alleged Mentally Ill Persons**
- • • **5-09/070.05 - Emergency Detention**
- • • **5-09/070.10 - Non-Detention Field Situations**
- • • **5-09/070.15 - Station/Unit Mental Health Liaison Lieutenant's Responsibilities**
- • • **5-09/070.20 - Authorized Escapee Apprehension by Stations/Unit**
- • • **5-09/080.00 - Conservatee - Unauthorized Leave or Transfer**
- • • **5-09/090.00 - Dead Bodies - Homicides, Suicides, Accidental and Natural**
- • • **5-09/090.05 - Determination of Death**
- • • **5-09/090.10 - Movement of Deceased Persons - Non-Coroner's Cases**
- • • **5-09/090.15 - Movement of Deceased Persons - Coroner's Cases**
- • • **5-09/090.20 - Disposition of Personal Property**
- • • **5-09/090.25 - Reporting Procedure**

- • • **5-09/090.30 - Notification of Next-Of-Kin**
- • • **5-09/090.35 - Death Notifications of Foreign Nationals**
- • • **5-09/100.00 - Strike Reports**
- • • **5-09/110.00 - Alcoholic Beverage Control (ABC) Enforcement or Violations**
- • • **5-09/110.05 - Environmental Impact Reports Guidelines and Procedures**
- • • **5-09/110.10 - Formal Requests for Comment on Other Discretionary Permits**
- • • **5-09/120.00 - Missing Persons - (Definitions)**
- • • **5-09/120.03 - Missing Persons**
- • • **5-09/120.04 - Missing Person Checkoff Forms**
- • • **5-09/120.05 - Missing Children**
- • • **5-09/120.07 - California Child Safety Amber Network Procedures (Amber Alert)**
- • • **5-09/120.10 - Child Noncritical**
- • • **5-09/120.15 - Child - Critical (Phase I)**
- • • **5-09/120.20 - Child - Critical (Phase II)**
- • • **5-09/120.25 - Child - Critical (Phase III)**
- • • **5-09/120.30 - Child's Picture - Television**
- • • **5-09/120.35 - Child's Picture - Sheriff's Special Bulletin**
- • • **5-09/120.40 - Found Missing Runaway Child**
- • • **5-09/120.45 - Missing Child Turning Eighteen Years Old While Still Missing**
- • • **5-09/120.50 - Missing Adults**
- • • **5-09/120.55 - Returning or Locating a Missing Adult**
- • • **5-09/120.60 - Courtesy Reports - Missing Persons**
- • • **5-09/130.00 - Drug/Driving Under the Influence - Driver's History Check**
- • • **5-09/140.00 - Transportation of Females**

- • • **5-09/140.05 - Notification Prior to In-Custody Female Transportation**
- • • **5-09/140.15 - Scene of Apprehension - Alleged Mentally Ill**
- • • **5-09/140.20 - In Custody At the Station**
- • • **5-09/140.25 - Assistance to Citizens**
- • • **5-09/150.00 - Sheriff's Online Reporting System (SORTS)**
- • • **5-09/150.10 - Responsibilities**
- • • **5-09/160.00 - Emergency Telephone Calls**
- • • **5-09/170.00 - Patrol Rifle Deployment**
- • • **5-09/170.05 - Authorized Patrol Rifles**
- • • **5-09/170.10 - Qualifications for Patrol Rifle Use**
- • • **5-09/170.20 - Reporting the Use of the Patrol Rifle \*Rescinded\***
- • • **5-09/170.25 - Patrol Rifle Issuance, Storage, and Maintenance**
- • • **5-09/170.30 - Routine Field Deployment of the Patrol Rifle**
- • • **5-09/180.00 - Firearms Processing**
- • • **5-09/180.05 - Possession, Confiscation and Release of Firearms - Mentally Ill Persons**
- • • **5-09/180.10 - Prohibited Possession - Seizure/Surrender of Assault Weapons**
- • • **5-09/190.00 - Issuing New Serial Numbers for Pistols, Revolvers and Long Guns**
- • • **5-09/200.00 - Emergency Driving Policies**
- • • **5-09/200.05 - Civil/Criminal Liability**
- • • **5-09/200.10 - Code 2**
- • • **5-09/200.15 - Code 3 Defined**
- • • **5-09/200.20 - Initiation of Code 3 Responses**
- • • **5-09/200.25 - Use of Code 3 - Authority/Responsibility**
- • • **5-09/200.30 - Vehicle Speeds**

- • • **5-09/200.35 - Code 3 Vehicle Operation and Tactics**
- • • **5-09/200.40 - Code 3 Responses to Critical Incidents**
- • • **5-09/205.00 - Code 9 and Pre-Stop Coordination**
- • • **5-09/210.00 - Pursuits**
  - • • **5-09/210.02 - Initiation of a Pursuit**
  - • • **5-09/210.04 - Pursuits Involving Police Motorcycles, Non Pursuit-Rated Police Vehicles or Vehicles Not Equipped with Overhead Emergency Lights, or Unmarked Police Vehicles**
  - • • **5-09/210.05 - Termination of a Pursuit**
  - • • **5-09/210.08 - Pursuit Re-Engagement**
  - • • **5-09/210.10 - Control of a Pursuit**
  - • • **5-09/210.12 - Aero Bureau Responsibility**
  - • • **5-09/210.15 - Pursuit - Vehicle Operation and Tactics**
  - • • **5-09/210.16 - Post Pursuit Tactics**
  - • • **5-09/210.17 - Pursuit Intervention Technique (PIT)**
  - • • **5-09/210.20 - Use of Firearms During Pursuits**
  - • • **5-09/210.25 - Inter-Agency Pursuits**
  - • • **5-09/210.30 - Pursuit Evaluation and Reporting**
- • • **5-09/220.00 - Requests for Assistance**
  - • • **5-09/220.05 - Deputy Has Been Fired Upon**
  - • • **5-09/220.10 - Responding Field Units' Responsibilities**
  - • • **5-09/220.15 - Sheriff's Communications Center (SCC) - Notifications/Responsibilities**
  - • • **5-09/220.20 - Notifications/Reporting**
  - • • **5-09/220.50 - Foot Pursuits**
- • • **5-09/230.00 - Deputy's Daily Work Sheet**
- • • **5-09/240.00 - Vehicle Accident and Damage Reports**

- • • **5-09/240.05 - Mechanical Defects And/Or Damages**
- • • **5-09/240.10 - Tour of Duty Equipment Report**
- • • **5-09/250.00 - Ride-Along Program**
- • • **5-09/250.05 - Responsibility of Observers**
- • • **5-09/250.10 - Personnel Responsibility**
- • • **5-09/250.15 - Film Crews**
- • • **5-09/260.00 - Sentry Dogs**
- • • **5-09/265.00 - Canine Detection Program and Service Philosophy**
- • • **5-09/265.05 - Canine Detection Program Requirements**
- • • **5-09/265.10 - Special Enforcement Bureau Tactical Canine Deployment**
- • • **5-09/265.15 - Scent Detection Canine Deployment**
- • • **5-09/265.20 - Outside Agency Requests for Department Tactical Canines**
- • • **5-09/265.25 - Outside Agency Tactical Canine Deployment**
- • • **5-09/265.30 - Request for Explosive/Hazmat Canine Sweeps for Dignitary, V.I.P., and Special Events**
- • • **5-09/265.35 - Selection and Acquisition of Department Canines**
- • • **5-09/265.40 - Training Requirements for Department Canines and Handlers**
- • • **5-09/265.45 - Storage and Transportation of Explosive Training Aids**
- • • **5-09/265.50 - Maintenance of Department Canines**
- • • **5-09/265.55 - Canine Breaks**
- • • **5-09/265.60 - Accidental Bites by Canines**
- • • **5-09/270.00 - Diplomatic and Consular Officials - Immunity**
- • • **5-09/270.05 - Department Policy**
- • • **5-09/270.10 - Diplomatic Officers**
- • • **5-09/270.15 - Consular Officers Identification Samples**

- • • **5-09/270.20 - Honorary Consuls**
- • • **5-09/270.25 - Consular Premises, Archives, Documents, Etc.**
- • • **5-09/270.30 - Procedure for Handling Selected Incidents Involving Diplomatic and Consular Officers**
- • • **5-09/270.35 - Reporting Procedures**
- • • **5-09/270.40 - LASD Consular Identification Samples - Retired - See section 5-09/270.15**
- • • **5-09/271.00 - Immigration Inquiries and Notifications**
- • • **5-09/280.00 - Weapons Aboard Aircraft, Procedure for Carrying**
- • • **5-09/280.05 - Authority and Regulations**
- • • **5-09/280.10 - Notification and Clearance Procedure (Flying Armed)**
- • • **5-09/290.00 - Drug Abuse Clinics**
- • • **5-09/300.00 - Alcoholism Council Referral**
- • • **5-09/310.00 - Consumer Fraud Questionnaire (Form SH-CR-569 and SH-CR-569A)**
- • • **5-09/320.00 - Indemnification for Victims of Crimes**
- • • **5-09/320.05 - Victims of Violent Crimes Eligibility, Forms and Responsibility**
- • • **5-09/320.10 - Good Samaritans Eligibility Forms and Responsibilities**
- • • **5-09/320.15 - Department Responsibilities - Field Personnel**
- • • **5-09/330.00 - Pawnshops - Stolen Property**
- • • **5-09/330.10 - Major Crimes Bureau, Pawns and License Detail**
- • • **5-09/330.20 - Investigation**
- • • **5-09/330.30 - Disposal of Property**
- • • **5-09/340.00 - Citizen Commendations**
- • • **5-09/340.05 - Reporting Procedure**
- • • **5-09/350.00 - Policy and Procedure for Sex Related Crimes**
- • • **5-09/350.05 - Responsibilities of Station/Unit Personnel and Special Victims Bureau**

## **Personnel on Rape and Sexual Assault Cases**

- • • **5-09/350.10 - Unit Commander's Responsibility on Sexual Assault Cases**
- • • **5-09/350.15 - Crime Prevention and Public Appearance**
- • • **5-09/360.00 - Cannabis (Marijuana) Incidents**
  - • • **5-09/360.05 - Cannabis (Marijuana)**
  - • • **5-09/360.10 - Notification**
  - • • **5-09/360.15 - Marijuana Incident Reporting Procedure**
  - • • **5-09/360.20 - Responsibility for Filing Marijuana Incident Cases**
- • • **5-09/370.00 - Forfeiture Laws: Controlled Substance Incidents**
  - • • **5-09/370.05 - State Enforcement Policy and Guidelines**
  - • • **5-09/370.10 - State Enforcement Policy and Guidelines**
  - • • **5-09/370.15 - Federal Forfeiture Laws - Controlled Substance Incidents**
  - • • **5-09/370.20 - General Guidelines Concerning Forfeiture Proceedings**
  - • • **5-09/370.25 - Procedure for Invoking Forfeiture Laws**
  - • • **5-09/370.30 - State Forfeiture Law Exclusions**
  - • • **5-09/370.35 - Federal Forfeiture Law Exclusions**
  - • • **5-09/370.40 - Disposition of Property and Vehicles**
- • • **5-09/380.00 - Issuance of Licenses for Concealed Weapon**
  - • • **5-09/380.05 - Policy Statement**
  - • • **5-09/380.10 - Application Requests**
  - • • **5-09/380.15 - Application Processing**
  - • • **5-09/380.20 - Field License Checks**
  - • • **5-09/380.25 - Regulatory Guidelines for Licensed Permittee**
  - • • **5-09/380.30 - Restrictions on Personnel Carrying Personal Concealed Weapons**

- • • **5-09/390.00 - Self-Defense Tear Gas Weapons**
- • • **5-09/400.00 - Used Firearms Purchased for Departmental Use - Approval Procedure**
- • • **5-09/410.00 - Telephone Subscriber Information**
- • • **5-09/420.00 - Rent Control Laws**
- • • **5-09/434.10 - Activation of Traffic Collision Response Team**
- • • **5-09/434.20 - Executive Risk Review Committee**
- • • **5-09/440.00 - Identification Photographs of Street Gang Members**
- • • **5-09/460.00 - Alcoholic Beverages/Illegal Fireworks - Found/Seized - No Prosecution Sought**
- • • **5-09/465.00 - Search Operations**
- • • **5-09/465.10 - Search Operations - Risk Assessment**
- • • **5-09/465.20 - Search Operations Preparation Check List**
- • • **5-09/465.30 - Operations Plan Preparation**
- • • **5-09/465.40 - Seizure of High Value Property During Search Operations**
- • • **5-09/465.50 - Service of Search Warrants and Affidavits**
- • • **5-09/465.60 - Post Search Operations Procedures**
- • • **5-09/470.00 - Major Incident Scene Containment**
- • • **5-09/470.05 - Homicide and Deputy Involved Shooting Scene Containment**
- • • **5-09/475.00 Photographs/Recordings at Scenes Where Human Remains are Present**
- • • **5-09/480.00 - Notification to Police Agencies Prior to Entering Their Jurisdiction**
- • • **5-09/490.00 - Terrorism Liaison Officers and Coordinators**
- • • **5-09/490.10 - Notification Process for Potential Homeland Security Activity**
- • • **5-09/500.00 - Outside Request to Use a Department Helipad**
- • • **5-09/510.00 - Handling Hate Crimes**
- • • **5-09/520.00 - Constitutional Policing and Stops**



- • • **5-09/520.05 - Stops, Seizures, and Searches**
- • • **5-09/520.10 - Backseat Detentions**
- • • **5-09/520.15 - Consensual Encounters**
- • • **5-09/520.20 - Logging Public Contacts**
- • • **5-09/520.25 - Logging Field Activities**
- • • **5-09/520.30 - Statistical Codes for Traffic, Pedestrian, and Bicycle Stops**
- • • **5-09/530.00 - Suspect Identification Procedures**
- • • **5-09/530.10 - Recording Admonishment to Witness and Arrays**
- • • **5-09/530.20 - Photo Arrays**
- • • **5-09/540.00 - Tarasoff Notifications Received From Licensed Psychotherapists**
- • • **5-09/550.00 - Automated License Plate Recognition (ALPR)**
- • • **5-09/550.10 - General Administration**
- • • **5-09/550.20 - Rules Applicable to All Capture, Access, and Use of ALPRs Data**
- • • **5-09/550.30 - Field Protocols - Patrol**
- • • **5-09/550.40 - Audit Protocols**
- • • **5-09/550.50 - Data**
- • • **5-09/560.00 - Interactions with Transgender and Gender Non-Conforming Persons**
- • • **5-09/570.00 - Unmanned Aircraft System**
- • • **5-09/570.01 - Unmanned Aircraft System - Pilot Program Procedures**
- • • **5-09/570.10 - Unmanned Aircraft System Procedures**
- • • **5-09/580.00 - In-Service Standardized Symbols \*RESCINDED\***
- **Volume 7 - Samples and Miscellaneous Information**
- • **Chapter 1 - Samples**
- • • **7-01/000.00 - Samples**

- • **Chapter 2 - Radio Communication Call Numbers**
- • • **7-02/010.00 - Radio Communications Call Identifiers**
- • • **7-02/010.05 - Office of the Sheriff**
- • • **7-02/010.10 - Office of the Undersheriff**
- • • **7-02/010.15 - Office of Assistant Sheriff - Custody Operations**
- • • **7-02/010.16 - Office of Assistant Sheriff - Patrol Operations Division**
- • • **7-02/010.17 - Office of Assistant Sheriff - Countywide Operations**
- • • **7-02/010.18 - Office of Assistant Sheriff - Chief Financial and Administrative Officer**
- • • **7-02/010.20 - Professional Standards Division**
- • • **7-02/010.25 - Detective Division**
- • • **7-02/010.27 - Technology and Support Division**
- • • **7-02/010.30 - Special Operations Division**
- • • **7-02/010.35 - Sheriff's Stations/Units**
- • • **7-02/010.36 - North Patrol Division**
- • • **7-02/010.37 - South Patrol Division**
- • • **7-02/010.38 - East Patrol Division**
- • • **7-02/010.39 - Central Patrol Division**
- • • **7-02/010.40 - Countywide Services Division**
- • • **7-02/010.41 - Custody Administrative Command**
- • • **7-02/010.42 - Custody Services Division - Specialized Programs**
- • • **7-02/010.45 - Custody Services Division - General Population**
- • • **7-02/010.50 - Court Services Division**
- • • **7-02/010.60 - Administrative Services Division**
- • • **7-02/010.65 - Personnel Command**

- • • **7-02/020.00 - Emergency Operations Call Identifiers**
- • **Chapter 3 - Miscellaneous Information**
- • • **7-03/010.00 - Contract City Offices**
- • • **7-03/015.00 - Post Certificate Requirements**
- • • **7-03/020.00 - Misdemeanors Constituting a Prior**
- • • **7-03/030.00 - Departmental Fee Schedule**
- • • **7-03/040.00 - Court Services Division, Branch Offices - Service Districts**