Volume 1 - Introduction

• Chapter 1 - Introduction

• • 1-01/000.00 - The Department Manual

The official manual of the Sheriff's Department of the County of Los Angeles is hereby established and is titled "Manual of Policy and Procedures."

The Department manual shall be prepared and distributed by the Manuals and Orders Unit, Risk Management Bureau, Professional Standards Division.

The Department manual does not restrict or affect the existence of individual division or unit manuals, with the exception division and unit manuals shall not be in conflict with the content of the Department manual.

For consistency in Department publications, if there is any question as to conflict with existing Department policy or procedures, the originator of any document or publication shall route the material through the Manuals and Orders Unit for review prior to publication. Many questions can be resolved informally and expeditiously by a direct call to the Manuals and Orders Unit.

• • 1-01/010.00 - Manual Defined

The official manual of the Department is a consolidation of existing orders and manuals which are Departmental in scope. It is comprised of Department policy and those procedures which affect two or more Divisions of the Department.

• • 1-01/020.00 - Validity of Manual Content

Any statements in this manual found to be illegal, incorrect or inapplicable shall not affect the validity of the remaining content.

Policies and procedures in this manual are intentionally written in either positive or negative language to achieve consistency in specific cases. Situations that arise wherein guidelines have not been established will require judgments predicated upon the circumstances and commensurate with authority and responsibility. Therefore, omissions are not to be construed as either permissive or prohibitive.

Titles in the manual shall not govern, limit, modify or affect the scope, meaning or intent of any volume, chapter, section or subsection of the manual.

Basically, the contents of this manual shall be to form the basis for Department administrative sanctions. Violations of law will usually form the basis for civil and criminal sanctions.

• • 1-01/030.00 - Departmental Policy Changes

In order that the manual be maintained as efficiently as possible, it is the responsibility of all Department employees to report changes in existing policy, procedures, and Department structure (organization charts) to the Manuals and Orders Unit.

It shall be the responsibility of the division chief or division director to ensure necessary manual changes are made when there is any reassignment(s) or created function(s) which alters the configuration of their respective division. Appropriate changes shall be made both to the organizational chart as well as the chapter which defines the responsibility of the bureau, unit, detail, or section within that division. Revisions shall be submitted to the Manuals and Orders Unit within 30 days of such changes. If the change(s) affects more than one division, it shall be the responsibility of each division chief or division director to ensure the submission of their respective change(s).

Suggestions for any manual revisions shall be submitted on a SH-AD-32A from the unit commander or higher level management to the Professional Standards Division, Risk Management Bureau, Attn: Manuals and Orders Unit, through channels. The reason for the change and the proposed addition and/or revision shall be given.

• • 1-01/040.00 - Manual Revisions (MR)

Proposed manual revisions (MR) are edited, processed, published, and distributed by the Field Operations Support Services (FOSS) Unit, Risk Management Bureau, Professional Standards Division.

Upon notification from a unit commander or higher level management that an MR is required, the FOSS Unit shall assign a section or subsection number to the proposed revision, if necessary. The MR shall be based upon a draft or outline from the requestor. If the procedure is complex and/or involves units other than the requesting unit, the FOSS Unit shall submit the proposal to these units for review and comment to ensure accuracy, appropriateness, and procedural facilitation. The proposed revision should be returned to the FOSS Unit as soon as possible. A second submission shall be conducted if substantive changes were requested. Units shall make every effort to complete their review to the first draft in a timely manner.

After submissions are completed, the proposed MR shall be submitted to each assistant sheriff and the Undersheriff. Upon receiving the proposed revision, the assistant sheriffs and Undersheriff shall review and approve the MR by signing the signature page accompanying the MR. The MR and signature page shall be returned to the FOSS Unit.

Upon approval by all assistant sheriffs and the Undersheriff, the proposed MR shall be published and established as Department policy and procedure.

• • 1-01/040.05 - Distribution of Manual Revisions

It is the responsibility of all unit commanders to ensure personnel in their command are advised and briefed on

all additions, amendments, and deletions to Department policy.

Additions, amendments, and deletions to the Manual of Policy and Procedures shall be published in the following manner:

Electronic Publishing of Revisions, Additions, and/or Deletions

A Department-wide electronic mail message will be initiated alerting all Department personnel to the addition, amendment, or deletion to Department policy. The message will summarize the change in Department policy and direct personnel to the Department's Manual of Policy and Procedures Intranet website where the change to the Department policy can be reviewed in its entirety.

Manual Publishing of Revisions, Additions, and/or Deletions

When the addition, amendment, or deletion has been adopted and approved for posting, a copy of the document will also be sent to every Unit Commander in the Department.

Employee Responsibilities

Pursuant to Manual of Policy and Procedures section 3-07/210.10, System Use, employees who are authorized users of electronic mail are responsible for reading their electronic mail in a timely manner, no less than once a day, or notifying their supervisor if they are unable to read e-mail.

In addition, it is the responsibility of every employee to understand additions, amendments, or deletions to Department policy. Employees who fail to understand any change to Department policy shall immediately contact their immediate supervisor for clarification.

Unit Training Sergeant Responsibility

Unit training sergeants shall ensure all personnel are made aware of additions, amendments, or deletions to Department policy.

Unit Commander Responsibility

Unit commanders bear ultimate responsibility for ensuring every employee in their command is aware of policy additions, amendments, or deletions pursuant to this section.

• • 1-01/050.00 - Grammatical Construction

The content of the manual shall be interpreted in accordance with the grammatical rules outlined as follows:

- The present tense shall also include the past and future;
- The masculine gender, if used, shall also include the feminine;
- The singular shall also include the plural;
- "Shall" is mandatory; "may" is permissive;

- References to "employees," "members" and "personnel" include all personnel of this Department, both sworn and civilian;
- Any reference to Division shall also include region;
- Any reference to Unit Commanders shall also include Directors, where applicable.

• • 1-01/060.00 - Organization of the Manual

The organization of the manual is described in the subsections which follow.

• • 1-01/060.05 - Subdivisions

This manual is divided as follows:

- Volumes;
- Chapters;
- Sections;
- Subsections.

• • 1-01/060.10 - Numbering System

The eight digit numbers shown in the outer top corners of the printed pages are guides to the content of the pages.

The number shown at the top of the right-hand page represents the last item of numbered information to be shown on that page.

The number shown at the top of the left-hand page represents the first item of numbered information to be shown on that page.

The eight digit numbering system represents the following subdivisions:

- Volume is indicated by the first digit;
- Chapter by the second and third digits;
- Section by the fourth, fifth and sixth digits;
- Subsection by the seventh and eighth digits.

Example: 1-01/010.05

Volume.....1-
Chapter.....01/
Section.....010.
Subsection.....05

There will be a few variations of the page numbering system to provide for special situations, such as:

- When the content of a section or subsection takes up two or more pages, the page number may be repeated on one or more of the pages;

When this occurs, the page number will be followed by the notation "Contd."

In the alphabetical sections of the Volume on "Case Assignment and Reporting," the letter of the alphabet contained on each page will be shown directly beneath the eight digit manual section number.

• • 1-01/060.15 - Page Date

Immediately below the eight digit number shown at the top of right-hand pages is a page date. This page date indicates the last publication date of that particular chapter.

An asterisked date at the lower right hand corner of a page indicates a revision was made since publication of the chapter.

• • 1-01/060.20 - Appendix to the Manual

General reference information is contained in the Appendix to the manual (Volume 7).

The Appendix contains such types of information as radio communications call numbers, emergency and disaster contacts and miscellaneous charts and lists.

• • 1-01/060.25 - Index to the Manual

A cross-referenced "Subject Index" is included with the manual. Complete reprinting of the Index will be made as circumstances warrant.

• • 1-01/070.00 - Assignment of Department Manual

Numbered manuals are assigned only to Units and/or positions throughout the Department. A purchased copy of the manual is the personal property of an individual member of the Department.

NO ASSIGNED COPY OF THE MANUAL SHALL BE TAKEN FROM ONE UNIT OR POSITION TO ANOTHER UNIT OR POSITION BY A TRANSFERRING EMPLOYEE.

Employees who wish to use a copy of the manual for study purposes, etc., shall remove a manual from its assigned Unit or position only if authorized to do so by their immediate supervisor or the Unit Manuals Coordinator. Only "Library" or "Training" copies of the manual shall be removed for such purposes.

Each Unit Commander shall be responsible for the safekeeping and proper updating of all manual copies

assigned to his Unit and shall appoint a "Unit Manuals Coordinator," as outlined under section 1-01/090.00 of this Volume.

• • 1-01/070.05 - Policy and Ethics Chapter

A copy of the chapter of the manual entitled "Policy and Ethics" is initially distributed by Personnel Administration to all new members of the Department.

Each member shall be responsible for the maintenance of his individual copy.

Supervisors shall verify that new employees assigned to their Units received a copy of this chapter and that the employees have read it. Supervisors shall answer any questions that the employees may have concerning the content of the chapter.

When sufficient changes occur, the Manuals and Orders Unit will issue revised chapters to all Units. Unit supervisors are responsible for briefing their employees as to the contents of these revisions. Each employee shall sign a declaration which acknowledges both his presence at the briefing and his understanding of the Policy and Ethics chapter. The declaration may be in the form of an employee roster or other form of recordation to be determined by the individual Unit. The signed declaration shall be filed and maintained by each Unit and shall be available for reference if required. A copy of the Policy and Ethics chapter may also be posted on the Unit bulletin board.

• • 1-01/070.10 - Other Chapters

When there is sufficient justification, Unit Commanders may request limited additional copies of a particular chapter from the Manuals and Orders Unit.

Generally, consideration will only be given in those cases in which individual Unit training requirements justify the need for the extra copies.

Field Operations Regions and Detective Division are reminded that "Training" copies of the manual are assigned to their respective Units for the purpose of meeting Unit training needs.

Like the Department manual, chapters of the manual are not assigned to individual members of the Department.

• • 1-01/070.15 - Defacement of Manual Covers/Binders

No assigned manual cover or binder shall be defaced in any manner. These covers and binders are County property and not the property of the Unit or position to which they are assigned.

• • 1-01/080.00 - Manuals

Material such as Unit procedures, directives, memos, announcements, etc. shall not be placed in copies of the manual, as this will eventually cause extensive damage to the binder.

There are three types of manuals assigned, as outlined in the following subsections.

• • 1-01/080.05 - "Formal" Copies

Formal copies of the manual are those bearing a three digit number and which are in loose-leaf, swing-hinge binders. The copy number and the words "Policy and Procedures Manual" appear on the spine of the binder.

Instructions for opening and closing the formal binders appear on the inside of the front cover. These instructions must be followed to prevent damaging the binder hardware.

Formal copies of the manual are primarily assigned for general use at a Unit or to a specified position within the Unit. They are also assigned to locations outside this Department, e.g. contract cities, County Counsel, Civil Service Commission, etc.

Formal copies contain all volumes of the manual, as well as a Subject Index.

• • 1-01/080.10 - "Library" Copies

Library copies of the manual have a four digit number on the inside of the front cover. The covers are held together by three posts and screws, and the words "Manual" and "Library Copy" appear near the top of the front cover.

Library copies of the manual, which contain the same volumes as the formal copies, are primarily assigned to Units to be made available to Unit employees who wish to borrow a copy for study purposes, etc.

The Unit Manuals Coordinator shall maintain a check-out/check-in system to record and control the location of all library copies borrowed by Unit personnel.

• • 1-01/080.15 - "Training" Copies

Training copies of the manual have a four digit number on the inside of the front cover. The covers are held together by three posts and screws, and the words "Manual" and "Training Copy" appear near the top of the front cover.

Training copies of the manual are assigned to Field Operations and Detective Units for loan to incoming personnel who need to learn current field procedures and to already assigned personnel who need to familiarize themselves on current procedures.

The Training Sergeant or, when there is no Training Sergeant, the Unit Manuals Coordinator, shall maintain a check-out/ check-in system to record and control the location of all training copies on loan to Unit personnel.

Training copies contain only Volumes 4 and 5.

• • 1-01/090.00 - Maintenance of Unit Manual Copies --Duties of Unit Manuals Coordinators

Each Unit Commander shall designate a Unit Manuals Coordinator to take charge of the maintenance of all manuals assigned to his Unit. This includes contract city copies, when applicable.

Duties of the Unit Manuals Coordinator are outlined in the following subsections.

• • 1-01/090.05 - Manual Updates

An instruction sheet shall be attached to each revision packet, which instructs the coordinator on what pages to delete or add. The instruction sheet will also include the section/subsection, or paragraphs that were revised.

As manual revisions are received at the Unit, the Unit Manuals Coordinator shall be responsible for seeing that all assigned manuals are updated and properly signed off on the manual updating record.

Failure to update the manual in a timely manner may result in employees following obsolete or incorrect procedures.

Manual Coordinators shall be responsible for updating the computerized manual each time update diskettes are received and also for signing and returning the receipt to the Manuals and Orders Unit.

• • 1-01/090.10 - Revised Chapters

A sufficient number of revised chapters shall be sent to each Unit Manuals Coordinator to be placed in all manuals assigned to the Unit.

• • 1-01/090.15 - Page Audit

The Manuals and Orders Unit shall, when circumstances warrant, conduct a Department audit of all assigned copies of the manual. This audit consists of a listing of all right-hand page numbers and the last publication date of each page. The audit is entitled "Page Audit" and instructions for its completion are given on the face page of the Page Audit form. When an audit is to be conducted, the Manuals and Orders Unit will send out sufficient copies of the Page Audit form to each Unit concerned.

Formal and library copies of the manual shall have all of the pages listed on the Page Audit form. Training copies of the manual shall have only those pages listed under Volumes 4 and 5.

Upon completion of the audit, the Page Audit form shall be returned to the Manuals and Orders Unit to report

any missing and/or outdated pages or to report that all pages are in order within a given copy of the manual.

At any time a Unit Manuals Coordinator feels that his Unit's assigned manual copies may be out-of-date, he may request an updated Page Audit form from the Manuals and Orders Unit.

• • 1-01/090.20 - Assigned Manual List

Each Unit Manuals Coordinator will receive an up-to-date listing of all manuals assigned to the Unit with each distribution of revised chapters for the manual. It is the responsibility of the Unit Manuals Coordinator to inform the Manuals and Orders Unit of any error in the listing. He shall maintain a record of the number of manuals assigned, where each manual is located within the Unit and shall also see that transferring employees do not take Unit assigned copies with them to their new assignment.

If it is necessary for a Unit to verify the number of manuals assigned, a phone call to the Manuals and Orders Unit will provide current information.

The Manuals and Orders Unit shall maintain a complete listing of all assigned manuals, including all missing manuals as well as broken formal binders.

• • 1-01/090.25 - Missing or Found, New/Additional Manuals--Reporting of and/or Request For

Any found copies of the manual not assigned to the Unit shall be returned to the Manuals and Orders Unit.

Any Unit which is missing an assigned copy of the manual shall notify the Manuals and Orders Unit of such loss by phone. A Department Manual Inventory/Request Sheet will be sent to the concerned Unit and, upon completion, shall be returned with the required SH-AD-32A for replacement of the missing copy.

Unit Manuals Coordinators shall be responsible for informing the Manuals and Orders Unit of the recovery of any reported missing manuals.

When an organizational change results in the need for a new or an additional manual, the concerned Unit shall notify the Manuals and Orders Unit of this fact by phone. A Department Manual Inventory/Request Sheet will be sent to the concerned Unit and, upon completion, shall be returned with the required SH-AD-32A for assignment of a new or additional manual.

• • 1-01/090.30 - Broken "Formal" Swing-Hinge Binders

Broken formal binders should be returned to the Manuals and Orders Unit for replacement. Only the binder, without the contents, is to be returned.
