

Volume 2 - Organization and Functions

• Chapter 1 - Organization

• • 2-01/000.00 - Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession - Law Enforcement.

• • 2-01/010.00 - Core Values

Lead with **Compassion**, serve with **Humility**, and **Courageously** seek **Justice** for **ALL**.

• • 2-01/020.00 - Creed

My goals are simple, I will always be painfully honest, work as hard as I can, learn as much as I can and hopefully make a difference in people's lives.

Deputy David W. March EOW April 29, 2002

• • **2-01/030.00 - Mission Statement**

The mission of the Los Angeles County Sheriff's Department is to partner with the community to proactively prevent crime, enforce the law fairly and enhance the public's trust through transparency and accountability.

• **Chapter 2 - The Rank Structure of the Department**

• • **2-02/000.00 - Rank and Classification of Personnel**

The Sheriff's law enforcement positions, in descending order of classification, are:

- Sheriff
- Undersheriff
- Assistant Sheriff(s)
- Division Chief
- Area Commander
- Captain
- Lieutenant
- Sergeant
- Deputy Sheriff
- Deputy Sheriff Trainee

Additionally, the law enforcement segment of Department personnel is supplemented by the Reserve Forces.

All Department members shall be held accountable for their actions, or their failure to act, within the scope of their identified duties and responsibilities. The accountability of Department members, described in the following sections, is an issue of fundamental importance in carrying out the Department's mission. The principle of accountability ensures that all members of the Department are continually striving to provide the highest quality service to the community and citizens we serve.

A definition of accountability is in section 3-01/005.00.

• • **2-02/010.00 - The Sheriff**

Among other statutory duties, the Government Code of the State of California sets forth the following duties of the Sheriff:

"The Sheriff shall preserve peace, and to accomplish this objective may sponsor, supervise, or participate in any project of crime prevention, rehabilitation of persons previously convicted of crime, or the suppression of delinquency.

"The Sheriff shall arrest and take before the nearest magistrate for examination all persons who attempt to commit or who have committed a public offense.

"The Sheriff shall prevent and suppress any affrays, breaches of the peace, riots, and insurrections which come to his knowledge, and investigate public offenses which have been committed.

"Except as otherwise provided by law, whenever required, the Sheriff shall attend all Superior and Municipal Courts held within his County provided, however, that a Sheriff shall attend a civil action only if the presiding judge or his designee makes a determination that the attendance of the Sheriff at such action is necessary for reasons of public safety. The Sheriff shall obey all lawful orders and directions of all courts held within his County.

"The Sheriff shall command the aid of as many adult inhabitants of his County as he thinks necessary in the execution of his duties.

"The Sheriff shall take charge of and keep the County jail and the prisoners in it.

"The Sheriff shall release on the record all attachments of real property and shall give the required written release of attachments or garnishments of personal property when the attachment or garnishment placed in his hand has been released or discharged either in full or in part.

"The Sheriff shall endorse upon all process and notices the year, month, day, hour, and minute of reception and on payment of fees issued to the person delivering it a certificate showing the names of the parties, title of paper, and time when received.

"The Sheriff shall serve all process and notices in the manner prescribed by law.

"The Sheriff shall certify upon process or notices the manner and time of service, or if he fails to make service, the reason of his failure, and return the process or notices without delay.

"The Sheriff in attendance upon court shall act as the crier thereof. He shall call the parties and witnesses and all other persons bound to appear at the court and make proclamation of the opening and adjournment of the court and of any other matter under its direction.

"The Sheriff may supply ambulance service within the County to any person if all of the following conditions exist:

- The person has been rendered so desperately ill, whether by sudden sickness or accident, that immediate hospitalization is necessary in order to save life or limb;
- His condition is such that he is not able himself to arrange for ambulance transportation;

- No relatives or friends provide such services;
- Immediate transportation to the hospital cannot be obtained except by extending the credit of the County; and
- Ambulance service is not available or cannot be obtained within the time necessary in order to save life or limb from any other department, Bureau, or agency of the County which is authorized by law to furnish the service.

"Notwithstanding the provisions of Section 29601, the Board of Supervisors in a County having a population in excess of 3,000,000 may authorize the Sheriff to enforce the provisions of the vehicle code in the unincorporated area of such County but only upon County highways. The expense incurred by the Sheriff in the performance of such duties shall be a proper County charge.

"The Sheriff shall, on or before the fifth day of each month, forward to the Department of the California Highway Patrol copies of all accident reports made to the Sheriff's office and all accident reports of accidents investigated by the Sheriff's office."

In addition, the Sheriff is accountable to the citizens of Los Angeles County and to members of the Department for:

- His personal acts and omissions and, when appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Department risks or potential employee misconduct;
- Supporting and promoting the Department's Core Values, Service Oriented Policing philosophy, affirmative action guidelines and the Law Enforcement Code of Ethics by both actions and statements;
- Reinforcing, through actions and statements, the Department's position on discrimination, sexual harassment and cultural diversity;
- Minimizing the risk of litigation to the County, Department and its employees by monitoring, reviewing, documenting, disciplining and rewarding employee performance, as well as by effecting procedures or policies that contribute to risk management;
- Keeping the public trust by demanding a high degree of personal integrity from all command personnel and, in turn, requiring that they do the same with their subordinates; and
- Insuring that Department policy and procedures are effectively communicated to all personnel,
- Ensuring that subordinate personnel have a clear understanding of appropriate and expected conduct when dealing with both co-workers and the community we serve.

• • **2-02/020.00 - The Undersheriff**

The Undersheriff is second in command of the Department and assumes the duties of the Sheriff in their absence. As chief assistant to the Sheriff, the Undersheriff provides advice on administrative issues which

include Department direction, legislative and operational concerns, and budgetary and personnel matters.

The Undersheriff, a senior executive, is responsible for the effective management of Department personnel and budget resources. The Undersheriff commands and is responsible for the activities of the assistant sheriff(s), Sheriff's Information Bureau, Legislative Unit (State Representatives), Internal Criminal Investigation Bureau, Professional Standards Division, Administrative Services Division, and Personnel Command.

The standards by which the Undersheriff shall judge the performance of personnel assigned to their areas of responsibility are embodied in law (both statutory and case law), MOU's, the Department's Manual of Policy and Procedures (MPP), all division directives in support of the MPP, our Mission Statement, Core Values Statement, and the Law Enforcement Code of Ethics.

The Undersheriff, in their role of chief assistant to the Sheriff, and as chairman of the Executive Planning Council, must consider the impact of their decisions and those of the Executive Planning Council on the interests of the Department, their areas of responsibility, the members of the Department, and the citizens whom the Department serves. It is incumbent upon the Undersheriff to ensure that the members of the Executive Planning Council work in good faith and cooperation to best serve these interests.

The duties of this classification include the following:

- Ensuring that the oversight responsibility of the assistant sheriff(s) for the efficient administration of divisions and specialized units and/or programs is effectively maintained;
- Advising the Sheriff on administrative and policy matters;
- Participating in strategic planning for the Department as directed by the Sheriff;
- Overseeing responsibility for the planning and implementation of the Sheriff's policies and plans for the Department;
- Supervising the chiefs, division directors, and captains of the Sheriff's Information Bureau, Legislative Unit (State Representatives), Internal Criminal Investigation Bureau, Professional Standards Division, Administrative Services Division, and Personnel Command and indirectly the remaining elements in the chain of command;
- Reviewing administrative investigations on alleged misconduct by personnel and recommending appropriate action to be taken;
- Making public appearances on behalf of the Sheriff; and
- Representing the Sheriff at various commissions, committees, and law enforcement meetings.

In addition to position specific responsibilities, the Undersheriff is accountable for:

- Their personal acts and omissions, and, when reasonable and appropriate, the acts and omissions of their subordinates. In connection therewith, their supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with their rank and authority when they are, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to them, including but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with their authority, reasonably identifiable Departmental risks or potential employee misconduct;

- Maximizing the reverence for human life by critical oversight of the Department's systems for reporting, reviewing, and training the use of force;
- Supporting and promoting the Department's Core Values, Service Oriented Policing philosophy, affirmative action guidelines, and the Law Enforcement Code of Ethics by both actions and statements, and demanding that subordinate command personnel do the same with their subordinates;
- Reinforcing through actions and statements, the Department's position on discrimination, sexual harassment, and cultural diversity;
- Keeping the public trust by demanding a high degree of personal integrity from all command personnel and, in turn, requiring that they do the same with their subordinates;
- Minimizing the risk of litigation to the County, the Department, and its employees by reviewing and either approving or recommending for approval those recommendations submitted by either of the assistant sheriffs or the chief of the Professional Standards Division which identify changes to procedures or policies that are consistent with effective risk management;
- Knowing the strengths, weaknesses, and special skills of their immediate subordinates, and where reasonably possible, those of the other subordinates in their area of responsibility. Rating their subordinates in a timely and objective manner;
- Ensuring that professional competence and skillful enforcement of the law remain at the highest levels by instilling such values in subordinate command personnel by word, action, example, and inspection, and by demanding that they do the same with their subordinates;
- Promoting community partnerships by mentoring subordinate command personnel;
- Ensuring that Department policy and procedures are effectively communicated to all personnel;
- Demanding nothing less than lawful behavior from subordinate command personnel and, in turn, requiring that they do the same with their subordinates;
- The efficient operation of the units within their area of responsibility, as well as ensuring that they operate within their given budget;
- Ensuring that personnel assigned to their area of responsibility receive the appropriate training required for their position and that they are held accountable for the information and direction gained through that training;
- Ensuring that subordinate personnel have a clear understanding of appropriate and expected conduct when dealing with both co-workers and the community we serve;
- Keeping the Sheriff apprised of any problems, issues, or significant activities within their area of responsibility;
- The quality, timeliness, and accuracy of their paperwork, as well as the quality, timeliness and, when appropriate, the accuracy of paperwork prepared at their direction by a subordinate;
- Maintaining, and where possible, enhancing their professional knowledge and skills, and keeping current on events that affect the Department and their areas of responsibility;
- Utilizing safe driving techniques while driving County vehicles; and
- Being well groomed and appropriately attired.

• • **2-02/030.00 - Assistant Sheriff(s)**

The Assistant Sheriff(s) is a senior executive of the Department who commands and is responsible for the

activities of his or her concerned Division(s) as well as any other specialized Units/programs assigned by the Sheriff and/or Undersheriff and in accordance with the policies prescribed by the Sheriff and Undersheriff. The Sheriff may appoint an Assistant Sheriff to assume the duties assigned to the second in command of the Department. This appointment would be in effect during the Sheriff's and the Undersheriff's absence.

The standards by which the Assistant Sheriff(s) shall judge the performance of personnel assigned to his respective areas of responsibility are embodied in law (both statutory and case law), MOU's, the Department's Manual of Policy and Procedures, all Division Directives in support of the Manual, our Mission Statement, Core Values Statement, and the Law Enforcement Code of Ethics.

The Assistant Sheriff(s), in his role of executive staff to the Sheriff, and as a member of the Executive Planning Council, must consider the impact of his decisions on the interests of the Department, his respective areas of responsibility, the members of our Department, and the citizens we serve. It is incumbent upon the members of the Executive Planning Council to work in good faith and cooperation to best serve these interests.

The duties of this classification include the following:

- Overseeing the administration of Divisions and specialized Units and/or programs;
- Advising and assisting the Sheriff and Undersheriff in administrative and policy matters;
- Participating in strategic planning for the Department as directed by the Sheriff;
- Planning for the expansion or reorganization of operations within their assigned areas to meet growing or changing law enforcement, custodial, or service needs;
- Directly supervising Chiefs and indirectly the remaining elements in the chain of command;
- Enforcing Department policy and procedures;
- Recommending disciplinary action affecting personnel within his areas of responsibility;
- Making public appearances on behalf of the Department; and
- Representing the Sheriff at various commission, committee, and law enforcement meetings.

In addition to position specific responsibilities, the Assistant Sheriff(s) is accountable for:

- His personal acts and omissions, and when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct;
- Maximizing the reverence for human life by critical oversight of the Department's system for reporting, reviewing and training the use of force;
- Supporting and promoting the Department's Core Values, Service Oriented Policing philosophy, affirmative action guidelines and the Law Enforcement Code of Ethics by both actions and statements;
- Reinforcing, through actions and statements, the Department's position on discrimination, sexual harassment and cultural diversity;

- Minimizing the risk of litigation to the County, Department and its employees by monitoring, reviewing, documenting, disciplining and rewarding employee performance, as well as identifying procedures or policies that need changes and recommending those changes to the Undersheriff and Sheriff;
- Ensuring that professional competence and skillful enforcement of the law remain at the highest levels by instilling such values in subordinate command personnel by word, action, example and inspection;
- Keeping the public trust by demanding a high degree of personal integrity from all command personnel and, in turn, requiring that they do the same with their subordinates;
- Demanding nothing less than lawful behavior from subordinate command personnel and, in turn, requiring that they do the same with their subordinates;
- Promoting community partnerships by mentoring subordinate command personnel;
- The efficient operation of the Units within their areas of responsibility, as well as ensuring that they operate within their given budget;
- Knowing the strengths, weaknesses and special skills of his immediate subordinates, and where reasonably possible, those of the other subordinates in his areas of responsibility. Rating his subordinates in a timely and objective manner;
- Ensuring that personnel assigned to his areas of responsibility receive the appropriate training required for their position and that they are held accountable for the information and direction gained through that training;
- Ensuring that Department policy and procedures are effectively communicated to all personnel;
- Ensuring that subordinate personnel have a clear understanding of appropriate and expected conduct when dealing with both co-workers and the community we serve;
- Keeping the Sheriff and Undersheriff apprised of any problems, issues or significant activities within his areas of responsibility;
- The quality, timeliness and accuracy of his paperwork, as well as the quality, timeliness and, when appropriate, the accuracy of paperwork prepared at his direction by a subordinate;
- Maintaining, and where possible, enhancing his professional knowledge and skills, and keeping current on events that affect the Department and his areas of responsibility;
- Being well groomed and appropriately attired; and
- Utilizing safe driving techniques while driving County vehicles.

• • 2-02/040.00 - Division Chiefs

A Division Chief is a senior executive of the Department who commands and is accountable for the activities of a Division in accordance with the policies prescribed by the Sheriff, Undersheriff, and Assistant Sheriff(s). In managing a Division, a Chief is responsible for anticipating the problems, needs, trends and resources of the Division and its personnel, and for providing the appropriate leadership to accomplish goals which complement the mission of the Department.

The standards by which each Chief shall judge the performance of Divisional personnel are embodied in law (both statutory and case law), MOU's, the Department's Manual of Policy and Procedures, all Division Directives in support of the Manual, our Mission Statement, Core Values Statement and the Law Enforcement Code of Ethics.

Division Chiefs, in their role as executive staff to the Sheriff, and as members of the Executive Planning

Council, must consider the impact of their decisions on the interests of the Department, their Divisions, the members of our Department, and the citizens we serve. It is incumbent upon the members of the Executive Planning Council to work in good faith and cooperation to best serve these interests.

The duties of this classification include the following:

- Administering a Division of the Department;
- Advising and assisting the Sheriff, Undersheriff, and Assistant Sheriff(s) in administrative and policy matters;
- Participating in strategic planning as directed by the Sheriff, providing direction, guidance and assistance to Commanders and Captains while holding them accountable for goal development and proper management of their Units consistent with Division goals;
- Planning for the expansion or reorganization of Division operations to meet growing or changing law enforcement, custodial, or service needs;
- Directly supervising Commanders and indirectly the remaining elements in the chain of command;
- Communicating and enforcing Department policy and procedures;
- Recommending disciplinary action affecting Division personnel;
- Preparation and management of the Division budget;
- Conducting inspections of Division Units to ensure compliance with established laws and operational standards; and
- Representing the Department in appearances before civic groups or organizations.

In addition to position specific responsibilities, each Chief is accountable for:

- His personal acts and omissions, and when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for;
 - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct; and
- Maximizing the reverence for human life by critical oversight of the Department's system for reporting, reviewing and training the use of force;
- Supporting and promoting the Department's Core Values, Service Oriented Policing philosophy, affirmative action guidelines and the Law Enforcement Code of Ethics by both actions and statements;
- Reinforcing, through actions and statements, the Department's position on discrimination, sexual harassment and cultural diversity;
- Keeping the public trust by demanding a high degree of personal integrity from all command personnel and, in turn, requiring that they do the same with their subordinates;
- Demanding nothing less than lawful behavior from subordinate command personnel and, in turn, requiring that they do the same with their subordinates;
- Promoting community partnerships by mentoring subordinate command personnel;

- Ensuring that subordinate personnel have a clear understanding of appropriate and expected conduct when dealing with both co-workers and the community we serve;
- Keeping his immediate supervisor apprised of any problems, issues or significant activities within his area of responsibility;
- Managing Human Resources - knowing the strengths, weaknesses and special skills of his immediate subordinates and, where reasonably possible, those of the other subordinates in his area of responsibility. Ensuring that professional competence and skillful enforcement of the law remain at the highest levels by instilling such values in subordinate command personnel by word, action, example and inspection. Effectively and efficiently managing and retaining subordinates in a manner that inspires and supports harmonious working relationships among all Department members, other agencies, and the community. Rating subordinates in a timely and objective manner;
- Managing Financial and Material Resources - the productive planning and use of material resources. Identifying and monitoring available budget resources; while at the same time addressing short and long term planning needs that affect his command;
- Managing Work (Systems and Operations) - the development and implementation of realistic short and long term plans that emphasize productivity and provide for evaluations of effectiveness designed to ensure that Bureau and Divisional goals are achieved in a timely manner. The quality, timeliness and accuracy of his paperwork, as well as the quality, timeliness and, when appropriate, the accuracy of paperwork prepared at his direction by a subordinate;
- Managing Information - processing information thoroughly and promptly for relevance and significance. Productively using information to communicate constructively with Department members, other agencies and the community;
- Managing as a Member of the Team - promoting a positive public relations image and fostering productive relationships with peers, other Departments, and agencies, using management and leadership skills to strengthen and promote a healthy organizational loyalty;
- Managing Change - handling emergencies and responding to internal and external influences. Being resourceful and adaptive, while planning and anticipating for the future;
- Self-Management Practices - demonstrating decisiveness, independence, consistency, reliability and accepting responsibility. Exhibiting ethical, personal and organizational courage, while providing ethical guidance to staff members. Maintaining, and where possible, enhancing his professional knowledge and skills, and keeping current on events that affect the Department and his area of responsibility. Being well groomed and appropriately attired;
- Managing Loss/Liability Prevention - actively monitoring potential areas of risk and liability to the Division. Ensuring appropriate preventive and remedial actions are taken by Division managers with regard to unauthorized force, discrimination and other areas of risk. Determining that appropriate training and program needs are met to promote personnel competence and safety; and
- Utilizing safe driving techniques while driving County vehicles.

• • 2-02/050.00 - Area Commanders

Area commanders assist the chief of a division as an assistant division chief and may hold other special positions as directed by the Sheriff. As assistant division chief, an area commander is directly accountable to the appropriate division chief for the proper execution of assigned functions and for the management of assigned units.

Commanders are responsible for ensuring that units under their command are meeting Department and

division standards of operation. Commanders shall be personally versed in the units' major operational indices (personnel, budget, incidence of force and complaints, risk management, liability, etc.) and have an affirmative obligation to provide captains with appropriate support and direction in the maintenance of standards.

In addition, commanders shall personally respond to specified incidents and provide insight and guidance to ensure that the interests of the Department and its individual members are protected. The specific incidents to which a commander shall respond shall be dictated by Department policy and direction from the Executive Planning Council.

A commander's leadership shall be manifested through clear and concise interpretation of existing laws (both statutory and case law), memorandums of understanding (MOUs), the Department's Manual of Policy and Procedures, all division directives in support of the manual, our Mission Statement, Core Values Statement, Code of Ethics, training requirements, and any other direction given by appropriate authority.

The duties of this classification include the following:

- Commanding an area composed of assigned stations, bureaus and/or facilities; providing direction, control, and coordination of activities as appropriate;
- Acting as division chief in his/her absence;
- Acting as the incident commander during major Department mobilization for emergencies;
- Performing as Deputy Department Operations Commander in the County Emergency Operations Center;
- Making recommendations for formulation of division policy and procedures;
- Developing, in conjunction with their captains, appropriate unit goals and objectives which are consistent with Department strategic plans;
- Conducting division investigations and special research studies;
- Conducting inspections and audits of unit operational and management functions to ensure consistency and adherence to policy;
- Assisting in formulating and implementing the division budget; and
- Responding to events within their division and complete documentation required for critical incident reviews.

In addition to position specific responsibilities, each commander is accountable for:

- His/her personal acts and omissions, and when reasonable and appropriate, the acts and omissions of his/her subordinates. In connection therewith, his/her supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his/her rank and authority when he/she is, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him/her, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his/her authority, reasonably identifiable Departmental risks or potential employee misconduct.
- Maximizing the reverence for human life by critical oversight of the reporting, reviewing, and training the use of force;

- Demanding nothing less than lawful behavior from subordinate command personnel and, in turn, requiring that they do the same with their subordinates; and
- Ensuring that Department policy and procedures are effectively communicated to all personnel.

Administration of Personnel

- Knowing the strengths, weaknesses, and special skills of his/her immediate subordinates, and where reasonably possible, those of the other subordinates in his/her areas of responsibility;
- Rating his/her subordinates in a timely and objective manner;
- Monitoring the administrative investigations process of his/her units to ensure timely and accurate processing;
- Ensuring that he/she is available and accessible to provide assistance, guidance, and insight to his/her captains; and
- Reinforcing, through actions and statements, the Department's position on discrimination, sexual harassment, and cultural diversity.

Delivery of Service

- Ensuring that the public interaction and community involvement of subordinate commands meet Department standards, are reflective of the Department's service oriented policing philosophy, and promote community partnerships; and
- Ensuring that units deliver service at contracted or specified levels and service is appropriate to the needs and sensitivities of the community.

Efficient and Effective Operations

- Ensuring that his/her subordinate captains are meeting Departmental standards for operating a station, bureau or facility. He/she should be proactive and vigilant in ensuring that subordinate units are operating:
 - Within budget;
 - Within appropriate discipline and non-discrimination guidelines;
 - Within appropriate qualitative and quantitative performance levels;
 - With adequate information flow upward and downward;
 - Within given requirements for internal inspection;
 - With appropriate management oversight of force, liability, and other areas of risk; and
 - With appropriate care and maintenance of physical plant assets.
- Advising the chief and subordinates of any significant problems, issues, or activities within their areas of responsibility.

Role Model

- Ensuring, by attitude and action, his/her personal integrity and work ethic meets the highest standards of the Department while ensuring the same from his/her subordinates;
- Participating in committees and work groups with enthusiasm and insight directed at improving overall Departmental excellence;
- Practicing, supporting, and promoting the Department's Core Values, service oriented policing

philosophy, affirmative action guidelines, and the Code of Ethics;

- Maintaining, and where possible, enhancing his/her professional knowledge and skills, and keeping current on events that affect the Department and his/her areas of responsibility; and
- Being well groomed and appropriately attired.

Tactical Command

- Responding to a variety of tactical situations to exercise oversight and/or command responsibilities as dictated by the circumstances of the situation.

Risk Management

- Minimizing risk to the county, Department, and its employees by monitoring, reviewing, documenting, disciplining, and rewarding employee performance, as well as identifying procedures or policies that need changes and making appropriate recommendations for change; and
- Utilizing safe driving techniques while driving county vehicles.

Department Duty Commanders

- Area commanders of the Department are scheduled to serve as the on-call Department duty commander on a rotating basis, with the assigned commander serving as the Sheriff's representative for special events as needed during a weekend/holiday period. Captains are scheduled, to the greatest extent possible, on a rotating basis to assist the Department duty commander;
- The Department duty commander scheduled for the on-call weekend/holiday duty shall assume his/her responsibility at 1700 hours on the last business day before the beginning of a weekend/holiday period. He/she shall be placed off-call at 0800 hours on the first business day following the weekend/holiday;
- The Department duty commander shall be readily available by telephone through the Department Operations Center to respond if requested by any division command staff, any assistant sheriff, the undersheriff, or the Sheriff;
- A Department duty commander who is a designated tactical commander (refer to section 3-01/010.35) may, by mutual consent with the assigned designated tactical commander, assume primary Special Weapons Team incident commander responsibilities during the weekend/holiday period. Divisional commanders who respond to incidents during the weekend/holiday period are subordinate to the designated tactical commander;
- The Department duty commander shall ensure that notifications are made to the Sheriff and executive staff as appropriate by utilizing the Department Operations Center; and
- The Department duty commander shall document his/her event activities in the pre-designated Department duty commander's shared files.

All area commanders will continue to be available if needed for consultation or response on a 24-hour basis, including weekends and holidays.

• • **2-02/060.00 - Captains**

A captain is the commanding officer of a bureau, facility or station. As such, captains are the leaders of the management teams at their units and are responsible for all of their functions and operations. Captains shall

set the operational philosophies of the units to ensure that the needs and goals of the community, the Department, and their staffs are met to the highest degree possible.

A captain's leadership shall be manifested through clear and concise interpretation of existing laws (both statutory and case law) MOU's, the Department's Manual of Policy and Procedures, all division directives in support of the Manual, the Los Angeles County Fiscal Manual, the Los Angeles County Purchasing Policy Manual, and our Mission statement, Core Values statement and the Law Enforcement Code of Ethics, training requirements, and any other direction given by appropriate authority.

The duties of this classification include the following:

- Enforcing policies and regulations of the Department and the division;
- Conducting special investigations;
- Supervising subordinate personnel;
- Documenting the performance of subordinate personnel; Maintaining discipline; Making reports and recommendations;
- Acting as liaison with cities served by the station;
- Completing the Departmental Change of Command (form SH-AD-601) when assuming a new or change of command (refer to the Policy and Ethics Chapter), determining and submitting their units' proposed budget for the succeeding fiscal year;
- Ensuring compliance with established laws and operational standards at their units of assignment and correcting deficiencies in a timely manner; and
- Providing guidance, mentoring, and/or counseling to subordinates whose performance demonstrates a need for intervention.

In addition to position specific responsibilities, each captain is accountable for:

- Their personal acts and omissions, and when reasonable and appropriate, the acts and omissions of their subordinates. In connection therewith, their supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with their rank and authority when they are, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to them, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with their authority, reasonably identifiable Departmental risks or potential employee misconduct.

Fiscal Management

- Use of Overtime - Being fully aware of their unit's status with regard to the use of overtime, and make prudent decisions on an independent basis when approving overtime usage;
- Purchasing, Service Contracts, and Unit Budget/Funds - Knowing the overall status of their unit's various accounts, purchase orders and services contracts, ensuring that over-expenditures do not occur, making efficient use of the unit's funds, and being in compliance with the fiscal policies established in this Manual, the Los Angeles County Fiscal Manual, and the Los Angeles County Purchasing Policy Manual; and

- Staffing - Assigning the necessary staff to effectively manage their unit's workloads, and local community needs within budget constraints.

Administration of Personnel

- Knowledge - Knowing the strengths, weaknesses, and special skills of their immediate subordinates, and where reasonably possible, those of other subordinates;
- Training/Development - Establishing an effective training program and ensuring that all personnel receive the appropriate training required and validate all training on an on-going basis. They shall offer staff development training whenever possible and require managers/supervisors to observe and accurately record the training and development of personnel. They shall ensure that new policies/procedures are made known to their members and remedial training is given to individuals who demonstrate a need. They shall hold their subordinates accountable for information and direction received through training;
- Discipline/Reward - Reviewing and evaluating all information that may lead to a disciplinary action or commendation. They shall regularly review the administrative investigation process and ensure cases are handled in a timely manner and that all the reports are thorough and accurate. They shall establish a reward/recognition program for the unit;
- Conduct - Ensuring that their personnel have a clear understanding of appropriate and expected conduct when dealing with the community, prisoners, and co-workers, by placing emphasis on: cultural awareness, integrity and ethics, harassment and discrimination issues, Departmental Core Values and service oriented policing;
- Use of Force - Striving to eliminate excessive and unnecessary use of force through an established system of supervision, training, incident evaluation, and application of remediation as appropriate. Holding lieutenants and sergeants accountable for appropriately detailed force review and documentation, as well as for disseminating training of value from incident analysis among subordinates. Maximizing reverence for human life by ensuring that lieutenants and sergeants understand and communicate to subordinates how the value relates to use of force;
- Evaluation - Ensuring that the performance of their personnel, both positive and negative, is accurately documented and that evaluations are submitted in a timely manner. Rating their immediate subordinates in a timely and objective manner, and developing and implementing ongoing strategies to enhance their professional performance;
- Health and Safety - Establishing an ongoing wellness program, and follow-up and assisting their injured/ill personnel;
- Personal Relations - Treating every member of this Department, sworn and civilian, with the same dignity and respect that they would expect in return. They must also remain thoroughly familiar with applicable MOU'S, employee relations issues, and personnel rules and regulations;
- Personnel Policies - Supporting and promoting the Department's affirmative action guidelines;
- Administrative Investigations – Ensuring that letters of intent to impose discipline and letters of imposition are personally served on subjects in a timely manner. Scrutinizing all requests for time off made by a subject of an administrative investigation. Ensuring that subordinate personnel (or the subject's current unit commander if the subject has transferred to another unit) do not grant the subject time off in any manner that may prevent timely personal service of a letter of intent to impose discipline;
- Discharged Employee Returned to Duty – Ensuring that when an employee is returned to duty after being discharged, the employee's PRMS profile is run and (1) any cases inactivated due to the discharge are re-activated and completed in a timely manner; and (2) any letters of intent or imposition

which were not served upon the employee due to the previous discharge are timely and promptly served; and.

- Injured on Duty Employees Returned to Duty – Ensuring that when an employee is returned to full duty after being injured, the employee is currently qualified with their duty weapon prior to being deployed in the field. The unit commander shall consult with the Weapons Training Unit to ensure employee is properly qualified.

Delivery of Service

- Supporting and promoting the Department's Core Values and service oriented policing philosophy, as well as community partnerships.

Efficient and Effective Operations

- Goals - By actions and statements they shall actively strive toward accomplishing the Departmental and unit goals, while encouraging subordinates to follow their example and ensuring that all subordinate staff are knowledgeable of Departmental and unit goals;
- Reports/Notifications - Communicating with their supervisors and keeping them aware of problems, issues, and activities concerning their areas of responsibility. They shall also ensure that all reports and notifications are accurate and timely; and
- Information - Establishing a formal system that ensures the flow of information throughout their unit.

Role Model

- Physical Appearance - Setting an example of professionalism and pride by appearing well groomed and appropriately attired;
- Demeanor/Attitude - By actions and statements reflecting maturity, objectivity, enthusiasm, and a commitment to excellence in accomplishing the mission, goals, and programs of the Department;
- Communicative/Interpersonal Skills - Encouraging and promoting open and constructive relationships with citizens, co-workers, subordinates, and superiors through understanding, empathy, and tolerance. Their written and oral communication should be clear and concise;
- Social Skills - Demonstrating actions and decisions that reflect consideration of social, cultural, and political factors which are important to the community and Department; maintaining a liaison with other persons or agencies which affect their command; regularly attending Departmentally supported functions and encouraging their unit's participation when appropriate;
- Self-improvement - Maintaining and enhancing their professional knowledge and skills, and remaining current on events that affect the Department and their unit;
- Innovation - Continually evaluating and seeking methods of improving the operation of their unit, the well-being of their personnel, and the level of service that their unit provides;
- Ethical Conduct - By their actions and statements, possessing the highest standards of moral and ethical conduct; and
- Core Values - Demonstrating clear expectations of acceptable conduct, including the tenets of the Department's established Core Values.

Risk Management

- Preparing a Risk Management plan;

- Minimizing risk to the Department and personnel by monitoring, reviewing, documenting, disciplining, and rewarding their employees' performance; and
 - Utilizing safe driving techniques while driving county vehicles.
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• • **2-02/070.00 - Lieutenants**

Lieutenants manage the operations of a given shift or activity, command a specialized detail, or provide staff assistance to a superior officer.

The duties of this classification include all of the following:

- Performing as Watch Commander of a given shift for a large or complex operation;
- Acting as day shift Commander and coordinator of the operations of other shifts for a smaller or less complex operation;
- Acting as a Unit Commander;
- Acting as a staff assistant to a superior officer;
- Supervising Unit personnel;
- Documenting the performance of subordinate personnel;
- Scheduling work assignments;
- Maintaining personnel records;
- Making procedural decisions in emergency or unusual situations;
- Inspecting personnel, equipment, and records;
- Taking routine disciplinary action;
- Acting as the Unit vehicle fleet manager;
- Conducting administrative investigations; and
- Provide guidance, mentoring, and/or counseling to subordinates whose performance demonstrates a need for intervention.

In addition to position specific responsibilities, each Lieutenant is accountable for:

- His personal acts and omissions, and when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct.

Fiscal Management

- Use of Overtime - being aware of their Units' status with regard to the expenditure of overtime. They shall be aware of applicable guidelines, such as MOU provisions and FLSA requirements and make

prudent decisions on an independent basis when approving the use of overtime;

- Staffing - assigning subordinates in a manner that most effectively and safely completes the Unit's missions or special operations. They shall exercise creative solutions to enhance productivity while minimizing the use of overtime; and
- Resources and Funds - using and recommending the purchase of only those resources needed to perform their operations, bearing in mind the budget constraints faced by the Department.

Management of Personnel

- Knowledge - knowing the strengths, weaknesses and special skills of their immediate subordinates and where reasonably possible, those of other subordinates;
- Training/Development - identifying the training needs of each subordinate and developing training programs to meet those needs. Ensuring, through observation and recordation, that all subordinates are developing at an acceptable rate and level consistent with established guidelines;
- Discipline/Reward - gathering all information regarding incidents which may lead to discipline or reward; accurately documenting information and completing the report(s) in a timely manner; holding supervisors accountable for documenting both positive and negative comments regarding subordinates' activities; actively pursuing recognition for exceptional actions by employees; leading supervisors in developing programs for problem employees to alter inappropriate behavior through training, supervision or discipline;
- Conduct - ensuring that subordinates have a clear understanding of appropriate and expected conduct when dealing with the community, prisoners and co-workers by placing emphasis on: Cultural Awareness, Integrity and Ethics, Harassment and Discrimination issues, Departmental Core Values and Service Oriented Policing;
- Use of Force - reviewing, analyzing and documenting the use of force diligently and attentively. Critically evaluating the tactics leading to use of force and maximizing subordinates' ability to learn from experience. Maximizing subordinates' embracing of the core value "reverence for life" by supporting the value in discussions and training about force, both before and after its use;
- Evaluation - ensuring that the performance of subordinates, both positive and negative, is accurately documented and that evaluations are submitted in a timely manner. Rating their immediate subordinates in a timely and objective manner and developing and implementing strategies to enhance their professional performance;
- Health and Safety - supporting and encouraging Unit's level wellness programs and keeping a safe, secure and clean work place; and
- Personal Relations - treating every member of this Department, sworn and civilian, with the same dignity and respect that they would expect in return.

Delivery of Service

- Supporting and promoting the Department's Core Values and Service Oriented Policing philosophy, as well as community partnerships.

Efficient and Effective Operations

- Goals - by actions and statements actively striving toward accomplishing Departmental and Unit goals, while encouraging their subordinates to follow their example;
- Reports/Notifications - communicating with their supervisors and keeping them aware of problems,

issues and activities concerning their areas of responsibility. They shall also ensure that all reports and notifications are accurate and timely; and

- Information - functioning as a primary agent of information exchange between top management and subordinate personnel.

Role Model

- Physical Appearance - setting an example of professionalism and pride by appearing well groomed and appropriately attired;
- Demeanor/Attitude - by actions and statements reflecting maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department;
- Communicative/Interpersonal Skills - encouraging and promoting open and constructive relationships with the public, co-workers, subordinates and superiors through understanding, empathy and tolerance. Their written and oral communications should be clear and concise;
- Social Skills -demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the community and the Department;
- Self-improvement - maintaining and enhancing their professional knowledge and skills, remaining current on events that affect the Department and their Units and maintaining liaison with other persons of equal rank on matters which affect their Unit of assignment;
- Innovation - continually evaluating and seeking methods of improving the operation of their Units, the well-being of their personnel and the level of service provided by their Units;
- Ethical Conduct - by their actions and statements, possessing the highest standards of moral and ethical conduct; and
- Core Values - demonstrating clear expectations of acceptable conduct, including the tenets of the Department's established Core Values.

Risk Management

- Striving to minimize risk to the Department and personnel through monitoring, evaluating, reporting and remediating their employees' performance; and
- Utilizing safe driving techniques while driving County vehicles.

Critical Incident Management

- Possessing a thorough understanding of emergency procedures and management of significant incidents;
- Effectively assuming command or reviewing the performance of on-the-scene emergency activities of subordinates, supporting compliance with Department policy and ensuring efficient use of resources; and
- Monitoring their work location for safety and safety-related hazards and taking immediate remedial action, if appropriate.

• • **2-02/080.00 - Sergeants**

Sergeants are the most visible and critical element of sworn supervision within the Department. Sergeants are

first-line supervisors with primary responsibility for ensuring compliance with the professional and ethical standards of the Department by all subordinate Deputy Sheriffs and civilian employees. Sergeants shall know the duties and responsibilities of a first-line supervisor with regard to the Peace Officer's Bill of Rights, Civil Service Rules, applicable MOU'S, FLSA, the disciplinary and employee grievance processes and administrative investigation procedures. Sergeants shall strive to be positive role models and to provide leadership in delivering Service Oriented Policing and in assisting the community in solving problems and maintaining the peace.

The duties of this classification include the following:

- Acting as Traffic Sergeant, supervising the activities of traffic units and crossing guards,
- Acting as Field Sergeant, supervising the activities of patrol cars,
- Acting as a Custody Sergeant on a given shift,
- Acting as Personnel Sergeant for a major Unit of the Department,
- Acting as shift Watch Commander at a small Station,
- Acting as Operations Sergeant in specialized Units,
- Acting as a staff assistant to the head of a major Unit,
- Performing specialized duties such as range operation, legal research, or manual or order writing,
- Inspecting and briefing assigned personnel,
- Conducting in-service training,
- Handling minor disciplinary and personnel problems,
- Evaluating and documenting the job performance of assigned personnel,
- Provide guidance, mentoring, and/or counseling to subordinates whose performance demonstrates a need for intervention,
- Preparing records and reports,
- Performing specialized investigations requiring specialized techniques and skills in such areas as homicide, burglary, robbery, forgery and fraud,
- Gathering evidence and preparing detailed reports of the results of investigations,
- Assisting in the preparation of legal documents such as search warrants,
- Coordinating the activities of subordinate personnel in planning and conducting major or large-scale investigations,
- Interviewing witnesses and complainants,
- Apprehending and interrogating suspects,
- Acting as Unit Reserve coordinator, directly supervising Reserve activity,
- Acting as unit vehicle fleet supervisor, directing vehicle maintenance needs and functionally supervising services assistants or sworn personnel.

In addition to position specific responsibilities, each Sergeant is accountable for:

- His personal acts and omissions and when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for,

- A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct.

Role Identification

- Possessing a clear understanding of their role as first-line supervisors who are accountable for the safety, development and actions of subordinates. This basic supervisory requirement is reinforced in the Core Value of being fully accountable for their own actions or failures and when appropriate, for the actions or failures of their subordinates.

Transition

- Demonstrating leadership abilities by recognizing the difference between doing the work and getting it done through others. Constantly maintaining their supervisory integrity by knowing the limits of their authority and following through on promised actions.

Fiscal Management

- Use of Overtime - Monitoring those assignments requiring the use of overtime and ensuring that they are handled in a manner consistent with established overtime guidelines. They shall be aware of applicable guidelines, such as MOU provisions and FLSA requirements and make prudent decisions when approving the use of overtime,
- Staffing - Continually monitoring their personnel resources and re-assigning them as needs change, for maximum efficiency.

Critical Incident Management

- Demonstrating a thorough understanding of emergency procedures and management of officer involved incidents. The effective direction of on-the-scene emergency activities of subordinates is mandatory.

Training

- Meeting their responsibilities as trainers. They must be capable of planning, coordinating, and conducting meaningful roll call and in-service training. They shall identify the training needs of each subordinate and develop training programs to meet those needs and ensure, through observation and recordation, that all subordinates are developing at an acceptable rate. They shall conduct post-incident training debriefings and critiques to maximize subordinates' ability to learn from experience. Additionally, they must actively participate in the career development and guidance of their subordinates.

Supervision of Personnel

- Knowledge - Knowing the strengths and weaknesses and special skills of each of their subordinates,
- Counseling/Documentation - Being timely and accurate in documenting and counseling both positive and negative subordinate conduct and performance, utilizing the Department's Unit Performance Log Entry form, when appropriate,
- Conduct - Ensuring that subordinates have a clear understanding of appropriate and expected conduct

when dealing with the community, prisoners and co-workers by placing emphasis on: Cultural Awareness, Integrity and Ethics, Harassment and Discrimination issues, Departmental Core Values and Service Oriented Policing,

- Use of Force - Directly supervising the use of force by being present when possible and directing and controlling subordinate activities as appropriate. Accepting notifications about use of force and initiating the force review process by notifying the supervising Lieutenant and accomplishing appropriate documentation tasks. Critically evaluating the tactics leading to use of force and maximizing subordinates' ability to learn from experience. Maximizing subordinates' embracing of the Core Value "reverence for life" by supporting the value in discussions and training about force, both before and after its use,
- Evaluation - Rating subordinates in an objective and timely manner,
- Health and Safety - Supporting and encouraging Unit-level wellness programs, and keeping a safe, secure and clean work place,
- Personal Relations - Treating every member of this Department, sworn and civilian, with the same dignity and respect that they would expect in return.

Delivery of Service

- Supporting and promoting the Department's Core Values and Service Oriented Policing philosophy, as well as community partnerships.

Efficient and Effective Operations

- Goals - By actions and statements actively striving toward accomplishing Departmental and Unit goals, while encouraging subordinates to follow their example,
- Reports/Notifications - Communicating with supervisors and keeping them aware of problems, issues and activities concerning their areas of responsibility. Ensuring that all reports and notifications are accurate and submitted in a timely manner,
- Information - Functioning as an agent of information exchange between management and subordinate personnel.

Role Model

- Physical Appearance - Setting an example of professionalism and pride by appearing well groomed and appropriately attired,
- Demeanor/Attitude - By actions and statements, reflecting maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department,
- Communicative/Interpersonal Skills - Encouraging and promoting open and constructive relationships with citizens, co-workers, subordinates and superiors through understanding, empathy and tolerance. Their written and oral communications should be clear and concise,
- Social Skills - Demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the community and the Department,
- Self-improvement - Maintaining and enhancing their professional knowledge and skills, remaining current on events that affect the Department and their Units of assignment,
- Innovation - Continually evaluating and seeking methods of improving the operation of their Units,
- Ethical Conduct - By their actions and statements, possessing the highest standards of moral and ethical conduct,

- Core Values - Demonstrating clear expectations of acceptable conduct, including the tenets of the Department's established Core Values.

Risk Management

- Striving to minimize risk to the Department and personnel through monitoring, inspecting, reporting and improving their employees' performance,
 - Utilizing safe driving techniques while driving County vehicles,
 - Monitoring their work location for safety and safety-related hazards and taking immediate remedial action, if appropriate.
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• • **2-02/090.00 - Deputy Sheriffs**

Deputy Sheriffs are the main work force from the sworn category, and are responsible for performing a wide variety of law enforcement functions. Deputy Sheriffs must exhibit discretion, a comprehensive knowledge of the law and highest ethical standards. Deputy Sheriffs must be service-oriented and actively assist community members in solving problems and maintaining the peace. Deputy Sheriffs shall be held accountable for their actions and must adhere to Departmental Core Values.

The duties of this classification include the following:

- Protecting life and property;
- Preventing crime;
- Apprehending criminals;
- Investigating reports of crime;
- Managing the care, custody and transportation of prisoners;
- Serving as a bailiff in the municipal and superior courts; and
- Working in an administrative or support function.

In addition to position specific responsibilities, each Deputy Sheriff is accountable for:

- His personal actions and omissions and when reasonable and appropriate, the acts and omissions of his subordinates;
- Fiscal - making every reasonable effort to complete his duties within his assigned shift. Those assignments that require the use of overtime shall be handled in a manner consistent with established overtime guidelines, MOU's and FLSA provisions;
- Delivery of Services - supporting and promoting the Department's Core Values and Service Oriented Policing philosophy;
- Efficient and Effective Operations - being aware of his Unit's mission and goals and actively striving to accomplish these objectives through his actions and statements. reports and notifications shall be complete, accurate and timely;
- Personal - maintaining a professional appearance and demeanor, treating the community he serves in a fair and impartial manner and conducting himself in keeping with the highest ethical standards;
- Risk Management - utilizing officer safety equipment and techniques authorized by the Department in an

- effort to minimize risk. Utilizing safe driving techniques while driving County vehicles;
- Health and Safety - supporting Unit-level wellness programs and keeping a safe, secure and clean work place;
 - Personal Relations - treating every member of this Department, sworn and civilian, with the same dignity and respect that he would expect in return;
 - Demeanor/Attitude - by actions and statements, reflecting maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department;
 - Communicative/Interpersonal Skills - encouraging and promoting open constructive relationships with the public, co-workers, subordinates and superiors through understanding, empathy and tolerance. Written and oral communications should be clear and concise;
 - Social Skills - demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the Department;
 - Self Improvement - maintaining his professional knowledge and skills and remaining current on events that affect the Department and his Unit; and

Innovation - continually evaluating and seeking methods of improving the operation of his Unit.

• • **2-02/090.05 - Bonus Deputy Positions**

Within the Deputy Sheriff classification there are designated Bonus level positions I and II. These specialized positions, listed in the Bonus Selection Standards Manual, are recognized as positions that require certain skills and/or expertise. The qualifications for each Bonus position, including provisions pertaining to selection, compensation and removal are included in the Protective Survey and the MOU. Individuals appointed to these specialized positions shall continue to practice Departmental Core Values.

• • **2-02/090.10 - Field Training Officers**

Field training officers are responsible for training, supervising, guiding and evaluating Deputies newly assigned to field operations. Field training officers are teachers, mentors, leaders and role models. They must display strong ethics and the highest possible degree of personal and professional integrity. They must be positive and supportive and teach by example all requisite skills necessary to enable the Deputy being trained to successfully complete the Deputy Orientation Program as a qualified Field Deputy. Field training officers must be dedicated to the training mission and support Departmental Core Values.

• • **2-02/090.15 - Supervising Line Deputies**

Supervising line Deputies are responsible for supervising sworn and civilian personnel working a custody assignment. Supervising line Deputies must possess a working knowledge of, and be familiar with, the Department, Division and Unit policies and procedures, as well as relevant, legal issues.

Supervising line Deputies are mentors, leaders and role models. They must demonstrate the principles of good supervision by displaying a positive, enthusiastic, and responsible attitude and demeanor. Supervising line Deputies must support Departmental Core Values.

• • 2-02/100.00 - Deputy Sheriff Trainees

Positions in this entry level non-sworn law enforcement class are characterized by participation in a basic law enforcement training program involving both classroom instruction and field observation.

The duties of this position may include any or all of the following:

- Receiving instruction in the interpretation and application of laws contained in various state codes and ordinances such as the Penal Code, Vehicle Code, Welfare and Institutions Code and Los Angeles County Ordinances;
 - Receiving instruction in basic criminal and traffic accident investigation procedures and techniques, including crime scene preservation, witness interrogation and evidence collection;
 - Participating in a firearms training course, learning proper safety procedures, care and use of small arms, as well as Department regulations and legal limitations upon firearm use; and
 - Receiving classroom instruction and acquiring working knowledge of patrol procedures, as well as learning radio operation techniques, vehicle stop procedures and methods of traffic control.
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• • 2-02/110.00 - Reserve Deputies

The regular law enforcement complement of the Department is supplemented by a large number of "Reserve" Deputy personnel who volunteer their services on an as-needed basis.

Reserve personnel are subordinate to regular Deputies, and in most instances, shall work under the immediate direction of regular full-time personnel of this Department. Unless otherwise directed by the concerned Unit Commander, Reserves shall not wear their rank insignia while working a uniformed assignment.

Reserve Peace Officers are required by regulations of the Commission on Peace Officer Standards and Training (POST) to meet the same selection standards (e.g. personal history investigation, medical and psychological screenings) as full-time regular Deputies.

There are three classifications of Reserves expressed as levels set forth in the Penal Code. Their duties and required training are described below.

Level I - Reserve

Designated Level I

Reserve Deputies may be appointed to a "Designated" Level I position by authority of a County Resolution. Designated Level I Reserve Deputies must complete the Sheriff Department's POST approved Field Training Program. This is the only category of Reserve that has 24-hour Peace Officer authority. All other Reserve levels have Peace Officer powers only for the duration of the person's specific assignment. A Designated Level I Reserve may work alone and perform the same duties as a full-time Deputy.

Designated Level I Reserve Deputies must successfully complete the POST Regular Basic Course in either the Standard Format - (664 hours minimum), or the Modular Format - Level III, II and I Reserve training (730 hours minimum).

Reserve Deputies have been granted Designated Level I status if they possess either a POST Reserve Officer Certificate or a Basic POST Certificate ("Departmental Exit Option," which allows regular Deputies to transition to Reserve status upon resignation or retirement).

Upon completion of the Sheriff Department's POST approved Field Training Program, Designated Level I Reserves are granted the following:

- Full Peace Officer powers both on and off duty;
- Authority to carry an off-duty weapon, conforming to Department policy, without the need for a concealed weapon permit;
- Individuals with full-time Peace Officer status, who are exercising the "Exit Option," may be assigned to tasks routinely performed by regular Deputies. This includes supervising Level II and Level III Reserves; and
- Reserves possessing a POST Reserve Officer Certificate may be assigned to tasks routinely performed by regular Deputies, including supervising Level II and III Reserves.

Non-Designated Level I

In previous years, Reserves were trained at a level which was not equivalent to the POST Basic Course. These graduates are Non-Designated Level I Reserve Deputies.

A Non-Designated Level I Reserve may work alone and perform the same duties as a full-time regular Deputy. However, their Peace Officer authority is only for the duration of the Reserve's specific assignment.

Non-Designated Level I Reserves are granted the following:

- Peace Officer powers only while on duty;
- Authorization to carry an off-duty weapon, only if they have a concealed weapon permit;
- Possible assignment to tasks routinely performed by regular Deputies, except that they shall not be assigned to supervise other Reserve Deputies in a general law enforcement capacity; and
- Due to recruit changes in POST training requirements, Non-Designated Level I Reserves may not upgrade to Designated Level I status unless they apply for the Basic Course Waiver (through POST) or by repeating the Basic course (modular or intensive).

Level II - Reserve

A Level II Reserve Deputy may perform general law enforcement assignments while under the immediate supervision of a Peace Officer who has completed the Regular Basic Course. Immediate supervision is defined as continually being in the physical proximity of and available to, the Reserve Deputy. However, allowances are permitted for necessary temporary separations, such as tactical situations requiring separation. A Level II Reserve Deputy may work assignments authorized for Level III Reserve Deputies without immediate supervision.

Level II Reserve Deputies must successfully complete the Level III and Level II Modules of the Post Basic Course - Modular Format as their entry-level training requirement.

Although not a POST requirement, the Los Angeles County Sheriff's Department requires that Level II Reserves, who work patrol assignments, must complete the Sheriff's Department's POST approved Field Training Program.

Reserve Deputies who have successfully completed a Level II Reserve POST Certified Reserve training module, are granted the following:

- Peace Officer powers only while on duty; and
- Authorization to carry an off-duty weapon, only if they have a concealed weapon permit.

When working in a general law enforcement capacity, Level II Reserves must be under the immediate supervision of a regular Deputy, or a Designated Level I Reserve Deputy.

Level III - Reserve

A Level III Reserve Deputy may perform specified limited support duties, and other duties that are not likely to result in physical arrests, while under the immediate supervision of a Designated Level I Reserve Deputy or a full-time regular Deputy. Additionally, Level III Reserve Deputies may transport prisoners without immediate supervision. They are limited to assignments that do not usually involve general law enforcement activities.

Reserve Deputies who have successfully completed the Level III Module of POST training hours, are granted the following:

- Peace Officer powers only while on duty.

• • **2-02/120.00 - Civilian Employees**

The Sheriff's civilian classifications in descending order of classification are:

- Administrator;
- Director;
- Assistant Director;
- Civilian Manager;
- Civilian Supervisor; and
- Non-supervisory civilian staff.

Like sworn members, the civilian classifications have a specified chain of command. Each level is charged with specific duties and responsibilities. Civilian members are held accountable for the efficient and effective discharge of their duties and responsibilities as follows:

• • **2-02/130.00 - Administrator**

The Administrator is a senior executive of the Department who commands and is accountable for the activities in the Office of Administrative Services in accordance with the policies prescribed by the Sheriff, Undersheriff and Assistant Sheriff(s).

The standards by which the Administrator will judge the performance of personnel are embodied in law (both statutory and in case law), MOU's, the Department's Manual of Policy and Procedures, all Division Directives in support of the Manual, our Mission Statement, Core Values Statement and the Law Enforcement Code of Ethics.

The Administrator's subordinates will not only be held accountable for performance based on specific requirements, but will be expected to use common sense and good judgement in establishing the standards of performance for their own subordinates.

The Administrator, in his role as executive staff to the Sheriff and as a member of the Executive Planning Council, must consider the impact of his decisions on the interests of the Department, the members of our Department, and the citizens we serve. It is incumbent upon the members of the Executive Planning Council to work in good faith and cooperation to best serve these interests.

The duties of this classification include the following:

- Administering the Office of Administrative Services;
- Advising and assisting the Sheriff, Undersheriff and Assistant Sheriff(s) in administrative and policy matters;
- Planning for the expansion or reorganization of Administrative Services' operations to meet growing or changing law enforcement, custodial or service needs;
- Directly supervising Directors and Captains, and indirectly, the remaining elements in the chain of command within the Office of Administrative Services;
- Communicating and enforcing Department policy and procedures;
- Recommending disciplinary action affecting Administrative Services' personnel;
- Representing the Department in appearances before civic groups and organizations;
- Directing the preparation of the Department's budget and working in close cooperation with the Division Chiefs in developing individual Division budgets; and
- Acting as the Department liaison with the Chief Administrative Office in all activities associated within the development, submission and adoption of a fiscal year Department budget.

In addition to the position specific responsibilities, the Administrator is accountable for:

- His personal acts and omissions, and, when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct;

- Supporting and promoting the Department's Core Values, Service Oriented Policing philosophy and affirmative action guidelines by both actions and statements;
- Reinforcing, through actions and statements, the Department's position on discrimination, sexual harassment and cultural diversity;
- Keeping the public trust by demanding a high degree of personal integrity from all command personnel and, in turn, requiring that they do the same with their subordinates;
- Demanding nothing less than lawful behavior from subordinate command personnel and, in turn, requiring that they do the same with their subordinates;
- The quality, timeliness and accuracy of his paperwork, as well as the quality, timeliness and, when appropriate, the accuracy of paperwork prepared at his direction by a subordinate;
- Managing Human Resources - knowing the strengths, weaknesses and special skills of his immediate subordinates, and where reasonably possible, those of the other subordinates in his areas of responsibility; effectively and efficiently managing and retaining subordinates in a manner that inspires and supports harmonious working relationships among all Department members, other agencies and the public. Rating subordinates in a timely and objective manner;
- Managing Financial and Material Resources - the productive planning and use of material resources, identifying and monitoring the available budget resources; while at the same time addressing the short and long term planning needs that affect his office;
- Managing Work (systems and operations) - the development and implementation of practical and realistic short and long term plans that emphasize productivity and provide for evaluation of effectiveness designed to ensure that his Unit goals are achieved in a timely manner;
- Managing Information - thoroughly, and promptly reporting and, appropriately following up information to validate its value. Productively using information to communicate constructively with Department members, other agencies and the public;
- Managing as a Member of the Team - promoting a positive public relations image and fostering productive relationships with peers, other Departments and Agencies, using management and leadership skills to strengthen and promote a healthy organizational loyalty;
- Managing Change - handling emergencies and responding to internal and external influences, being resourceful and adaptive, while planning and anticipating for the future;
- Self-Management Practices - demonstrating decisiveness, independence, consistency, reliability and accepting responsibility, exhibiting ethical, personal and organizational courage, while providing ethical guidance to staff members, being well groomed and appropriately attired;

Managing Loss Prevention - determining training needs and implementing appropriate programs, promoting safety and health awareness, while monitoring personnel attendance, accidents and injuries to identify and administer preventive measures to minimize losses.

• • 2-02/140.00 - Directors

A Director is a manager of a major Department support service. As such, Directors, are leaders of the management team at their Units and are responsible for all their Units' functions and operations. Directors shall set the operational philosophies of their Units to ensure that the needs and goals of the Department and their staff are met to the highest degree possible.

Certain Directors have the same level of responsibility as a Captain in their capacity as a Unit Commander of

a large Bureau level support operation, while others have more of an advisory or specialty responsibility with smaller staffs and less than Bureau level responsibility.

Examples of civilian classifications that are considered Directors include, but are not limited to, the following:

- Director, Medical Services, Sheriff;
- Director, Personnel Services, Sheriff;
- Director, Employee Relations/Advocacy Services, Sheriff;
- Director, Employee Support Services, Sheriff;
- Director, Facilities Administration;
- Director, Jail Programs, Sheriff; and
- Director, Special Programs, Sheriff.

The duties of this classification include the following:

- Communicating and enforcing policies and regulations of the Department and the Division/service;
- Conducting special investigations;
- Supervising and evaluating subordinates;
- Provide guidance, mentoring, and/or counseling to subordinates whose performance demonstrates a need for intervention;
- Maintaining discipline; and
- Determining and submitting their Units' proposed budget for a succeeding fiscal year.

In addition to position specific responsibilities, each Director is accountable for:

- His personal acts and omissions, and, when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct.

Fiscal Management

- Use of Overtime - being fully aware of his Unit's status with regard to the use of overtime, and making prudent decisions on an independent basis when approving overtime usage;
- Purchasing, Service Contracts, and Unit Budget/Funds - knowing the overall status of his Unit's various accounts, purchase orders and services contracts, ensuring that over-expenditures do not occur, making efficient use of the Unit's funds, and being in compliance with the fiscal policies established in this Manual, the Los Angeles County Fiscal Manual and the Los Angeles County Purchasing Policy Manual; and
- Staffing - assigning staff to effectively impact the workload, community needs and the budget.

Administration of Personnel

- Knowledge - knowing the strengths, weaknesses and special skills of his immediate subordinates, and where reasonably possible, those of the other subordinates in his areas of responsibility;
- Training/Development - establishing an effective training program and ensuring that his members receive the appropriate training required and validating all training on an on-going basis. He shall offer staff development training whenever possible and require managers/supervisors to observe and accurately record the training and development of their subordinates;
- Personnel Policies - supporting and promoting the Department's affirmative action guidelines;
- Disciplinary/Reward - reviewing and evaluating all information that may lead to a disciplinary action or commendation. He shall regularly review the administrative investigation process and ensure that cases are handled in a timely manner and that all the reports are thorough and accurate. He shall establish a reward/recognition program for the Unit;
- Conduct - ensuring that his subordinates have a clear understanding of appropriate and expected conduct when dealing with the public and co-workers, by placing emphasis on: Cultural Awareness, Integrity and Ethics, Harassment and Discrimination issues, Departmental Core Values and Service Oriented Policing;
- Evaluation - ensuring that the performance of his subordinates, both positive and negative, is accurately documented and that evaluations are submitted in a timely and objective manner;
- Health and Safety - establishing an ongoing wellness program, maintaining a safe, secure and clean work place and establishing a system to manage, follow-up and assist his injured/ill members; and
- Personal Relations - treating every member of this Department, sworn and civilian, with the same dignity and respect that he would expect in return. He must also remain thoroughly familiar with applicable MOU'S, employee relations issues, and personnel rules and regulations.

Delivery of Service

- Supporting and promoting the Department's Core Values and Service Oriented Policing philosophy.

Efficient and Effective Operations

- Goals - by actions and statements, actively striving toward accomplishing Departmental and Unit goals, while encouraging subordinates to follow his example; ensuring that all subordinate staff are knowledgeable of Departmental and Unit goals;
- Reports/Notification - communicating with his supervisors and keeping them aware of problems, issues and activities concerning areas of his responsibility. He shall also ensure that reports and notifications are accurate and timely;
- Paperwork - the quality, timeliness and accuracy of his paperwork, as well as the quality, timeliness and, when appropriate, the accuracy of paperwork prepared at his direction by a subordinate; and
- Information - establishing a formal system that ensures the flow of information throughout his Units.

Role Model

- Physical Appearance - setting an example of professionalism and pride by appearing well groomed, and appropriately attired;
- Demeanor/Attitude - by actions and statements, reflect maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department;

- Communicative/Interpersonal Skills - encouraging and promoting open and constructive relationships with citizens, co-workers, subordinates and superiors through understanding, empathy and tolerance. His written and oral communications should be clear and concise;
- Social Skills - demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the Department, and maintaining a liaison with other persons or agencies which affect his Unit's participation when appropriate;
- Self-Improvement - maintaining and enhancing their professional knowledge and skills, and remaining current on events that affect the Department and his Unit;
- Innovation - continually evaluating and seeking methods of improving the operation of his Unit, the well-being of his personnel and the level of service that his Unit provides;
- Ethical Conduct - by his actions and statements, possessing the highest standards of moral and ethical conduct; and
- Core Values - demonstrating clear expectations of acceptable conduct, including the tenets of the Department's established Core Values.

Risk Management

- Minimizing risk to the Department and personnel by monitoring, reviewing, documenting, disciplining and rewarding his employees' performance; and
- Utilizing safe driving techniques while driving County vehicles.

• • **2-02/150.00 - Assistant Directors**

Assistant Directors are accountable to the appropriate Director for all the functions within their sphere of responsibility. They are specifically responsible for providing leadership and support to their subordinate civilian managers, supervisors and personnel.

An Assistant Director's leadership shall be manifested through clear and concise interpretation of law (both statutory and case law), MOU's, the Department's Manual of Policy and Procedures, all Division directives in support of the manual, our Mission Statements, Core Values Statement, the Law Enforcement Code of Ethics, training requirements and other direction given by appropriate authority.

Examples of civilian classifications that are considered an Assistant Director include, but are not limited to, the following:

- Assistant Director, Fiscal Administration;
- Assistant Director, Medical Services;
- Assistant Director, Personnel Services, Sheriff;
- Crime Laboratory Assistant Director, Sheriff;
- Assistant Director, Employee Relations/Advocacy Services, Sheriff;
- Assistant Director, Psychological Services, Sheriff;
- Assistant Head, Facilities Planning, Sheriff;
- Assistant Jail Stores Manager, Sheriff.

The duties of this classification include the following:

- Acting as Director in his absence;
- Supervising and evaluating subordinates;
- Provide guidance, mentoring, and/or counseling to subordinates whose performance demonstrates a need for intervention;
- Conducting Bureau investigations and special research studies;
- Maintaining discipline;
- Preparing reports and making recommendations;
- Making recommendations for formulation of Unit policy and procedures; and
- Assisting in formulating and implementing the Unit's budget.

In addition to position specific responsibilities, each Assistant Director is accountable for:

- His personal acts and omissions, and when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct.

Fiscal Management

- Use of Overtime - being aware of his Unit's status with regard to the expenditure of overtime. He shall make prudent decisions on an independent basis when approving overtime;
- Staffing - assigning subordinates in a manner that most effectively completes the Unit's mission or special operation. He shall exercise creative solutions to enhance productivity while minimizing the use of overtime; and
- Resources and Funds- using and recommending the purchase of only those resources needed to perform his operations, bearing in mind, the budget constraints faced by the Department.

Management of Personnel

- Knowledge - knowing the strengths, weaknesses and special skills of each of his civilian managers, supervisors and where reasonably possible, those of other subordinates;
- Training/Development - identifying the training needs of each of his subordinates, and developing training programs to meet those needs. He shall ensure that his civilian managers and supervisors observe and accurately record the training and development of their own subordinates;
- Discipline/Reward - gathering all information regarding incidents which may lead to discipline or reward, and accurately documenting the information and complete the report(s) in a timely manner. He shall hold his civilian managers and supervisors accountable for making both positive, and negative comments regarding his subordinates' activities and actively pursue recognition for exceptional actions by subordinates. He shall also lead Civilian Managers and Supervisors in developing programs for problem subordinates to alter inappropriate behavior through training, supervision or discipline;
- Conduct - ensuring that his subordinates have a clear understanding of appropriate and expected

conduct when dealing with the public and co-workers, by placing emphasis on: Cultural Awareness, Integrity and Ethics, Harassment and Discrimination issues and Departmental Core Values;

- Evaluation - ensuring that the performance of his subordinates, both positive and negative, is accurately documented and that evaluations are submitted in a timely manner. Rating his immediate subordinates in a timely and objective manner;
- Health and Safety - supporting and encouraging Unit-level wellness programs and keeping a safe, secure and clean work space; and
- Personal Relations - treating every member of this Department, sworn and civilian, with the same dignity and respect that he would expect in return. They should possess a good knowledge of Employee Relations/Advocacy Services issues and personnel rules and regulations.

Delivery of Service

- Supporting and promoting the Department's Core Values and Service Oriented Policing philosophy.

Efficient and Effective Operations

- Goals - by actions and statements, actively striving toward accomplishing Departmental and Unit goals, while encouraging his subordinates to follow his example;
- Reports/Notifications - communicating with civilian managers and supervisors and keeping them aware of problems, issues and activities concerning their areas of responsibility. He shall also ensure that all reports and notifications are accurate and timely; and
- Information - supporting and encouraging the flow of information throughout the Unit, upward and downward.

Role Model

- Physical Appearance - setting an example of professionalism and pride by appearing well groomed and appropriately attired;
- Demeanor/Attitude - by actions and statements, reflecting maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department;
- Communicative/Interpersonal Skills - encouraging and promoting open and constructive relationships with the public, co-workers, subordinates and superiors through understanding, empathy and tolerance. His written and oral communications shall be clear and concise;
- Social Skills - demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the Department;
- Self-Improvement - maintaining and enhancing his professional knowledge and skills and remaining current on events that affect the Department and his Unit. He shall maintain a liaison with other persons of equal rank on matters which affect their Units of assignment;
- Innovation - continually evaluating and seeking methods of improving the operation of his Unit, the well-being of his personnel, and the level of service his Unit provides;
- Ethical Conduct - by his actions and statements, possess the highest standards of moral and ethical conduct; and
- Core Values - demonstrating clear expectations of acceptable conduct, including the tenets of the Department's established Core Values.

Risk Management

- Minimizing risk to the Department and personnel through monitoring, evaluating reporting and remediating his employees' performance. Utilizing safe driving techniques while driving County vehicles.
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• • 2-02/160.00 - Civilian Managers

Civilian managers manage the overall operations of a given Unit(s), activity or specialized detail, and/or provide staff assistance to a civilian administrator or Director. They are responsible for providing leadership and guidance to their subordinate civilian supervisors and personnel.

Examples of civilian classifications that are considered civilian managers include, but are not limited to, the following:

- Accounting Officer III;
- Communication Projects Manager, Sheriff;
- Data Systems Coordinator;
- Facilities Project Manager I;
- Facilities Project Manager II;
- Head Departmental Personnel Technician;
- Manager, Custody Records Systems, Sheriff;
- Manager, EDP Systems Maintenance and Operations, Sheriff;
- Manager, Evidence and Property Operations, Sheriff;
- Manager, Food Services, Sheriff;
- Manager, Records Information Systems, Sheriff;
- Manager I, Craft Operations;
- Manager II, Craft Operations;
- Supervising Administrative Assistant II;
- Supervising Administrative Assistant III; and
- Supervising Sheriff's Station Clerk.

The duties of this classification include the following:

- Supervising and evaluating subordinates;
- Provide guidance, mentoring, and/or counseling to subordinates whose performance demonstrates a need for intervention;
- Scheduling work assignments;
- Handling minor disciplinary and personnel problems;
- Providing staff assistance to the administrator or a Director;
- Making recommendations for formulation of Unit policy and procedures;
- Assisting in formulating and implementing their Unit's budget; and
- Briefing civilian supervisors and subordinates regarding Departmental and Unit goals and objectives.

In addition to position specific responsibilities, each civilian manager is accountable for:

- His personal acts and omissions, and when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should be, aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him, including but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct.

Fiscal Management

- Use of Overtime - being aware of his individual section's and Unit's status with regard to the expenditure of overtime. He shall make prudent decisions on an independent basis when approving the use of overtime;
- S & S Account - using and recommending the purchase of only those items necessary to accomplish the job, being mindful of the overall balance of his S & S funds; and
- Staffing - assigning his subordinates in a manner which best accomplishes the needs and objectives of his Unit/Section; he shall exercise creative solutions to effectively staff and deploy his personnel to meet his workload needs, while remaining cognizant of the fact that the use of overtime must be minimized.

Management of Personnel

- Knowledge - knowing the strengths, weaknesses and special skills of each of his civilian supervisors and, where reasonably possible, those of subordinates;
- Training/Development - identifying the training needs of each of his subordinates and developing training programs to meet those needs. He shall ensure that his civilian supervisors observe and accurately record the training development of their own subordinates;
- Discipline/Reward - gathering all information regarding incidents which may lead to discipline or reward, accurately documenting the information and completing the report(s) in a timely manner. Holding civilian supervisors accountable for making both positive and negative comments regarding their subordinates' activities. He shall actively pursue recognition for exceptional actions by subordinates and lead civilian supervisors in developing programs for problem subordinates to alter inappropriate behavior through training, supervision or discipline;
- Conduct - ensuring that his subordinates have a clear understanding of appropriate and expected conduct when dealing with the public and co-workers by placing emphasis on: Cultural Awareness, Integrity and Ethics, Harassment and Discrimination issues, and Departmental Core Values;
- Evaluation - ensuring that the performance of his subordinates, both positive and negative, is accurately documented; and that evaluations are accurate, objective, and submitted in a timely manner. Rating his immediate subordinates in a timely and objective manner;
- Health and Safety - supporting and encouraging Unit-level wellness programs and keeping a safe secure and clean work space; and
- Personal Relations - treating every member of this Department, sworn and civilian, with the same dignity and respect that he would expect in return. He should possess a good working knowledge of Employee Relations/Advocacy Services issues and personnel rules and regulations.

Delivery of Service

- Supporting and promoting the Department's Core Values and Service Oriented Policing philosophy.

Efficient and Effective Operations

- Goals - by actions and statements, actively striving toward accomplishing Departmental and Unit goals, while encouraging subordinates to follow his example;
- Reports/Notifications - communicating with his civilian supervisors and subordinates and keeping them aware of problems, issues and activities concerning areas of his responsibility. He shall ensure that all reports and notifications are accurate and timely; and
- Information - supporting and encouraging the flow of information throughout his Unit upward and downward.

Role Model

- Demeanor/Attitude - by actions and statements, reflecting maturity, objectively, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department;
- Communicative/Interpersonal Skills - encouraging and promoting open and constructive relationships with the public, co-workers, subordinates and superiors through understanding, empathy and tolerance. His written and oral communications should be clear and concise;
- Social Skills - demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the Department;
- Self-Improvement - maintaining and enhancing his professional knowledge and skills and remaining current on events that affect the Department and his Units. He should maintain a liaison with other persons of equal rank on matters which affect his Unit of assignment;
- Innovation - continually evaluating and seeking methods of improving the operation of his Unit, the well-being of his personnel and the level of service provided by his Unit;
- Ethical Conduct - by his actions and statements, shall possess the highest standards of moral and ethical conduct; and
- Core Values - demonstrating clear expectations of acceptable conduct, including the tenets of the Department's established Core Values.

Risk Management

- Striving to minimize risk to the Department and personnel through monitoring, reviewing, reporting and remediating his employees' performance; and
- Utilizing safe driving techniques while driving County vehicles.

• • **2-02/170.00 - Civilian Supervisors**

Civilian supervisors provide the first level of supervision of civilian employees at Departmental Units. They are primarily responsible for the day-to-day operations of a Unit within a larger Unit. Additionally, their responsibilities include ensuring compliance with the professional and ethical standards of the Department by all subordinate civilian employees. Civilian supervisors shall strive to be positive role models and provide leadership to their subordinates.

Civilian supervisory classifications are those designated as such in the current supervisory Memorandum of

Understanding (MOU).

Duties of this position include the following:

- Supervising and evaluating subordinates;
- Provide guidance, mentoring, and/or counseling to subordinates whose performance demonstrates a need for intervention;
- Coordinating the activities and scheduling the work assignments of their subordinates;
- Handling minor disciplinary and personnel problems;
- Evaluating the job performance of their assigned subordinates;
- Providing staff assistance to the civilian manager; and
- Briefing subordinates regarding the goals and objectives of their Unit and this Department.

In addition to position specific responsibilities, each civilian supervisor is accountable for:

- His personal acts and omissions, and when reasonable and appropriate, the acts and omissions of his subordinates. In connection therewith, his supervisory and managerial responsibilities shall include, among others:
 - A responsibility to take appropriate corrective measures consistent with his rank and authority when he is, or reasonably should, be aware that such measures are called for; and
 - A responsibility to use the information and management tools available to him, including, but not limited to, manual and automated personnel information, to attempt to anticipate and address, through corrective measures consistent with his authority, reasonably identifiable Departmental risks or potential employee misconduct.

Fiscal Management

- Use of Overtime - monitoring those assignments requiring the use of overtime and ensuring that they are handled in a manner consistent with established overtime guidelines;
- S & S Account - using and requesting the purchase of only those items necessary to accomplish the job, being mindful of the overall balance of his S & S funds; and
- Staffing - assigning his subordinates in a manner which best accomplishes the needs and objectives of his Unit/Section. He shall exercise creative solutions to effectively staff and deploy personnel according to the Unit/Section's workload needs while remaining cognizant of the fact that the use of overtime must be minimized.

Supervision of Personnel

- Knowledge - knowing the strengths, weaknesses and special skills of each of his subordinates;
- Training/Development - identifying the training needs of each of his subordinates and developing training programs to meet those needs. He shall observe and accurately record their subordinate's training and development;
- Discipline/Reward - knowing the duties and responsibilities of a first-line supervisor with regard to Civil Service, disciplinary process, employee grievance and administrative investigation procedures. He shall be timely and accurate in documenting the commendable examples of subordinate performance, as well as counseling of subordinates;

- Conduct - ensuring that his subordinates have a clear understanding of appropriate and expected conduct when dealing with the public and co-workers by placing emphasis on: Cultural Awareness, Integrity and Ethics, Harassment and Discrimination issues, Departmental Core Values and Service Oriented Policing;
- Evaluation - ensuring that the performance of his subordinates, both positive and negative, is accurately documented; and evaluations are accurate, objective and submitted in a timely manner;
- Health and Safety - supporting and encouraging Unit-level wellness programs, and keep a safe, secure and clean work space; and
- Personal Relations - treating every member of this Department, sworn and civilian, with the same dignity and respect that he would expect in return. He should possess a good working knowledge of Employee Relations/Advocacy Services issues, and personnel rules and regulations.

Delivery of Service

- Supporting and promoting the Department's Core Values.

Efficient and Effective Operations

- Goals - by actions and statements, actively striving toward accomplishing Departmental and Unit goals, while encouraging his subordinates to follow his example,
- Reports/Notifications - communicating with his subordinates to keep them aware of problems, issues and activities concerning their areas of responsibility. He shall ensure that all reports and notifications are accurate and timely,
- Information - supporting and encouraging the flow of information throughout his Unit, upward and downward.

Role Model

- Physical Appearance - setting an example of professionalism and pride by appearing well groomed and appropriately attired;
- Demeanor/Attitude - by actions and statements, reflecting maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department;
- Communicative/Interpersonal Skills - encouraging and promoting open and constructive relationships with the public, co-workers, subordinates and superiors through understanding, empathy and tolerance. His written and oral communications should be clear and concise;
- Social Skills - demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the Department;
- Self-Improvement - maintaining and enhancing his professional knowledge and skills and remaining current on events that affect the Department and his Unit;
- Innovation - continually evaluating and seeking methods of improving the operation of his Unit;
- Ethical Conduct - by his actions and statements, shall possess the highest standards of moral and ethical conduct; and
- Core Values - demonstrating clear expectations of acceptable conduct, including the tenets of the Department's established Core Values.

Risk Management

- Striving to minimize risk to the Department and personnel by monitoring, reviewing, reporting and improving his employees' performance; and
 - Utilizing safe driving techniques while driving County vehicles.
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• • **2-02/180.00 - Non-Supervisory Civilian Staff**

Non-supervisory civilian staff positions constitute the main work force of the civilian categories. This includes all positions that are not designated as Administrator, Director, Assistant Director, Manager or Supervisor. They are responsible for performing a wide variety of clerical, secretarial, administrative, technical and line functions for the Department. Civilian personnel shall maintain a comprehensive knowledge in their respective areas of expertise. Civilian personnel must be service-oriented and conscientiously assist the public and co-workers in the resolution of problems. Additionally, all civilians shall comply with Departmental policy and procedures, and adhere to the Department's Core Values.

Examples of civilian functions include, but are not limited to, the following:

- Administrative;
- Automotive Operations;
- Clerical;
- Communications;
- Crime Lab;
- Custodial;
- Custody Programs;
- Data Processing;
- Employee Relations/Advocacy Services;
- Facilities;
- Food Services;
- Laundry Services;
- Law Enforcement Support;
- Medical;
- Photography;
- Power Equipment Repair;
- Psychological Services;
- Records System; Secretarial; and
- Supply.

The duties within these series of classifications include the following:

- Performing clerical, secretarial, technical, line and administrative support functions;
- Inspecting, maintaining and repairing automotive and heavy construction equipment;
- Coordinating assistance response among Stations, field and specialized Units through the operation of computer-assisted communications equipment;

- Participating in crime scene investigations and laboratory analysis;
- Assisting sworn personnel in maintaining order and security in a custody facility;
- Operating diagnostic computer systems and monitoring teleprocessing controllers in a data processing environment;
- Coordinating activities in connection with the planning, development and execution of extensive and on-going building construction;
- Planning, assigning and evaluating the work of accounting, budget compilation, finances, cost surveys and revenue for the Department;
- Planning menus and directing culinary and other food service workers in the ordering, preparation and distribution of meals; and
- Directing the administration of the Department's health services programs and facilities.

In addition to position specific responsibilities, non-supervisory civilian staff are accountable for:

- Use of Overtime - making every effort to complete their duties within their assigned shift. Those assignments that require the use of overtime shall be handled in a manner consistent with established overtime guidelines;
- Health and Safety - supporting Unit-level wellness programs, and keeping a safe, secure and clean work place;
- Personal Relations - treating every member of this Department, sworn and civilian, with the same dignity and respect that they would expect in return;
- Delivery of Service - supporting and promoting the Department's Core Values;
- Efficient and Effective Operations - being fully aware of their Units' missions and goals and actively striving to accomplish these objectives through timely completion of job responsibilities;
- Physical Appearance - setting an example of professionalism and pride by appearing well groomed and appropriately attired;
- Demeanor/Attitude - by actions and statements, reflecting maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the Department;
- Communicative/Interpersonal Skills - encouraging and promoting open and constructive relationships with the public, co-workers, subordinates and superiors through understanding, empathy and tolerance. Written and oral communications should be clear and concise;
- Social Skills - demonstrating actions and decisions that reflect consideration of social, cultural and political factors which are important to the Department;
- Self-Improvement - maintaining their professional knowledge and skills and remaining current on events that affect the Department and their Units;
- Innovation - continually evaluating and seeking methods of improving the operation of their Units;
- Ethical Conduct - by their actions and statements, shall possess the highest standards of moral and ethical conduct; and

Risk Management - minimizing risk to the Department and personnel through performing their respective work responsibilities in the best manner possible. Utilizing safe driving techniques while driving County vehicles.

• Chapter 3 - The Organization of the Department

• • 2-03/000.00 - Department Structure

The major structural entity of the Department is the Division. The Department is divided into the following Divisions:

- Professional Standards Division
- Administrative and Training Division
- Court Services Division
- Custody Services Division – General Population
- Custody Services Division – Specialized Programs
- Detective Division
- Central Patrol Division
- East Patrol Division
- North Patrol Division
- South Patrol Division
- Countywide Services Division
- Transit Policing Division
- Homeland Security Division
- Technical Services Division

Within a Division, the varied functions of the Department are assigned to organizational levels which are designed to represent command levels as well as functional levels, as follows:

- Level 1 - Division Chief/Division Director – A Division Chief/Division Director is in charge of a Division, which is a major functional entity within the Department. Certain staff functions may be directly under the Chief/Division Director;
- Level 2 - Area Commander/Assistant Division Director – An Area Commander/Assistant Division Director is second in command of a Division or is in charge of a group of functional entities within a Division. These functional groups may be comprised of an "area," "operation," "service," etc.; and
- Level 3 – Captain/Director – A Captain/Director is in charge of a specific functional entity such as a bureau, station, jail, facility or a special operation or service;
 - These specific functional entities are subdivided into "details," "sections," or other specialized secondary operations;
 - Secondary operations are subdivided into specialized "units." The term "unit" may also be used informally to designate specific work locations and functions, e.g., unit of assignment, unit commander, unit timekeeper, etc.; and

While the "captain level" is generally under the command of a captain, a few specific functional entities at this level may be under the command of a lower-ranking officer or may be under the direct supervision of a civilian employee.

• • 2-03/010.00 - Facilities

This Department operates two types of facilities – Stations and those facilities which comprise the jail system.

• • **2-03/010.05 - Stations**

The stations operated by this Department are:

- Altadena
- Avalon
- Carson
- Century
- Cerritos
- Compton
- Crescenta Valley
- East Los Angeles
- Industry
- Lakewood
- Lancaster
- Lomita
- Malibu/Lost Hills
- Marina del Rey
- Norwalk
- Palmdale
- Pico Rivera
- San Dimas
- Santa Clarita Valley
- South Los Angeles
- Temple
- Walnut/Diamond Bar
- West Hollywood

• • **2-03/010.07 - Sheriff Station Facility Classifications**

The various facilities utilized by the Sheriff's Department represent an array of capabilities focused on community oriented service which are designed to meet the specific needs of the individual communities the Department serves. Every Station, both traditional and non-traditional, is unique in the type, manner and style of service provided. The following facility status classifications are intended to clarify, standardize and identify the nature and extent of services provided by each facility type.

AREA Sheriff Stations

Area Sheriff Stations are traditional "stand alone" facilities which serve a large geographical area, and contain the necessary management and support personnel. Additionally, Area Stations provide:

- 24 hour operational oversight of Area, Community and Neighborhood law enforcement services;
- 24 hour general public access for all law enforcement needs;
- full dispatch capability; and
- prisoner housing capability, if applicable.

Community Sheriff Stations

Community Sheriff Stations focus on the delivery of patrol services to the community, with indirect management and support functions primarily provided by Area Sheriff Stations. Community Sheriff Stations are an effective means of extending services and the ability to deploy resources into the community. Additionally, Community Sheriff Stations provide:

- 24 hour deployment of patrol resources;
- Routine general public access hours;
- specifically assigned personnel; and
- under the operational command of an Area Sheriff's Station.

Neighborhood Sheriff Offices

Neighborhood Sheriff Offices provide services which are available directly within the service area as a means of increased convenience for members of the communities served by the Sheriff's Department. Patrol, management and support functions are provided by the appropriate Area and Community Sheriff Stations. Additionally, Neighborhood Sheriff Offices provide:

- service locations available to the general public, such as Town Sheriff offices, storefront offices and mall offices;
- varying public access times;
- specific services;
- may be staffed by volunteer personnel; and
- under the operational command of an Area or Community Sheriff's Station.

Miscellaneous Sheriff Facilities

Several facilities operated or utilized by the Sheriff's Department serve as full or part-time work sites for Sheriff Department personnel, but do not provide for routine public access, or receive, accommodate or process public service requests. Miscellaneous Sheriff facilities may include, but are not limited to:

- Youth Athletic League sites;
- various offices/trailers located on private or public property, or in city or county parks which are utilized by deputy personnel;
- Metrolink Bureau/Transportation Bureau deployment sites; and
- Community College campuses.

• • 2-03/010.10 - Jails

The jail system of this Department is comprised of the following:

- Men's Central Jail;
- Twin Towers Detention Facility;
- Century Regional Detention Facility;
- LAC/USC Medical Center Jail Wards;
- Detention cells at the Stations;
- Mira Loma Detention Facility;
- North County Correctional Facility;
- Pitchess Detention Center - North Facility;
- Pitchess Detention Center - South Facility; and
- Pitchess Detention Center - East Facility.

• • **2-03/020.00 - Contract City Law Enforcement**

Under authority of the Constitution of the State of California, the California Government Code and the Charter of the County of Los Angeles, this Department may provide law enforcement services under a contractual agreement.

The cities/agencies contracting with the County and the Sheriff's Stations through which they are served are as follows:

Avalon Station

Avalon

Carson Station

Carson

Century Station

Lynwood

Cerritos Station

Cerritos

Compton Station

Compton

Crescenta Valley Station

La Canada Flintridge

East Los Angeles Station

Commerce

Cudahy

Maywood

Industry Station

Industry
La Habra Heights
La Puente

Lancaster Station

Lancaster

Lakewood Station

Artesia
Bellflower
Hawaiian Gardens
Lakewood
Paramount

Lomita Station

Lomita
Rancho Palos Verdes
Rolling Hills
Rolling Hills Estates

Lost Hills/Malibu Station

Agoura Hills
Calabasas
Hidden Hills
Malibu
Westlake Village

Norwalk Station

La Mirada
Norwalk

Palmdale Station

Palmdale

Pico Rivera Station

Pico Rivera

San Dimas Station

San Dimas

Santa Clarita Valley Station

Santa Clarita

South Los Angeles Station

Lawndale

Temple Station

Bradbury
Duarte
Rosemead
South El Monte
Temple City

Walnut Station
Diamond Bar
Walnut

West Hollywood Station
West Hollywood

Metrolink Bureau
Metrolink - So. Cal. Reg. Rail Auth.

Community College Bureau
Los Angeles Community Colleges District

County Services Bureau
Alternate Public Defender
Assessor
Board of Supervisors
Chief of Executive Office
Child Support Services
Community and Senior Services
Department of Children and Family Services
Department of Health Services
District Attorney
Internal Services Division
LA Philharmonic
Library
Mental Health
Probation
Regional Planning
Public Health
Public Library
Public Social Services
Public Defender
Registrar Recorder
Superior Court
Treasurer Tax Collector

Transit Services Bureau
Metro

School Districts
Schools

Court Services Division
Los Angeles Superior Courts

Parks Bureau

Los Angeles County Parks

• **Chapter 4 - Executive Offices**

• • **2-04/000.00 - Executive Offices**

This chapter outlines the elements of the Department and their placement under the jurisdiction of the Executive Offices of the Sheriff, Undersheriff and Assistant Sheriff(s).

• • **2-04/010.00 - Professional Standards Division**

This Division reports to the Sheriff and Undersheriff and is comprised of a Headquarters Unit, Internal Affairs Bureau, Risk Management Bureau, and Advocacy Unit.

Services of the Professional Standards Division are coordinated through the Headquarters Unit which is managed by a Chief who reports to the Sheriff and Undersheriff.

Professional Standards Division is responsible for promoting professional and ethical behavior throughout the Department.

• • **2-04/010.05 - Internal Affairs Bureau**

The Internal Affairs Bureau is responsible for:

- Conducting administrative investigations of policy violations by Department members;
 - Conducting administrative investigations of policy of equality violations by Department members;
 - Conducting administrative investigations for outside law enforcement agencies at the request of the agency;
 - Monitoring criminal investigations of Department members;
 - Responding to deputy-involved shootings and specific significant use of force incidents, and preparing an administrative review of the incident for the Executive Force Review Committee;
 - Conducting “for cause” drug tests at the direction of a Department member’s unit commander or higher ranking member;
 - Staffing the 1-800 complaint line during business hours;
 - Compiling data for all shootings involving Department personnel (e.g., hit, non-hit, unintentional discharge, warning shot, and animal shootings).
-

The Internal Affairs Bureau is organized into roll-out teams. Each team is on-call for one week at a time. The team is available 24/7 to handle notifications, provide guidance and advice, and to respond to incidents. A separate team conducts policy of equality investigations.

• • **2-04/010.10 - Risk Management Bureau**

The Risk Management Bureau is responsible for providing a Department-wide, coordinated effort to reduce the frequency of preventable accidents, minimizing the loss of Department resources and controlling liability costs. The Bureau includes the Corrective Action Unit, Field Operations Support Services Unit, Random Drug Testing Unit, Safety Management Unit, the Civil Litigation Unit, Discovery Unit, and the Traffic Services Detail.

The Bureau protects the Department's interests in civil lawsuits by promptly handling all potential civil litigation cases and pending civil claims through the Civil Litigation Unit. It takes a proactive approach to prevent civil suits and limit Department liability by identifying and evaluating areas and issues of potential risk. Risk issues involving vehicle operation are analyzed and reported upon by the Traffic Services Detail. Information developed through these efforts is provided to Department managers.

• • **2-04/010.11 - Safety Management Unit**

The Safety Management Unit ensures the Department maintains compliance with Cal/OSHA, ADA and other State and Federal regulations. The Unit greatly enhances our ability to control risks and reduce losses pertaining to property damage, worker accident frequency rates, Workers' Compensation, and costs associated with contractor projects that have been halted due to safety issues. Additionally, the Department's Wellness Program is part of the Safety Management Unit and is responsible for promoting wellness programs Department-wide.

• • **2-04/010.12 - Corrective Action Unit**

The Corrective Action Program is separated into two functions: Corrective Action and Monitoring and Planning.

The Corrective Action component is characterized as generally reactive in nature and works closely with members of Risk Management Bureau's Civil Litigation Unit and the Los Angeles County Board of Supervisors analyzing selected lawsuits settled by the County of Los Angeles (or in cases where a settlement is imminent) in an attempt to preclude a recurrence. Training and policy issues are examined to determine if changes or revisions are necessary.

The Monitoring and Planning section is designed to be proactive and identify relevant law enforcement trends and/or issues which may expose the Department or the County of Los Angeles to litigation. Periodic newsletters on issues related to the management of risk and exposure to litigation will be distributed to all

Department employees. Other relevant information will be shared regularly via the Bureau's Intranet website. Corrective Action Unit staff provide tracking of settlement agreements containing special provisions and provide support to the Department's Education-Based Discipline Program.

• • **2-04/010.13 - Field Operations Support Services (FOSS)**

The Field Operations Support Services Unit assists Department personnel in the provision of law enforcement services. Their duties and responsibilities are to:

- Manage projects for Patrol Operations, Countywide Operations, Detective Division, and Special Operations Division;
- Author:
 - Manual of Policy and Procedures Revisions;
 - Field Operations Directives;
 - Newsletters;
 - Emergency Operations Procedures; and
 - Response letters to inquiries of the Department;
- Author and maintain:
 - Station Desk Manual;
- Analyze:
 - Proposed legislation and its impact on the Department;
 - Case law decisions that affect patrol functions;
- Answer questions from Department members of all ranks regarding policies and procedures;
- Respond to Board of Supervisors' motions; and
- Serve as the Department's Domestic Violence Liaison.

Proposed additions or revisions to any Los Angeles County Sheriff's Department procedural/regulatory manual is coordinated by this Unit.

• • **2-04/010.14 - Discovery Unit**

The Discovery Unit is divided into two sections: (1) Discovery and (2) Performance Recording and Monitoring System (PRMS) Administration. The Discovery Section handles Pitchess/Brady/Vela Motions (requests seeking personnel information regarding allegations of specific conduct by Department members), Public Records Act requests, and State and Federal Grand Jury requests for documents.

The Performance Recording and Monitoring System (PRMS) Administration Section handles Preliminary

Data Entry (PDE), Reported Use of Force Packages (not resulting in an IAB rollout), Service Comment Report Packages, Preventable Traffic Collisions Point system, and PRMS User Privileges. Information is tracked, input, and stored for response to future civil or criminal court proceedings.

• • **2-04/010.15 - Advocacy Unit**

The Advocacy Unit is the legal advisor to Department Executives and Management. They oversee legal issues and provide legal advisement to:

- Case Review Committee
- Executive Force Review Committee
- Executive Risk Review Committee
- Equity Oversight Panel
- Improvement Needed Performance Evaluation Process

They oversee legal issues and provide legal advisement for:

- administrative investigations:
 - draft charges;
 - review Letters of Intent; and
 - review Letters of Imposition;
- post investigation grievances and rights hearings:
 - Skelly;
 - Liberty interest; and
 - draft Settlement Agreements;
- represent the Department in post disciplinary appeal hearings:
 - Employee Relations Commission:
 - Written reprimand through 5 day suspension; and
 - Bonus removal;
 - Civil Service Commission:
 - 6 day suspension through discharge.

• • **2-04/010.16 - Internal Criminal Investigations Bureau**

This Unit reports to the Sheriff and Undersheriff and is responsible for the investigation of allegations of criminal misconduct by members of this Department when the offense is committed within the policing jurisdiction of the Sheriff. In order to ensure consistency in the investigations, the following policy shall be adhered to:

ON-DUTY INCIDENTS

Sworn Personnel

Allegations of criminal misconduct, felony or misdemeanor, committed within the policing jurisdiction of the Sheriff, **shall be** investigated by the Internal Criminal Investigations Bureau. When on-duty personnel commit a criminal offense in another jurisdiction, the Internal Criminal Investigations Bureau will contact the concerned policing agency, and a decision will be made as to who will handle the investigation.

EXCEPTION: Cases that require special expertise such as homicide, arson, child abuse, etc.

Professional Staff

Allegations of criminal misconduct that would be classified as a felony or misdemeanor, committed within the policing jurisdiction of the Sheriff, **may be** investigated by the Internal Criminal Investigations Bureau. After the Internal Criminal Investigations Bureau reviews the circumstances, they may opt to have the reporting Unit conduct the investigation.

EXCEPTION: Cases that require special expertise such as homicide, arson, child abuse, etc.

OFF-DUTY INCIDENTS

Sworn Personnel

Allegations of criminal misconduct that would be classified as a felony that occur in Sheriff's jurisdiction **shall be** handled by the Internal Criminal Investigations Bureau. Allegations of criminal misconduct that would be classified as a misdemeanor that occur in Sheriff's jurisdiction may be conducted by the Internal Criminal Investigations Bureau or the reporting Unit. The determination as to who will conduct the investigation will be made based on the particular nature of the event.

EXCEPTION: Cases that require special expertise such as homicide, arson, child abuse, etc.

Professional Staff

Allegations of criminal misconduct shall be investigated by the Unit that has jurisdiction of the event. If criminal misconduct was committed in Sheriff's jurisdiction and there is a substantial conflict of interest with the Sheriff's Unit conducting the investigation, the Internal Criminal Investigations Bureau will conduct the investigation.

OFF-DUTY INCIDENTS/OTHER AGENCIES JURISDICTIONS

Sworn/Professional Staff

Allegations of criminal misconduct are investigated by the policing agency having jurisdiction. If that agency requests that this Department handle the investigation, depending on the type of crime, a determination will be made as to who will handle the investigation.

All Unit Commanders shall make immediate notification to the Internal Affairs Bureau so that complete investigative monitoring can be conducted and, if warranted, timely prosecutions can be made.

Any request for a criminal investigation which is denied by the Unit Commander of the Internal Criminal Investigations Bureau will require notification to the Sheriff or Undersheriff. The Sheriff or Undersheriff will make the determination on how to proceed. It is the responsibility of the Unit Commander of the Internal Criminal Investigations Bureau to notify the Unit Commander of the requesting unit of assignment, in writing, when a request for a criminal investigation is denied.

• • **2-04/020.00 - Executive Planning Council Staff**

This staff reports to the Office of the Sheriff and Undersheriff and is comprised of two Units that provide staff support and specialized services for the Department.

• • **2-04/020.05 - Legal Advisory Unit**

This Unit reports to the Sheriff and Undersheriff and consists of Deputy County Counsels assigned to the Department, and Department personnel. It is responsible for providing legal services to the Department. Its functions include:

- serving as a Department liaison and providing coordination with County Counsel;
 - interpreting and defining the impact of newly passed legislation on Department operations;
 - responding to Department telephonic requests for legal assistance pertaining to law enforcement problems encountered in day-to-day operations;
 - conducting research projects which address Department questions on a variety of law enforcement operations;
 - assisting Department personnel in the instruction of sworn personnel at Departmental Advanced Officer Training Programs and Cadet Training;
 - maintaining a legal library for use by Department personnel; and
 - maintaining, updating and distributing a publication of County Ordinances relevant to the Department's law enforcement responsibilities.
-

• • **2-04/020.10 - Legislative Unit**

This Unit reports to the Sheriff and Undersheriff and is responsible for state and federal legislative activities. Its specific duties include the following:

- introduce and run legislation on the state level;
 - tracking and analyzing legislation on the state and federal levels;
 - supporting or opposing legislation on the state or federal level;
 - work with lawmakers, both on the state and federal levels, on budget issues and programs;
 - assisting with the application process for federal appropriations;
 - represent the Department in the Legislative Committee of the California State Sheriff's Association;
 - represent the Department in the Law and Legislative Committee of the California Peace Officers Association;
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- act as a liaison with the National Sheriff's Association; and
 - act as liaison to other law enforcement agencies and State agencies regarding legislative matters.
-

• • **2-04/020.15 - Youth Services Unit**

The Sheriff's Youth Services Unit reports to the Assistant Sheriff of Countywide Operations and Division Chief of Countywide Services Division and is responsible for the oversight of all youth programs throughout the Department. The unit's specific duties include the following:

- Monitor, analyze, inspect, and review all youth programs throughout the Department;
 - Implement the Sheriff's vision for youth outreach, programs, and activities;
 - Serve as the Department liaison with the Sheriff's Youth Foundation, and other organizations supporting youth program initiatives;
 - Review, prioritize, and monitor all grant activities throughout the Department related to youth programs;
 - Assist the Department in providing a consistent framework for the countywide deployment of youth programs;
 - Act as a liaison with the National Police Athletics League and California Police Athletics League;
 - Act as a liaison to other law enforcement agencies and governmental entities regarding youth programs;
 - Provide reports and recommendations to the Assistant Sheriff of Countywide Operations and Division Chief of Countywide Services Division regarding youth programs; and
 - Ensure consistency within the various youth programs.
-

• • **2-04/030.00 - Sheriff's Headquarters Bureau**

The Sheriff's Headquarters Bureau reports to the Office of the Sheriff and Undersheriff. The primary function of this Bureau is to maintain the Department's Operations Log and disseminate information and news to the general public, members of the Department and the news media. The Bureau is also responsible for evaluating proposed Department public relations programs. The Bureau responsibilities are performed through the operation of a 24-hour command information center, by program evaluation and development, by continuing liaison with the press and the community and by responding to telephonic and written inquiries.

Bureau services include:

- issuing Code 20 and news releases to metropolitan and local press representatives;
 - creating, updating and distributing Department brochures;
 - coordinating Departmental press conferences and special projects;
 - providing an operational and communications base for Department Duty Officers;
 - issuing press credentials and maintaining liaison with all news media;
 - accepting public requests for Departmental speakers;
 - directing handicap programs for the blind and hearing impaired;
 - maintaining the deaf teletype machine;
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- arranging for immediate response by investigative personnel when needed during off-duty hours;
 - obtaining published and non-published telephone numbers for various agencies when requested;
 - keeping the on-call Division Duty Commander informed of unusual activities;
 - maintaining a Department Master Calendar; and
 - coordinates and oversees all Departmental digital signage projects.
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• • **2-04/030.05 - International Liaison Unit**

The International Liaison Unit has the responsibility of maintaining liaison with foreign governments' embassies and consulate general offices, the Los Angeles Consular Corps, the United States (US) Department of State Diplomatic Security Services, the US Department of State Office of Foreign Missions, US Immigration and Customs Enforcement, US Customs and Border Protection, and other federal agencies. The duties of the International Liaison Unit include the following:

- Coordinating all foreign government meetings and visit requests as the official Department Point of Contact;
 - Initiating, developing, and providing training lectures to Department personnel on the topic of foreign national arrest notification and Consular and Diplomatic immunity;
 - Notifying the appropriate embassy or consulate of their national's arrest and presence in LASD custody;
 - Sending out foreign language interpreter and translation requests on behalf of LASD units as needed; and,
 - Issuing LASD consular identification credentials to qualifying diplomats, and overseeing their renewal, expiration, and revocation.
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• • **2-04/040.00 - The Equity Commander**

The Equity Commander is the Department's "point person" in all equity matters, and liaisons with high-level contacts with Federal Courts. The Equity Commander is immersed in all subject matters that involve the Bureau of Labor Relations and Compliance, and reports directly to the Sheriff and Undersheriff.

The Equity Commander is responsible for ensuring that Units under their command are meeting Department and Division standards of operation. The Equity Commander shall be personally versed in the Units – major operational indices (personnel, budget, complaints, risk management, liability, etc.) and has an affirmative obligation to provide the Captain with appropriate support and direction in the maintenance of standards.

The Equity Commander works with the Los Angeles County Office of Affirmative Action Compliance and Los Angeles County Human Relations Commission to ensure that the Department's efforts to combat harassment, discrimination and retaliation are performed consistent to the Department's Core Values and the County's expectations and standards.

The Equity Commander provides consultation to Division Chiefs or Division Director regarding the processing of equity cases if they are considering modification of discipline imposed/recommended by the Equity Oversight Panel, including but not limited to the Mandatory Steps and Justification Letter.

The Equity Commander reviews all closure memorandums from command staff regarding their resolution of issues brought to their attention via the Policy of Equality (“POE”) process, including, but not limited to: training recommendations, unit-level supervisory monitoring of the working environment, and conflict resolution. The Equity Commander provides direction and consultation to Unit Commanders on equity, harassment, retaliation and discrimination issues as necessary.

The Equity Commander is the Department’s liaison with the Equity Oversight Panel, which is an independent panel under contract with the Board of Supervisors. The Equity Commander also oversees the operation of the Intake Specialist Unit within the Bureau of Labor Relations and Compliance. The Equity Commander reviews any issues associated with the assessment or assignment of equity cases via the Los Angeles County Office of Affirmative Action Compliance, Equity Oversight Panel and/or the Internal Affairs Bureau.

• • 2-04/050.00 - Assistant Sheriff(s)

Reporting directly to an Assistant Sheriff are Units as indicated in Organization Chart 1, and whose duties and responsibilities are outlined in the sections and subsections which follow.

• • 2-04/060.00 - Internal Criminal Investigations Bureau

This bureau reports to the Sheriff and Undersheriff, and is responsible for the investigation of allegations of criminal misconduct by members of this Department when the offense is committed within the policing jurisdiction of the Sheriff. In order to ensure consistency in the investigations, the following policy shall be adhered to:

ON-DUTY INCIDENTS

Sworn Personnel

Allegations of criminal misconduct, felony or misdemeanor, committed within the policing jurisdiction of the Sheriff, **shall be** investigated by the Internal Criminal Investigations Bureau. When on-duty personnel commit a criminal offense in another jurisdiction, the Internal Criminal Investigations Bureau will contact the concerned policing agency, and a decision will be made as to who will handle the investigation.

EXCEPTION: Cases that require special expertise such as homicide, arson, child abuse, etc.

Professional Staff

Allegations of criminal misconduct that would be classified as a felony or misdemeanor, committed within the policing jurisdiction of the Sheriff, **may be** investigated by the Internal Criminal Investigations Bureau. After the Internal Criminal Investigations Bureau reviews the circumstances, they may opt to have the reporting unit conduct the investigation.

EXCEPTION: Cases that require special expertise such as homicide, arson, child abuse, etc.

OFF-DUTY INCIDENTS

Sworn Personnel

Allegations of criminal misconduct that would be classified as a felony that occur in Sheriff's jurisdiction **shall be** handled by the Internal Criminal Investigations Bureau. Allegations of criminal misconduct that would be classified as a misdemeanor that occur in Sheriff's jurisdiction may be conducted by the Internal Criminal Investigations Bureau or the reporting unit. The determination as to who will conduct the investigation will be made based on the particular nature of the event.

EXCEPTION: Cases that require special expertise such as homicide, arson, child abuse, etc.

Professional Staff

Allegations of criminal misconduct shall be investigated by the unit that has jurisdiction of the event. If criminal misconduct was committed in Sheriff's jurisdiction and there is a substantial conflict of interest with the Sheriff's unit conducting the investigation, the Internal Criminal Investigations Bureau will conduct the investigation.

OFF-DUTY INCIDENTS/OTHER AGENCIES JURISDICTIONS

Sworn/Professional Staff

Allegations of criminal misconduct are investigated by the policing agency having jurisdiction. If that agency requests that this Department handle the investigation, depending on the type of crime, a determination will be made as to who will handle the investigation.

All unit commanders shall make immediate notification to the Internal Affairs Bureau so that complete investigative monitoring can be conducted and, if warranted, timely prosecutions can be made.

Any request for a criminal investigation which is denied by the unit commander of the Internal Criminal Investigations Bureau will require notification to the Sheriff or Undersheriff. The Sheriff or Undersheriff will make the determination on how to proceed. It is the responsibility of the unit commander of the Internal Criminal Investigations Bureau to notify the unit commander of the requesting unit of assignment, in writing, when a request for a criminal investigation is denied.

• Chapter 5 - Detective Division

• • 2-05/000.00 - Detective Division

This chapter outlines the functions, responsibilities and jurisdiction of the Detective Division.

• • 2-05/010.00 - Functions and Responsibilities

The Detective Division mission is to support the overall mission of the Sheriff's Department by providing the highest quality criminal investigative services on a countywide basis for cases that:

- require highly specialized knowledge or skills for successful conclusions;
- require a significantly higher need for confidentiality than what would be reasonably expected at a Sheriff's Station or police department's detective bureau, or involve a conflict of interest;
- require significant amounts of coordinated investigative manpower or specialized equipment for successful resolution;
- require significant undercover or surveillance operations;
- Have historically been associated with potential law enforcement corruption;
- exceed the manpower or expertise capabilities of a Sheriff's Station or police agency; and
- require extensive investigative resources over long periods of time.

The Chief of Detective Division shall serve as the Sheriff's Department's liaison to the Office of the District Attorney related to investigative responsibilities. The Chief of Detective Division provides oversight and coordination for all of the Department's investigative services, including those assigned to other Divisions.

The Chief of Detective Division is responsible for:

- oversight and coordination of the Department's criminal investigation information sharing systems and programs in cooperation with the Chief of Technical Services Division;
- oversight and coordination of periodic strategic planning meetings of the Department's criminal investigations managers for the purposes of assessing current and future investigative capacities, needs, challenges, trends; networking; and sharing and discussing investigative best practices;
- creating and maintaining standardized, Department-wide statistical and case management terminology and protocols to facilitate comparisons, allocation of resources, and command inspections;
- working with Technical Services Division in the development, procurement and use of technology in criminal investigations; and
- working with Leadership and Training Division to development and provide training for the Department's criminal investigators, including developing training standards.

• • **2-05/020.00 - Jurisdiction**

This Division operates in the unincorporated areas of the County and within the geographical limits of those incorporated cities having contract law enforcement services with the County. On request, and after review, wherein the expertise of the specialized services of this Division are deemed necessary, said services are available to any police agency in the County.

• • **2-05/030.00 - Fraud & Cyber Crimes Bureau**

This Bureau is comprised of specialized details responsible for investigating complex cases involving the criminal exploitation of commerce, finance and/or technology by means of false representation or intentional deception for unlawful monetary gain.

• • 2-05/030.10 - Fraud Detail

This detail investigates complex cases that involve a deliberate deception or deceitful pretenses practiced to secure unlawful monetary gain. These cases generally involve the manipulation of records or documents, a high dollar loss, and/or multiple victims. Cases investigated by this detail include the following:

- buncos;
- consumer frauds;
- grand theft embezzlements;
- theft of real property (real estate);
- theft by false pretense;
- theft by trick or device;
- planned insolvency (bust out);
- elder financial abuse or fraud;
- theft of trade secrets; and
- pyramid or ponzi schemes.

Responsibilities of this detail include the following:

- conduct in-service training in all aspects of fraud;
- provide expertise on fraud related crimes to other Units, Bureaus or outside law enforcement agencies;
- respond to request from the community for information regarding the prevention of fraud and victim information;
- review, analyze and track new legislation pertaining to fraud, fraud-related offenses, financial elder abuse, real estate, and notaries, and recommend Department position to the Executive Planning Council staff;
- participate in Fraud Task Forces;
- participate in Real Estate Task Forces; and
- participate in various Elder Abuse Multi-Disciplinary Teams.

• • 2-05/030.20 - Identity Theft Detail

This detail investigates cases that require specialized identity theft investigators. The responsibilities of this detail include the following:

- investigating cases involving identity theft;
- participating in Identity Theft Task Forces;
- providing training in identity theft to Department investigators, as well as local law enforcement and other government organizations;
- providing identity theft prevention training to public, private, and nonprofit organizations;
- serving as subject matter experts; and
- reviewing, analyzing, and making recommendations regarding new identity theft legislation.

• • **2-05/030.30 - Computer Crimes Detail**

Responsibilities of this detail include cases that require specialized high-tech investigators who are trained to conduct investigations that involve the following:

- system intrusions;
- theft of data and/or software applications;
- theft of trade secrets;
- unauthorized use of data;
- counterfeiting of components and software;
- fraud by use of a computer; and
- satellite/cable TV fraud.

The Computer Crimes Detail can assist Department units and other agencies with the following:

- digital evidence preservation;
- digital data mining and retrieval;
- crimes wherein the Internet was accessed;
- identifying non-secure vulnerabilities in wireless access points;
- network/computer shutdown procedures; and
- search warrant language for digital devices and content.

• • **2-05/030.40 - Technical Operations Detail**

This detail serves as a Departmental and regional resource for technical investigative equipment and services, which include the following:

- electronic surveillance (audio, video, telephone);
- GPS tracking;
- technical surveillance counter measures (TSCM);
- security and threat assessment;
- technical equipment testing and evaluation;
- forensic audio enhancement;
- forensic video clarification; and
- research and development of technical solutions for unique investigative challenges.

• • **2-05/030.50 - Detective Information Research Center (DIRC) Detail**

The researchers in this detail assist investigators seeking to identify and locate suspects, victims, witnesses and persons of interest, and provide the following:

- criminal, civil and historical profiles;
 - booking/DMV photographs and electronic “sixâ€‘packs” suitable for court;
 - property ownership, both current and historical;
 - lists of property residents, both current and historical;
 - immigration information;
 - pending legislation and available legislative analysis;
 - recent and historical case law; and
 - data queries on any topic.
-

• • **2-05/040.00 - Narcotics Bureau**

Cases investigated by this Bureau are those involving the use, possession, sale, manufacture and transportation of controlled substances.

Responsibilities of this Bureau include:

- disposing of controlled substances;
 - participating in "narcotics task forces;"
 - providing specialized training in controlled substances to local law enforcement and other government organizations;
 - making public appearances;
 - acting as liaison with the Narcotics and Dangerous Drugs Commission;
 - directing all financial and asset seizures/forfeitures relative to narcotic activity;
 - packaging, transporting, sampling and disposing of chemicals related to clandestine narcotic and explosive substance laboratories;
 - reviewing, analyzing, and tracking new legislation pertaining to narcotics, and recommending Departmental positions to the Executive Planning Council;
 - provide expert courtroom testimony regarding possession for sales cases, or as requested by District Attorney's Office;
 - narcotics specific case filings with District Attorney's Office;
 - responding to after hour requests by each of the three Field Operations Regions regarding large narcotics and currency seizures;
 - investigate street, mid to high, level narcotics investigations;
 - maintain liaison with local, State and Federal agencies;
 - jail Investigations involving narcotics; and
 - provide resources regarding special requests for investigations by Department and outside agencies.
-

• • **2-05/050.00 - Operation Safe Streets Bureau**

This bureau is comprised of the following details:

- Gang Enforcement Team (GET)
 - Operation Safe Street Detail (OSS)
 - Gangs Surveillance Unit (GSU)
 - Intelligence Unit
-

• • **2-05/050.05 - Gang Enforcement Team**

The responsibilities for the Gang Enforcement Team (GET) include:

- Provide uniformed personnel to work directed patrol in the most active or violent target gang areas;
 - Gather, disseminate, and exchange information about street gangs and their association with Operation Safe Street Detail (OSS) investigators and other law enforcement personnel
 - Provide in-service training for outside law enforcement agencies working gang suppression; and
 - Participate and prepare presentations for civic groups about street gangs and their activities.
-

• • **2-05/050.10 - Operation Safe Streets Detail (OSS)**

The responsibilities for Operation Safe Street Detail (OSS) include:

- Investigate high-grade felonies of targeted gangs;
 - Gather, coordinate, and disseminate information concerning gangs and their related criminal activities;
 - Maintain liaison with various local, state, and federal agencies concerning street gangs;
 - Provide in-service training to bureaus and units within the Department;
 - Provide technical expertise and expert court testimony to other law enforcement agencies;
 - Conduct presentations to community groups concerning gangs and gang activities;
 - Participate in street gang suppression efforts within assigned OSS team areas; and
 - CalGangs.
-

• • **2-05/050.15 - Gangs Surveillance Unit (GSU)**

The responsibilities for the Gangs Surveillance Unit (GSU) include:

- Mobile, fix post, and electronic surveillance of wanted gang members;
 - Assist station Operations Safe Street Detail (OSS) teams with wanted suspects;
 - Preparation of search and arrest warrants;
 - Search and arrest warrant services; and
 - Work with and assist state and federal law enforcement agencies.
-

• • **2-05/050.20 - Intelligence Unit**

The responsibilities for the Intelligence Unit include:

- Gather, disseminate, and collect intelligence on gang members from the County jails;
 - Disrupt influence of prison gangs on street gangs;
 - Target command and control of gang hierarchy; and
 - Partner with Department, state, and federal law enforcement agencies to track and disrupt distribution of weapons and narcotics to street gangs.
-

• • **2-05/060.00 - Special Victims Bureau**

This bureau is comprised of specialized detectives with duties and responsibilities as follows:

- Investigating cases involving the physical and sexual abuse of children and assists in those investigations where there is a death of a child 5-years and younger;
 - Investigating cases of sexual assault and rape involving children and adults;
 - Investigating cases of kidnapping for the purpose of sexual assault;
 - Conducting in-service training in the areas of physically abused, sexually abused, and neglected children;
 - Providing assistance to other units or bureaus in conducting interviews of young children that are victims or witnesses to other crimes;
 - Providing expertise in the child abuse/sexual assault/rape fields on request by other units or bureaus, or by other law enforcement agencies;
 - Responding to requests from the community and media for information regarding physically abused, sexually abused children, and sexual assault or rape of an adult;
 - Providing training to schools and other community based institutions on mandated reporting laws pertaining to child abuse; and
 - Reviewing, analyzing, and tracking new legislation pertaining to child abuse, internet crimes, and sexual assault and recommending Departmental positions to the Executive Planning Council staff.
-

• • **2-05/080.00 - Homicide Bureau**

Cases investigated by this Bureau involve:

- accidental deaths;
 - homicides;
 - natural deaths (Coroner cases);
 - suicides;
 - missing juveniles when there is suspicion of foul play; or missing over 30 days;
 - missing and unidentified persons (adults);
 - shootings involving Department personnel that result in injury or death;
 - assaults against on-duty Department personnel that result in life-threatening or serious injury; and
-

- found human remains.
-

• • **2-05/080.05 - Missing Persons Unit**

Responsibilities and duties performed by this Unit include:

- investigating missing persons who are 18 years and older;
 - investigating found persons cases;
 - assisting Homicide Bureau in the identification of John and Jane Does;
 - assisting Stations in identifying found "Doe" children;
 - assisting other agencies with missing/found persons;
 - managing a publicity program where missing children's pictures are publicized nationwide in an attempt to locate; and
 - checking the accuracy of computer entries on missing children.
-

• • **2-05/090.00 - Major Crimes Bureau**

Major Crimes Bureau is responsible for conducting investigations and providing investigative services to the Sheriff's Department, and to other agencies countywide. This bureau specializes in investigations related to organized crime, prison gangs, outlaw motorcycle gangs, terrorist groups, cargo theft, gaming, morals, fugitives, mobile and static surveillance, health care related crimes that threaten the public's health and safety, witness security and/or relocation, kidnaping/extortions for ransom, kidnaps wherein the victim has not been located and there is credible information that the victim is in imminent danger of serious bodily injury or death, Amber Alerts, pattern and series robberies, solicitations to commit murder, threats to Department employees and government officials, assault weapon violations, pawns and business license inspections, and specified violent felony crimes against Department members.

• • **2-05/090.05 - Pawns and License Detail**

This detail investigates license violation cases.

Responsibilities of this detail include:

- generating new ordinances and amending existing ones at the request of the Board of Supervisors;
 - inspecting licensed premises;
 - presenting the results of license investigations to the Business License Commission and License Appeals Board;
 - receiving applications and investigating license applicants;
 - reviewing licenses;
 - enforcing license ordinances;
 - inspecting/regulating of pawnshops and secondhand dealers to ensure compliance with County
-

- ordinances and the Business and Professions Code;
 - recovering stolen property discovered at pawnshops, etc.;
 - maintain automated files of pawn transactions;
 - acting as liaison with Department of Justice Automated Property Unit;
 - maintaining a suspicious pawner file;
 - notifying concerned agencies on hits involving reported stolen property; and
 - entering of selected pawned items into the State Automated Property System.
-

• • **2-05/090.10 - Metro Detail**

Responsibilities of this detail include:

- fugitive warrants and detainers, and extraditions;
 - kidnaping for the purpose of ransom or extortion when the victim is located and injured with evidence of ransom or extortion;
 - kidnaps wherein the victim has not been located, and there is credible information that the victim is in imminent danger of serious bodily injury or death;
 - extortion where the victim is in danger of serious bodily injury or death;
 - Amber Alerts;
 - robberies identified as fitting a pattern and series;
 - robberies of armored cars, banks, credit unions, savings and loan associations, finance companies, and thefts of ATM machines (whole machines);
 - solicitation to commit murder;
 - threats to Department employees and government officials;
 - violent felony crimes committed against Department members (see Volume 4, Chapter 1);
 - significant investigations involving public officials as victims or potential suspects, except for public integrity investigations which are investigated by the Office of the District Attorney;
 - stalking cases involving celebrities, political figures (elected or not) or high profile cases that are capable of arousing widespread public interest or concern, or “stranger stalking” where the victim is in danger of serious bodily injury or death,
 - foreign extraditions and prosecutions;
 - human trafficking cases;
 - escapes and erroneous releases, including court ordered electronic monitoring program (EMP) escapes; and
 - special investigations as determined by the Department executives.
-

• • **2-05/090.15 - Vice Detail**

Responsibilities of this detail include:

- carnivals;
-

- lewd conduct and indecent exhibitions;
 - lotteries;
 - pornography (except child pornography as defined in Manual Section 2-05/060.00);
 - prostitution and related offenses;
 - casino operations; and
 - other illegal betting/gaming excluding: bookmaking, cockfights and dog fights, and sports betting.
-

• • **2-05/090.20 - Career Offenders Detail**

CARGO CATS

Responsibilities of this detail include:

- reducing cargo theft by apprehending and prosecuting cargo thieves and their receivers;
- returning stolen cargo to the rightful owner;
- assisting station detectives with cargo related thefts, or assuming investigative control of an investigation upon mutual agreement;
- developing and maintaining informants;
- maintaining liaison with private industry; and
- providing cargo theft prevention/investigation training to Department personnel, local law enforcement organizations and private industry.

PRISON GANG UNIT

Responsibilities of this detail include:

- investigations relating to criminal activities of prison gangs, associate organized criminal groups and enterprises;
- extortions when the victim is in danger and suspects are believed involved in prison gangs, associate organized criminal groups and enterprises;
- solicitation to commit murder generated from any custody facility and/or wherein the suspects are believed involved with prison gangs, associate organized criminal groups and enterprises;
- investigations relating to threats and crimes against government officials and Sheriff's Department members wherein the suspects are believed involved with prison gangs and/or associate organized criminal groups;
- witness protection and security for informants and witnesses, transportation/protection of high profile inmates from state and federal institutions;
- liaison with various prison gang units (Special Services Unit, California Department of Corrections) and California Gang Task Force (California Department of Corrections); and
- providing specialized training in organized criminal groups and enterprises to local law enforcement and other government organizations.

OUTLAW MOTORCYCLE GANG UNIT

Responsibilities of this unit include:

- investigating outlaw motorcycle gangs;
 - maintaining liaisons with various prison gang units; and
 - providing specialized training in outlaw motorcycle gangs to outside law enforcement agencies and other government organizations.
-

• • **2-05/090.35 - Metal Theft Detail**

Responsibilities of this detail include:

- investigating stolen or misappropriated metals and scrap;
 - inspecting scrap metal dealers to assure conformance with existing laws and regulations;
 - joint assignment with Station detectives in identifying, locating and prosecuting suspects dealing in stolen property in scrap metal yards, and swap meets; and
 - maintaining liaison with major industrial metal supply sources.
-

• • **2-05/090.40 - Health Authority Law Enforcement Task Force (HALT)**

Responsibilities of this detail include:

- investigating illicit pharmaceutical distribution;
 - identifying and destroying seized illicit pharmaceuticals;
 - investigating underground, unlicensed medical and dental practices; and
 - investigating large scale health care (Medi-Cal, Medicare) provider fraud and criminal enterprises that pose a risk to public health and safety.
-

• • **2-05/090.45 - Surveillance and Apprehension Teams**

Responsibilities of this detail include:

- mobile, fixed post, and electronic surveillance;
 - apprehension/detention and/or identification of suspects/witnesses;
 - search and arrest warrant service (Tactical Team Entries);
 - preparation of affidavits for search and arrest warrants, court orders and operations plans;
 - parole and probation searches;
 - Divisional, Departmental, and Statewide P.O.S.T. training; and
 - protection and security for dignitaries, informants, and witnesses.
-

• • **2-05/090.50 - Fugitive Task Force**

Responsibilities of task force members include:

- task force members liaison with the United States Marshal's service and are cross credentialed as federal agents;
 - locate and apprehend fugitives statewide, and facilitate the apprehension and extradition of fugitives from foreign countries;
 - mobile, fixed post, and electronic surveillance;
 - search and arrest warrant service (tactical team entry);
 - parole and probation searches; and
 - preparation of affidavits for search and arrest warrants, court orders, and operations plans.
-

• • **2-05/100.00 - Taskforce for Regional Autotheft Prevention**

Responsibilities of this unit include:

- target, investigate, and prosecute individuals involved in vehicle theft, particularly those professional thieves who organize, direct, finance, or otherwise engage in commercial vehicle theft for profit;
 - identify locations used in connection with vehicle theft offenses, including legitimate "front" business locations (i.e., body shops and auto dismantlers) which operate as commercial "chop shops", and take appropriate action;
 - provide training and expertise for participating agencies throughout Los Angeles County; and
 - seek input and solicit cooperation from the private sector to coordinate a public deterrence program.
-

• **Chapter 6 - Patrol Divisions**

• • **2-06/000.00 - Patrol Divisions**

This chapter outlines the functions, responsibilities and jurisdiction of the four Patrol Divisions.

• • **2-06/010.00 - Functions and Responsibilities**

These Patrol Divisions are responsible for the performance of the basic police tasks of protecting life and property, preserving the peace, preventing and suppressing crime and the apprehension of violators of the law. Specialized functions are shown in the section governing the general structure of each Patrol Division.

• • **2-06/020.00 - Jurisdiction**

Divisional operations are carried out in the unincorporated areas of the County and within the geographical boundaries of those incorporated cities which contract with the County for law enforcement services. On request, the Patrol Divisions may provide law enforcement assistance to other incorporated cities in the

County.

• • **2-06/030.00 - Responsibilities of Sheriff's Stations**

Each Station is responsible for the performance of the basic police tasks within its jurisdictional area. Stations which serve contract cities are also responsible for providing the necessary administrative, supervisory and clerical services required.

Stations perform four basic service functions. These are patrol, traffic, investigation and jail management. The responsibilities in each of these areas are outlined in the following subsections, all of which are supported by internal operations.

• • **2-06/030.05 - Patrol Responsibility**

Each Station is responsible for the following:

- enforcing Federal, State, County and City statutes and ordinances;
 - initial investigation of reported or observed crimes;
 - recording and preserving evidence found at the crime scene;
 - initial investigation of reports of missing, found or unidentified persons;
 - responding to scenes of emergencies;
 - arresting on-sight violators;
 - recovering property;
 - investigating complaints received from the public;
 - patrolling to prevent and suppress crime;
 - providing assistance to other public agencies pending the elimination of health or safety hazards;
 - maintaining law and order at public gatherings;
 - preparing reports of incidents investigated or observed;
 - maintaining liaison with contract cities concerning their law enforcement programs by personal contact or written reports;
 - maintaining a relevant Station-wide community relations program;
 - prompt notification to the Unit of this Department and/or outside agency responsible for case assignment and follow-up- investigation;
 - notification of arrest information to agency, Department and/or Unit as required by statute or Department policy; and
 - maintaining and managing a Type 1 jail facility as specified in Title 15 of the California Code of Regulations.
-

• • **2-06/030.10 - Traffic Responsibility**

Stations having contract city law enforcement services to perform are further responsible for the following:

- observing and inspecting drivers, vehicles and roadways;
 - supervising traffic movement;
 - checking and patrolling hazardous areas;
 - arresting or citing traffic violators;
 - issuing warnings on minor violations;
 - preserving evidence;
 - providing traffic information on request;
 - preparing traffic incident reports; and
 - maintaining liaison with contract cities concerning their traffic programs by means of personal contact or written reports.
-

• • **2-06/030.15 - Investigative Responsibility**

Station detectives are responsible for:

- Follow-up investigation of crimes occurring in the station area which are assigned to the station;
 - Initial investigation of crimes occurring in the station area which require immediate attention and are assignable to the Detective Division;
 - Authorizing the release of vehicles held by the station; and
 - Investigating cases involving:
 - Child neglect;
 - Contributing to the delinquency of a minor;
 - Inadequate parental supervision;
 - Missing and found juveniles; and
 - Health and safety hazards.
 - Investigating cases involving lost or stolen bicycles and processing found bicycles.
-

• • **2-06/030.20 - Internal Operations Responsibility**

Each Station is responsible for the following:

- dispatching of patrol cars and emergency equipment;
 - coordinating the activities of field units;
 - booking prisoners into the Station jail;
 - assigning and supervising Reserve personnel assigned to the Station;
 - providing liaison with other government agencies;
 - preparing the Station budget;
 - maintaining Station personnel records;
-

- maintaining the physical plant of the Station;
 - preparing and distributing reports;
 - collecting and depositing bail and fee monies;
 - serving and controlling Station assigned warrants; and
 - property and evidence accountability.
-

• • **2-06/040.00 - North Patrol Division**

This Patrol Division is responsible for the operation of the following Stations:

- Lancaster
 - Malibu/Lost Hills
 - Palmdale
 - Santa Clarita Valley
 - Magic Mountain Office
 - West Hollywood
 - Universal Substation
-

• • **2-06/050.00 - Central Patrol Division**

This Patrol Division is responsible for the operation of the following Stations:

- Avalon
 - Century
 - Compton
 - East Los Angeles
 - Marina Del Rey
 - South Los Angeles
-

• • **2-06/060.00 - South Patrol Division**

This Patrol Division is responsible for the operation of the following Stations:

- Carson
 - Cerritos
 - Lakewood
 - Lomita
 - Norwalk
 - Pico Rivera
-

• • **2-06/070.00 - East Patrol Division**

This Patrol Division is responsible for the operation of the following Stations:

- Crescenta Valley
 - Altadena
 - Temple
 - Industry
 - San Dimas
 - Walnut
-

• **Chapter 7 - Administrative Services Division**

• • **2-07/000.00 - Administrative and Training Division**

This chapter outlines the functions and responsibilities of the Administrative and Training Division.

• • **2-07/010.00 - Functions and Responsibilities**

The Administrative and Training Division is comprised of Headquarters Operations, Facilities Services Bureau, Facilities Planning Bureau, Fiscal Administration, Financial Programs, Personnel Administration Bureau, Training Bureau, Risk Management Bureau, Bureau of Labor Relations and Compliance, Contract Law Enforcement Bureau, Employee Support Services Bureau, and the STAR Unit. The Administrative and Training Division is responsible for providing administrative staff services to the Department Executives and to evaluate and refine policy and procedures through the inspection and training processes. It is also charged with identifying and mitigating areas of actual or potential Department Liability arising during the course of the Department's daily activities.

• • **2-07/030.00 - Headquarters Operations**

Headquarters Operations is comprised of the Headquarters Unit, Board of Supervisors Liaison Team, Internal Audit Unit and the Business Systems Planning and Management Unit.

Headquarters Unit

Headquarters Unit responsibilities include Division administrative and clerical support; special projects; preparation and maintenance of the service and supplies and fixed asset budgets for Executive Offices and Administrative Services, as well as Division personnel transactions; and Division Injury and Illness Prevention Programs.

Business Systems Planning and Management Unit

Business Systems Planning and Management Unit manages the automation planning and projects for Administrative and Training Division. Responsibilities include:

- Sheriff's Department project management team for the countywide implementation of Enterprise Resource Planning (ERP) Systems including e-Caps (Financial Module) and the future Procurement, Inventory, Timekeeping, and Human Resource modules;
- represents the Department on Countywide automation projects related to automation of administrative functions and ensures that the Department's requirements and issues are addressed;
- evaluates requests from Administrative and Training Division Bureaus and Units for automation, system enhancement, system procurement, and system implementation to ensure they are in alignment with the automation plan;
- coordinates project planning activities, project scope development, project implementation, and tracking of all automation projects that impact Administrative and Training Division;
- provides project management consistency and oversight to business process improvement and automation projects within Administrative and Training Division;
- in conjunction with the administrative business Units, redesigns and where applicable automates the identified business process to improve efficiency, effectiveness, and to focus on customer service;
- coordinates the "If I Were Sheriff," Employee Suggestion Award Program; and
- alternative representative for the Department to the Quality and Productivity Commission Network Managers Group.

Board of Supervisors Liaison Staff

MISSION

The Board of Supervisors Team acts as the liaison between the Board of Supervisors and the Department. The team performs the following functions:

- receive, process and file letters from the Department to the Board of Supervisors in keeping with Chief Executive Office protocols;
- assist Departmental Units in drafting Board letters;
- develop and maintain positive working relationship with the Board of Supervisors' offices;
- coordinate Departmental responses to Board of Supervisors requests for information, including responses to Board motions and the Civil Grand Jury;
- coordinate Departmental appearances before the Board;
- schedule preliminary meetings between Departmental Units, the Chief Executive Office's Public Safety Cluster Deputy, and the Justice Deputies;
- monitor and track the status of pending Board of Supervisors actions;
- provide information to and from the Board of Supervisors and the Department;
- review all Board of Supervisors' agenda items for any impact to the Department;
- attend all Board of Supervisors meetings; and
- prepare executive summaries of Board of Supervisors actions affecting the Department.

Internal Audit Unit

The Internal Audit Unit is committed to services and workforce excellence and fiscal integrity. They ensure compliance with the Government and the County codes.

The audit assignments are completed objectively with great emphasis to the sensibility of the clients. Apparent problems are transferred into opportunities for improvement and progressive changes.

The duties of the Internal Audit Unit

- Routine Assignments - Internal Control Certification Program, Affiliation with Foundation and Support Groups, and liaison with outside audits;
 - Financial Audits - expenditure, revenue, contracts, trust accounts, Unit funds, Special Appropriation Fund, property and evidence, and the inmate's personal property and money. Shortages/overages and misappropriation of funds;
 - Timekeeping Audits - compliance with County policy and Department rules;
 - Management Audits - improving the processing procedures, internal controls, and the efficiency and economy of the operations; and
 - sensitive and confidential studies and financial investigations.
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• • **2-07/060.00 - Facilities Planning Bureau**

Facilities Planning Bureau is comprised of three Units that are responsible for the Department's planning process relating to Project Management, Facility Planning, and Leases/Contracts and Finance Management.

Responsibilities include:

- processing Department Capital Project requests;
 - initiating authorizations to proceed with the Departments of Public Works (DPW) and/or Internal Services (ISD) work authorizations and monitoring/verifying capital project expenditures;
 - preparing the necessary documents for program/design efforts in order to define a project's scope of work;
 - acting as liaison between the Department, contracted consultants, and the Departments of Public Works and/or Internal Services on the planning, programming, design and construction phases of all Department construction projects;
 - initiate service and facilities programs and drafting architectural drawings for small-scale projects;
 - acting as liaison between the Chief Executive Office and the Auditor's Controller's Office on matters of financing and budgetary issues related to Capital Projects;
 - providing minor space configuration designs with emphasis in use of ergonomic furniture;
 - reviewing furniture replacement specifications and issuing related procurement authorization codes; and
 - processing Space Evaluation Requests and monitoring Departmental space assignments of Capital, Operating, and Administrative Leases.
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• • **2-07/060.50 - Facilities Services Bureau**

Facilities Services Bureau (FSB) is comprised of two Central Repair Units geographically located, a Preventative Maintenance Unit, a Projects Unit and a Headquarters Support Section. FSB consists of professional staff representing 19 trades that provide maintenance support, infrastructure management, alteration and improvement services for the Department's 7.5 million square feet of facility floor space.

FSB also partners with other County Departments to provide energy management, energy generation, environmental compliance and hazardous waste programs, with special expertise in health and safety and sanitation issues.

Requests for information concerning these services should be channeled to the Bureau Director.

Responsibilities include:

- plumbing, carpentry, painting, mason, tile, elevator, power plant operators, sheet metal, insulators and general maintenance support;
- replacement of building systems that have failed or outlasted their economic life cycle;
- indoor air quality;
- hazardous waste management and record keeping;
- carpet replacement;
- emergency generator maintenance and replacement;
- fire and security system maintenance and replacement;
- office machine repair;
- recycling programs;
- underground storage tanks and fuel dispensing equipment maintenance;
- maintains environmental operating and compliance permits for the Department; and
- managing, repairing and improving all the Department facilities, operating power plants, coordinating environmental regulatory compliance mandates.

• • **2-07/070.00 - Fiscal Administration**

Fiscal Administration is responsible for a variety of fiscal operations which permit appropriations, adopted by the Board of Supervisors upon recommendation by the Chief Executive Officer, to be expended for Department needs in an orderly manner.

• • **2-07/070.05 - General Accounting**

This section maintains all budgetary accounting records and certain specialized accounting records for the Department. Responsibilities of this section include the following:

- input all expenditure documentation into the Department's Financial Management System (FMS), which enables production and distribution of financial and stock reports;

- reconcile the Department's expenditure records with the Auditor-Controller's expenditure records:
 - determine Departmental expenditure costs distribution codes and symbols;
 - coordinate the processing of requisitions:
 - verify accuracy of expenditure account codes on all Departmental Supply Requisitions; and
 - review and input on-line all requisitions for services and supplies and fixed asset items above the Department's delegated authority to ISD's eCAPS Procurement system;
 - maintain perpetual inventory records for items stocked by and issued from the Central Supply Warehouse, and all other Units with inventory cost of \$50,000 or more;
 - reconcile ISD invoices with the Auditor-Controller Vouchers and Department records;
 - approve payment data into the Auditor-Controller's eCAPS system for recording of expense and payment to the vendor; and
 - process all travel requests and travel advances and perform audits of expense claims.
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• • **2-07/070.25 - Grants and Grants Accounting**

Grants Administration

This Unit is responsible for obtaining available funds from Grantor agencies to implement programs designed to improve both service and employee effectiveness.

Responsibilities of the Unit include the following:

- monitor available grant sources;
- provide assistance to Department members in writing proposals;
- coordinate the grant process, assisting project managers with grant-related activities;
- provide primary liaison between the Department and Grantor agencies; and
- insure grantee compliance with County fiscal policies.

Grants Accounting

Works in concert with Grants Administration to account for all of the grant expenditures and ensure reimbursement to the Department from the appropriate granting agency.

• • **2-07/070.30 - Contracts**

The Contracts Unit is responsible for developing and managing highly complex Board of Supervisors-approved service contracts for the Department.

Each initiative begins as a project requested by one of the Department's Division Headquarters. The analysts work with the client units and various consultants to develop work requirements, specifications, and statements of work. The analysts play a lead role in the administration of competitive solicitations, proposal evaluations and selection, contract negotiations, and protest processes. The analysts prepare Board letters,

amendments, and change orders for counsel review, prior to seeking Board of Supervisors' approval for a Department service contract.

• • **2-07/070.40 - Special Fund Accounting**

This unit prepares, maintains, and controls the financial records of the following specialized funds:

- Inmate Welfare Fund - revenue derived from inmate purchases from commissary and vending machines, inmate telephone calls, vocational activities, and inmate worker barbershops are used for the purchase of health, education, and welfare items for the benefit of the inmates at the discretion of the Inmate Welfare Commission pursuant to state statute;
 - Narcotics Enforcement Fund - revenue derived from seized assets forfeited in connection with violation of laws governing controlled substances are used to enhance future investigations;
 - Special Training Fund - revenue received from law enforcement training provided to other jurisdictions are used to fund law enforcement training programs;
 - Processing Fee Fund - disbursement of money collected under writs of attachment, execution, and possession or sale are used to replace vehicles and vehicle equipment;
 - Automated Fingerprint Identification System (AFIS) - revenue collected from fines, penalties or forfeitures levied and collected by the courts for criminal offenses are used to provide an automated system for fingerprint identification;
 - Countywide Warrant System (CWS) – revenue collected for every person convicted of failing to appear in court are used exclusively to finance the development and operation of the Automated Countywide Warrant System;
 - Sheriff Automation - revenue collected for serving, executing and processing required court notices, writs, orders, and other services; as well as those collected on each citation that requires inspection for proof of correction of any vehicle violation and are used exclusively by Court Services Division to supplement the costs of automated systems, and administering the funds; and
 - Vehicle Theft Prevention Program (TRAP) - collected from the registration or renewal of registration of every vehicle registered to an address within the County of Los Angeles and are used to fund programs to deter, investigate, and prosecute vehicle theft crimes.
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• • **2-07/070.55 - Accounts Payable**

This section maintains accounting records of goods and services obtained under various purchase, rental and maintenance agreements. Responsibilities of the section include the following:

- process payment and monitor expenditures under various purchase orders;
- review reports of goods received from Department Units and process payment via the Auditor-Controller's eCAPS system if the order, receipt and invoice information matched. The Unit issues a violation notice form when a purchasing non-compliance is determined;
- act as liaison between ISD Purchasing and Materials Management, Auditor-Controller, outside vendors and Department Units regarding procurement operations; and
- reconcile purchase orders with the Department's Financial Management System (FMS) and the Auditor-

Controller.

• • **2-07/070.60 - Central Property and Evidence**

The Central Property and Evidence Section serves as the central repository for all evidence and property seized by the Department, and is responsible for maintaining accurate chain of custody records. The primary functions of this Section include the following:

- complying with the rules and regulations that govern the Department relative to the management of evidence;
 - soliciting information relative to legislative changes to ensure compliance with Federal, State, and local laws;
 - ensuring that all items no longer needed as evidence are returned to the rightful owners;
 - assisting Department members and the general public as needed with evidence and property issues; and
 - maintaining all items seized and deemed necessary as evidence in a secured storage environment.
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• • **2-07/070.65 - Central Supply and Logistics**

The Central Supply and Logistics Section serves as the major commodity and law enforcement equipment distribution center for the Department. The primary functions of this section include the following:

- maintaining stock inventory at predetermined levels and initiating replenishment orders when necessary;
- picking up and accepting delivery of supplies from outside vendors;
- providing items for pickup by, or delivery to, Department units;
- conducting yearly inventory of all warehouse stock items;
- accounting for and issuing uniform and safety equipment items, or related authorization vouchers, to members of the Department in accordance with the Los Angeles County Code, applicable Memoranda of Understanding and directives of the Sheriff;
- advising the Department Uniform and Safety Equipment Committee on matters pertaining to uniforms and safety equipment; and
- reissuing or recycling surplus items within the Department, or ensuring their appropriate disposal or sale.

Inventory Control

This subsection of Central Supply and Logistics maintains the records of the Department's fixed assets. The primary functions include the following:

- inputting data into the Department's Fixed Assets System II (FAS II) regarding fixed assets purchased, moved, lost, destroyed, misplaced by a unit or transferred to salvage'
- reconciling the status of the Department's fixed assets with the Auditor's 'Controller's Annual Inventory Listing'

- checking and assigning property numbers to newly acquired fixed assets'
 - conducting, or assisting units with, physical inventories and verifying Department records; and
 - acting as liaison between the Sheriff's Department and Internal Services Department (ISD) regarding the acquisition or disposal of fixed assets.
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• • **2-07/080.00 - Personnel Administration Bureau**

This Bureau is responsible for all transactions affecting an employee during the hiring and separation process, while in service, and the appropriate creation and retention of records pertaining to these matters.

• • **2-07/080.10 - Business Operations**

This section has the following responsibilities:

- management of internal operations for Personnel Administration Bureau including budget, staffing, parking, training, and vehicles;
 - oversee, order, process, and distribute the services and supplies of the Bureau;
 - monitor all large encumbrances and purchase orders generated through contracts and ISD requisitions, i.e. DOJ Fingerprinting, Background Investigations, Psychological Services, Building Security, Civilian and Sworn Badges, and Internal Transaction Agreements;
 - operate the Sheriff's Headquarters mail room;
 - manage Employee Reports of Outside Employment;
 - coordinate, distribute and process Performance Evaluations;
 - coordinate and schedule interviews for vacant positions;
 - prepare and distribute the Bureau's weekly reports to ASD Headquarters;
 - keeper and distributor of the Department's medal and award pins;
 - coordinate Bureau special pick-ups and deliveries, i.e. W's, payroll warrants, etc.;
 - plan, and schedule DST, CA and SO academy classes;
 - liaison with the County Department of Human Resources in coordinating continuing educational programs; and
 - manage Employee Reports of Outside Employment.
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• • **2-07/080.15 - Pay and Leave Management**

This section has the following responsibilities:

- record and update employee records in CWTAPPS to reflect the compensatory period for Occupational Injury or Illness claims received from the Disability Management and Compliance Unit;
 - research and resolve employee pay discrepancies;
 - ensure, through CWTAPPS or manually prepared documents, that all time variances are reported to the Auditor-Controller for timely and accurate payment. Initiate special salary payments for uniform
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- allowance, sick leave cash reimbursement, special event overtime, etc.;
- distribute all pay warrants and direct deposit stubs issued by the Auditor Controller;
- process all manual outgoing reports upon proper written notification from Personnel Administration Bureau;
- serve as the Department's primary liaison for employee pay purposes with the County Auditor-Controller, Tristar and Disability Management and Compliance Unit;
- respond to requests for salary verifications, PORF, child support payments, lost wages, subpoenas, etc.;
- assist the Advocacy Unit in resolving restoration and settlement agreements;
- coordinate employees' participation in the Leave Donation Program;
- provide assistance to employees inquiries through the Employee Service Center;
- oversee and direct the update and correction of employee leave balances in CWTAPPS via Unit timekeepers and Pay and Leave Management staff;
- record and monitor maternity, military, FMLA and other leaves of absences;
- maintain a time card on each employee, excluding Reserve Deputy Sheriff personnel, and record all information which has a direct effect on an employee's pay, record eligibility for sick leave cash reimbursement, percentage sick leave, military leave and industrial injury or illness leave;
- ensure through the County Wide Timekeeping and Payroll Personnel System (CWTAPPS) that all time variances are recorded and entered for timely and accurate payment;
- provide training and ongoing assistance to all consolidated and non-consolidated Time Accountants, operations and scheduling staff, and other Departmental personnel as needed;
- provide quality control measures to ensure all Units, both consolidated and non-consolidated operations are in compliance with the Auditor-Controller and Departmental rules and regulations pertaining to timekeeping; and
- provides expert witness services and payroll documents on behalf of the County as required by legal action.

• • **2-07/080.20 - Pre-Employment Unit**

This section has the following responsibilities:

- investigate the character and background of prospective professional staff applicants;
- ensure applicants meet established hiring standards, including Federal, State, and local statutes;
- assist the Examination Unit with the testing of certain professional staff position applicants;
- conduct background investigations on professional staff applicant positions including medical services positions;
- conduct security clearances on employees hired on a contractual basis;
- conduct background investigations on certain prospective employees for other County departments; and
- conduct security clearances on prospective members of the Los Angeles County Grand Jury.

• • **2-07/080.25 - Classifications Unit**

This Unit has the following responsibilities:

- conduct Department classification studies;
 - review and approve duty statements for the annual budget allocation process;
 - review and process all special pay requests;
 - review all requests for administrative reassignments and voluntary demotions;
 - conduct sworn bonus studies;
 - act as a liaison with the Chief Executive Office involving classification issues; and
 - revise and create classification specifications.
-

• • **2-07/080.30 - Employee Service Center**

This section has the following responsibilities:

- process service connected disability retirement credentials;
 - process Carrying Concealed Weapon (C.C.W.) permits;
 - facilitate the Carrying Concealed Weapon (C.C.W.) and retirement credential revocation hearings;
 - answer employee inquiries concerning any area of Personnel Administration Bureau's responsibilities;
 - provide orientation to all newly hired employees regarding employee pay, medical and insurance benefits, employee identification and badges, Direct Deposit Program and Federal and State Withholding Allowance Tax Forms;
 - coordinate the processing of new hires, transfers, reinstatements and settlement agreements;
 - coordinate the processing of in and out Military Reservists with Pay, Leave Management and the Reintegration Programs;
 - research and resolve employee pay discrepancies;
 - serve as the Department's primary liaison for employee retirement issues with the Los Angeles County Employees' Retirement Association (LACERA);
 - issue, retrieve, repair, maintain and audit all Department badges;
 - provide orientation for retiring personnel, assist with badge orders and encasements and prepare Carry Concealed Weapon (CCW) identifications upon authorization for full credentials;
 - coordinate and interact with the County's Third Party Administrator involving matters of benefits, lapses in employees' coverage and special events such as Marriage, Divorce, Birth and Death; and
 - distribution of Department Service Awards.
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• • **2-07/080.35 - Test Development Unit**

This Unit has the following responsibilities:

- conduct job research and analysis for Departmental promotional, interdepartmental or open competitive sworn and professional staff exams;
 - develop exam plans and components, e.g., written, interview and rating of appraisal of promotability;
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- develop evaluation methods for the interview, performance and appraisal of promotability process;
 - document research studies in technical reports to support the legal defensibility of exam processes;
 - provide expert testimony regarding job analysis and testing methodology in civil service appeal hearings; and
 - perform special projects in support of Administrative and Training Division and other Departmental Units.
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• • **2-07/080.40 - Professional Staff Exams Unit**

This unit has the following responsibilities:

- conduct civil service examinations for professional staff positions;
 - prepare examination bulletins and coordinate approval;
 - coordinate examination activity with requesting Divisions;
 - conduct employment application review;
 - promulgate and certify eligible lists and report statistical information; and
 - conduct examination review and coordinate appeal process.
-

• • **2-07/080.43 - Sworn Examination Unit**

This Unit has the following responsibilities:

- administers open competitive and promotional civil service examinations for sworn and law enforcement support classes as follows:

Open Competitive Exams

Deputy Sheriff Trainee
Custody Assistant
Law Enforcement Technician
Security Assistant
Security Officer

Promotional Exams

Sergeant
Lieutenant
Captain
Commander

- prepare examination bulletins and coordinate approval;
 - conduct employment application review;
 - promulgate and certify eligible lists and report statistical information; and
 - coordinate appeal process.
-

• • **2-07/080.45 - Personnel Operations Unit**

This Unit has the following responsibilities:

- process new hires, transfers, reinstatements, separated employees and the release of temporary employees;
- process employee changes of status, e.g., promotion, restoration, demotion;
- maintenance of employee location and work-site issues;
- calculate and process bonus pay issues, e.g., bilingual, patrol retention, POST pay, 7th step consideration;
- coordinate special programs including the 120-Day Retiree Program, Continued Service After Age 60 Program, County-Wide Youth Employment Program (CYEP), Temporary Contract Employee Program, Veteran Intern Hiring Program, Community Based Enterprise Education Program (C-BEEP) and the Career Development Intern Hiring Program;
- coordinate the Management Appraisal Performance Plan (MAPP);
- coordinate, prepare and process, in conjunction with Department's Advocacy Unit, employee performance issues, e.g., discharge, demotion and Skelly rights;
- coordinate the Chief Administrative Office approval process for new hire, promotion, etc., transactions;
- coordinate and process Department of Motor Vehicles (DMV) Confidentiality requests;
- coordinate, process and maintain records for the Reserve Deputy program;
- coordinate all Department-wide EPETS (Employee Performance Evaluation and Tracking System) functions
- coordinate Department Workforce Reduction Program; and
- coordinate and interact with County's Third Party Administrator involving matters of unemployment insurance for separated employees.

• • **2-07/080.50 - Personnel Records Unit/Vault**

This section has the following responsibilities:

- maintain personnel records of Department employees; and
- provide employee information to authorized persons.

• • **2-07/080.55 - Recruitment Section**

This section has the following responsibilities

- convey the needs, opportunities, and benefits of the Sheriff's Department to the Community at large with special emphasis on those who qualify for the position of Deputy Sheriff;
- conduct seminars to benefit the applicant success rate;
- assist Sworn Examination's Unit with off-site DST tests;
- answer written and telephonic inquiries pertaining to employment with the Department;

- prepare and maintain current display material and literature consistent with the Unit's need for presentations;
 - participate in Recruitment Unit research and task force projects;
 - disseminate recruitment literature to all Sheriff's Stations and Units;
 - prepare monthly Recruitment Unit activity reports; and
 - prepare media releases and announcements relative to recruitment activities.
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• • **2-07/080.60 - Special Projects Team**

- Develop programs directed at increasing productivity through computer automation;
 - Create databases to capture and track information utilized by personnel at Administrative and Training Division;
 - Facilitate any workforce reduction caused through facility closure or budgetary constraint, ensuring compliance with all laws, policies and employee union agreements;
 - Provide a selection process for facilitating job relocation for displaced employees and job reclassification to those facing possible layoffs;
 - Act as a resource for Department Executives in researching, development and implementation of innovative ideas aimed at benefitting the Department;
 - Administer and coordinate the Employee Information System (E.I.S.);
 - Administer and coordinate the County Wide Timekeeping and Payroll Personnel System (C.W.T.A.P.P.S.); and
 - Process and facilitate requests for Employee Information System (E.I.S.) and County Wide Timekeeping and Payroll Personnel System (C.W.T.A.P.P.S) reports.
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• • **2-07/080.65 - Staffing Unit**

This section has the following responsibilities:

Sworn Staffing Detail

- plan, schedule and monitor DST academy classes and all sworn new hires;
- process Sworn promotions;
- produce management biographies and demographic statistics for executives;
- maintain Patrol and Custody Assistants transfer seniority lists; and
- schedule and conduct all sworn deployment breakups.

Certification Detail

- receive and maintain Certification Lists for the Department;
 - ensure eligible candidates on lists are referred to requesting Units;
 - ensure Department compliance with Civil Service Rule 11, certification and appointment;
 - maintain the Certification Desk Management System (CDMS);
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- respond to CDMS users regarding CDMS database problems;
 - respond to candidates on certification lists regarding their status on a list, or to update personal information; and
 - respond to notices received from the Certification Unit.
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• • **2-07/080.70 - Sworn Background Section**

This section has the following responsibilities

- investigate the character and background of prospective Sworn and certain professional staff applicants;
 - ensure that applicants meet established hiring standards, including Federal, State, and local statutes;
 - assist the Examination Unit with the testing of certain sworn and professional staff positions; and
 - conduct background investigations on certain prospective employees for other County Departments.
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• • **2-07/090.00 - Financial Programs Bureau**

Financial Programs Bureau operations focus on Department financial matters, with an emphasis on budget, revenue, and position control, and is divided into the following three sections:

- Budget Services;
- Item Control; and
- Special Accounts.

Their specific duties are outlined in the following subsections.

• • **2-07/090.10 - Budget Services**

The Budget Services Section prepares the Department's annual general fund budget request for submission to the Chief Executive Officer (CEO). Additionally, the Section monitors budgetary expenditures and revenues to ensure the Department remains within the Board of Supervisors adopted budget. The primary functions of this Section include the following:

- reconcile the Board-adopted budget to the Department's submitted budget request;
 - allocate and monitor Services and Supplies appropriation via the Financial Management System (FMS) to facilitate the Departmental expenditure process;
 - update the Departmental Budget Information Management System (BIMS) to reflect budgeted position and compensation changes/adjustments;
 - liaison with Departmental personnel, the CEO and other County departments regarding budgetary matters; and
 - monitor Departmental expenditures and revenues to ensure the Department remains within its budgetary allowance.
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• • **2-07/090.40 - Item Control**

The Item Control Section monitors and tracks employee positions Department-wide, providing executives and requesting units with reports on the status of staffing and vacancies for sworn and professional staff. The Section's primary functions include the following:

- tracking all Department positions by ordinance and funding source, and working collectively with the Budget Services Section to ensure there is sufficient ordinance and budget to hire and promote personnel;
 - liaison with Personnel Administration Bureau to expedite requested position transactions; and
 - processing Item Control and Alpha Processing Request Forms, also known as "Blues," for promotions, new hires, demotions, status changes, and reclassifications.
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• • **2-07/090.50 - Special Accounts**

The Special Accounts Unit is responsible for collecting the Department's revenue. The Unit's responsibilities are divided among two subsections.

Revenue and Billing

The Revenue and Billing Section maintains records for billing and collections made by the Department. Invoices are prepared and delivered, and payments tracked, for the various services provided by the Sheriff to other County Departments, contract cities, school districts, the courts, and various other public and private entities. This section is also responsible for maintaining the Billing Summary Report used to make revenue forecasts and to establish the annual revenue budget.

Trust and Cashiering

The Trust and Cashiering Section manages the Special Appropriations Fund, the Department's TK7 trust account, and the Department's miscellaneous fees and bail and fines bank accounts. This section receives, deposits and records transfer payments made to the Sheriff by federal, state and local agencies under the aegis of grant programs and statutes such as SB'09, Proposition 69, and Proposition 172. This section is also responsible for working with the Department's Contract Law Enforcement Bureau and with the Los Angeles County Auditor's Controller to develop billing rates.

• • **2-07/100.00 - Training Bureau**

This Bureau is responsible for:

- developing and coordinating Department in-service training programs/schools in compliance with POST's continuous professional training requirements;
 - developing and coordinating civilian training programs;
 - researching, developing and updating the training curriculum and other material utilized for in-service
-

training;

- operating the Sheriff's Ranges, including the development and implementation of Range training programs, as well as weapons and ammunition research and testing;
- conducting the Department's Driver Training Programs;
- testing Departmental vehicles for in-service use;
- maintaining liaison with POST and processing all POST certificate applications and reimbursement claims, Arranging for the purchase, dissemination and repair of all Department weaponry;
- production of training film videos and tapes and maintenance of the Department Film Library;
- coordinating and processing outside travel and training requests;
- operating and maintaining the Tactics and Survival Training Center;
- scheduling, staffing, administering regular and Reserve recruit training classes and training;
- coordinating and conducting group tours of the training facility;
- preparation of agenda for Training Committee meetings;
- administering the physical agility test; and
- Uniform Committee.

• • **2-07/120.00 - Success Through Awareness and Resistance (STAR) Unit**

Success Through Awareness and Resistance (STAR) Unit

- assisting in design, purchase and implementation of a substance abuse prevention curriculum in all elementary schools within the Sheriff's jurisdiction;
- teaching a selected curriculum by presenting a number of lessons to 4th, 5th and 6th grade students in classroom situations;
- working with community leaders, civic and service organizations, and religious groups in developing support for area programs;
- working with parents to raise their level of awareness, gain their support and teach them how to foster prevention activities in the home;
- providing in-service training for Department members and outside agencies; and
- gathering, coordinating and disseminating information on drug prevention, intervention programs and drug treatment programs.

• • **2-07/130.00 - Psychological Services Bureau**

Psychological Services Bureau (PSB) provides free, confidential counseling to all Department employees, their spouses and significant others. All personal counseling sessions between our licensed law enforcement psychologists and employees are privileged communications except for admissions of child or elder abuse or danger to self or others. This is the same standard required of all therapists throughout the state. No information regarding any counseling session, including the fact that it occurred, will be released to any Department member or family member without a formal, signed authorization from the employee. Counseling and crisis intervention is offered at four different office locations - downtown Los Angeles, Whittier, Santa Clarita, and Palmdale.

Peer Support and Addiction Recovery Programs

The PSB also incorporates several other distinct programs that are interface based on the needs of the employee. The Peer Support and Addiction Recovery Programs are each coordinated by a Bonus I - Advanced Training Deputy. This deputy recruits both sworn and professional staff to assist Department employees. Those recruited attend a mandatory three-day, on-duty training to learn how to better assist their co-workers with personal and work-related concerns, having already “been there” themselves. The coordinators further provide these trained Department members with support, education, resources and referral information to assist their co-workers address problems involving various everyday issues as well as addictions, including alcohol abuse, drug misuse, and gambling problems. All meetings between these peer-level support program personnel and an employee are treated as private communications except where there is danger of harming oneself or someone else, child abuse, elder abuse, dependent abuse, or a significant Department policy violation. Supervisory personnel have some additional reporting requirements in line with their supervisory role. Training is also provided Department-wide via lectures as part of recruit training, Field Training Officers School, Sergeant Supervisors School, etc., as a means of furthering their message of peer-level support and assistance. The deputy interacts with a variety of community organizations in furtherance of his/her mission and maintains a basic demographics-only database to monitor program utilization.

Unit Chaplains – Program

The Unit Chaplains – Program provides for the spiritual and personal needs of Sheriff's personnel and their families. They offer an additional confidential resource for all Department employees. Each unit chaplain is assigned to a specific field, custody, or specialized unit within the Department. Our volunteer chaplains provide spiritual support and guidance to personnel as well as provide comfort and support to members of the community during times of emotional distress (e.g., the aftermath of violent crimes, death notification, etc.). In addition to aiding employees directly, chaplains promote an environment of well-being by inserting a presence that fosters the highest ethical conduct among employees as well as fostering heightened public confidence. Unit chaplains are frequently called upon to provide benedictions and invocations at Department and community events.

Uniform

The chaplains are issued Department chaplain Identification cards, green polo shirts, and green wind-breaker type jackets with the words “SHERIFF’S CHAPLAIN” written on the back and the Unit Chaplains – Program logo placed over the left pocket (the issuance of these shirts and jackets is through Psychological Services Bureau and not the Sheriff's Logistics Unit).

Peer Support Uniform

See specifications in MPP section [3-03/100.75 Chaplain Volunteer Uniform](#).

Organizational Consultant Program

The Organizational Consultant Program is staffed by licensed clinicians specifically trained in organizational psychology. These Department employees provide on-site training and consultation to first-line supervisors and command staff at designated facilities. Program emphasis is on developing and assisting management and supervisors in identifying early warning signs of stress/burnout in their employees.

Psychological Services Bureau provides management consultation, topical wellness-based training and 24-hour/7-day a week emergency availability.

- • **2-07/140.00 - The Bureau of Labor Relations and Compliance**

The Bureau of Labor Relations and Compliance reports directly to the Office of the Sheriff, Undersheriff, and concerned Assistant Sheriff, through the Equity Commander. The Bureau consists of six major Units, which specialize in dealing with major areas affecting the civil and other rights of Department employees as they interact with each other and Department management and supervision.

- • **2-07/140.10 - Employee Relations Unit**

This Unit is the liaison between management and the Unions. The Employee Relations Unit is the Departmental negotiator for "meet and consult," and "meet and confer" issues with the various Unions, which cover more than 28 Memoranda of Understanding ("MOU's") and more than 300 classifications. The Unit provides centralized control for all Departmental grievances and most Settlement Agreements resulting from a grievance, non-discipline appeals, and non-discipline arbitrations.

- • **2-07/140.20 - Coveted Testing Unit**

This Unit has the responsibility of coveted position testing implementation and the day-to-day negotiations relating to a number of Consent Decrees entered into by the Department with the Federal Court as a result of the Bouman v. Baca litigation. The Consent Decrees currently in force address procedural changes relative to entry-level applicants, and employee appointments to coveted positions as well as any deputy position that is considered favored or high profile. The Consent Decree Unit is responsible for maintaining centrally-controlled testing standards to ensure a single Departmental standard relating to the appointment of employees to coveted positions.

- • **2-07/140.30 - Intake Specialist Unit**

This Unit has the responsibility for being the Department-wide single-point-of-intake for employees complaining of violations of the Policy of Equality ("POE"). Its primary role is to initially evaluate the substance of equity-based complaints and determine the proper path for the investigation and/or disposition of those complaints.

- • **2-07/140.40 - Ombudsperson Unit**

Ombudsperson Unit has the responsibility of providing training and advice to supervisors, managers, executives or other inquiring persons, as needed, relating to the general interpretation and applicability of the Policy of Equality and other related matters. The Ombudsperson Unit is responsible for documenting all reports of workplace violence and providing support personnel for the Threat Management Team (TMT).

• • **2-07/140.50 - Affirmative Action Unit**

The Affirmative Action Unit receives and processes all complaints made to the County's Office of Affirmative Action Compliance (OAAC), The Equal Employment Opportunity Commission (EEOC) and /or the California Department of Fair Employment and Housing (DFEH). Where appropriate, the Affirmative Action Unit will forward the complaint to the Equity Investigative Unit for investigation and resolution. The Affirmative Action Unit is also responsible for developing and maintaining records for the Department's Equal Employment Opportunity Plan required under Federal law.

• • **2-07/140.60 - The American with Disabilities Act (ADA) Unit**

The American with Disabilities Act ("ADA") Unit is separated into two components:

Title I, Employment issues, and Title II, Public Access issues. Under Title I, the ADA Unit ensures that Department supervisors are aware of and in compliance with Title I of the Federal ADA, as well as the State's Fair Employment and Housing Act (FEHA). The Unit is responsible for developing and presenting ADA training for Department supervisors. The ADA Unit, in conjunction with the Health and Safety Unit, Advocacy Unit, and Personnel Administration Bureau, assist individual Units regarding the interactive process with concerned employees, and with reasonable accommodations for existing Department members. The ADA Unit is responsible for processing all reasonable accommodation requests received from Department applicants.

Under Title II, the ADA Unit ensures that all Department-occupied buildings, including jail facilities, are in compliance with ADA regulations. Working with Correctional Services Division and Custody Operations Division, the ADA Unit helps to ensure that inmates with disabilities have access to all programs that all other inmates receive. The ADA Unit also processes facility-access complaints received from the public, including inmates, as it pertains to Department facilities.

• • **2-07/150.00 - Contract Law Enforcement Bureau**

This bureau reports to the Office of the Sheriff, undersheriff, and the concerned assistant sheriff and is responsible for:

- administration and oversight of the Department's contract city law enforcement contract services;
 - administration and oversight of all public and private entity contract services;
 - administration and oversight of the court and custody contract services;
 - monitoring unincorporated area law enforcement services;
 - developing and submitting law enforcement contract proposals to interested parties;
 - developing costing and staffing analyses for interested parties;
 - monitoring and reporting on meetings of public agencies and government entities concerning matters of interest to the Department; and
 - monitoring and reporting all proposed and enacted legislation that may affect contract cities.
-

Duties include the following:

- monitor all contract services to ensure proper service levels are being provided and administrative requirements are being met in a timely manner;
- monitor law enforcement services in all unincorporated areas and completing analyses of patrol deployment;
- submit the monthly Patrol Area Statistical Summary (PASS) reports from all stations to the Board of Supervisors and Chief Executive Office (CEO);
- provide staff support to Department executives and Units in matters relating to contract law enforcement;
- develop and assist with the initiation of new revenue programs that will provide efficient and cost effective services to contracting agencies;
- conduct studies and prepare reports for government agencies that request information concerning contract services;
- provide staff support for contracting cities in limited areas relating to contract law enforcement services;
- maintain personnel information files on contract city officials;
- monitor a credential program for officials of contract cities;
- coordinate with the Auditor's Controller's Office the development of contract service costs;
- conduct inspections of each Station's Contract Law Enforcement Program and service to the unincorporated areas;
- participate with the Local Agency Formation Commission (LAFCO) on incorporation studies, secession studies, and municipal service reviews;
- complete special projects and assignments for Department executives and command staff;
- assess patrol resource management, allocation, and utilization;
- maintain automated accountability programs such as the Patrol Area Statistical Summary Program (PASS), the City Official Badge/Identification Card Program, the City Official Biographical Program, and the Private Entity Billing Program; and
- conduct Contract Law Enforcement training classes for Department personnel and contract clientele.

• **Chapter 8 - Court Services Division**

• • **2-08/000.00 - Court Services Division**

This chapter outlines functions, responsibilities and jurisdiction of Court Services Division which consists of five Bureaus and two Units.

East, West, and Central Bureaus provide security for all the courthouses within their assigned geographical areas of Los Angeles County. Civil Management Bureau provides service of civil and criminal process within the County. Court Services Transportation Bureau provides inmate transportation throughout the County and State.

Under the direction of Court Services Headquarters are two Units. The Training Unit provides specialized and mandated training for all Court Services personnel. The Judicial Services Unit provides threat assessment

and judicial protection for Bench Officers throughout the County.

• • **2-08/010.00 - Functions and Responsibilities**

Court Services Division is responsible for carrying out the duties of the Sheriff as the Chief Ministerial Officer of the Superior Court of the County of Los Angeles. The personnel provide courthouse, courtroom and prisoner security to the Superior Courts. Division personnel also serve and enforce civil and criminal process issued by the courts and submitted by attorneys and litigants.

• • **2-08/020.00 - Jurisdiction**

Court Services Division Bureau personnel have jurisdiction within the courtrooms and lock-up of the Los Angeles County Courts. The Civil Management Bureau personnel are authorized to serve process in all areas of Los Angeles County. Federal Process is excluded. The Court Services Transportation Bureau transports inmates to courts throughout Los Angeles County and various other custody facilities.

• • **2-08/030.00 - Court Services Headquarters Unit**

CSD Headquarters has the following responsibilities:

- maintaining and processing inter/intra-Division transfer requests;
- preparing the Division budget;
- tracking budget expenditures and preparing necessary management reports;
- providing necessary staff assistance to Division Administration; and
- directing the Training and Judicial Services Units.

The Training Unit has the following responsibilities:

- coordinating all training for Division personnel and maintaining training records.

The Judicial Services Unit has the following responsibilities:

- providing security for the Board of Supervisors and investigating threats to members of the board and judges of Los Angeles County Courts; and
 - conducting security surveys of existing courthouses and providing liaison to officials and contractors planning the construction of future courthouses in collaboration with the Security/Facilities Committee.
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• • **2-08/040.00 - Court Services Bureaus - East/West/Central**

East/West/Central Bureaus have the following responsibilities:

- assigning of bailiffs to Superior courtrooms;
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- supervising, training and instructing bailiffs and court staff regarding proper procedures to ensure full protection of judges, attorneys, court attaches, witnesses, litigants and the public while court is in session;
- assisting the court in maintaining order, thereby helping to preserve the dignity and decorum necessary for the proper administration of justice;
- providing security for certain courthouses under contract with the courts;
- providing proper security for all prisoners;
- providing liaison between the courts and the Sheriff;
- selecting accommodations for sequestered juries;
- maintaining records of jury expenses;
- securing transportation and ensuring that adequate security is provided for sequestered juries;
- notifying the Sheriff's Headquarters Bureau of major newsworthy events pertaining to the courts;
- providing special security for notorious trials;
- responding to immediate or potential threats to the courts; and
- acting as Building Emergency Coordinators at all courthouses.

These Bureaus are also accountable for the custody of prisoners and the maintenance of all lockups in each Superior Court facility.

The Civil Management Bureau has the following responsibilities:

- providing information in matters related to codified law, legal decisions, and pending legislation which affect the Court Services Division, Civil Management Bureau;
- verifying writs, summonses, subpoenas and other orders of the court prior to acceptance for service;
- collecting and accounting for all fees connected with the services of process;
- serving and enforcing all types of civil process including evictions, personal property seizures, and attachments;
- making proper returns of service;
- advertising notices of the sale of real and personal property held under levy;
- conducting sales of real and personal property;
- maintaining appropriate files and records for all process handled;
- securing all property held by the Sheriff in civil cases; and
- selecting and inspecting storage facilities where personal property is stored by the Department in civil cases.

The CSD Transportation Bureau has the following responsibilities:

- transportation of prisoners to and from courts and custody facilities;
- contracted transportation of prisoners from local police agencies;
- transportation of high-risk juveniles who have been certified to adult court;
- specialized transportation of grand juries, juries, high security prisoners, celebrity detainees, wheelchair prisoners, and Department events;
- court ordered transportation of prisoners to medical facilities, hemodialysis centers, and funerals;

- coordinate driver training of Bureau personnel requiring Class B license;
 - maintain records for Department Motor Vehicles inspections, California Highway Patrol vehicle inspections, driver drug and alcohol tests, and Class B driver's license training; and
 - the Statewide Unit has the following responsibilities:
 - contracted transportation of prisoners within the Federal prison system within California, State prison facilities, community corrections facilities, other Counties, and juvenile detention facilities; and
 - Statewide transportation of State sentenced prisoners.
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• Chapter 9 - Custody Divisions

• • 2-09/000.00 - Custody Divisions

This chapter outlines the functions, responsibilities, and jurisdictions of Custody Divisions.

• • 2-09/010.00 - Functions and Responsibilities

Custody Division is responsible for the operation of the County's jail system and for the custody, security, rehabilitation, and care of all sentenced and pretrial inmates held in Sheriff's facilities.

Custody Division is responsible for the accumulation, processing and dissemination of information regarding inmate court appearances, housing locations, bails, fines and proposed release dates.

• • 2-09/020.00 - General Responsibility for Facility Operation

Custody Division is responsible for:

- providing for security and safety of all inmates housed within the custodial facilities of this Department's jurisdiction, including LAC/USC Medical Jail Wards;
 - assigning inmates to specific locations in the system;
 - providing clean, sanitary housing and clothing for inmates;
 - purchasing and preparing foodstuffs necessary for inmate meals;
 - arranging to have inmates ready for court appearances as required;
 - operating a jail store for inmates' convenience;
 - supervising inmate-attorney and personal visits;
 - issuing passes to those having business which requires entry into custody facilities;
 - providing plan checks of proposed detention facilities;
 - maintaining booking and commitment records for all inmates in the system;
 - operating the inmate law library;
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- maintaining the Inmate Trust Account;
 - inspecting incoming inmate mail;
 - providing the opportunity for inmates to participate in recreational or rehabilitative projects;
 - providing the facilities for inmates to worship; and
 - providing supplies for indigent inmates.
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• • **2-09/030.00 - Custody Services Division - General Population**

Custody Services Division – General Population is responsible for the below subsections.

• • **2-09/030.10 - Men's Central Jail**

This maximum security facility houses the majority of the pretrial inmates.

Within the jail complex includes a large infirmary which serves the male inmate population of all County adult detention facilities; a law library for use by inmates acting in 'propria persona' in the criminal courts; and a show-up room utilized by all local law enforcement agencies for conducting identification "lineups."

Education Based Incarceration programs are offered at this facility.

• • **2-09/030.20 - Inmate Reception Center**

The Inmate Reception Center, located within the Men's Central Jail and the Twin Towers complex, is responsible for the following:

- booking and release of all male prisoners;
 - maintaining booking and commitment records for male inmates in custody;
 - arranging to have male inmates available for court appearances or for other agencies;
 - safekeeping male inmates' property and clothing and making clothing and shoe exchanges;
 - inspecting and routing of all incoming inmate mail;
 - maintaining the Inmates' Trust and the Bail and Fine Accounts and issuing prisoner money drafts;
 - answering Writs of Habeas Corpus for the Sheriff;
 - coordinating the integrated bail and bond system;
 - placement of warrants and detainers against inmates;
 - collecting both the Custody Divisions' Inmate Count on a daily basis;
 - maintaining the original booking jacket on all deceased inmates;
 - interviewing, classifying and placing inmates at various facilities according to security and institutional needs;
 - coordinating Inmate Classification Information System;
 - managing the inmate Work Release and Weekender Programs; and
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- deploying the Field Booking Team.
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- • **2-09/030.30 - Pitchess Detention Center, East Facility**

This maximum security facility houses sentenced and presentenced inmates with serious holds, escape records, disciplinary problems or other classifications which require close supervision. Education Based Incarceration programs are offered at this facility.

- • **2-09/030.40 - Pitchess Detention Center, North Facility**

The North Facility houses medium to maximum security prisoners. State prisoners awaiting transportation to State facilities and/or having Department of Correction holds are also housed here.

Education Based Incarceration programs are offered at this facility.

- • **2-09/030.50 - Pitchess Detention Center, South Facility**

The South Facility houses primarily minimum to medium security prisoners. This facility houses sentenced and presentenced inmates. The training school for inmates assigned to the Fire Suppression Program is located at this facility. South Facility administers the MERIT Program, which includes the Impact Program for drug rehabilitation, the Veteran's Program, which provides skills and services to transition back into the community, and the Domestic Violence Program, which curbs domestic violence as well as other Education Based Incarceration programs.

- • **2-09/030.60 - North County Correctional Facility**

This maximum security facility houses sentenced and presentenced inmates of any security level or risk. This facility provides baked goods, sewn materials and printed materials for this Department and other County Departments. Education Based Incarceration programs are also offered.

- • **2-09/040.00 - Custody Services Division - Specialized Programs**

Custody Services Division – Specialized Programs is responsible for the below subsections.

- • **2-09/040.10 - Mira Loma Detention Facility**

Mira Loma is currently a contract detention facility that houses federal immigration detainees. It has a capacity of 1,452 detainee beds.

• • **2-09/040.20 - Medical Services**

Medical Services is responsible for the provision of adequate physical, mental and dental health care for inmates. A full range of services provided includes:

- Public Health Services;
- Outpatient Services;
- Inpatient Services; and
- Ancillary Services.

Health care is provided at all Department jail facilities by physicians, dentists, registered nurses and over 50 other clinical classifications.

• • **2-09/040.30 - Century Regional Detention Facility**

This is a maximum security, direct supervision facility. Century Regional Detention Facility is also responsible for booking and housing prisoners at Century Station.

• • **2-09/040.40 - Twin Towers Correctional Facility**

Twin Towers Correctional Facility currently houses all male mental health inmates. The treatment includes services provided by the Department of Mental Health. Twin Towers is also the home of the Correctional Treatment Center. The second tower is a male facility which houses the most security-intensive inmates in our system. Twin Towers Correctional Facility is home to both Custody Operations and Correctional Services Divisions.

• • **2-09/040.50 - Sybil Brand Institute for Women**

This facility is currently closed pending assignment.

• • **2-09/040.60 - Biscailuz Center**

This facility is currently vacant pending assignment.

• **Chapter 10 - Technology and Support Division**

• • **2-10/000.00 - Technology and Support Division**

This chapter outlines the functions, responsibilities and jurisdiction of the Technology and Support Division.

• • 2-10/005.00 - Functions and Responsibilities

The Technology and Support Division (TSD) is comprised of Communications and Fleet Management Bureau, Data Systems Bureau, Records and Identification Bureau, Scientific Services Bureau, and Office of Technology Planning.

This division supports the entire Department in the application of science, technology, and innovation services to public safety which includes: radio, cellular, and data communications; fleet maintenance and management; information technology, including operating secure networks, hardware, and data centers; official records and biometric identification; forensic sciences, including crime scene investigations; and other law enforcement technologies, such as automated license plate readers and fixed wearable camera systems. TSD's vision and strategy is to provide effective information technology solutions to improve the Department's business decision making ability, create innovative approaches to improve business processes, and enhance public trust through information transparency.

• • 2-10/010.00 - Information Technology Governance

The Department employs centralized governance to managing all information technology (IT) projects as defined in section 2-10/015.10. The governance process ensures that all IT projects are properly identified, vetted, prioritized, and implemented in accordance to the Department's strategic goals and protocols.

The information technology governance is managed by the Department's Chief Information Officer, the Chief Technology Officer, and the Office of Technology Planning (OTP).

Effective IT governance will:

- Provide a strategic and centralized approach to addressing the Department's increasingly complex IT requirements;
- Provide a process to resolve issues of competing interest within the IT domain;
- Establish procedures for initiating new IT projects;
- Prioritize IT projects based on Department needs and available resources;
- Identify standards and protocols for Department IT solutions;
- Identify and track all current and developing IT programs to ensure system compatibility and non-duplication of effort;
- Provide technical IT expertise/support as needed;
- Ensure the Department's IT efforts are coordinated with the Los Angeles County Chief Information Office;
- Enforce adherence of the IT governance process;
- Grant approval for all IT projects;
- Ensure a unified Department effort in the development, implementation, vetting, and function of Department-wide IT projects;
- Ensure the Department's IT strategy and individual IT projects are coordinated with the County's strategic IT plan; and

- Report and track the status of IT projects.
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• • **2-10/010.01 - Department Chief Information Officer**

The chief of Technology and Support Division (TSD) shall serve as the Department's Chief Information Officer with oversight responsibility to ensure that all technology programs and efforts are consistent with the Department's information technology (IT) goals. He or she shall be at the executive level of the Department and serves as the focal point for all IT projects and/or initiatives for the Department.

The Chief Information Officer's role is:

- To provide vision and leadership for developing and implementing IT initiatives; and
- To direct the planning and implementation of enterprise IT systems in support of business operations in order to improve cost effectiveness, service quality, and business development.

The Department's Chief Information Officer is responsible for:

- All aspects of the Department's IT and systems;
 - Leading IT strategic and operational planning to achieve business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the Department;
 - Developing and maintain an appropriate IT organizational structure that supports the needs of the Department;
 - Establish IT Department goals, objectives, and operating procedures;
 - Approving, prioritizing, and controlling projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems;
 - Defining and communicating policies and standards for acquiring, implementing, and operating IT systems;
 - Ensuring IT systems operation adheres to applicable laws and regulations; and
 - Promoting and oversee strategic relationships between internal IT resources and external entities, including agencies, vendors, and partner organizations.
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• • **2-10/010.02 - Technology Approval and Governance Board**

The Technology Approval and Governance Board (TAGB) is comprised of the Sheriff, Undersheriff, and assistant sheriffs. The Chief Information Officer [Technology and Support Division (TSD) chief] will serve as the executive director to the board.

The TAGB shall provide oversight of information technology investments by evaluating and approving proposed actions related to information technology (IT) risk, investment, and prioritization of projects and services. This board will deliver business value by aligning IT initiatives and operations to the current and future strategic objectives of the Department.

Additionally, this oversight ensures business units are effectively supported and have the technology they need to enable their goals.

Goals and responsibilities of the board are:

- To foster collaboration through shared accountability for IT investment, project, risk, and service decisions and performance;
- To foster IT success through shared accountability and established processes;
- To align funding and resource allocation through prioritization of IT projects in-line with the Department's strategic plan;
- To encourage continuous improvement of IT service performance and strategic use of IT by the Department;
- To establish Department-wide IT priorities, including new development and on-going maintenance;
- To facilitate collaboration among divisions with closely aligned requirements to ensure synergies and cost savings;
- To work in concert with the Chief Information Officer to determine feasibility and impact of IT initiatives to existing Department operations;
- To communicate directions or decisions throughout the organization;
- To evaluate the IT governance process at the end of each year to determine if changes are needed; and
- To approve the allocation of financial and personnel resources to support IT.

Goals and responsibilities of the executive director are:

- To advise TAGB on the long-term technology strategic plan and ensure alignment with business strategic goals;
- To provide cost analysis and long-term sustainability of IT investments reports for TAGB approval;
- To provide technology project portfolio to TAGB for approval and prioritization; and
- To make recommendations on project approach, direct on effective resource management, and seek approval for funding and prioritization.

• • 2-10/010.03 - Office of Technology Planning

The Office of Technology Planning (OTP) serves as a clearinghouse and advisory group for all Department information technology (IT) projects. OTP is an integral component of the Department's information technology governance process.

The Chief Technology Officer oversees all the functions of the OTP which is comprised of the following offices:

- Chief Data Office (CDO)
- Project Management Office (PMO)
- System Architecture Office (SAO)

Each office is an integral piece of the OTP to provide customer service to Department business units.

• • 2-10/010.04 - Chief Technology Officer

The Chief Technology Officer reports directly to the Chief Information Officer. The Chief Technology Officer's role is:

- Manage the Office of Technology Planning (OTP) operation;
- Work with executive management to nurture the organization through the use of technological resources; and
- Manage and have oversight on information technology (IT) governance implementation, project management, data management, and system architecture.

The Chief Technology Officer is responsible for the following:

- Development of the Department's long-term IT strategic plan;
- Ensure all technology practices adhere to best practice standards;
- Perform as the IT advisor to the Department's Chief Information Officer;
- Perform as the liaison between the Department and the Los Angeles County Chief Information Office to ensure collaboration and consistency with County technology policies;
- Oversight with County approved technology agreements; and
- Manage the related IT matters through the Chief Officer/Chief Executive Officer process.

• • 2-10/010.05 - Chief Data Office

The Chief Data Office (CDO) provides data oversight and management, enterprise data governance, and Department-wide data stewardship for technology and business-related projects. The CDO is managed by the Chief Data Officer. They report directly to the Chief Technology Officer and executive leadership to ensure data is being developed as a viable resource for current and future needs both inside and outside of specific information technology (IT) systems.

The Chief Data Officer is responsible for the following:

- Acts as the principle data trustee for the Department;
- Develops and implements data standards, practices, and technologies which build the foundation to create an Enterprise Information Management Program;
- Works closely with the Chief Information Officer and business subject matter expert (SME) to develop data quality metrics, measures, and practices to improve the Department's data and to protect sensitive information;
- Develops, organizes, and implements data management standards, policies, and practices that outline and enforce rules of engagement, decision rights, and the accountabilities for the effective management of information assets to support the mission of the Department;
- Oversees enterprise entity repository, data catalog, and publishing primary identifiers;
- Reaches out to industry, academics, other branches of government, and the public to promote the Department's data and data services;
- Attend events to promote the Department's data;

- Develops collaborations that further development of data products and services that speed communication products and innovations to market;
 - Manages open government data activities;
 - Evaluates, designs, and implements common technologies and information management best practices that maximize County investments and reduce project and operating costs;
 - Responsible for data reform and modernization for "fact-based, data-driven" decision-making; and
 - Collaborates with the Department's and County's various information sharing projects and initiatives to create an information management strategy and to create data standards that facilitate information sharing and management.
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• • **2-10/010.06 - Project Management Office**

The Project Management Office (PMO) is managed by the Project Management Officer, who reports directly to the Chief Technology Officer and executive leadership. The PMO provides project oversight, project control, and project support for technology related projects and pilots. The PMO will ensure the Department is investing in the right technology, realizing the promised (or expected) benefits, and monitoring successful implementation within the timeframe and budget allocated.

The primary mission of the PMO is:

- To ensure sustainable governance for project portfolio structure and project status oversight, including post-development lifecycle oversight;
- To ensure system compatibility amongst the various information technology (IT) solutions;
- To prevent duplication of effort;
- To provide a consistent approach to project initiation, approval, monitoring and reporting;
- To improve efficiencies within the IT domain;
- To develop IT system standards/protocols; and
- To assess new IT projects to determine their value and impact on the Department's operation.

The Project Management Officer is responsible for the following:

- Reviews Department IT project proposals to ensure optimum effort, adherence to established standards, and compliance to County procurement guidelines;
- Facilitates the establishment of IT project management guidelines, processes, and standards;
- Facilitates the establishment of performance measures and project status/reporting tools;
- Compiles and reviews IT requests for information (RFI), requests for proposal (RFP), and statements of work (SOW) prior to submission;
- Organizes technical experts into a project review team to help the project manager complete a successful project;
- Acts as liaison with the Los Angeles County's Chief Information Office;
- Acts as liaison with the Los Angeles County's Information Systems Advisory Body (ISAB);
- Maintains the Department's IT inventory, project portfolio, and the County-mandated Business Automation Plan (BAP);

- Reports directly to the chief of Technology and Support Division;
 - Recommends and develops a strategic IT plan and other IT-related administrative reports with the Department's Chief Information Officer; and
 - Coordinates technology activities performed in all parts of the Department to avoid redundancies.
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• • **2-10/010.07 - System Architecture Office**

The System Architecture Office (SAO) works in support of the Department's Chief Information Officer and reports to the Chief Technology Officer to develop strategic plans for the coordinated development, implementation, and maintenance of current and emerging information technology (IT) solutions.

The SAO is responsible for the following:

- Provides overall enterprise architecture oversight, enterprise-wide strategic planning, acts as a clearing house for innovation to support technology related projects and pilots, and interacts with vendors for both innovation and business fit needs.
 - Makes recommendations on the development of IT strategic planning, tracking technical trends, new projects research, adopting and driving emerging technologies, managing enterprise architecture, vendor management, and evaluation of in-house development vs. outsourcing;
 - Legacy application modernization, and system consolidation;
 - Implement architectural standards;
 - Identifies and tracks Department technology programs and provides a central knowledge base of efforts and technologies;
 - Provides support to the Chief Technology Officer, Chief Data Officer, and Project Management Officer with regards to IT strategic architectures as they relate to new and emerging IT projects being submitted for consideration;
 - Reviews and makes recommendations on products, services, and technical architectures that support data within the Department;
 - Identify an end-to-end approach for information management from intelligent data capture, to master and data quality management;
 - Adopt a strategic approach to IT architecture, as well as develop and implement data sharing policies and standards; and
 - Identify opportunities to reduce information sharing project and operating costs using adopted data sharing and exchange standards, practices, and technologies.
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• • **2-10/015.00 - Information Technology (IT) Projects Defined**

An Information Technology (IT) project is defined as:

- any process or implementation of hardware and/or software that is connected, by any method, to the Sheriff's Data Systems Network or software that analyzes, retrieves stores or transmits data across any Sheriff's data or voice communication system;
 - any process or implementation of hardware and/or software that is operated by the Department to
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support criminal justice efforts throughout the Los Angeles County region or with other agencies outside the region;

- computer hardware, networking software, data cabling, bandwidth and new applications of existing LASD technologies or data that is utilized on a Unit or Bureau-Level;
 - non-Department owned data, network, audio or video system that is designed, managed, or maintained by Department personnel (Federal, State, or public domain);
 - conversion of data, computer programming, information storage and retrieval and data transmission;
 - any IT device requiring installation, maintenance or technical support from any of the Department's IT units at any time during the life of the project; and
 - any Departmental data connection with any other agency or department.
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• • 2-10/015.10 - Mandatory Reporting and Approval of Information Technology (IT) Projects

All proposed information technology (IT) projects must be submitted to the Technology and Support Division's Office of Technology Planning (OTP) prior to acquisition, development, enhancement, or implementation. No IT project will be funded, implemented, or available for use without having been first vetted through the information technology governance process. This includes those projects wherein the funding originates from grants and/or other specialized accounts. All IT projects are subject to the following governance process:

- The division/executive sponsor of an IT project or their representative shall submit the project proposal to the chief of Technology and Support Division (TSD);
- The OTP and requesting division's project manager will review and discuss the project's purpose, readiness, and direction;
- OTP will assemble a team of IT technical experts in order to conduct a technical analysis and review to support business needs;
- During this process, OTP will review possible alternatives, if any, and will prepare recommendations for the chief of TSD; and
- Upon final approvals, the OTP will facilitate the project development, as needed.

Any deviation from this policy will require a memorandum from the unit commander to the chief of TSD explaining the justification for bypassing the IT governance process.

• • 2-10/020.00 - Jurisdiction

While the services provided by Technology and Support Division are primarily designed to support Departmental operations, many of its functions and services now extend outside of the Department. Official records are available to personnel of other public agencies. Among these systems, Technology and Support Division operates the Justice Data Interface Controller (JDIC) for the Criminal Justice System of the County with the exception of the Los Angeles Police Department and California Highway Patrol, the Countywide Warrant System (CWS), the Automated Fingerprint Identification System, which is used by all local law enforcement agencies, and law enforcement information sharing systems and efforts.

• • 2-10/030.00 - Communications and Fleet Management Bureau

Communications and Fleet Management Bureau provides for quality communications vehicles, and vessels in a cost-effective manner to support the operations of the Department. The bureau is comprised of eight primary units:

- Communications Center/Radio Room:
- Fleet Management Unit;
- Interoperability Section;
- Mobile Solutions Section;
- Communications Solutions Section;
- MDCS Training Unit;
- Data Solutions Section; and
- Information Technology Section.

Disaster Communications Service Unit which is managed by the Communication Center/Radio Room.

This Bureau is responsible for:

Communication Center/Radio Room

- Delivery of radio communicating services;
- Computer Aided Dispatch (CAD) system specialists;
- Alarm system central monitoring for Los Angeles County facilities (aka “Manitou Alarms”);
- Emergency Alert System (EAS) activations;
- AMBER alerts;
- Coordination of “Alert LA” activations (shared responsibility with EOB);
- Assignment of radio call numbers;
- Custody of voice and digital radio transmission records;
- Initiating voice interoperability system for LARTCS (Los Angeles Regional Tactical Communications System);
- Tactical radio channel management;
- After hour’s notification for Department vehicle tow; and
- Monitoring and coordinating of “3SI” tracking and “ETS” systems.

Fleet Management Unit

- Budgeting for replacement of vehicles, vessels and related equipment;
- Preparing specifications for the lease or purchase of vehicles, vessels, accessories and equipment;
- Pre-purchase evaluating and testing of equipment;
- Prioritizing and expediting equipment repairs;
- Reporting of statistics on fleet operations;
- Maintaining vehicle inventory records;

- Maintaining vehicle take home authorization records;
- Maintaining fuel supply and usage records;
- Functioning as liaison between Sheriff's Department, and vehicle/vessel maintenance contractors;
- Coordinating the assignment and replacement of vehicles and vessels; and
- Conduct annual inspections of station/unit fleet.

Interoperability Section

- LARTCS (Los Angeles Regional Tactical Communications System) program;
- LARICS (Los Angeles Regional Interoperability Communication System) program management;
- Mutual aid coordination and memorandum of agreements with outside agencies;
- CAL-SEIC coordination;
- Operational coordination of Department Mobile Interoperability Units (MCU);
- Coordinating and responding on FCC matters and policy; and
- Tactical communications responses.

Mobile Solutions Section

- Mobile Digital Computer (MDC) program management;
- Evaluation and implementation of new mobile technologies; and
- In-car video.

Communications Solutions Section

This section provides support in four major areas: oversight of the Department's communications infrastructure and systems engineering, radio services (repair and maintenance), cellular phone and radio inventory control, and telecommunications. These responsibilities include Department vehicles, Sheriff's stations, other County facilities and communications sites.

- Identifying and resolving communications problems;
- Budgeting for the Department's communications infrastructure costs;
- Planning and facilitating assistance with portable radios and cellular telephone communications for special events and other Department needs;
- Coordinating the planning, purchasing, installation and maintenance of communications sub-systems in liaison with other County entities (i.e., Internal Services Department, Sheriff's facilities, etc.);
- Radio programming;
- MDT support (limited to repair and replacement of MDT's);
- Department issued calling cards;
- Issuance, billing, and tracking of cellular devices;
- Repair, replacement and maintenance of all mobile communications equipment for the entire Department, to include but not limited to; voice and data radios (portable and mobile), mobile digital terminals (MDT's), mobile digital computers (MDC) first point of contact for repairs, siren controls, base stations, etc.;
- Testing and evaluation of new communications related equipment, such as new mobile and portable radios, MDT's, and other communications systems;

- Develop, fabricate, and test special and experimental electronics equipment;
- Develop, test, and implement Sheriff's voice radio channel plans for all portable, mobile and base station radios; and
- Managing the Department Service Order Account (DSO) and Service Level Agreement (SLA) as it relates to the communications infrastructure, maintenance, new projects, expenditures, and billing.

MDCS (Mobile Digital Communications System) Training

- Training personnel in the use of the Computer Aided Dispatch (CAD) equipment, to include station desk operations (complaint, dispatch, and watch deputy), mobile computing, and E-911 answering equipment;
- Develop and provide training for MCU participants;
- Conduct annual inspections of station/unit desk operations;
- Training for patrol school, security assistants, and security officers;
- Assist in evaluation of equipment for station desk and patrol use;
- Assist HelpDesk resolution of issues related to CAD, MDT, and MDC;
- Adding and verifying users to MDT/MDC systems;
- Research, develop, and deploy elearning (LMS) products related to CAD, MDT, MDC, and other CFMB products;
- Liaison with JDIC and other Data Systems Bureau training elements; and
- Function as Bureau LMS Coordinator.

Data Solutions Section

- Advance Surveillance and Protection Unit (ASAP) program management;
- Bureau reserve/volunteer program management;
- Quality assurance programs; and
- Advanced planning.

Information Technology Section

- Maintaining, evaluating, enhancing, upgrading, and replacing components of the Mobile Digital (Data/Voice) Communications System (MDCS);
- Computer Aided Dispatch (CAD) system management;
- Data center liaison;
- Technical advisory and support;
- Video alarms program management;
- Bureau website;
- Console Switch Interface system management;
- CSI WAN Management; and
- NG911 coordination.

• • **2-10/035.00 - Station/Bureau Desk Operations Standards and Guidelines**

Central Coordinating Authority/Responsibility

- Communications and Fleet Management bureau shall have central coordinating authority for all hardware, software, and communication devices installed in station desk areas regardless of funding source. This includes any audio, visual, data, or other IT equipment or software that may be installed in the station desk area (temporary or permanent) visible to the watch deputy and dispatcher. This is done to maximize officer safety, provide for a standardized physical layout of equipment for personnel, standardize workflow, and establish a standard baseline for cost estimates of future technology projects;
- As a central coordinating authority for desk operations, Communications and Fleet Management Bureau shall be consulted prior to any installation, modification, or alteration of anything related to desk operations. No technology item regardless of funding may be placed in the desk area without prior approval from Communications and Fleet Management Bureau; and
- These projects are still subject to guidelines set forth in MPP section 2-10/015.10, Mandatory Reporting of Information Technology (IT) Projects.

Station/Bureau Desk Operations Training

- Communications and Fleet Management Bureau shall have the central coordinating authority for training related to all facets of technological assets deployed at the desk. To maximize officer safety, service to the public, and maintain a standard of operation across the Department, any training related to station desk operations shall be vetted through Communications and Fleet Management Bureau.

Station/Bureau Desk Operations workflow Management

To maximize officer safety and standardize workflow, any potential increase in workload for station dispatchers and watch deputies (such as monitoring non CAD, CSI, Vesta, or GST systems) shall be vetted by Communications and Fleet Management Bureau.

• • **2-10/040.00 - Data Systems Bureau**

Data Systems Bureau plans, develops, coordinates and manages Information Technology (IT) for the Department - including systems and data connections supporting or interfacing with county, state, and federal criminal justice agencies.

This bureau is responsible for:

- managing the IT infrastructure - consisting of servers, computers, terminals, networks and network equipment, software, applications, databases, and peripheral equipment;
- developing and implementing security measures and IT standards to ensure Departmental information and systems work efficiently and securely; and
- ensuring the IT infrastructure and IT usage meet mandated local, state, and federal standards.

Mainframe Systems Support

- providing maintenance services for the Department's large mainframe-base law enforcement systems (Automated Jail Information System, Countywide Warrant System, and Transportation Management Automation System); and

- providing the Department and participating agencies with an on-line and batch system to track individuals through the criminal justice process from the time of arrest or remand through release.

Sheriff's Data Network

- providing a high-speed data communications infrastructure which interconnects all Department sites;
- providing a mature, stable and robust network which will furnish a means by which all Units can access services and applications that are required to perform vital Department functions;
- providing liaison with the County and State Coordinators for Public Safety Answering Points and Wireless 9-1-1 telephone operations;
- providing liaison with the California Law Enforcement Telecommunication System Advisory Committee;
- ensuring systems meet California Justice Information Systems (CJIS) guidelines;
- managing systems/services including, but not limited to the following:
 - network connections and interfaces with other criminal justice agencies;
 - Department Voice over Internet Protocol (VoIP) telephone systems;
 - Department telecommunication equipment and lines, including data circuits, analog voice lines, and 9-1-1 equipment and lines;
 - Closed Circuit Television (CCTV);
 - Department e-mail;
 - office automation;
 - personal computer and file server support; and
 - help desk and computer training.

Systems Development Section

- providing various levels of technical staff support in the acquisition and/or development of new automated systems within the Department. More than 65 systems are maintained by staff;
- enabling rapid on-line access to the Regional Allocation of Police Service (RAPS) to report patrol activity for the purpose of providing the Department executives, Contract Law Enforcement Bureau, and Station Administrators with statistical data relevant to particular policing jurisdictions. RAPS serves as a management tool for deployment of Patrol Personnel, analysis of individual Unit performance, budgetary justifications and reporting to contract cities regarding levels of police services; and
- providing a Performance Recording and Monitoring System that is an integrated database for administrative investigations and service comment forms. It also includes a system to flag instances that meet predefined criteria and thresholds. PRMS was originally comprised of three modules that automated the business processes of Internal Affairs Bureau, Civil Litigation, and Pitchess Motions. PRMS consolidates the information kept in these independent databases into an integrated database that serves as a Department-wide decision support system in matters related to risk management and service reviews.

Law Enforcement Information Sharing Program

The Law Enforcement Information Sharing Program (LEISP) handles the business and technical needs required to capture, organize, and share crime data and information, both within the Sheriff's Department and outside law enforcement agencies.

- the LEIS Section is responsible for the overall business and technical operations of the entire LEISP unit, along with the implementation of law enforcement applications such as COPLINK, LASDDashboard and records management systems. A Help Desk is staffed to handle inquiries related to these applications as well as LARCIS (Los Angeles Regional Crime Information System), the current Records Management System for LASD;
- the Crime Analysis Program (CAP – formerly Management Information Services MIS) is responsible for:
 - mandated state and federal crime;
 - supervision of the collection of the Department’s crime data;
 - prepare specialized crime studies and statistical reports;
 - handles all ad hoc requests for crime information;
 - the oversight and approval of all aspects of Geographical Information Systems (GIS) within the Sheriff’s Department, including development of boundary layers, determination of mapping standards, and GIS software licensing;
 - the creation and maintenance of reporting districts, arresting agency identifiers, and statistical codes and the related automated system tables;
 - data proprietor of the Regional Allocation of Patrol Services (RAPS) system; and
 - directs all crime analysis services, including selection, training, and supervision of all crime analysts as well as development and implementation of new crime and intelligence services.
- the Crime Assessment Center (CAC) analyzes crime throughout the entire county, without regard to jurisdictional boundaries; and
- the Advanced Surveillance and Protection (ASAP) unit specializes in closed circuit video surveillance (CCTV), Automated License Plate Recognition (ALPR) systems, Acoustical Gunshot Detection Systems and Advance Command Center Integration. It oversees the procurement, installation, and maintenance of these systems.

Custody Automation

Jail issues, including medical and mental health, classification, overcrowding, erroneous release, and over detention, have been addressed from a technology perspective. A series of systems projects, both short-term and long-term, were identified to address the Custody issues. Major systems being implemented or maintained are:

- Jail Hospital Information System (JHIS) - JHIS provides complete, accurate, and accessible clinical documentation to Medical Services. Using a customized version of hospital software package, an on-line medical record is available from any Custody facility. The system supports all the major functions of Medical Services, including patient care management, laboratory, radiology, pharmacy, mental health, dietetics, and other major processes. JHIS is fully integrated with AJIS.
- Jail Information Management System (JIMS) - JIMS is a multi-faceted development project that was designed to address short-term needed system fixes while concurrently proceeding down an orderly development path towards a replacement Automated Jail Information System (AJIS).

Data Center Administration

The Data Center Administration Unit is responsible for physically hosting in a secure, climate controlled environment all elements of the Department’s data processing and Information Technology infrastructure,

including Sheriff's Data Network and Records and Identification Bureau equipment. Data Center Administration is further responsible for the ongoing management and operational support, at the hardware and operating system level, of all Department-wide computer systems. Many of these systems are considered mission-critical and must be available on a 7-days-a-week, 24-hours-a-day basis. To effectively manage these systems, Data Center Administration maintains multiple Departmental Data Centers in geographically separate areas.

• • **2-10/050.00 - Records and Identification Bureau**

Records and Identification Bureau (RIB), comprised of both sworn and professional personnel, provides a crucial service for the Department. Its core responsibilities focus on the archival, retention, and release of the Department's records, totaling over 19 million crime reports and booking jackets stored in the Sheriff's Electronic Criminal Documents Archive (SECDA). Additionally, RIB oversees essential services such as fingerprint identification, warrants, subpoenas, and the registration of arson offenders through its Public and Law Enforcement Services (PALES) and Compliance and Specialized Services (CSS) Sections.

Compliance and Specialized Services (CSS) Section encompasses the following subsections and performs the following functions:

Countywide Warrant Processing:

- Manages the Countywide Warrant System (CWS).
- Enters, reactivates, and recalls Juvenile warrants in CWS.
- Enters, reactivates, and recalls Adult Mental Health warrants in CWS.
- Enters, reactivates, and recalls Adult/Juvenile Protective Custody warrants.
- Enters, reactivates, and recalls some Civil Bench warrants.
- Creates and recalls Grand Jury Indictments.
- Disseminates Second Abstracts via teletype.
- Serves as the point of contact for National and Local Law Enforcement for warrant information.
- Analyzes legislation and proposals concerning warrant entries.

Fingerprint Services:

- Conducts analytical fingerprint comparisons for local, state, and federal law enforcement agencies (excluding the Los Angeles Police Department), Department of Motor Vehicles and the Coroner's Office. Provides support for countywide warrant investigations and conduct identifications of unknown and deceased individuals using fingerprint and biometric records.

- Manually registers and maintains fingerprint information in the Automated Biometric Identification System (ABIS) for future comparisons.
- Ensures timely identification notifications are sent to booking locations and investigative units countywide.
- Conducts visual inspections and consolidates fingerprint-based records of subjects with duplicate SID numbers and MAIN numbers; and forwards this information to various agencies, including the California Department of Justice (DOJ).
- Maintains electronic, digital, and hard copy fingerprint files.
- Provides court testimony for fingerprint identifications and methods used for identification.
- Analyzes friction ridge images to determine the source of record with multiple identification numbers.
- Assists local law enforcement agencies with information corrections, coordinating with the DOJ.
- Provides information to jail staff regarding booking transactions and DOJ identification responses.
- Provides certified copies of fingerprint bookings and photographs to local, state, and federal law enforcement agencies.

Public and Law Enforcement Services (PALES) Section encompasses the following subsections and performs the following functions:

Applicant Processing:

- Provides local summary criminal history information to authorized city, county, state, and federal agencies for employment, permit, or licensing purposes.
- Provides copies of crime reports and booking jacket records to authorized agencies for the mentioned purposes, charging fees per California Penal Code section 13300(f).

Subpoena Control:

- Responds to criminal, civil, and administrative subpoenas, court orders, pre-sentences, prior convictions, and miscellaneous certification requests.
- Provides records in accordance with statutes and civil/criminal court rules.

Records Inquiry (Non-Law Enforcement):

- Responds to requests for police or accident reports, custody/booking information, or local summary criminal history information from authorized agencies, victim attorneys, and private individuals.
- Prepares various letters and provides crime reports and booking jacket information to relevant

agencies.

Records Inquiry (Law Enforcement):

- Works exclusively with law enforcement agencies, California State Prisons, District Attorneys, and City Attorneys for criminal investigations, housing recommendations, and prosecutions.
- Disseminates information to facilitate investigations and prosecutions.

Sealing:

- Remove data from electronic Departmental databases to comply with legal requirements for sealing and destruction of adult and juvenile arrest records.

Public Services:

- Provides full-service public counter.
- Offers a range of criminal history-related services to private individuals and attorneys.
- Provides Livescan Fingerprint services, register arson offenders, and collect fees for these services in compliance with state law and County ordinances.

Additionally, RIB undertakes Special Projects as needed.

• • **2-10/060.00 - Scientific Services Bureau**

This Bureau is comprised of specialized sections with responsibilities as follows:

Biology Section

Laboratory Services

- identification of body fluids including blood, saliva and semen;
- determination of possible donors of evidentiary body fluid stains utilizing DNA testing methods; and
- Combined DNA Indexing System (CODIS): Entry of DNA profiles in a database for search against profiles from known donors and other criminal cases.

Crime Scene Investigation

- Trace Biology Team - investigation of crimes against persons and some property crimes, including examination for and collection of biological evidence, trace evidence, impression evidence; conduct general evidence searches; and perform crime scene reconstructions.

Blood Alcohol Testing Section

Laboratory Services

- analysis of blood, urine, and beverage samples for alcohol concentration. Maintenance of breath alcohol testing instruments and instrument accuracy records. Train breath alcohol instrument operators. Provide expert testimony in DUI cases.

Controlled Substances Section

Laboratory Services

- examination and identification of solid dose controlled substances, including the examination of large drug seizures which require an appointment with the respective laboratory; and
- examination and identification of solid dose controlled substances and other evidence associated with the illicit manufacture of controlled substances.

Crime Scene Investigation

- Clandestine Laboratories Team – investigation of clandestine drug laboratories.

Evidence Control Section

- transports evidence between Bureau facilities and Stations, municipal police departments, and Central Property;
- accepts and releases evidence submitted to the Bureau; and
- maintains chain of custody records for evidence submitted to the Bureau.

Firearms Identification Section

Laboratory Services

- identification of bullets and cartridge cases to specific firearms; identification of type of firearm based upon expended bullets and/or cartridge cases; determination and function testing of full automatic firearms and silencers, determination of distance; serial number restoration; gunshot residue examination; and tool mark comparison; and
- National Integrated Ballistics Information Network (NIBIN) – entry of fired bullet and cartridge case information for search a National database.

Crime Scene Investigation

- Firearm Team – search for, collect, and interpret firearm and tool mark-related evidence to include bullet and cartridge case search and recovery, trajectory determinations, possible bullet strikes, and possible tool mark impressions. Provide expertise for the safe handling of unusual firearms.

Latent Print Section

Laboratory Services

- comparisons of friction ridge impressions to exemplar(s) of known persons for the purpose of making identifications and non-identifications;
- Automated Fingerprint Identification System (AFIS) – entry of latent finger and palm prints for search against a database of known finger and palm prints; and
- chemical processing – develop latent prints on evidence items utilizing chemicals, alternate light sources and digital imaging.

Crime Scene Investigation

- Major Crimes – investigation of crimes against persons such as homicides, rapes, robberies, or other crimes to include crime scene documentation, processing for latent prints, and casting of shoe and tire impressions. Crime scene documentation includes but is not limited to photography, aerial photography, video, sketches, diagrams, and three-dimensional laser scanning;
- Clandestine Laboratories – respond to clandestine laboratories to photograph and process evidence for latent prints; and
- Property Crimes – process property crimes or other crimes for latent prints where photography, videography or diagraming is not required.

Photo/Digital Imaging Section

- provides professional imaging services including processing, printing, storing, and maintain archives of film negative and digital images;
- complete public relations and/or evidence related digital photographic projects; and
- conduct studio photography of evidence, personnel, and Bureau operations.

Polygraph Section

- administers polygraph examinations in criminal investigations and pre-employment evaluations.

Quality Assurance and Training Section

- maintains the Bureau's international ISO/IEC 17025 accreditation program by conducting annual audits of accredited sections, ensuring court testimony monitoring, administering the proficiency testing program, issuing and following through on appropriate Corrective Action Requests, and calibrating and maintaining critical measuring devices;
- oversees the Bureau's Health & Safety Program by conducting appropriate audits, providing appropriate training and certification;
- oversees the Bureau's volunteer/intern program; and
- coordinates all aspects of the Bureau's external training program.

Questioned Documents Section

Laboratory Services

- provides a comprehensive range of document examination services which include but are not limited to – handwriting, printing, typewriting, inks, charred paper, and obliterated and altered documents.

Toxicology Section

Laboratory Services

- analysis of blood and urine samples for drugs in evidence samples and employee random drug testing samples; and
- analysis of food and product tampering cases and cases of suspected poison.

Trace Evidence Section

Laboratory Services

- identification and/or comparison of trace evidence, including: hairs, fibers, paint, tire and footwear impressions, physical matches, tear gas and pepper spray, general chemical unknowns, gunshot residue (GSR), ignitable liquids and explosive residues.

Crime Scene Investigation

- Trace – Biology Team - see Biology section; and
 - Fire Debris / Explosives Team - investigation of crimes of arson or explosive evidence.
-

• • **2-10/070.00 - Communications Equipment**

Communications and Fleet Management Bureau has responsibility for communications equipment of all types. Requests to purchase, survey, install, alter, extend, remove, or any other request in regard to any Department JDIC, MDT/MDC, CAD, portable or mobile voice radio, public address system, intercom, or other electronic devices (such as GPS monitors, video feeds, etc.) shall be requested on a SH-AD-32A through the Department Chief Information Officer (CIO) – Chief of Technical Services Division.

This includes any and all installations of any items in the Station desk area.

Units are specifically prohibited from altering in any way the CAD, GST, VESTA, CSI, and any and all fallback radio equipment. Unit Commanders are responsible for ensuring the standard equipment assembly (CAD, CSI, GST, VESTA, and fallback radios) as installed by Technical Services Division is not altered in any way.

To maximize officer safety and efficiency, unit Dispatchers and Watch Deputies shall ensure that all Station desk hardware and software is functional, operational, and all required users are logged on with the proper credentials. Specifically, they shall ensure that the CAD, CSI, 9-1-1 (VESTA), and GPS viewing units are functional, operational, and users are logged on with proper credentials.

The Station Dispatcher shall check the GST Viewer at least twice per shift as well as maintain constant vigilance to ensure that all GPS equipped units assigned to his or her Station are logged on and visible. If specific GPS equipped units are not visible to the Dispatcher on the GST Viewer, he or she shall contact the unit and ascertain the reason. If the Dispatcher and unit are not able to resolve the issue to become “visible” on the Dispatcher’s viewer, the unit shall contact the Central Help Desk for assistance. If the issue cannot be resolved at that level, the vehicle should be removed from service pending a response by technicians.

If the viewer is not functioning properly, the Dispatcher shall troubleshoot the issue to resolution according to training. If the issue is unable to be resolved at his or her level, he or she shall call the Central Help Desk and ensure a trouble ticket is generated.

Requests for telephones, additional directories and/or modifications of existing telephone equipment, shall be prepared on a Department Supply Requisition. Upon completion, send the form to the Telephone Coordinator, Communications and Fleet Management Bureau.

Any exceptions to this policy must be expressly in writing and kept on file at the Unit only after review by Communications and Fleet Management Bureau and Technical Services Division Chief.

• **Chapter 11 - Special Operations Division**

• • **2-11/000.00 - Special Operations Division**

This chapter outlines the functions, responsibilities, and jurisdiction of the Special Operations Division (SOD).

• • **2-11/010.00 - Functions and Responsibilities**

The Special Operations Division (SOD) is comprised of Aero Bureau, Emergency Operations Bureau, Special Enforcement Bureau, Criminal Intelligence Bureau, Transit Services Bureau, and Metrolink Bureau. Additionally, SOD Headquarters maintains functional supervision of the Crisis Negotiation Team, and the Muslim Community Affairs Unit.

The SOD provides support to all units within the Department and mutual aid assistance to outside agencies via its various bureaus and details.

• • **2-11/020.00 - Aero Bureau**

The Aero Bureau performs aerial support services using various types of aircraft and is responsible for:

- Investigating violations of regulations governing flight of aircraft and prosecuting offenders;
- Investigating all fatal or serious aircraft accidents;
- Granting permission to land aircraft on, performing maintenance on, and continuing the certification of all helipads under the control of the Department; and
- Providing airplanes and/or helicopters and flight crews for:
 - Aerial patrol and surveillance operations in support of ground law enforcement operations in Los Angeles County or required mutual aid situations;
 - Search and rescue operations, medical evacuation, and transportation missions;
 - Transportation of personnel performing official duties using in-service aircraft;
 - Transportation of prisoners;

- Emergency transportation of County employees;
 - Transporting family members of critically injured Department members;
 - Orientation training provided to members of law enforcement agencies;
 - Training of Aero Bureau personnel;
 - Aircraft maintenance;
 - Public relations displays;
 - Funeral “fly-overs;”
 - Flight requests initiated by the Sheriff; and
 - Flights for Aero Bureau operations and support.
-

• • 2-11/040.00 - Emergency Operations Bureau

The Emergency Operations Bureau provides a variety of specialized services throughout the County and consists of the following units:

- Tactical Planning Unit;
- Department Operations Center; and
- Labor Relations Unit.

Emergency Operations Bureau will be responsible for the following volunteer programs:

- Station Community Advisory Committees;
 - Station Clergy Councils;
 - Volunteers in Police Service;
 - CERT (21 hour FEMA certified);
 - Training for all volunteer coordinators and crime prevention staff (includes monthly training meetings);
 - Membership on the LASD Volunteer Association;
 - Coordination of the Volunteer Interpreter Program;
 - Drivers training for volunteers;
 - Emergency Services Index Program; and
 - Volunteers on Patrol Program;
 - Coordinate and expedite activities of civilian volunteers when requested;
 - Oversight for the Countywide LASD Community Emergency Response Team (CERT) training which includes:
 - Station training;
 - Focus group training;
 - Regional and countywide drills; and
 - Refreshers;
 - Oversee the training and planning for the disaster services workers; and
 - Coordinating and facilitating other special projects as directed by Department executives.
-

• • 2-11/040.05 - Tactical Planning Unit

The responsibilities of the Tactical Planning Unit includes:

- Strategic planning for emergencies;
- Tactical planning for major Departmental events and governmental entities;
- Inspection of the emergency management capabilities of stations, facilities and bureaus;
- Maintenance, training, and sustainment of Sheriff's Emergency Operations Center (SEOC) teams;
- Maintenance, training, and sustainment of County Emergency Operations Center (CEOC) teams;
- Maintenance, training, and sustainment of Departmental Incident Management Teams (IMT);
- Development, presentation, and coordination of disaster preparedness training and exercises for the Department and other governmental entities;
- Assisting and coordinating disaster preparedness planning with Mutual Aid Region I Law Enforcement Agencies on behalf of the Sheriff;
- Maintaining liaison and coordinating disaster preparedness plans with federal, state, County, and local governments;
- Attending conferences and serving on committees relating to disaster preparedness planning as a representative of the Sheriff;
- Coordinate out-of-county search and rescue team requests from CalIOES;
- Maintaining, staffing, and operating all field command posts and support equipment;
- Training of selected Departmental personnel in the operation of field command post equipment;
- Maintaining a file of operations plans made by all units within the Department;
- Collecting and maintaining information on civil disorder incidents, nationwide, especially those that may result in police attention, i.e., rock concerts; parades; sporting events; protest demonstrations; events that may attract large numbers of people where alcohol may be consumed, or may attract large numbers of street gang members; events that in the past have caused problems for law enforcement; job actions or strikes where problems are anticipated; any event for which significant Departmental response is anticipated;
- Gather and evaluate information concerning the many aspects of labor-management relations and disputes in an atmosphere of strict neutrality and confidence;
- Maintain close liaison with union officials, management personnel, government labor relations units and federal, state, County and municipal labor law enforcement officials prior to and during the course of a strike or labor dispute; and
- Respond to strike scenes to render services as needed.

• • 2-11/040.10 - Department Operations Center

The Department Operations Center (DOC) provides Department-wide situational awareness as well as providing support for the Department and outside agencies. The DOC monitors all Department active calls for service and arranges for resources and equipment to stations as needed. The DOC monitors open source information and forwards any pertinent information regarding emerging incidents or pre-planned events to the respective Department station or outside agency. The DOC reports important incidents and events (local, state, national, international) to executive staff as well as all the chiefs of police within Los Angeles County.

The DOC also makes confidential notifications to executive staff regarding sensitive information, such as employees relieved of duty and employees arrested. The DOC serves as the point of contact for law enforcement agencies requesting information from the LASD.

• • **2-11/040.15 - Reserve Forces Detail**

Reserve Forces Detail is responsible for providing support to the Department and local Sheriff's stations in the management of the Department's reserve deputy sheriff programs. Additionally, the following areas of oversight take place:

- Pre-employment background investigations for reserve applicants;
 - Process Carry a Concealed Weapon permits for reserve personnel;
 - Administer funding and procurement of equipment for the seven Search and Rescue (SAR) teams;
 - Maintain training and certification for Department emergency medical technicians;
 - Search dog program; and
 - Civilian Advisory Councils.
-

• • **2-11/050.00 - Crisis Negotiations Team**

The Crisis Negotiations Teams provide services throughout the county. The Crisis Negotiations Team (CNT) is responsible for:

- Establishing and maintaining communications with hostage takers, barricaded suspects, and other persons who pose an immediate, violent threat to themselves or the community; and
 - Intra/inter-Departmental liaison and training for the program throughout the county.
-

• • **2-11/060.00 - Special Enforcement Bureau**

Special Enforcement Bureau (SEB) provides a variety of specialized tactical, rescue, and counter-terrorist support services throughout the County and is comprised of five details. The five details work together to form the SEB's special weapons teams to safely resolve high-risk situations. Each individual detail has a specialty within the SEB special weapons teams. The SEB individual detail with responsibilities are as follows:

- Special Enforcement Detail
 - Emergency Services Detail (ESD)
 - Canine Services Detail
 - Arson/Explosives Detail
 - Hazardous Materials Detail (HazMat)
-

• • **2-11/060.05 - Special Enforcement Detail**

The responsibilities of the Special Enforcement Detail (SED) include:

- Maintain Special Weapons Team (SWT) availability on a 24-hour basis for handling barricaded suspect, hostage, and active shooter situations, serving arrest and search warrants in identified high-risk or other hazardous situations, and for assisting Canine Services Detail with high-risk area searches;
- Provide Tactical Entry Teams (TET) to assist any requesting unit in the service of non-high-risk search and arrest warrants;
- Provide explosive breaching capability for the Department and other special weapons teams in Los Angeles County;
- Augment station and unit level enforcement efforts through area or suspect surveillance, high-risk traffic stops, or other tactical services as needed;
- Mobilize to provide a law enforcement response at the scene of disorders and other man-made or natural disasters;
- Provide protection for designated dignitaries and jury site, or prisoner security dictated by special circumstances; and
- Provide specialized special weapons team training for SEB personnel and outside agencies.

The SED is authorized to have an underwater diving team consisting of SED, Canine Services Detail, and/or HazMat Detail members.

• • 2-11/060.10 - Emergency Services Detail

The responsibilities of Emergency Services Detail (ESD) include:

- Conduct searches, rescues, and recoveries, including mountain and maritime operations;
- Provide 24-hour law enforcement paramedic availability and services, including coverage for the special weapons teams and Canine Services Detail during all high-risk operations;
- Administer and provide instructors for the Department's Public Safety Diver Course;
- Provide tactical emergency medical services support for the Department and other law enforcement agencies within Los Angeles County;
- Provide specialized special weapons team tactical medical training for SEB personnel and outside agencies;
- Maintain law enforcement and rescue patrol capabilities in the Angeles National Forest and the Santa Monica mountains;
- Maintain law enforcement and rescue patrol capabilities in the waters surrounding and between Catalina, San Clemente Island, and the Ports of Los Angeles and Long Beach, including staffing of the ocean rescue patrol boat;
- Provide crew staffing for the Air Rescue 5 helicopter, which is available to respond to rescues, active shooter events, and other emergencies countywide;
- Conduct investigations of all scuba-related fatalities and accidents in the County's jurisdiction;
- Conduct evidence recovery for Department units and state and federal agencies in underwater and inaccessible terrain areas; and
- Maintain a jumper response team to assist CNT with appropriate safety tethering when negotiating with suspects on elevated platforms such as roof tops and highway overpasses. The SEB jumper response

team will also act as an arrest team working in coordination with CNT and station units. SED deputies may augment this team.

The ESD is authorized to have an underwater diving team.

• • **2-11/060.15 - Canine Services Detail**

The responsibilities of the Canine Services Detail include:

- Provide 24-hour police dog services to assist field personnel with building and area searches for high-risk suspects, and to assist as members of the Special Weapons Teams during all deployments; and
 - Assist with canine tracking searches for felony suspects and related evidence in certain situations.
-

• • **2-11/060.20 - Arson/Explosives Detail**

The Special Weapons Team specialty of the arson investigator is to provide bomb squad and arson investigator support to the team. Arson/Explosives Detail investigates cases involving the following:

- Arson;
- Bombings;
- Burglary where explosives are taken or a magazine is victimized;
- Disastrous fires;
- Explosions (caused by explosives);
- Explosives (except fireworks);
- Fires causing damage to public utility, public property, or causing personal injury;
- Fires causing damage of \$7,500 or more;
- Incendiary devices;
- Illegal manufacture, sale, or possession of fully automatic weapons, heavy weapons greater than 60 caliber, and silencers;
- Illegal manufacture, sale, or possession of bombs, explosives, or destructive devices;
- Illegal manufacture of fireworks (fireworks factories); and
- Series and patterns of crimes related to any of the above.

Responsibilities of the Arson/Explosive Detail include:

- Store and dispose of found, abandoned, or surrendered explosives and explosive devices;
- Process requests to assign and stamp serial numbers on handguns and long guns;
- Collect, preserve, and analyze evidence for presentation in court;
- Act as advisors to, and instructors for, the training academy staff regarding arson/explosives training for Department personnel;
- Safe handling of large caches of illegal fireworks;
- Act as liaison and local agency member of the Federal Bureau of Investigation's Nuclear Response and

Electronic Counter-Measures Teams;

- Maintain a cadre of explosive and accelerant detection canines; and
- Conduct protective detection sweeps for high profile public events and visiting dignitaries.

The Arson/Explosives Detail is authorized to have an underwater diving team.

• • **2-11/060.25 - Hazardous Materials Detail**

The Special Weapons Team specialty of the SEB Hazardous Materials Detail (HazMat) field investigator deputy is to prevent and respond to incidents and threats involving chemical, biological, radiological, and nuclear (CBRN) agents/weapons. HazMat responsibilities include:

- Prevent and respond to criminal or terrorism incidents suspected of involving CBRN weapons to detect, identify, sample, and collect hazardous evidence;
- Provide exclusion zone force protection;
- Determine the appropriate personal protective equipment for Department personnel;
- Acquire and maintain Department's CBRN personal protective equipment;
- Maintain a chemical/biological detection canine;
- Act as assistant safety officer for law enforcement missions at major HazMat incidents; and
- Act as liaison to the Federal Bureau of Investigation's Hazardous Evidence Response Team.

The HazMat Detail is available to assist other Department units as well as other public safety agencies with CBRN as follows:

- Special event sweeps;
 - Dignitary protection sweeps;
 - Related warrant service;
 - Detection;
 - Identification;
 - Public safety sampling;
 - Evidence collection;
 - Technical reference;
 - Exclusion zone force protection; and
 - Law enforcement assistant safety officer duties.
-

• • **2-11/070.00 - Criminal Intelligence Bureau**

The Criminal Intelligence Bureau (CIB) is tasked with the management and sharing, as appropriate, of all crime information and intelligence that is collected by Department personnel in the course of their duties. The fusion of information and intelligence from all investigative entities within the Department ensures the efficient dissemination of essential information to decision-makers, investigators, analysts, and patrol personnel. Through the comprehensive analysis of this information, CIB will provide actionable intelligence to inform decision-makers so they may plan for, respond to, and mitigate current and emerging crime trends and

threats.

The Criminal Intelligence Bureau's responsibilities include:

- Law Enforcement Information Sharing Programs (LEISP)
 - Sheriff's Analysis Unit (SAU)
 - Joint Regional Intelligence Center (JRIC)
 - Sheriff's Intelligence Unit (SIU)
-

• • 2-11/070.05 - Law Enforcement Information Sharing Programs

The responsibilities of the Law Enforcement Information Sharing Programs (LEISP) include:

- Los Angeles Regional Crime Information System (LARCIS)
 - Information and Events Tracking System (iNETS)
 - Tracking & Automated Graffiti Reporting System (TAGRS)
 - National Data Exchange (N-Dex)
 - Crime Without Borders
 - COPLink
 - Crossroads
-

• • 2-11/070.10 - Sheriff's Analysis Unit

The responsibilities of the Sheriff's Analysis Unit (SAU) include:

- Crime analysis:
 - Support patrol operations with analytical support on a 24/7 basis;
 - Provide administrative, tactical, strategic, and investigative analysis to support field units, investigators, specialized units, task force members, and executives;
 - Gather and share information from crime reports, teletypes, field interview reports, parolee release notifications, narcotic and sex registrations, and personal contacts with patrol, detective personnel, and outside agencies; and
 - Assist in the identification and apprehension of criminals, linking of crimes to form series and/or patterns, investigation of crimes, determination of patrol deployment, support for directed patrol and/or team policing, and identification and recovery of property; and
 - Statistical analysis program.
-

• • 2-11/070.15 - Joint Regional Intelligence Center

The Joint Regional Intelligence Center (JRIC) is comprised of the following cooperating agencies:

- Federal Bureau of Investigation
- Department of Homeland Security
- State of California Department of Justice
- Office of Homeland Security
- Los Angeles County Sheriff's Department
- Los Angeles Police Department
- Long Beach Police Department
- Los Angeles Airport Police Department

Working together, the above agencies' collective responsibilities include:

- Develop and maintain a liaison and information sharing process, which includes law enforcement, public safety, and critical infrastructure sectors;
- Serve as the intake center for tips and leads related to all crimes including terrorism;
- Convert information into operational and strategic intelligence;
- Disseminate intelligence to prevent terrorist attacks and combat crime in the Central District of California; and
- Act as Department liaison for INTERPOL.

• • **2-11/070.20 - Sheriff's Intelligence Unit**

The responsibilities of the Sheriff's Intelligence Unit (SIU) include:

- Identify and assess emerging threats involving terrorist and/or criminal activity for the purposes of mitigating and disrupting those threats;
- Identify and assess emerging and ongoing cyber threats;
- Analyze, process, and disseminate strategic and tactical intelligence to support ongoing or projected operations, unfolding events, and intelligence investigations;
- Provide intelligence to Department executives and command staff for situational awareness, decision-making, response, and mitigation efforts;
- Develop sources and informants to provide information about terrorist/criminal organizations and their activity;
- Liaison with local, state, and federal agencies;
- Participate in the FBI Joint Terrorism Task Forces (JTTF) and other task forces related to homeland security;
- Hate Crimes Coordinator;
- Crime Stoppers; and
- Interpol Liaison.

• • **2-11/080.00 - Transit Services Bureau**

Transit Services Bureau (TSB) provides law enforcement services to the Metropolitan Transportation Authority

(Metro) on designated Metro commuter trains and Metro buses throughout Los Angeles County.

The responsibilities of Transit Services Bureau include:

- Providing general law enforcement services and security for designated Metro bus and rail properties, equipment, and facilities;
- Investigate all incidents of crime occurring on designated Metro bus and rail properties, equipment, and facilities;
- Projecting a positive and proactive image of safety and security for mass transit systems and transit patrons in Los Angeles County;
- Providing explosives detection canine units to Metro; and
- Providing a mental health team to transit patrons.

• • **2-11/090.00 - Metrolink Bureau**

Metrolink Bureau provides law enforcement services to the Southern California Regional Railroad Authority (SCRRA). The responsibilities of Metrolink Bureau include:

- Provide a safe, secure environment for rail patrons;
- Enforce rail fare compliance as may be requested;
- Investigate all incidents of crime occurring on board Metrolink trains; and
- Provide right-of-ways enforcement within Los Angeles County.

• • **2-11/100.00 - Muslim Community Affairs Unit**

The Muslim Community Affairs (MCA) Unit's mission is to build a stronger relationship with the Muslim community for better understanding and cooperation with law enforcement. The MCA Unit and the outreach program consist of six components:

Relationships – Building relationships with the mosques, Islamic centers, Imams, and community leaders throughout Los Angeles County and the surrounding counties in southern California.

Youth Programs – A Young Muslim American Leaders Advisory Council (Young-MALAC) was developed and meets on a monthly basis for the purpose of education and to provide input on policy changes and issues of concern to youth and young adults. Some of the activities for the Young-MALAC include, but are not limited to; jail tours, patrol ride alongs, and visits to their local Sheriff's station.

Education – Seminars and training sessions are held in mosques, community halls, and Islamic schools on various topics such as domestic violence, identity theft, hate crimes, and terrorism. In addition, Department and outside agency recruits receive a two hour class (Law Enforcement Interaction with the Muslim Community) as part of the cultural awareness and sensitivity training program during their academy training. The program teaches recruits Islamic culture, customs, and beliefs to facilitate our Department's core values. An eight hour California POST approved Countering Violent Extremists class is also facilitated by the MCA staff.

Coordination – An outreach coordinator’s group consists of representatives from local (LAPD, Office of Human Relations), state, and federal (Department of Homeland Security, United States Citizen and Immigration Services) agencies. The main objective of the outreach coordinator’s group is to coordinate activities and events. The group meets monthly to coordinate efforts of outreach.

Custody Outreach – This Muslim community outreach program further embraces the Department’s mission of public trust policing by tending to and addressing inmate’s needs and issues in our jails.

International Diplomacy – In an effort to gain understanding and exchange best practices, the MCA unit has experiences with officials from more than 40 different countries, either by visiting their countries or by their police officials meeting with the MCA unit in Los Angeles County.

• **Chapter 12 - Countywide Services Division**

• • **2-12/000.00 - Countywide Services Division**

This chapter outlines the functions, responsibilities, and jurisdiction of the Countywide Services Division.

• • **2-12/010.00 - Functions and Responsibilities**

These Bureaus are responsible for the performance of the basic police tasks of protecting life and property, preserving the peace, preventing and suppressing crime, and the apprehension of violators of the law. Specialized functions are shown in the section governing the general structure of each Bureau.

• • **2-12/020.00 - Jurisdiction**

Divisional operations are carried out in the areas of the County specific to each Bureau for law enforcement services.

• • **2-12/030.00 - Responsibilities of Bureaus**

Each Bureau is responsible for the performance of the basic police tasks within its jurisdictional area. Bureaus which serve a contract are also responsible for providing the necessary administrative, supervisory, and clerical services required.

• • **2-12/040.00 - Community College Bureau**

Community College Bureau’s primary focus and principal jurisdiction shall be limited to law enforcement on the campuses of the Los Angeles Community College District (District) or other grounds or properties owned,

operated, controlled, or administered by the District.

Community College Bureau is also responsible for the following law enforcement and security services:

- observing and reporting facility problems (for example, broken windows, burnt-out lights, water leaks, and the like), safety hazards, and other matters needing attention by District personnel (for example, graffiti, or excessive litter);
 - investigating the whereabouts of missing equipment or property; responding to incidents requiring first aid; completing and submitting injury reports;
 - providing security and maintaining order at meetings, hearings, rallies, and other gatherings; and
 - rendering aid to students and others on campus who need assistance as a result of having vehicle problems (e.g., dead battery, lost keys.) or who ask to be escorted to their vehicles at night or in other appropriate circumstances.
-

• • **2-12/050.00 - Community Oriented Policing Bureau**

This bureau is comprised of seven details whose responsibilities are as follows:

Community Oriented Policing Teams (COPS)

- Identify and resolve “Quality of Life” issues within communities throughout the County;
- Build and maintain a strong, positive relationship with the citizens of the communities served by the Los Angeles County Sheriff’s Department; and
- Develop strategies for addressing specific community concerns, and work with community members and other agencies in order rectify those concerns.

Community Impact Teams (CIT)

- Primarily target gang members;
- Suppress gang related criminal activity in specific communities; and
- Provides assistance to Community Oriented Policing Teams.

High Impact Teams (HIT)

- Work in conjunction with the Community Oriented Policing Teams to resolve specific problematic areas within a community;
- Organize and conduct community surveys;
- Disseminate information gathered from community members to Department personnel; and
- Provide additional support to COPS Bureau through the use of surveillance, saturation patrols, and traditional law enforcement techniques.

Abatement Team

- Targets specific problematic properties including residences, businesses, vacant lots, etc.;
- Researches the history of an identified property history, determine ownership, and gather evidence to

support a nuisance claim;

- Works with property owners and occupants to rectify identified issues; and
- When necessary, assembles a task force to resolve problems by means of the civil property abatement process.

Community Development Commission (CDC) Team

- Provides law enforcement services through a contract with the Housing Authority County of Los Angeles (HACoLA);
- Responsible for policing sixty-five housing project sites throughout Los Angeles County;
- Provides crime prevention programs to site residents; and
- Conducts saturation and bicycle patrols at various sites.

Vital Intervention and Development Alternatives Program (VIDA)

- Provides structured drug and gang intervention programs to assist teenagers throughout Los Angeles County; and
- Consists of a sixteen week program which includes compulsory physical fitness, family counseling, health education, and associated intervention programs.

Parking Enforcement Detail (PED)

- Provides centralized administration of parking violation enforcement and citation processing for the unincorporated areas of Los Angeles County; and
- Consists of non-sworn personnel assigned to enforce parking and vehicle code related violations in unincorporated areas of Los Angeles County.

Explorer Programs

- Explorer Academy; and
- Conduct annual inspections of station explorer programs.

• • **2-12/050.05 - Mental Evaluation Team**

The Mental Evaluation Teams (MET) provide services throughout the county. MET is responsible for:

The Mental Evaluation Team assists patrol deputies with contacts involving the mentally ill, suicide attempts, or gravely disabled persons. The MET will assist the patrol deputy with the individual by arranging placement or transporting the individual to the identified appropriate facility if the person qualifies under 5150 WIC. The MET deputy will prepare the "Application for Evaluation" (MH-302). The station's handling deputy will prepare a brief Incident Report (SH-R-49), alleged mentally ill person, and book any confiscated weapons.

The MET also:

- Responds to barricaded suspects/mentally ill individuals;
- Assist with a threat of suicide in progress, i.e., jumpers, self-inflicted injuries;

- Provides supplemental crisis intervention techniques to defuse potentially volatile situations;
- Prepares appropriate documentation to assist custodial agencies in the placement of the mentally ill;
- Acts as liaison to community and judicial agencies; and
- Gives court testimony regarding the mental health or emotional stability of persons.

MET consists of a deputy sheriff and a Department of Mental Health clinician, who respond in unmarked Sheriff's vehicles.

• • 2-12/060.00 - County Services Bureau

County Services Bureau provides contractual general law enforcement and private security for various health centers and public and social service facilities throughout Los Angeles County. County Services Bureau is headquartered in the basement of Hall of Records. In addition to a unit commander, contractual responsibilities include headquarters operations, patrol, and detective functions, 24 hour desk and dispatch capabilities including Watch Commander, Watch Sergeant, and Watch Deputy oversight, training and scheduling staff, private security contract monitoring oversight, canine teams, Sheriff Security Officers and a complete cadre of LET, and professional staff.

County Services Bureau is divided into two primary autonomous branches:

- Facility Services; and
- Health Services.

The Facility Services branch of the County Services Bureau is responsible for providing security services to the following:

- Los Angeles County Department of Juvenile Probation;
- Los Angeles County Department of Public Social Services;
- Los Angeles County Department of Children and Family Services;
- Los Angeles County Department of Mental Health;
- Los Angeles County Register Records Office;
- Los Angeles County Public Libraries; and
- Los Angeles County Hall of Administration.

The Health Services branch of the County Services Bureau is responsible for security services to the following:

- Harbor – UCLA Medical Center;
- Martin Luther King Medical Center;
- Rancho Los Amigos Rehabilitation Center;
- LAC+USC Medical Center;
- High Desert Hospital;
- Olive View Medical Center;
- Long Beach, South Valley, Hubert Humphrey, Dollarhide, El Monte, Hudson, and Roybal County health centers; and

- Department of Mental Health Headquarters.
-

- • **2-12/070.00 - Parks Bureau**

Parks Bureau partners with the Los Angeles County Department of Parks and Recreation and the Offices of the Los Angeles County Board of Supervisors with the goal of providing a safe environment for people who visit Los Angeles County parks, nature trails, wildlife sanctuaries, lakes, and golf courses. Parks Bureau is a proactive uniformed patrol element of the Sheriff's Department, providing general patrol services to all County parks and addressing "quality of life" issues in and around the parks.

Parks Bureau is divided into three geographical zones (North, South, and East) under the central command of a Captain and operations staff. Each of the three zones has a contingent of Sergeants, Deputies, and Security Officers under the supervision of a Service Area Lieutenant. Each zone has a support staff of professional staff. Parks Bureau has a Detective Team, Boating enforcement and dive team services for Castaic and Pyramid Lakes, Off-Road Enforcement Team, Community Safety and Public Information Office, and a fulltime Mounted Enforcement Detail (MED). Additionally, the Sheriff's Department's Mounted Enforcement Detail comprised of collaterally-assigned Deputies, as well as Reserve Deputies, are under the command of the Parks Bureau Captain.

The primary responsibility of Parks Bureau patrol personnel are:

- provide directed patrol of Los Angeles County parks;
 - work closely with the Department of Parks and Recreation Department to address "quality of life" issues, and provide security at their events and locations;
 - work with promoters in the planning of events held in Los Angeles County Parks and ensure the safety of park patrons during these events;
 - take appropriate action on any law enforcement matters or observed or encountered problems and respond to calls for service; and
 - attend neighborhood and community meetings related to concerns of park safety and crime prevention.
-