

## 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;
  - 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;
- 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.

## • **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.

---

## • **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.

---