Volume 3 - Policy and Ethics

- Chapter 1 Policy and Ethics
- 3-01/000.00 Policy and Ethics
- • 3-01/000.05 Bias Free Policing
- 3-01/000.10 Professional Conduct
- 3-01/000.13 Professional Conduct Core Values
- 3-01/000.14 Ethics Awareness Enhancement
- 3-01/000.15 Electronic and Web-Based Communications
- 3-01/005.00 Accountability
- • 3-01/005.10 Responsibility for Documentation
- 3-01/010.00 Administrative Principles
- • 3-01/010.05 Delegation of Functions
- • 3-01/010.10 Delineation of Functions
- • 3-01/010.15 Organization for Command
- 3-01/010.20 Chain of Command
- • 3-01/010.25 Unity of Command
- 3-01/010.30 Executives
- 3-01/010.35 Rank

- 3-01/010.40 Authority of Rank
- 3-01/010.45 Supervisors
- • 3-01/010.50 Manner of Exercising Authority
- • 3-01/010.55 Delegation of Commensurate Authority
- 3-01/010.60 Conflict of Orders

- • 3-01/010.62 Managers and Supervisors Orders
- 3-01/010.65 Grievances
- • 3-01/010.70 Time of Discipline
- • 3-01/010.75 Suggestions for the Good of the Department
- • 3-01/020.00 Supervision
- • 3-01/020.05 Extent of Supervision
- 3-01/020.10 Implementing Supervision
- 3-01/020.15 Supervisory Identity
- 3-01/020.20 Responsibility for Completion of Duties
- • 3-01/020.25 Chain of Responsibility
- • 3-01/020.30 Responsibility for Subordinate Supervisors
- 3-01/020.35 Organizational Control
- • 3-01/020.40 Delegation of Authority
- • 3-01/020.45 Improved Procedures
- • 3-01/020.50 Assignment for Efficiency
- • 3-01/020.55 Manner of Giving Orders and Instructions
- • 3-01/020.60 Responsibility for Subordinates
- • 3-01/020.61 Welfare of Subordinates
- • 3-01/020.62 Relationship with Subordinates
- 3-01/020.63 Evaluation of Subordinates' Work
- • 3-01/020.64 Development of Acceptable Attitudes
- • 3-01/020.65 Career Counseling

• • 3-01/020.70 - Responsibility for Conduct of Subordinates

- • 3-01/020.75 Reports of Sickness
- • 3-01/020.80 Conformance with Department Manual of Policy and Procedures
- • 3-01/025.45 Safety of Firearms
- • 3-01/030.00 Conduct -- General
- 3-01/030.05 General Behavior
- 3-01/030.06 Disorderly Conduct
- 3-01/030.07 Immoral Conduct
- • 3-01/030.10 Obedience to Laws, Regulations, and Orders
- • 3-01/030.12 Conflict of Interest and Investigative Recusals
- 3-01/030.13 Relationships and Mentoring
- • 3-01/030.14 Duty to Intervene
- 3-01/030.15 Conduct Toward Others
- • 3-01/030.16 Family Violence
- • 3-01/030.17 Employee Notification of Family Violence and Temporary Restraining Orders
- • 3-01/030.18 Field Personnel's Response to Employee Involved Family Violence And/Or Temporary Restraining Orders
- • 3-01/030.19 Supervisor's Response to Employee Involved Family Violence And/Or Temporary Restraining Orders
- • 3-01/030.20 Family Violence Notifications, Internal Affairs Bureau Responsibilities
- 3-01/030.21 Family Violence Notifications to Outside Law Enforcement Agencies
- • 3-01/030.23 Workplace Violence
- • 3-01/030.24 Definition of Workplace Violence
- • 3-01/030.25 Coverage of Policy

- 3-01/030.26 Violation of Workplace Violence Policy
- 3-01/030.27 Retaliation
- • 3-01/030.28 Reporting of Workplace Violence and/or Retaliation
- • 3-01/030.29 Supervisor Responsibilities
- 3-01/030.30 Ombudsperson/Career Resources Center Responsibility
- 3-01/030.31 Employee Support Services Bureau's Responsibility
- 3-01/030.32 Advanced Training Bureau's Responsibility
- • 3-01/030.33 Personnel Administration Bureau's Responsibility
- 3-01/030.34 During the Investigation
- 3-01/030.35 Workplace Violence and Retaliation Policy/Outside Vendor
- • 3-01/030.37 Unnecessary/Inappropriate Interference in an Investigation
- 3-01/030.40 Use of Alcohol
- • 3-01/030.45 Use of Drugs or Narcotics
- • 3-01/030.50 Smoking
- • 3-01/030.51 "No Smoking" Areas
- • 3-01/030.53 Smoking Policy At Other Facilities
- • 3-01/030.55 Sleeping on Duty
- • 3-01/030.60 Gambling
- • 3-01/030.65 Loitering

- • 3-01/030.73 Hazing/Bullying
- • 3-01/030.75 Bribes, Rewards, Loans, Gifts, Favors
- • 3-01/030.78 Prohibition on Profiteering
- • 3-01/030.80 Contributions for Department Activities (Including, But Not Limited To, Athletic Teams and Events)

- 3-01/030.85 Derogatory Language
- 3-01/030.90 Patriotic Courtesy
- • 3-01/030.95 Alcohol-Related and/or Domestic Violence Arrests of Personnel
- • 3-01/040.00 Responsibility General
- • 3-01/040.05 Financial Obligation
- • 3-01/040.10 Incurring Liability Against the County
- 3-01/040.15 Care of County Property and Equipment
- • 3-01/040.17 Vehicle Bumper Stickers
- 3-01/040.20 Return of County Property
- 3-01/040.25 Change of Status Property Return Reserve to Regular
- • 3-01/040.30 Property Damage
- 3-01/040.35 Money and Property of Others
- 3-01/040.40 Misappropriation of Property
- • 3-01/040.45 Safeguarding Money, Property, and Evidence
- 3-01/040.48 Key Security, Control and Inventory
- • 3-01/040.50 Care of Identification Items
- • 3-01/040.55 Possession of Unauthorized Identification Items
- • 3-01/040.60 Badge Duplicate Memento
- • 3-01/040.62 Use of Sheriff's Intellectual Property/Star/Logos
- 3-01/040.63 Use of the Sheriff's Department Flag
- • 3-01/040.65 Tampering with Evidence
- • 3-01/040.69 Honesty Policy

• • 3-01/040.70 - Dishonesty/False Statements

- 3-01/040.75 Dishonesty/Failure to Make Statements And/Or Making False Statements During Departmental Internal Investigations
- • 3-01/040.76 Obstructing An Investigation/Influencing a Witness
- • 3-01/040.80 Internal Investigations by Other Law Enforcement Agencies
- • 3-01/040.85 Cooperation During Criminal Investigation
- 3-01/040.90 Reporting Information
- • 3-01/040.95 Confidential Information
- • 3-01/040.96 Information Requests or Contacts with Private Investigators or Suspect's, Defendant's or Plaintiff's Representatives
- • 3-01/040.97 Safeguarding Persons in Custody
- 3-01/040.98 Recommending Lawyers or Bondsmen
- • 3-01/050.00 Work Rules General
- 3-01/050.05 Performance of Duty
- • 3-01/050.10 Performance to Standards
- • 3-01/050.15 Duties of Deputy Personnel
- 3-01/050.20 Duties of All Members
- • 3-01/050.25 Hours of Duty
- 3-01/050.30 Off-Duty Incidents
- • 3-01/050.35 Rendering Assistance Traffic Collisions
- • 3-01/050.37 Safety of Passengers/Companions of Arrested Persons
- 3-01/050.40 Safety of Stranded Motorists
- 3-01/050.42 Safety of Stranded Animals
- • 3-01/050.45 Punctuality
- 3-01/050.50 Absence

- • 3-01/050.55 Personal Information
- 3-01/050.56 Unit Personnel Rosters
- 3-01/050.60 Telephone
- 3-01/050.65 Basic Shooting Requirements
- 3-01/050.70 Failure to Qualify Remedial Training
- 3-01/050.73 Failure to Shoot Remedial Training
- 3-01/050.75 Firearms and ID Card
- • 3-01/050.80 Grooming and Dress Standards
- • 3-01/050.82 Prohibition Law Enforcement Gangs and Hate Groups
- • 3-01/050.83 Employee Groups which Violate Rights of Other Employees or Members of the Public
- 3-01/050.84 Fraternization and Prohibited Associations
- 3-01/050.85 Fraternization
- 3-01/050.86 Prohibited Associations
- • 3-01/050.87 Guidelines Governing Youth Group Programs
- • 3-01/050.90 Supplemental Case Information
- 3-01/050.95 Court Cases
- 3-01/060.00 Personnel

- 3-01/060.05 Pre-Employment Investigations
- 3-01/060.10 Personnel Incident Investigations
- • 3-01/060.15 Assignment and Deployment
- • 3-01/060.20 Regulations Regarding Outside Employment
- • 3-01/060.25 Prohibited Employment
- • 3-01/060.30 Department Approval of Outside Employment

- 3-01/060.33 Outside Security Employment
- • 3-01/060.35 Employee Copies of Policy and Ethics Chapter
- • 3-01/060.40 Performance of Duties by Pregnant Employees
- 3-01/070.00 Politics and Religion
- 3-01/070.05 Political Activity
- 3-01/070.10 Political and Religious Discussions
- 3-01/075.00 Personal Relationships Between Department Members
- 3-01/080.00 Public and Press Relations
- 3-01/080.05 Public Relations
- • 3-01/080.10 Public Appearances, Writing, Etc.
- 3-01/080.15 Press Relations
- • 3-01/080.16 Photography, Audio, and Videotaping by the Public and the Press
- • 3-01/080.17 Superior Court General Order Exception
- • 3-01/080.18 Exceptions in Custody Facilities
- 3-01/080.20 Complaints and Information Requests
- • 3-01/080.25 Emergency Calls
- 3-01/090.00 Vehicles

- 3-01/090.05 Use of County Vehicles
- 3-01/090.07 Use of Seatbelts
- • 3-01/090.08 Supervisors' Responsibilities
- • 3-01/090.10 Operation of Vehicles
- • 3-01/090.15 Unauthorized Persons County Vehicles
- • 3-01/090.20 Use of County Vehicle Outside County Limits

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

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

- • 3-01/121.05 Policy of Equality Prohibited Conduct
- • 3-01/121.10 Policy of Equality Discrimination
- 3-01/121.15 Policy of Equality Sexual Harassment
- • 3-01/121.20 Policy of Equality Harassment (Other Than Sexual)
- • 3-01/121.25 Policy of Equality Third-Person Harassment
- 3-01/121.30 Policy of Equality Inappropriate Conduct Toward Others
- 3-01/121.35 Policy of Equality Retaliation
- • 3-01/121.40 Policy of Equality Examples of Conduct That May Violate This Policy and Scope of Coverage
- • 3-01/121.45 Policy of Equality Reporting Violations of This Policy
- • 3-01/121.50 Policy of Equality Duty to Cooperate
- 3-01/121.55 Policy of Equality No Retaliation
- • 3-01/122.00 Policy of Equality Procedures
- 3-01/122.05 Policy of Equality Procedures Duties of Supervisors and Managers
- • 3-01/122.10 Policy of Equality Procedures Information About the Policy and Procedures
- • 3-01/122.15 Policy of Equality Procedures Equity Complaint Process
- • 3-01/122.20 Policy of Equality Procedures External Complaint Monitoring
- • 3-01/122.25 Policy of Equality Procedures Confidentiality
- Chapter 2 Personnel
- • 3-02/000.00 Personnel Rules and Regulations
- • 3-02/010.00 Work Assignments
- • 3-02/010.05 Relatives Assigned to the Same Unit

- • 3-02/010.06 Nepotism and Personal Relationships
- • 3-02/010.10 Working Hours
- 3-02/010.15 Work Schedules
- 3-02/010.16 Filling Vacancies with Overtime
- 3-02/010.17 Swapping of RDO/Shifts
- • 3-02/010.19 Overtime Worked At Other Assignments
- 3-02/010.20 Transfer Deputy Personnel
- • 3-02/010.22 Assignments/Seniority Deputy Personnel
- • 3-02/010.25 Filing Assignment Preference Requests Deputy Personnel
- • 3-02/010.27 Hardship Transfer Deputy Personnel
- 3-02/010.29 Transfer Coveted Positions
- 3-02/010.30 Transfer Custody Assistant Personnel
- • 3-02/010.31 Assignments/Seniority Custody Assistant Personnel
- • 3-02/010.32 Filing Assignment Preference Requests Custody Assistant Personnel
- • 3-02/010.33 Hardship Transfers Custody Assistant Personnel
- • 3-02/010.35 Transfers Security Officer or Security Assistant Personnel
- 3-02/010.36 Filing Assignment Preference Requests Security Assistant or Security Officer Personnel
- • 3-02/010.37 Hardship Transfer Requests Security Assistant/Security Officer
- 3-02/010.39 Transfer Supervisors
- 3-02/010.40 Administrative Reassignment of Personnel Positions
- • 3-02/010.45 Civilian Staffing Policy

• • 3-02/010.50 - Policy on Promotion/Transfer Process - Responsibility for Active Investigation Reviews

- • 3-02/010.55 Transferring Employees Subject to a Settlement Agreement or a Participant in the Performance Mentoring Program, or Other Work Restrictions
- • 3-02/020.00 Employee Personnel Records
- • 3-02/020.01 Employment Reference Checks
- 3-02/020.05 Employee's Personal Information Form
- 3-02/020.10 Personnel Folders
- 3-02/020.12 Employee Personnel File Reviewing
- 3-02/020.15 Removal of Documents From Personnel Files
- 3-02/020.20 Outside Employment
- 3-02/020.23 Procedures for Private Entity Contract Services
- 3-02/020.25 Paid Assignments for Reserve Deputies
- • 3-02/020.27 Procedures for the Reporting of Paid Assignments Worked by Reserve Deputies
- • 3-02/020.30 Supplemental Law Enforcement Services for Public School Districts
- • 3-02/020.35 Education Records and Verification
- 3-02/020.45 Employee Identification
- 3-02/030.00 Absences
- • 3-02/030.05 Foreseeable and Unforeseeable Absences
- 3-02/030.07 Extended Leave of Absences
- • 3-02/030.10 Military Leave

- • 3-02/030.12 Reinstatement After Military Leave
- 3-02/030.15 Military Activation Committee (MAC)
- • 3-02/030.17 Miltary Leave Unit Commander's Responsibilities
- • 3-02/030.19 Unit Employee's Responsibility

- • 3-02/030.20 Pregnancy Disability Leave (PDL)
- • 3-02/030.21 Family and Medical Leave Act (FMLA)
- • 3-02/030.25 Industrial Injury or Illness Leave
- • 3-02/030.30 Bereavement Leave
- 3-02/030.35 Leave Without Pay
- • 3-02/030.40 Return to Work Following a Leave of Absence in Excess of 30 Days
- 3-02/030.45 Vacations
- 3-02/030.50 Holidays
- 3-02/030.55 Witness Leave
- • 3-02/030.60 Variance Affecting Prior Payroll Document
- 3-02/040.00 Medical
- 3-02/040.05 Occupational Injury/Illness
- 3-02/040.10 Injured or III While Off Duty
- 3-02/040.15 Sick Leave
- 3-02/040.18 Medical Certification or Doctor's Note
- 3-02/040.20 Kin Care

- • 3-02/040.25 Employee Exposed to Communicable Disease
- 3-02/040.30 Employee Exposure to the Bodily Fluids of Persons in Custody, Field Operations Regions, and Court Services
- 3-02/040.31 Hepatitis B Immunization Program
- • 3-02/040.35 Medical Examination Following Sick Leave
- • 3-02/040.40 Return to Work Sworn Members Medical Restrictions
- • 3-02/040.41 Administrative Reassignment of Personnel Loans

- • 3-02/040.42 Creating Unfunded Positions Prohibition
- • 3-02/040.45 Voluntary Medical Examinations for Safety Members
- 3-02/040.50 Emotional Behavioral Concerns
- 3-02/040.55 Peer Support Program
- • 3-02/050.00 Injury/Illness Prevention Program (IIPP)
- 3-02/050.05 Employees' Safety Responsibilities
- 3-02/050.10 Supervisors' Safety Responsibilities
- 3-02/050.15 Managers' Safety Responsibilities
- • 3-02/050.20 Department Safety Officer Responsibilities
- 3-02/050.25 Hazardous Substances Information
- • 3-02/060.00 Deceased Employee
- 3-02/060.05 Notification
- • 3-02/060.10 Assistance to Family
- 3-02/060.15 Donations and Trust Funds
- • 3-02/060.20 Pre-Funeral Arrangements
- • 3-02/060.21 Guidelines for Department Member Funeral Services
- 3-02/060.25 Dress and Conduct At Funerals
- • 3-02/060.30 Other Related Duties
- • 3-02/060.35 Guidelines for Department Representation At Peace Officer Memorial Services
- • 3-02/060.40 Guidelines for Submitting Fallen Peace Officer Applications to Local, State, and Federal Law Enforcement Memorials
- • 3-02/070.00 Jury Duty

3-02/070.05 - Prospective Juror Questionnaire

- • 3-02/070.10 Jury Service Continuances
- • 3-02/070.15 Out-Of-County Jury Service
- • 3-02/070.20 Receipt of Jury Summons Employee Responsibility
- • 3-02/070.25 Receipt of Jury Summons by Employee Unit Responsibility
- 3-02/080.00 Training
- • 3-02/080.01 Training Requirements for Sworn Personnel
- • 3-02/080.02 Training Requirements for Professional Staff
- • 3-02/080.05 V.A. Apprenticeship Program
- • 3-02/080.15 Educational Advancement Program
- 3-02/080.20 Special Institutes and Seminars
- 3-02/080.25 In-Service Training
- • 3-02/080.30 Dress Code Policy for Training Attendance
- • 3-02/080.35 Post Incentive Program
- • 3-02/080.40 Participation in Work Experience Educational Program
- • 3-02/080.45 Special Unit Training
- • 3-02/085.00 Evaluating Employee Performance
- • 3-02/085.10 Employee Performance Records
- 3-02/085.20 Automated Performance Performance Databases
- • 3-02/085.30 Management Guidelines
- • 3-02/085.40 Unit Commanders' Responsibilities in Using Automated Personnel Performance Data
- • 3-02/085.45 Middle Management/Supervisory Responsibilities
- • 3-02/085.50 Employee Review of Automated Personnel Performance Information

- • 3-02/085.55 Unit Commander's Responsibility
- 3-02/085.60 Personnel Management Issues
- • 3-02/085.65 Procedure for Use of Automated Performance in the Transfer Request Process
- • 3-02/085.70 Correction/Removal/Modification of Records in the Automated Performance Recording and Monitoring System Database
- • 3-02/085.75 Procedures for Using the Performance Recording and Monitoring System Profile Report
- 3-02/090.00 Performance Evaluations
- • 3-02/090.05 "Improvement Needed" or "Unsatisfactory" Rating Permanent Employee
- 3-02/090.07 Probationary Employees Unit Commander's Responsibilities
- • 3-02/090.10 Probationary Evaluation
- 3-02/090.15 Transferring or Terminating Employees
- • 3-02/090.17 Guidelines for Performance Evaluation Narratives
- • 3-02/090.18 Employee Absence During the Rating Period
- • 3-02/090.20 Responsibility for Evaluation
- • 3-02/090.30 Signatures on Performance Evaluations
- 3-02/090.35 Drivers License Check
- 3-02/100.00 Classification
- • 3-02/110.00 Promotions

- 3-02/120.00 Probationary Period Deputy Sheriff
- • 3-02/130.00 Reinstatement/Restoration
- • 3-02/130.05 Reinstated Employees
- • 3-02/130.10 Restoration of Reinstated Deputy Personnel Following Completion of Probationary Period

- • 3-02/130.15 Reinstatement/Restoration Pursuant to Other Lawful Authority
- • 3-02/130.20 Restoration Following Voluntary Demotion
- 3-02/130.25 Restoration of Employees Reduced Due to Disciplinary Action or Unsatisfactory Work Performance
- • 3-02/130.50 Request for Continued Service Beyond Age 60 Medical Certification Process
- 3-02/140.00 Commendations
- • 3-02/140.05 Commendable Actions Observed by Department Personnel (Internal Commendations)
- • 3-02/140.10 Valor, Purple Heart, Sheriff's Humanitarian, Line of Duty, Lifesaving and Public Safety Awards
- 3-02/140.15 Service Awards
- • 3-02/140.18 Leadership Award
- 3-02/140.20 The Sheriff's Award
- 3-02/140.25 Sheriff's Commendations
- • 3-02/140.26 Master Field Training Officer Pin
- • 3-02/140.27 Field Training Officer Pin
- • 3-02/140.28 Physical Fitness Pin
- • 3-02/140.30 Commendable Restraint Commendation
- 3-02/140.35 Career Achiever's Award
- • 3-02/140.38 Tradition of Service Award
- • 3-02/140.40 Employee Unit Recognition Programs
- 3-02/140.43 Divisional Service Pin
- • 3-02/140.45 Executive Commendations
- 3-02/140.48 Star Scroll/Star Certificate Awards

- • 3-02/140.50 Supervisory Acknowledgments
- • 3-02/140.55 Employee Recognition Awards Form
- • 3-02/140.60 Legendary Lawman and Law Woman Pin
- • 3-02/140.65 Humanitarian Award
- 3-02/145.00 County and Department Service Awards
- • 3-02/150.00 Employee Grievance Procedure
- 3-02/150.05 General Provisions
- 3-02/150.10 Informal Procedure
- • 3-02/150.15 Formal Procedure
- • 3-02/150.20 Third Step for Civilian Personnel
- 3-02/160.05 Notification of Pending Retirement
- • 3-02/160.10 Regular Service Retirement
- • 3-02/160.15 Disability Retirement
- • 3-02/160.20 Affecting Retirement
- • 3-02/160.25 Retirement Luncheons or Dinners
- • 3-02/170.00 Resignation or Transfer to Another County Department
- • 3-02/170.05 Termination Process for Reserve Deputies
- • 3-02/170.10 Replacement/Restoration of County Uniforms, Equipment, and Badges, Etc.
- • 3-02/170.50 Policy and Procedures for Issuance of Concealed Weapon Privileges and Retirement Credentials
- • 3-02/170.51 Procedure for the Issuance of Retirement Credentials
- • 3-02/170.52 Requirements for a Department Recognized Retirement
- • 3-02/170.55 Retirement Credentialing of Sworn Personnel

- • 3-02/170.60 Retirement
- 3-02/170.65 Retirement Credential
- • 3-02/180.00 Bilingual Bonus
- 3-02/190.00 Supervisor-Subordinate Bonus
- 3-02/190.05 Conditions for Payment
- • 3-02/190.10 Supervisor's Request for Authorization
- • 3-02/190.15 Procedures Governing Approved Bonuses
- 3-02/190.20 Responsibility for Processing
- • 3-02/200.00 Payroll Information Requests
- 3-02/210.00 Paid Time in Addition to Salary
- • 3-02/220.00 Employee Relations Ordinance
- • 3-02/230.00 Employee's Signature on Payroll Documents
- • 3-02/240.00 Pay and Leave Documents Designation/Authorization
- • 3-02/250.00 Tax Deductions on Supplemental Wages
- • 3-02/260.00 Employees Temporarily Reassigned
- • 3-02/270.00 Payroll Deduction Cards
- • 3-02/280.00 Overtime

- 3-02/280.10 Overtime Authorization
- • 3-02/280.15 Overtime Provisions
- 3-02/290.00 Overtime Guidelines
- • 3-02/290.05 General Guidelines
- • 3-02/290.10 Specific Guidelines
- • 3-02/290.15 Court Time Guidelines

- • 3-02/290.20 Preparation for and Completion of Duties
- 3-02/290.25 FLSA Exemptions
- 3-02/300.00 Overtime and Paid Hours Worked Report
- • 3-02/300.05 General Information
- 3-02/300.10 Overtime
- • 3-02/310.00 Call-Back Time/Early Shift Start
- • 3-02/320.00 Standby Pay
- 3-02/330.00 Daily/Weekly Time Sheets
- 3-02/340.00 Audit of Time Documents
- • 3-02/350.00 Night Bonus
- Chapter 3 Uniform and Safety Equipment
- • 3-03/000.00 Departmental Authority
- • 3-03/000.05 Authority of the Sheriff Uniform and Safety Equipment
- • 3-03/000.10 Uniform and Safety Equipment Committee
- • 3-03/000.15 Official Records of the Uniform and Safety Equipment Committee
- • 3-03/010.00 General Provisions Uniform and Safety Equipment
- • 3-03/010.05 Requirements/Inspections Uniform and Safety Equipment
- • 3-03/010.10 Who Shall Possess Uniforms
- • 3-03/010.15 Exemption From Uniform Requirements
- • 3-03/010.20 Employee Comments
- • 3-03/010.25 Optional Uniform Items
- • 3-03/020.00 Special Uniform Needs
- • 3-03/030.00 Wearing Uniforms

- 3-03/030.10 Who Shall Wear Uniforms
- 3-03/030.15 Exemptions From Wearing Uniforms
- • 3-03/030.20 Manner of Wearing Uniforms
- • 3-03/030.25 Wearing Uniforms on Formal Occasions
- 3-03/030.35 Mixing Civilian and Uniform Clothing
- 3-03/030.40 Wearing Jewelry
- 3-03/030.45 Inclement Weather Uniform
- • 3-03/040.00 Maintenance and Inspections Uniform and Safety Equipment
- 3-03/040.05 Maintaining Uniforms and Safety Equipment
- • 3-03/040.10 Inspection of New Articles
- • 3-03/040.15 Official Inspections
- • 3-03/040.20 Inspection Reports Uniform and Safety Equipment
- • 3-03/050.00 Marking Department-Issued Equipment
- • 3-03/060.00 Replacing Department Property
- • 3-03/060.15 Replacing Items of Identification
- • 3-03/060.20 Replacing Employee's Damaged Personal Property
- • 3-03/060.22 Damage to Personal Vehicles in the Line of Duty
- • 3-03/065.00 Executive Uniform
- • 3-03/065.05 Specifications Executive Uniform
- 3-03/065.10 Possession and Wearing Executive Uniform
- • 3-03/065.15 Accessories Executive Uniform
- • 3-03/070.00 Official Deputy Sheriff Uniforms
- 3-03/070.05 Deputy Sheriff Class A Uniform

- • 3-03/070.10 Deputy Sheriff Class B Uniform
- • 3-03/070.15 Deputy Sheriff Duty Uniform
- 3-03/070.25 Deputy Sheriff Special Operations Clothing
- • 3-03/070.40 Safety Equipment
- • 3-03/070.55 Plain Clothes Duty
- 3-03/070.60 Uniforms for Tactical Alerts
- • 3-03/070.95 Deputy Sheriff Identification
- 3-03/100.00 Civilian Employee Uniforms
- • 3-03/100.05 Community Services Officer
- 3-03/100.07 Court Services Specialist
- • 3-03/100.10 Class A Blue Uniform
- • 3-03/100.20 Class B Blue Uniform
- • 3-03/100.23 Security Officer/Security Assistant Uniform
- • 3-03/100.25 Law Enforcement Technician Uniform
- • 3-03/100.27 Custody Assistant Uniform
- • 3-03/100.28 Custody Assistant Class A Uniform
- • 3-03/100.29 Custody Assistant Class B Uniform
- • 3-03/100.30 Custody Assistant Equipment
- 3-03/100.50 Culinary and Kitchen Worker Uniform
- • 3-03/100.60 Civilian Volunteer Uniform
- • 3-03/100.70 Civilian Volunteer Name Badge
- • 3-03/100.75 Chaplain Volunteer Uniform
- 3-03/105.00 Uniformed Civilian Baseball Style Cap, Class B (Optional)

- • 3-03/120.00 Ammunition Requirements
- 3-03/120.05 9MM Ammunition Rescinded
- • 3-03/120.07 .45 Ammunition Rescinded
- 3-03/120.10 .38 Special Ammunition Rescinded
- 3-03/120.15 12-Gauge Shotgun Ammunition Rescinded
- 3-03/125.00 Magazine Pouch
- • 3-03/130.00 Badges
- 3-03/130.10 Deputy Sheriff Flat Badge and ID Card Case
- 3-03/130.15 Memorial Badge Band
- 3-03/130.20 Custody Assistant Badge
- • 3-03/130.30 Parking Control Officer Badge
- • 3-03/130.40 Security Officer/Security Assistant Patch
- • 3-03/130.43 Security Officer Badge
- • 3-03/130.45 Security Assistant Badge
- • 3-03/130.50 Scientific Services Bureau (Crime Lab)-Civilian Personnel
- • 3-03/130.55 Sworn and Professional Staff Name Badge
- • 3-03/140.00 Baton and Baton Holder
- • 3-03/140.15 Handler 12 Device Rescinded
- • 3-03/140.20 Specifications Rescinded
- 3-03/140.25 Impact Devices Training
- • 3-03/150.00 Belts
- • 3-03/150.05 Duty Belt and Accessories
- 3-03/150.10 Trouser Belt

- • 3-03/150.20 Synthetic Duty Belts and Accessories
- • 3-03/180.00 Cartridge Case, Shotgun (Optional)
- 3-03/190.00 Coveralls
- 3-03/190.05 General Purpose Coveralls (Optional)
- 3-03/190.10 Special Purpose Coveralls
- • 3-03/190.20 Flight Suit
- 3-03/195.00 CPR Device
- 3-03/200.00 Department Stripe
- 3-03/210.00 Firearms
- • 3-03/210.01 Transportation of Firearms
- • 3-03/210.05 Revolvers/Semi-Automatic Pistols (On-Duty and Off-Duty)
- 3-03/210.06 Revolvers/Semi-Automatic Pistols Light/Laser
- • 3-03/210.07 Duty Weapons Reserve Deputy, Level-III Personnel
- • 3-03/210.10 Patrol Shotgun
- • 3-03/210.15 Firearms Recording
- • 3-03/210.20 Law Enforcement Equipment Purchase and Authorization
- 3-03/210.25 Firearms Other
- • 3-03/210.30 Cleaning Firearms
- • 3-03/210.31 Firearms-Sighting Systems
- • 3-03/210.32 Purchase of Firearms, Ammunition, or Weapon-Related Equipment
- • 3-03/210.33 Special Use Shotgun
- • 3-03/210.34 -Specialized Weapons and Weapon Accessories
- 3-03/210.35 Use of Firearms

- 3-03/210.40 Possession of Department-Issued Firearm Security Officer, Sheriff (Armed)
- 3-03/220.00 Flashlights
- • 3-03/225.00 Footwear
- 3-03/230.00 Gloves (Optional)/Gloves (Mandatory)
- 3-03/240.00 Handcuffs and Cases
- 3-03/250.00 Headgear
- 3-03/250.01 Western-style Hatband and Hat Pin
- 3-03/260.00 Helmets
- 3-03/270.00 Hobble Restraint "Ripp Hobble"
- • 3-03/280.00 Holsters
- • 3-03/285.00 Identification Card
- 3-03/285.05 Possession of Identification Card
- 3-03/285.10 Volunteer Identification Cards
- • 3-03/290.00 Insignias

- • 3-03/290.02 Motorcycle Insignia
- • 3-03/290.05 Paramedic Insignia
- • 3-03/290.10 Pilot/Observer Insignia
- 3-03/290.15 Rank-Deputy and Sergeant Insignia
- 3-03/290.25 Rank-Lieutenant and Captain Insignia
- • 3-03/290.35 Rank-Commander Insignia
- • 3-03/290.40 Rank-Division Chief Insignia
- • 3-03/290.45 Rank-Assistant Sheriff Insignia
- 3-03/290.50 Rank-Undersheriff Insignia

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

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

- • 3-04/010.10 Acknowledgment of Receipt of Public Input
- • 3-04/010.15 External Commendations
- • 3-04/010.20 Service Complaints
- 3-04/010.25 Personnel Complaints
- 3-04/010.30 Retention of Service Comment Reports
- • 3-04/010.35 Public Accessibility to Information About the Complaint Process
- 3-04/020.00 Administrative Investigations
- 3-04/020.05 Initiation of Administrative Investigations
- 3-04/020.06 Administrative Investigations Constitutional Policing Advisors
- 3-04/020.10 Employee Relieved of Duty for Disciplinary Reasons
- • 3-04/020.12 Supervisors' and Managers' Responsibility for Ensuring the Timely Completion and Adjudication of Administrative Investigations
- 3-04/020.15 Administrative Investigation Procedures
- • 3-04/020.18 Use of Commemorative Book Photographs
- • 3-04/020.20 Inactivation of Administrative Investigations
- 3-04/020.25 Administrative Investigation Terminology
- 3-04/020.28 Effective Date of Revisions to Findings
- • 3-04/020.30 Internal Administrative and Criminal Investigations
- 3-04/020.35 Notification to Complainant
- • 3-04/020.40 Discipline
- • 3-04/020.45 Retention of Investigative Records and Documents
- • 3-04/020.50 Grievance Procedures
- • 3-04/020.60 Delegation of Disciplinary Matters
- • 3-04/020.80 Modify Findings And/Or Discipline

- • 3-04/030.00 Procedures for Responding to Complainant Dissatisfaction with Department Service Reviews and Administrative Investigations
- • 3-04/030.05 Department Procedures for Responding to Complainant Dissatisfaction -- Department Service Reviews
- • 3-04/030.10 Department Procedures for Responding to Complainant Dissatisfaction -- Administrative Investigations
- • 3-04/040.00 Audit and Accountability Bureau
- 3-04/040.10 Audit and Accountability Bureau Purpose and Authorization
- 3-04/040.20 Organizational Independence
- 3-04/040.30 Audit and Accountability Bureau Responsibilities
- 3-04/040.40 Audit and Accountability Bureau Reporting Procedures
- 3-04/050.00 Corrective Action Plans
- • 3-04/050.20 Corrective Action Plan Process, Review, and Approval
- Chapter 5 Fiscal
- • 3-05/000.00 Fiscal Chapter
- 3-05/010.00 Claims/Reimbursement
- • 3-05/020.00 Mileage
- • 3-05/020.05 Mileage General
- 3-05/020.10 Permittee Mileage Claims
- • 3-05/020.15 Private Vehicles Used for Out-Of-County Trips
- 3-05/030.00 Travel

- 3-05/030.05 Travel and Expense Approval Procedure
- • 3-05/030.10 Travel-Salary Only Approval Procedures
- • 3-05/030.15 Travel Expense Advances Including Airline Tickets

- 3-05/030.20 Travel Expense Limitations
- • 3-05/030.25 Transportation of Prisoners Out-Of-County
- 3-05/030.30 Extradition Assignments
- • 3-05/030.35 Transportation To/From Catalina Island
- • 3-05/030.40 Travel Advances Due to Temporary Assignment on Catalina Island and North County Areas
- • 3-05/030.50 Temporary Assignment Expenses
- • 3-05/050.00 Special Appropriation Fund
- • 3-05/050.05 Obtaining Funds From Fiscal Administration
- 3-05/050.10 Authorized Expenses From the Special Appropriation Fund
- • 3-05/050.15 Instructions for Completing the Special Appropriation Expense Claim (SH-AD-103)
- 3-05/050.20 Documentation to Support Expenses
- • 3-05/050.25 Claim Procedures and Accountability
- 3-05/060.00 Collections
- • 3-05/060.05 Acceptance of Checks and Handling of Non-Sufficient Fund (NSF) Checks
- 3-05/060.10 Bank Accounts
- • 3-05/060.15 Miscellaneous Fees Account Bank Deposits
- 3-05/060.20 Bail/Fine Account Bank Deposits
- 3-05/060.25 Avalon Station Deposits
- • 3-05/060.30 Collection of Contract City Towed Vehicle Administrative Release Fees
- • 3-05/070.00 Revolving Fund
- 3-05/080.00 Cash Shortages/Overages

- • 3-05/080.05 Shortage-Under \$20
- 3-05/080.10 Shortage-Other
- 3-05/080.15 Overage
- • 3-05/080.20 Deposit
- • 3-05/080.80 Department Fundraising and Donations
- 3-05/080.81 Donations to the Department
- 3-05/080.82 Department-Wide Foundation Support
- • 3-05/080.83 Community-Based Non-Profit Support Groups
- • 3-05/080.84 Fundraising Activities by Department Members
- 3-05/080.85 Contributions For Employee Functions or Activities
- • 3-05/080.86 Employee Maintained Funds
- • 3-05/080.87 Monitoring and Guidance
- • 3-05/080.88 Training
- • 3-05/090.00 Employee Maintained Funds
- • 3-05/090.05 Banking Procedure
- 3-05/090.10 Method of Collection
- • 3-05/090.15 Responsibility
- 3-05/100.00 Loss of Funds And/Or County Equipment
- • 3-05/100.05 Reimbursable Items
- 3-05/100.10 Nonreimbursable Items
- • 3-05/100.15 Reporting Procedures Regarding Loss of Funds
- • 3-05/100.20 Reporting Equipment Losses
- • 3-05/110.00 Toll Calls/Telegrams

- 3-05/120.00 Department Postage
- 3-05/120.05 Postage Stamps
- • 3-05/120.10 Procedures for Use of Postage Meter
- • 3-05/120.15 Patrol Stations and Emergency Operations Bureau
- 3-05/120.20 Units Located in the Sheriff's Headquarters Building
- 3-05/120.25 Central Jail
- 3-05/120.30 Refilling the Meter
- • 3-05/120.35 Voided Envelopes
- 3-05/120.40 Meter Record Book
- 3-05/130.00 Personal Checks Cashing Of
- 3-05/140.00 Station Safes
- • 3-05/160.00 Regulations for Installing Software on Computers At Sheriff's Department Facilities
- 3-05/170.00 Internal Control Certification Program (ICCP)
- Chapter 6 Equipment, Supply and Maintenance
- • 3-06/010.00 Budget
- 3-06/020.00 Equipment Standards
- • 3-06/030.00 Fixed Assets
- • 3-06/030.01 Unit Controlled Equipment
- 3-06/030.05 Portable Items of Equipment
- 3-06/040.00 Services and Supplies
- 3-06/050.00 Rental Items
- • 3-06/060.00 Salvage Fixed Assets

- • 3-06/060.05 Control of Salvage Items
- • 3-06/070.00 Communications Equipment
- • 3-06/080.00 Department Weapons Inspections/Inventory
- 3-06/080.05 Inspections of Armories
- • 3-06/080.10 Quarterly Weapons Inventory
- • 3-06/080.15 Equipment, Weapons and Munitions Control
- 3-06/080.20 Military Equipment
- • 3-06/090.00 Fire Extinguisher Equipment
- • 3-06/090.05 Maintenance of Extinguishers
- 3-06/100.00 Supply Inventory
- • 3-06/100.05 Perpetual Inventory System
- 3-06/100.10 Inventory Needs and Reorder Levels
- • 3-06/100.15 Overstock and Obsolete Inventory Items
- • 3-06/110.00 Receipt of Merchandise
- 3-06/110.05 Receiving New Fixed Asset Items
- • 3-06/110.10 Outside Vendors
- 3-06/110.15 Internal Services Department (ISD)
- 3-06/120.00 Internal Services Department Work Order Requests
- • 3-06/130.00 Emergency Repairs and After Hours Emergency Repairs
- 3-06/140.00 Automotive Equipment
- • 3-06/140.05 Operator's Responsibility
- 3-06/140.10 Motor Pool Vehicles
- • 3-06/140.12 Department-Assigned Vehicles

- • 3-06/145.00 Semi-Annual Vehicle Inventory Report
- • 3-06/150.00 Vehicle Repair Notification
- 3-06/150.05 Vehicle Maintenance
- 3-06/150.10 Emergency Requests
- 3-06/150.15 Service or Repair Expenses Inside the County
- • 3-06/150.20 Service or Repair Expenses Outside the County
- 3-06/150.25 Towing of Department Vehicles
- 3-06/150.30 Flat Tires
- • 3-06/150.35 Radio and Electronic Repairs
- 3-06/160.00 Issuance and Recordation of Fuel
- • 3-06/160.05 Completion and Distribution of Record Log (76G122D)
- • 3-06/160.10 Completion and Distribution of Fuel Usage Report (SH-R-395)
- • 3-06/160.15 Fuel Deliveries
- 3-06/170.00 Out of Service Signs
- • 3-06/180.00 Printing Requests
- • 3-06/180.05 Printing Management Unit's Responsibilities
- 3-06/180.10 Unit Commander's Responsibilities
- • 3-06/180.15 Printing Request (SH-AD-1)
- • 3-06/180.20 Forms Design and Control
- • 3-06/190.00 Department Publications
- • 3-06/190.05 Advance Notice on Layouts
- 3-06/190.10 Classes of Publications
- • 3-06/190.15 Specifications

- • 3-06/190.20 Exceptions and Conflicts
- • 3-06/200.00 Body Worn Cameras
- 3-06/200.03 Definitions
- • 3-06/200.05 Body Worn Cameras-Equipment
- 3-06/200.08 Body Worn Cameras-Activation
- • 3-06/200.10 Inability to Activate Body Worn Camera Prior to Initiating Enforcement or Investigative Contact
- 3-06/200.13 Recording of the Entire Contact
- 3-06/200.15 Documentation Required for Failing to Activate Body Worn Camera or Recording the Duration of the Contact
- 3-06/200.18 Body Worn Camera Recording Exceptions
- • 3-06/200.20 Los Angeles County Sheriff Custody Facilities
- 3-06/200.23 Los Angeles County Superior Courthouses
- • 3-06/200.25 Confidential Nature of Recordings
- • 3-06/200.28 Prohibition Against Modification of Recordings
- • 3-06/200.30 Notice to Member of the Public of Body Worn Camera Recording
- • 3-06/200.33 Prohibition Against Recording Personnel in Non-Enforcement or Investigation Situations
- • 3-06/200.38 Property of the Department
- 3-06/200.40 Training Required
- 3-06/200.43 Inspection and Testing of Equipment
- • 3-06/200.45 Damaged, Malfunctioning, or Inoperable Equipment
- • 3-06/200.48 Identifying Recordings
- • 3-06/200.50 Storage of Recordings

• • 3-06/200.53 - Viewing of Body Worn Camera Recordings

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

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

- • 3-07/060.05 Organization
- • 3-07/060.10 Equipment
- • 3-07/060.15 Activation
- • 3-07/070.00 Paging System
- 3-07/070.05 Issuance and Control of Pagers
- 3-07/080.00 Telephone System
- 3-07/080.02 Response to a Failure in the Telephone System
- • 3-07/090.00 Incoming Calls
- 3-07/090.05 Business and 9-1-1 Telephone Systems
- • 3-07/090.10 Emergency Incoming Calls Business System
- • 3-07/090.15 The 9-1-1 Emergency Telephone Number System
- • 3-07/090.20 Alarm Company Calls
- • 3-07/090.25 Routine Incoming Calls
- • 3-07/100.00 Outgoing Calls
- • 3-07/100.05 Toll or Long-Distance Calls
- • 3-07/100.20 Telephone Calling Cards
- • 3-07/100.25 Cellular Device Assignment, Usage, Maintenance, and Management
- • 3-07/100.30 Inmate Telephone Monitoring System
- • 3-07/110.00 County Telephone Directory Changes
- • 3-07/120.00 Justice Data Interface Controller System (JDIC)
- 3-07/120.10 Participating Agencies

- • 3-07/120.15 Messages Types, Transmission, and Reception Of
- • 3-07/120.20 Reporting Equipment Trouble

- • 3-07/130.00 Local Broadcasts
- 3-07/130.05 Announcement Broadcast Format
- 3-07/130.10 Crime Broadcast Format
- 3-07/130.15 Robbery Broadcast Format
- • 3-07/140.00 Department of Justice System (DOJ)
- 3-07/140.05 CLETS and NLETS Message Classification
- 3-07/140.10 General Instructions
- 3-07/140.15 CLETS and NLETS Restrictions
- 3-07/140.20 CLETS Mnemonics
- 3-07/140.25 NLETS Originating Agency Identifier
- 3-07/140.30 CLETS and NLETS Bulletin/Message Format
- 3-07/140.35 Standardized Subject
- • 3-07/140.40 Supplementation/Correction
- • 3-07/150.00 Law Enforcement Computer Information Systems
- • 3-07/150.05 Information Access and Dissemination
- • 3-07/150.10 Legal Requirements Record Entry
- 3-07/150.15 Data Base User's Manuals

- • 3-07/150.20 California Justice Information System (CJIS)
- • 3-07/150.25 Automated Management Information System (AMIS)
- • 3-07/150.30 National Crime Information Center (NCIC)
- • 3-07/150.35 Los Angeles Regional Crime Information System (LARCIS)
- • 3-07/150.36 Consolidated Criminal History Reporting System
- • 3-07/150.40 Automated Justice Information System (AJIS)

- • 3-07/150.45 Countywide Warrant System (CWS)
- • 3-07/150.50 Automated Worthless Document Index (TANGO)
- 3-07/150.55 Juvenile Automated Index (JAI)
- • 3-07/160.00 Non-Automated State Information Files
- 3-07/160.05 Sex and Narcotic Registrant Unit
- 3-07/160.10 Child Abuse Unit
- 3-07/160.15 Command Center Record Inquiry Unit
- 3-07/160.20 Other State Criminal History Requests
- 3-07/200.00 Sheriff's Data Network (SDN)
- • 3-07/200.10 Electronic Communications
- • 3-07/200.15 Retention of Electronic Email and Records
- 3-07/210.00 Authorized Persons
- 3-07/210.05 Permissible Use
- • 3-07/210.10 System Use
- • 3-07/210.15 Privacy
- • 3-07/210.20 Confidentiality
- • 3-07/210.25 Security
- 3-07/210.30 Computer Software and Files
- • 3-07/210.35 Approved Access
- • 3-07/210.36 Approved Access Non-County Purchased Computers, Smart Phones, and Other Personal Devices
- • 3-07/210.40 Encryption

- • 3-07/210.50 Space Allocation
- 3-07/210.55 Internet Address

- • 3-07/220.00 Prohibitions
- • 3-07/220.20 California Department of Justice Admonishment
- 3-07/230.00 Data Communications Management
- • 3-07/240.00 Field Support / Help Desk
- 3-07/250.00 LASD User Authorization and Acknowledgment of Policies and Guidelines
- • 3-07/260.00 Information Technology Policies, Standards, and Security
- 3-07/260.10 Standards
- • 3-07/260.20 Security
- 3-07/260.30 Access to Electronic Communications and Access Records
- 3-07/260.40 Recurring Training
- Chapter 8 Correspondence
- • 3-08/000.00 Correspondence
- 3-08/005.00 Introduction
- 3-08/010.00 Signatures Permitted
- • 3-08/020.00 Special Instructions
- 3-08/030.00 General Instructions
- 3-08/040.00 Instructions/Format Outgoing Correspondence
- • 3-08/040.05 Margins
- • 3-08/040.10 Style
- • 3-08/040.15 Telephone Number
- 3-08/040.20 Date
- 3-08/040.25 Address Block

- • 3-08/040.30 Attention Notation Block
- 3-08/040.35 Salutation
- • 3-08/040.40 Subject Line (Optional)
- 3-08/040.45 Complimentary Closing
- 3-08/040.50 Signature Block
- 3-08/040.55 Identification (Sign-Off) Initials
- • 3-08/040.60 File Numbers
- 3-08/040.65 Enclosures
- 3-08/040.70 Mailing Notation
- 3-08/040.75 Copy (Distribution) Notation
- 3-08/040.80 Distribution of Copies
- • 3-08/040.85 Continued Pages
- • 3-08/040.90 Referral
- • 3-08/040.95 Envelopes
- • 3-08/050.00 Board of Supervisors Correspondence To
- • 3-08/050.05 Procedures Regarding Letters Directed to the Board As a Whole
- • 3-08/050.10 Procedures Regarding Agenda Item Board Letters
- • 3-08/060.00 Internal Correspondence
- • 3-08/060.05 Digital Signatures
- • 3-08/060.10 Office Correspondence (Form SH-AD-32A)
- • 3-08/060.15 Memorandum (Form SH-AD-131)
- • 3-08/070.00 Homicide Case Correspondence
- • 3-08/080.00 Form Letters

- Chapter 9 Miscellaneous Administrative Procedures
- • 3-09/000.00 Miscellaneous Administrative Procedures
- • 3-09/004.00 Limited English Proficiency and Language Assistance Plan
- 3-09/010.00 Range Operations
- 3-09/020.00 Incentive Shooting Pay
- 3-09/030.00 Ammunition Allotment Rescinded
- • 3-09/030.05 Ammunition Record Cards (SH-AD-496) Rescinded
- • 3-09/030.10 Training Ammunition
- • 3-09/030.15 Annual Duty Ammunition Exchange
- 3-09/030.20 Qualification/Shooting Pay Incentive Record
- • 3-09/040.00 Mileage Reports County Vehicles
- • 3-09/050.00 Mileage Certification Private Vehicles
- 3-09/050.05 Bureau/Unit Responsibility
- 3-09/060.00 Daily Fuel Inventory
- • 3-09/070.00 Vehicle Collision/Incident Reporting and Investigation Department and Permittee Vehicles
- • 3-09/070.05 Driver's Responsibilities
- 3-09/070.10 Supervisor's Report and Responsibilities
- • 3-09/070.15 Duties of Station/Facility Sergeants/Traffic Sergeants
- • 3-09/070.20 Duties of the Watch Commander/Operations Lieutenant
- • 3-09/070.25 Classifications of Damage to Department/Permittee Vehicles
- • 3-09/070.30 Duties and Responsibilities of the Captain/Director
- • 3-09/070.35 Divisional Duties and Responsibilities

- 3-09/070.40 Mechanical Damage/Defect (Non-Collision) to Department Vehicles
- 3-09/070.45 Corrective Action
- 3-09/070.50 Others Involved
- 3-09/070.55 Emergency Vehicle Collision Notation on Driver's Records
- 3-09/080.00 Announcements
- 3-09/080.05 Unit Commander's Responsibility
- 3-09/090.00 Release of Official Information
- 3-09/090.05 Release of Information to Victims of Crimes
- 3-09/090.10 Release of Information to the General Public and the Media
- 3-09/090.15 Release of Information to Other Law Enforcement or Government **Agencies**
- 3-09/090.20 Release of Information Under Special Circumstances
- 3-09/090.25 Release of Traffic Collision Reports
- 3-09/090.30 Exceptions to the Release of Information
- 3-09/090.35 Authority to Release Information
- 3-09/090.40 Procedure for Release of Information
- 3-09/090.45 Collection of Fees for Sale of Reports or Documents
- 3-09/100.00 Criminal History Information on All Personnel with Access to **Criminal History Systems**
- • 3-09/110.00 Dissemination of Criminal Record Information
- 3-09/110.05 Criminal Record Information
- 3-09/110.10 Responsibility

- • 3-09/110.15 Release of Criminal Records Information (RAP Sheets)
- • 3-09/110.17 Release of Criminal History Information to Contract Cities

- • 3-09/110.20 Audit Trails
- 3-09/110.25 Juvenile Records
- 3-09/110.30 Criminal Offenders Review of Own Record
- 3-09/110.35 Protection of Reports
- 3-09/110.40 Reproduction/Destruction of Criminal Record Information
- 3-09/110.45 Training
- 3-09/120.00 Sealing and Destroying of Arrest Records Factually Innocent Subjects Only
- 3-09/130.00 Release of DPSS Information
- 3-09/140.00 INTERPOL Requests for Investigation
- 3-09/160.00 Digitally Imaged Records
- • 3-09/170.00 Public Appearances
- • 3-09/170.05 Qualifications of Participating Personnel
- • 3-09/170.10 Responsibility of Participating Personnel
- • 3-09/170.20 Outside Requests
- 3-09/170.25 Internal Requests

- • 3-09/170.30 Processing of Completed Summary of Appearances
- • 3-09/180.00 Tours of Department Facilities
- • 3-09/190.00 Writing for Publications
- • 3-09/200.00 Newspaper Clipping Service
- • 3-09/210.00 Legal Research and County Counsel Opinions
- • 3-09/220.00 Funerals and Honor Guard Requests
- • 3-09/220.05 Logistical Planning Uniformed Ceremonies for Funerals
- • 3-09/220.10 Honor Guards, Funeral Services

- • 3-09/220.15 Honor Guards, Other Miscellaneous Functions
- • 3-09/220.20 Outside Police Agency Requests for Honor Guard Services
- 3-09/240.00 Adopt-A-Deputy Program
- • 3-09/240.05 Personnel Qualifications
- 3-09/240.10 Program Operation
- • 3-09/240.15 Sample Format
- 3-09/250.00 Clearance Letters, Fingerprinting, License Applications, Etc.
- 3-09/250.05 Fee Exemption
- 3-09/250.10 Fee Processing
- • 3-09/250.15 Station Requests for Citizen's Clearance Letters (SH-AD-516)
- • 3-09/270.00 Civilian Volunteer Program
- 3-09/280.00 Service to Contract Cities Level Change
- 3-09/280.05 Duties of Station Commanders
- 3-09/280.10 Duties of Contract Law Enforcement Bureau
- • 3-09/280.15 Duties of Concerned Division Headquarters
- 3-09/280.20 Duties of Personnel Administration
- • 3-09/280.25 Duties of Fiscal Administration
- • 3-09/280.30 Functions of Other County Departments Pertaining to Contract City Services
- • 3-09/290.00 Retention of Department Records
- • 3-09/300.00 Department Athletic Events
- • 3-09/300.05 Department Athletic Teams and Events
- • 3-09/300.10 Intermural Athletic Teams and Events
- 3-09/300.15 Other Teams

- • 3-09/310.00 Department Inspections
- • 3-09/320.00 Department of Motor Vehicles Confidentiality Requests
- • 3-09/320.05 Requesting Department of Motor Vehicles Confidentiality
- • 3-09/320.10 Applying for Initial Department of Motor Vehicles Confidentiality
- • 3-09/320.15 Making Changes to Existing Department of Motor Vehicles Confidentiality
- 3-09/320.20 Operations Office Responsibility
- 3-09/320.25 Duration of Confidentiality
- 3-09/320.30 Cancelling Confidentiality on Sold Vehicles
- 3-09/320.35 Personnel Administration's Processing Unit Responsibilities
- 3-09/325.00 Case Review Committee
- 3-09/330.00 Critical Incident Review Panel
- 3-09/330.05 Shooting Analysis Committee
- 3-09/330.10 Preventative Action Plan
- • 3-09/340.00 Department Information
- Chapter 10 Force Policy
- • 3-10/000.00 Preamble to the Use of Force Policy
- • 3-10/004.00 Use of Force Terms Defined
- • 3-10/009.00 De-Escalation

- 3-10/011.00 Force Reduction Principles
- 3-10/020.00 Use of Force Policy
- 3-10/025.00 Carotid Restraint and Choke Holds
- • 3-10/030.00 Unreasonable Force and Duty to Report and Intercede

- 3-10/035.00 Retaliatory Force
- 3-10/038.00 Reportable Use of Force and Force Categories
- 3-10/045.00 Use of Deadly Force and Firearms
- • 3-10/055.00 Use of Firearms Against Vehicles and/or Occupants of Vehicles
- • 3-10/065.00 Improvised Weapons or Techniques
- • 3-10/075.00 Duty to Obtain and/or Render Medical Assistance
- 3-10/076.00 Medical Treatment and Transportation of Subjects
- 3-10/080.00 Preventing Compressional and Positional Asphyxia
- • 3-10/100.00 Use of Force Reporting Department Member Responsibilities
- • 3-10/105.00 Medical Treatment and Transporting Suspects (See section 076.00)
- • 3-10/108.00 Allegation of Misconduct
- • 3-10/110.00 Use of Force Review Sergeant Responsibilities
- • 3-10/111.00 Use of Force Review Watch Commander/Supervising Lieutenant Responsibilities
- • 3-10/112.00 Use of Force Review Unit Commander Responsibilities
- • 3-10/113.00 Use of Force Review Area Commander or Assistant Division Director Responsibilities
- • 3-10/114.00 Use of Force Review Division Chief or Division Director Responsibilities
- 3-10/115.00 Video Review and Advisement

- 3-10/118.00 Performance to Standards Use of Force
- • 3-10/120.00 IAB Force/Shooting Response Teams
- • 3-10/130.00 Activation of the IAB Force/Shooting Response Teams
- • 3-10/132.00 Use of Force Training Demonstrated Knowledge

- • 3-10/140.00 Executive Force Review Committee
- 3-10/150.00 Tactical Incidents
- • 3-10/170.00 Hobbling Definition and Procedure
- • 3-10/175.00 Total Appendage Restraint Procedure (TARP)
- • 3-10/200.00 Use of Firearms and Deadly Force (Retired, See section 045.00)
- 3-10/210.00 Use of Firearms on Animals
- • 3-10/220.00 Use of Firearms Against Vehicles and/or Occupants of Vehicles (Retired, See Section 055.00)
- 3-10/300.00 Deputy-Involved Shootings General Provisions
- 3-10/310.00 Preliminary Responsibilities
- 3-10/400.00 Deputy-Involved Shootings Person Hit
- • 3-10/410.00 Deputy Responsibilities

- 3-10/420.00 Supervisor's Responsibilities
- • 3-10/430.00 Unit Responsibility Deputy Shot
- • 3-10/440.00 Homicide Bureau's Responsibilities
- 3-10/450.00 Professional Standards Division (PSD) Responsibility
- • 3-10/460.00 Department Psychologist Response to Critical Incidents
- 3-10/470.00 Communications and Rumor Control
- 3-10/500.00 Deputy-Involved Shootings No One Hit
- • 3-10/600.00 Statistical Compilation Shots Fired by or at Deputies No Person Wounded or Killed
- 3-10/700.00 Required Periodic Review of Use of Force Policy