Volume 3 - Policy and Ethics

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- • 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 [RESCINDED]**
- **3-09/090.15 - Release of Information to Other Law Enforcement or Government Agencies**
- **3-09/090.20 - Release of Information Under Special Circumstances**

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

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

- **3-09/280.00 - Service to Contract Cities - Level Change**
- **3-09/280.05 - Duties of Station Commanders**
- **3-09/280.10 - Duties of Contract Law Enforcement Bureau**
- **3-09/280.15 - Duties of Concerned Division Headquarters**
- **3-09/280.20 - Duties of Personnel Administration**
- **3-09/280.25 - Duties of Fiscal Administration**
- **3-09/280.30 - Functions of Other County Departments Pertaining to Contract City Services**
- **3-09/290.00 - Retention of Department Records**
- **3-09/300.00 - Department Athletic Events**
- **3-09/300.05 - Department Athletic Teams and Events**
- **3-09/300.10 - Intermural Athletic Teams and Events**
- **3-09/300.15 - Other Teams**
- **3-09/310.00 - Department Inspections**
- **3-09/320.00 - Department of Motor Vehicles Confidentiality Requests**
- **3-09/320.05 - Requesting Department of Motor Vehicles Confidentiality**
- **3-09/320.10 - Applying for Initial Department of Motor Vehicles Confidentiality**
- **3-09/320.15 - Making Changes to Existing Department of Motor Vehicles Confidentiality**
- **3-09/320.20 - Operations Office Responsibility**
- **3-09/320.25 - Duration of Confidentiality**
- **3-09/320.30 - Cancelling Confidentiality on Sold Vehicles**
- **3-09/320.35 - Personnel Administration's Processing Unit Responsibilities**
- **3-09/320.40 - List of Classifications Eligible for Confidentiality**

- • 3-09/325.00 - Case Review Committee
- • 3-09/330.00 - Critical Incident Review Panel
- • 3-09/330.05 - Shooting Analysis Committee
- • 3-09/330.10 - Preventative Action Plan
- • 3-09/340.00 - Department Information
- Chapter 10 - Force Policy
- • 3-10/000.00 - Preamble to the Use of Force Policy
- • 3-10/004.00 - Use of Force Terms Defined
- • 3-10/009.00 - De-Escalation
- • 3-10/011.00 - Force Reduction Principles
- • 3-10/020.00 - Use of Force Policy
- • 3-10/025.00 - Carotid Restraint and Choke Holds
- • 3-10/030.00 - Unreasonable Force and Duty to Report and Intercede
- • 3-10/035.00 - Retaliatory Force
- • 3-10/038.00 - Reportable Use of Force and Force Categories
- • 3-10/045.00 - Use of Deadly Force and Firearms
- • 3-10/050.15 - Performance to Standards - Performance Associated with the Use of Force - Rescinded (See Section 118.00)
- • 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**
- **3-10/119.00 - Formal Interviews of Immediate Family Members in Officer-Involved Critical Incidents**
- **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**