

## Chapter 6 - Equipment, Supply and Maintenance

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### • 3-06/010.00 - Budget

In November of each year, each Division budget representative shall analyze the equipment needs of each Unit within his Division for the next fiscal year.

The equipment needs shall be reviewed by the concerned Division Chief or Division Director. Each Division shall then submit an equipment request to Fiscal Administration who shall prepare a list of these for the Sheriff's and/or Undersheriff's review prior to presenting to the Chief Administrative Officer.

Upon approval of the budget, the final allocation of fixed assets as approved by the Sheriff and/or Undersheriff, shall be returned to the Budget Section, Fiscal Administration. Each Division Chief or Division Director, through his respective budget representative shall be responsible for submitting requests through Fiscal Administration for the purchase of approved equipment.

To maintain and improve centralization and standardize control in the areas of requisition, approval and storage, the following procedures shall be observed.

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### • 3-06/020.00 - Equipment Standards

The following Units shall assist other Units by evaluating the designated equipment requests and providing specifications:

- Advanced Training Bureau - Weapons Training Section

Armament, including face and body shields, vests, tear gas and related items, ammunition and weapons;

- Scientific Services Bureau - Photo Lab

Cameras, projectors and binoculars;

- Communications and Fleet Management Bureau

Video recorder equipment, communications or electronic equipment;

- Recruit Training Bureau and the Uniform and Equipment Committee

Uniforms and all related issued equipment, except weapons; and

- Major Crimes Bureau and Commercial Crimes Bureau/Tactical Operations Detail

Covert communications and electronic equipment.

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### • **3-06/030.00 - Fixed Assets**

Fixed assets are defined as equipment that costs \$5,000 or more. Unit Commanders are responsible for all fixed assets assigned to their Units. The control and accountability of fixed assets shall be established at each Unit by assigning an individual to oversee and control all aspects of fixed assets.

Pursuant to Government Code section 24051, County Code section 5.02.020, and County Fiscal Manual section 6.7.1, an inventory of the Department's equipment must be conducted at least every two years and a certification filed, under oath, on or before December 31, for the period prescribed by the Auditor Controller. Fiscal Administration is responsible for ensuring that the inventory is conducted and that the certification is filed.

On a semi-annual basis, Fiscal Administration shall forward a current list of fixed assets assigned to each Unit. A verification inventory of each item listed shall be made with all discrepancies noted on the list. The concerned Unit Commander shall sign the list as acknowledgment that all items have been inventoried. A copy of this inventory list shall be returned to Fiscal Administration within 30 days after receipt. A copy of the inventory list shall be retained at the Unit and shall include the true location of each fixed asset item. Newly acquired fixed assets shall be added to the list upon receipt.

Upon the disposal of a fixed asset, an explanation of its disposition shall be made on the list. Fiscal Administration, Inventory Control Section, shall be notified via memorandum (SH-AD-32A) when fixed assets are acquired or disposed.

Specific procedures and information on acquisition, disposal and inventory processes are contained in the Fiscal Administration Equipment Manual, (SH-845-MC, expenditure account code 3244) which is available through Central Supply.

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### • **3-06/030.01 - Unit Controlled Equipment**

Unit controlled equipment is defined as any item of equipment (section 3-06/030.05) whose original cost did not qualify it as a fixed asset, but the nature of the item warrants a Department tag number. This equipment is subject to the following management controls:

- Each Unit shall maintain an inventory of its Unit controlled equipment. The list shall include a description of the item, its serial number, Department tag number if applicable, original cost and its specific location or the person's name to whom it was issued. This inventory may be kept in the same data base as the fixed asset inventory; and
- Units shall conduct a semi-annual verification inventory of their Unit controlled equipment items. Verification inventory reports shall be retained for at least three years, and made available during Unit inspections.

Specific procedures and information on the acquisition, disposal and inventory processes can be found in the Fiscal Administration Equipment Manual as noted above. Department tags are available through Central Supply.

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### • 3-06/030.05 - Portable Items of Equipment

Portable items of equipment, simply defined, are equipment items that can be easily carried or moved, especially by hand. Thus, control procedures shall be instituted at each Unit to reduce the risk of loss or theft. Each Unit shall:

- Assign control to one person for all portable items of equipment;
- List, by location, all portable items of equipment for which the Unit is responsible;
- Maintain the name of the individual to whom the equipment is permanently assigned;
- Update the inventory list daily for:
- Changes in personnel assigned portable items of equipment;
- Changes made when new acquisitions are made; and
- Deletions due to trade-ins, lost, stolen or transferred equipment, etc;

**NOTE:** Deletions and additions of equipment shall also be transmitted to the Inventory Control Section.

- Maintain, in a secure area, all portable equipment not assigned or in use;
- Maintain a "sign in and out" log, which shall be prepared and maintained by the responsible individual at each Unit. The format will be left to the discretion of the Unit but shall include the following data:
- Description of the item;
- Serial number and/or County number;
- Date and time checked, in and out;
- Signature of user (both in and out); and
- Issuer's initial (both in and out);
- Inventory portable items of equipment upon receipt of the Unit's fixed asset listing.

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### • 3-06/040.00 - Services and Supplies

The various methods of procuring services and supplies are as follows:

#### Stock Items

Stock items from Central Supply or ISD/Purchasing and Central Services are ordered through the Fiscal Management System(FMS). Units are encouraged to use stock whenever possible. Stock catalogs can be found in the FMS under LOOKUP/A. CATALOGS.

#### Various Vendors

Miscellaneous services and supplies ordered from outside vendors are entered into the various vendor module through the Fiscal Management system. The current monetary limit on non-agreement purchase orders is \$5,000.00. Purchases of \$5,001.00 or more should be submitted on a requisition.

#### Petty Cash

Petty cash or petty cash check requests are submitted on a Department Supply Requisition (DSR 76R413) with three copies attached. Requests shall have Unit Commander's and budget representative's approval prior to submitting to Fiscal Administration. Petty cash is generally used when there is a need to expedite a purchase and normally restricted to \$100.00. Reimbursement should have prior approval from Fiscal Administration and have original receipts attached.

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- **3-06/050.00 - Rental Items**

Requests for new rentals require written authorization by the Chief Administrative Officer of the County.

Requests for a change in current rental items shall be prepared on a SH-AD-32A and submitted to Fiscal Administration. The original and one copy of the request shall be submitted to Fiscal Administration. A full justification must be provided and comparison costs supplied. If funding is available and the change in type or model of rental equipment is approved by Fiscal Administration, the request shall be processed. Refer to the County's Procurement Manual for additional instructions. If rental equipment will be needed for an extended period of time, user shall consider conversion to purchase or lease/purchase.

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- **3-06/060.00 - Salvage Fixed Assets**

The Department may procure surplus fixed asset equipment from the salvage yard administered by Internal Services Department. Units may request items from surplus by submitting a SH-AD-32A to Fiscal Administration. The request shall, when possible, contain information relative to what would be acceptable (e.g., color, size, make, etc.), the quantity required, justification of the need, room number or location of assignment, telephone number and name of the representative to contact should questions arise.

Unit personnel are not to contact Internal Services Department regarding salvage items unless instructed to do so by Fiscal Administration.

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- **3-06/060.05 - Control of Salvage Items**

After a salvage fixed asset item is assigned to a Unit, it is handled the same as a budgeted item. Thus, stolen, lost, transferred or items returned to salvage shall be listed on a SH-AD-32A with the appropriate information, including notations, and forwarded to the Inventory Control Section, Fiscal Administration.

IN EVERY INSTANCE WHEREIN PROPERTY IS TO BE SENT TO SALVAGE, PRIOR APPROVAL SHALL BE OBTAINED FROM FISCAL ADMINISTRATION.

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- **3-06/070.00 - Communications Equipment**

Communications and Fleet Management Bureau has responsibility for communications equipment of all types. Requests to purchase, survey, install, alter, extend, remove or any other request in regard to any Department JDIC, MDT/CAD, portable or mobile voice radio, public address system, intercom, portable or

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mobile or other electronic devices (such as GPS monitors, video feeds, etc.) shall be requested on a SH-AD-32A through the Department Chief Information Officer (CIO) – Chief of Technical Services Division.

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

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

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

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

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

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

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

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### • **3-06/080.00 - Department Weapons Inspections/Inventory**

Department weapons include rifles, shotguns, tear gas equipment, ammunition and safety equipment.

Unit Commanders are reminded that a review of ordnance assigned to their Unit must be completed as part of the change of command procedure in addition to any other requirements of this section.

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### • **3-06/080.05 - Inspections of Armories**

Personnel from the Weapons Training Unit, Biscailuz Center Armory, shall conduct periodic inspections of all unit armories. The inspection may include, but is not limited to, an accurate inventory of all items issued by the Biscailuz Center Armory, proper storage of all munitions and weapons, and to ensure that all weapons are in proper operating condition. Units should immediately deliver inoperable weapons to the Weapons Training

Section for repairs.

Results of the inspection will be forwarded to the unit's division chief or division director to be included in the unit's annual command inspection.

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### • 3-06/080.10 - Quarterly Weapons Inventory

Quarterly, on the first Monday of January, April, July, and October, all units maintaining Department firearms (including less-lethal firearms) shall submit a serialized list of identifiable items on a SH-AD-32A to the Weapons Training Unit, Biscailuz Center Armory, Attention: Rangemaster. Annually, on the first Monday of July, those units maintaining chemical munitions shall include a listing of expiration dates of all chemical munitions containers in conjunction with the weapons inventory.

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### • 3-06/080.15 - Equipment, Weapons and Munitions Control

It shall be the responsibility of the Weapons Training Unit, Biscailuz Center Armory to assist units in the development of guidelines establishing the content and quantity of certain assigned equipment that may be retained at a unit on a continuous basis. This equipment may include, but not limited to, firearms, firearms-related equipment, ammunition, and chemical munitions.

The Biscailuz Center Armory shall be responsible for the issuance of this designated equipment. Repair of any firearms shall only be conducted by the Biscailuz Center Armory personnel. Routine cleaning of all unit firearms and unit firearms-related equipment shall be the responsibility of the individual unit.

A unit shall be accountable for equipment issued to it from the Biscailuz Center Armory as outlined in MPP 3-06/080.10, Quarterly Weapons Inventory.

Units shall be responsible for purchasing replacements for any munitions that are lost or stolen. Unit level munitions purchases shall be coordinated through the Biscailuz Center Armory (3-09/030.10, Training and Duty Ammunition and \*\*\*Purchase of Firearms, Ammunition, or Weapons-Related Equipment\*\*\*). Units will also be responsible for purchasing any ammunition that will be used for training that is not conducted by the Weapons Training Unit.

No unit shall purchase any firearm (including less-lethal firearms), ammunition, or weapon-related equipment without *prior* written approval from the Department Rangemaster (\*\*\*Purchase of Firearms, Ammunition, or Weapons-Related Equipment\*\*\*)

The Weapons Training Unit shall coordinate the disposal and disposition of obsolete or unserviceable firearms, firearms-related equipment, and outdated, inoperable or partially expended chemical munitions.

Any munitions, weapons, or weapon-related equipment that is purchased by any Department unit becomes Department property and falls under the control of the Biscailuz Center Armory. These items may be recalled by the Biscailuz Center Armory at any time for removal from service or reassignment to another unit.

No item issued to a unit from the Biscailuz Center Armory shall be loaned, transferred, or relocated to another Unit without *prior* authorization from the Department Rangemaster, Biscailuz Center Armory Sergeant, or the Senior Department Armorer.

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### • 3-06/080.20 - Military Equipment

This policy seeks to set forth guidelines for the approval, acquisition, use, and reporting requirements of military equipment, pursuant to Government Code sections 7070, 7071, and 7072, and is aimed at providing transparency as to the purchase and use of such equipment. Military equipment, as used in the policy, is not limited to equipment that is received as excess property from the military. It refers to the type of equipment outlined below, regardless of the source of acquisition or purchase.

#### **DEFINITIONS**

**Governing Body:** The elected or appointed body that oversees the Department, which in this case is the Los Angeles County Board of Supervisors.

**Military Equipment:** As set forth in Government Code section 7070, "military equipment" includes the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. This does not include police versions of standard consumer vehicles.
- High mobility multipurpose wheeled vehicles (HMMWV, commonly known as Humvees), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. This does not include unarmored all-terrain vehicles (ATVs) and motorized dirt bikes.
- Tracked armored vehicles that provide ballistic protection to their occupants and use a tracked system instead of wheels for forward motion.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram designed to be operated by one person.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code sections 30510 and 30515. This does not include standard-issue service weapons and ammunition of less than .50 caliber.



- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munitions (SIM) weapons, and their associated munitions.
- Any other equipment as determined by the Los Angeles County Board of Supervisors or a state agency to require additional oversight.

**Standard Issue Equipment:** Any equipment item (excluding Department-issued and privately purchased assault rifles and Benelli M4 semiautomatic shotguns for on-duty use) which is authorized and approved by the Department's Uniform and Equipment Committee, is consistent with the Department's functions, and for which, the employee has received the requisite training (e.g., P.O.S.T., Police Training and Education, Training Division), shall be considered "standard issue" equipment and not subject to use reporting.

**Staging:** The deployment of any covered equipment item at the scene of an incident or command post configuration without being materially incorporated into the investigative or enforcement mission of the incident, shall be considered a "staging" of the item alone and is not subject to use reporting.

**Deployment:** The public display of any covered equipment item by Department personnel in response to an incident requiring investigative or enforcement actions shall be considered a "deployment" of the item. Deployment alone is not reportable under this Policy.

**"Use" for Reporting Purposes:** The intentional or unintentional operation, launch, discharge, detonation, activation, ignition, or impact of a covered equipment item with a person or object in response to an incident requiring investigative or enforcement action shall be a reportable "use" of the item. For vehicles – including small unmanned aerial systems (sUAS) and robots – a reportable use occurs when the item performs a function to assist in the mission of the investigative or enforcement action.

## **ACQUISITION AND USE APPROVAL**

The Sheriff or the authorized designee shall obtain approval from the Governing Body by way of adopting a military equipment policy. As part of the approval process, the Sheriff or authorized designee shall ensure the proposed military equipment policy is submitted to the Governing Body and is available on the Department website at least 30 days prior to any public hearing concerning the military equipment at issue, as specified in Government Code section 7071.

The Military Equipment Policy must be approved by the Governing Body prior to engaging in any of the following, as directed in Government Code section 7071:

- a. Requesting military equipment made available pursuant to Title 10, United States Code, section § 2576a.



- b. Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- c. Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- d. Collaborating with another law enforcement agency in the Deployment or other use of military equipment within the jurisdiction of this Department.
- e. Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the Governing Body.
- f. Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, applying to receive, acquire, use, or collaborate in the use of military equipment.
- g. Acquiring military equipment through any means not provided above.

Sworn Department personnel will ensure they have been formally trained and completed the training requirements set by the Department and California Commission on Peace Officers Standards and Training (POST) prior to the use of the military equipment defined in this policy.

Sworn Department members will adhere to the provisions of Government Code section 7071 and the Department's Manual of Policy and Procedures when utilizing and reporting the use of specified equipment. All reportable uses shall be to the Military Equipment Management System (MEMS).

### **EXEMPTION FOR ITEMS PROCURED FOR EVALUATION**

The Department occasionally evaluates new equipment items to determine if they would assist in providing policing services. This policy shall not preclude the Department from acquiring and using equipment covered by Government Code sections 7070, 7071, 7072 and this policy for the limited purpose of testing and evaluation.

Should the Department wish to move beyond the testing and evaluation phase and begin deployment of any new covered equipment item in the community, it shall comply with the existing requirements set forth by this policy. As such, any new equipment item covered by this policy and the Government Code which is determined to be viable for field or specialized use, shall not be placed into service (e.g., a pilot program) until it is approved by the Governing Body and as directed in this policy.

### **MILITARY EQUIPMENT COORDINATOR**

The Sheriff has designated the Weapons Training Unit as the coordinating body responsible for compliance with this policy and the Government Code provisions. The Weapons Training Unit shall act as the Department's Military Equipment Coordinator, and shall work with the Department's Chief, Special Operations Division and Director, Administrative Services Division, in ensuring compliance. Coordination responsibilities include but are not limited to:

- (a) Acting as liaison to the Governing Body for matters related to the requirements of this policy.

(b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the Governing Body.

(c) Coordinating/conducting an annual inventory of all military equipment.

(d) Collaborating/coordinating with law enforcement agencies who may respond in a mutual aid capacity in conjunction with the Los Angeles County Sheriff's Department.

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the Department's funding, acquisition, and use of equipment.

(f) Preparing the annual military equipment report for submission to the Sheriff and Governing Body; and ensuring the report is made available on the Department website and that it complies with all components of Government Code section 7072.

(g) The Military Equipment Coordinator will ensure the proposal will be available on the Department's internet website at least 30 days prior to the public hearing.

### **MILITARY EQUIPMENT CONSIDERATIONS**

Prior to submitting military equipment for approval to the Board of Supervisors, the Department shall make a determination that the equipment is:

1. Necessary because there is no reasonable alternative that can achieve the same objective of deputy and civilian safety; and
2. Reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

Military equipment shall be used by a Department member only after applicable training, as described in applicable Department Policies and Procedures, including the completion of any course required by the Commission on Peace Officer Standards and Training (POST).

### **MILITARY EQUIPMENT INVENTORY**

Please see the Department's website for the current list of qualifying equipment for the Department.

### **COORDINATION WITH OTHER JURISDICTIONS**

Military equipment used by any member of this Department shall be in accordance with this policy and all applicable Department policies. Military equipment used by other law enforcement agencies that are providing mutual aid shall comply with that agency's policies. Military equipment sought to be purchased by

contract cities to be used by Department Personnel, shall comply with this policy and shall be subject to annual reporting to the Board of Supervisors.

## **ANNUAL REPORT**

Within one year of approval of a military equipment policy, the Department shall submit an annual military equipment report to the Governing Body for each type of military

equipment approved and shall submit such an annual report each year thereafter. This report shall also be publicly available on the Department website. The report shall include all information required by Government Code section 7072 for the preceding calendar year for each type of military equipment in the Department's inventory.

Each Sheriff's Department unit which has control of military equipment shall complete an annual report containing the below information and submit it to the Military Equipment Coordinator. The Military Equipment Coordinator shall ensure each unit's compliance and compile their military equipment reports as part of the annual report.

The annual report will include the following information for the preceding calendar year:

1. A summary of how the military equipment was used and the purpose of its use.
2. A summary of any complaints or concerns received concerning the military equipment.
3. The results of any internal audits, any information about violations of the military equipment policy, and any actions taken in response.
4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and the funding source for the military equipment in the calendar year following submission of the annual military equipment report.
5. The quantity possessed for each type of military equipment.
6. If the Department intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

Members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment to the Military Equipment Coordinator, at [AB481Inquiry@lasd.org](mailto:AB481Inquiry@lasd.org) or through the Department's complaint system. Military Equipment Coordinator, or the coordinator's designee, shall respond within 90 days. If a complaint is received, it shall be handled in accordance with the Department's Watch Commander's Service Comment Report procedures.

## **COMMUNITY ENGAGEMENT**

The Department shall engage the community regarding the acquisition and use of military equipment, including holding public meetings, making the information publicly available, and responding to community complaints, in accordance with Government Code section 7072.

References:

[AB 481](#)

[Government Code Section 7070](#)

[Government Code Section 7071](#)

[Government Code Section 7072](#)

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- **3-06/090.00 - Fire Extinguisher Equipment**

Requests for new or replacement building fire extinguisher equipment shall be sent to Facilities Administration, and shall include the type, number and reason for the request. Facilities Administration shall be responsible for purchasing the extinguishers.

All new vehicles obtained by the Department are equipped with a fire extinguisher bracket at the time they are put into service. Units shall requisition for new or replacement vehicle fire extinguishers through Facilities Administration.

Vehicle fire extinguishers shall not be removed from assigned vehicles except for use or replacement. Extinguishers shall be left in the vehicle when the vehicle is loaned or transferred within the Department. Extinguishers shall not be left in the vehicle when it is returned to the Fleet Management Unit for replacement or repair.

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- **3-06/090.05 - Maintenance of Extinguishers**

Recharging of all vehicle and building fire extinguishers, including spare extinguishers assigned a Station or Unit, shall be coordinated by the Facilities Administration.

Each Unit shall ensure that all fire extinguishers have a routine annual inspection. This inspection shall be coordinated with Facilities Administration.

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- **3-06/100.00 - Supply Inventory**

Procedures for conducting physical inventories, determining needs and reorder levels and identifying overstock and obsolete items are outlined below.

These procedures shall be adhered to by Fiscal Administration's Central Supply Warehouse, Advanced Training Bureau's Range Operations and each custody facility warehouse. These procedures shall apply to all supplies on hand and on order. A physical count of supplies on hand shall be conducted at least once during the year.

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It shall be the responsibility of the Director of Fiscal Administration to functionally supervise all inventory storage locations.

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- **3-06/100.05 - Perpetual Inventory System**

Each inventory storage warehouse, upon receiving any quantity of supplies, shall immediately verify the quantity received against the shipping ticket received with the merchandise. Following this verification, the required information shall be posted to inventory records. Locations which maintain manual records shall use forms 76S766, 8785024 and 76S759B (SH-AD-475).

All inventory records shall be maintained on a daily basis and shall be current at the close of each business day. The balance shall accurately reflect the true amount of stock on hand at all times.

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- **3-06/100.10 - Inventory Needs and Reorder Levels**

Supplies shall be ordered as needed, as determined from the inventory records. As supplies are issued out of stock and the required information is posted, the balance of the supplies is reduced. Items should be reordered when the inventory reaches the established reorder point (which takes into consideration the rate of usage of the item and the delay time from order to receipt) that shall be clearly noted on each inventory card.

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- **3-06/100.15 - Overstock and Obsolete Inventory Items**

A yearly evaluation of inventory needs, determined by reviewing the inventory records, shall be made to determine any changes in the reorder levels. Any change or deviation in reorder levels should serve as a warning of possible overstock or obsolete supplies. When such items are identified, reorder levels shall be adjusted to reduce the overstock or eliminate the obsolete items.

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- **3-06/110.00 - Receipt of Merchandise**

To maintain uniformity and ensure proper accountability for supplies and equipment, Department members shall adhere to the following procedures upon receiving such material. This procedure shall be followed when delivery is made by an outside vendor or by Internal Services Department through a common carrier.

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- **3-06/110.05 - Receiving New Fixed Asset Items**

Upon receipt of a new fixed asset item, the receiving Unit shall forward a copy of the invoice or shipping papers, with a notation as to the location of the item, to Fiscal Administration, Attention: Inventory Control. A detailed description, including model and serial numbers shall be added to the document if not already noted. This procedure is necessary to expedite payment to the vendor and to assign and affix an Inventory Control Number.

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**NOTE:** The above procedure shall be followed for "Security" fixed asset items coded "Alpha," with the exception that Inventory Control Numbers shall not be attached to the item.

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### • 3-06/110.10 - Outside Vendors

In all cases, persons receiving a shipment from an outside vendor shall:

- Inventory the shipment at the time of delivery;
- Note any shortages or visible damage to the shipment on the delivery receipt and the driver's copy when receiving the freight;
  - Notations shall be in the receiver's handwriting, dated and signed, e.g., 1 carton short, 2 cartons wet, 1 carton crushed;
- Sign for the delivery only after a thorough inventory of the shipment is completed;
- Obtain a copy of the carrier's invoice (delivery receipt, freight bill, etc.); and
- If damages are noted after the driver departs, notify Internal Services Department, Traffic Division, retain the damaged container and do not remove the item from the container.

**NOTE:** When Unit "A" receives a shipment which contains merchandise for Unit "B," Unit "A" shall follow the above inventory procedure and then ship the merchandise to Unit "B." Example: If Carson Station receives a shipment which contains merchandise for Avalon Station, Carson Station shall follow the above procedures and then forward the merchandise to Avalon Station.

A Receiving Report (form 76D805) shall be prepared for all items delivered to a Department facility by any vendor or delivery service with United Parcel Service and Parcel Post being the exceptions.

If any deliveries of personal items to an employee are made at a Department facility, a Receiving Report must also be prepared with the word "PERSONAL" printed on the Receiving Report.

The Receiving Report shall include the following information as shown on the carrier's invoice by the Unit's receiving clerk:

- Date of delivery (Report made at time of delivery);
- Name of carrier making delivery;
- Sheriff - (specify) Division;
- Number of vendor's delivery slip;
- Brief description of material received;
- Name of vendor from which merchandise was purchased;
- FOB point as stated on purchase order;
- Delivery charge as indicated by carrier;
- Routing of shipment, e.g., name of freight company, etc.;
- Signature and employee number of receiving clerk and Unit of assignment; and
- Bureau/facility/Station where received.

**NOTE:** Special attention shall be given to ensure that the purchase order number is noted on the carrier's invoice as well as on the Receiving Report. Do not delay in signing for the delivery if you are unable to readily obtain the purchase order number. Excessive "delivery time" may be billed by the carrier.

Distribution of the Receiving Report shall be as follows:

- Yellow copy:

Internal Services Department  
Traffic Division  
2500 South Garfield Avenue  
City of Commerce, CA 90040

- Pink copy: (attach carrier's invoice, delivery receipt, freight bill, etc.)

Fiscal Administration  
Attn: Accounts Payable  
(For fixed assets, Attn: Inventory Control)  
Sheriff's Headquarters  
4700 Ramona Blvd., Rm. 310  
Monterey Park, CA 91754

- White copy: retain at the receiving Unit, file by carrier's name and date of delivery.

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- **3-06/110.15 - Internal Services Department (ISD)**

In all cases, persons receiving a shipment from Internal Services Department shall:

- Obtain the "C" copy of the invoice from the driver;
- Check the delivery against the "C" copy of the receipt at the time of delivery;
- Note any shortages, damaged goods or partial shipments on the "C" copy;
- Do not accept visibly damaged goods;
- Sign for delivery. Include employee number and date;
- Upgrade the Unit's inventory to reflect the stock received;
- Forward the "C" copy to Fiscal Administration, Attention: Document Control; and
- Retain a photocopy copy of the "C" copy at the Unit of assignment for future reference.

A complete and thorough inventory of the contents of the shipment may be made after the driver leaves. If any shortages, damaged goods or partial shipments are discovered, notify ISD immediately.

Partial Deliveries

- Ensure that an additional "C" copy is obtained from ISD when the balance of the partial delivery is received; and



- Follow the steps as listed above.
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### • **3-06/120.00 - Internal Services Department Work Order Requests**

Work orders shall be prepared for all work requested of the ISD which is not emergency maintenance.

The work order requests shall be prepared on a Service Request, form #761838. All work order requests shall be submitted to the designated project director on file in Fiscal Administration, via the respective Division budget representative.

When the work to be performed is of a complex nature, an original and three copies of a sketch of the desired work shall also be prepared. Distribution shall be made as follows:

- Original sketch and two copies to the Division budget representative; and
- One copy to Unit file.

The Division budget representative shall acknowledge receipt of the request by forwarding to the requesting Unit a copy of the Completion Report of Mechanical Work Orders (SH-AD-233). This form shall be held by the requesting Unit until the ISD has completed the requested work. When the work is finished, the completion date shall be entered on the form, and the form signed and returned to the concerned project director on file in Fiscal Administration.

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### • **3-06/130.00 - Emergency Repairs and After Hours Emergency Repairs**

Emergency repairs to electrical equipment, plumbing, locks, etc., may be requested by telephone to the appropriate Sheriff's Facilities Administration Regional Manager's office.

Emergency repair calls after normal working hours and on weekends and holidays shall be made to the North County Correctional Facility, front desk.

Business machine (such as facsimile machines, PC's, etc.) repair calls shall be made to the North Regional Manager's office. Service is available during normal business hours. After hours, contact the North County Correctional Facility, front desk.

Regular photocopy machine repair calls shall be made directly to the vendor Monday through Friday, from 0800 hours to 1700 hours. Any call placed outside these hours will be an after-hours call and will be charged to the Department at a higher rate.

In order to ensure proper payment of after-hours copy machine repair calls, a memorandum of justification from the Unit Commander to the Director, Facilities Administration shall be submitted. Also, the repair technicians have been instructed to leave a receipt with the Watch Commander detailing how long they were there and what the problem was. The justification and the receipt shall be forwarded to Facilities Administration Headquarters immediately after the service has been completed.

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- **3-06/140.00 - Automotive Equipment**

To maintain a uniform standard, all automotive equipment replacement shall be the responsibility of the Fleet Management Unit, Communications and Fleet Management Bureau.

Modification of automotive equipment shall be made only with approval of the Fleet Management Unit.

Budget requests for additional automotive equipment shall originate with the Unit Commander.

Requests for additional automotive equipment shall be made through Fiscal Administration, Administrative and Training Division who shall coordinate the request with the Fleet Management Unit.

The request will then be forwarded to the designated Assistant Sheriff for final determination.

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- **3-06/140.05 - Operator's Responsibility**

It is the operator's responsibility to exercise prudence and care in the operation of a County vehicle. This includes checking the lubricant levels, e.g., engine and transmission oil, as well as coolant levels, prior to operating the vehicle. Gauges and/or warning lights shall be monitored during operation. Any vehicle displaying such warnings shall be removed from service immediately and shall remain out of service pending inspection by a qualified mechanic. Continued operation of a vehicle when such warnings are evident may lead to costly repairs. Such negligence may result in disciplinary action.

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- **3-06/140.10 - Motor Pool Vehicles**

The Department maintains a limited supply of motor vehicles in its motor vehicle pool for the purpose of temporarily augmenting the vehicle requirements of an individual command.

A unit commander requiring a Department motor pool vehicle on a temporary basis shall submit a request in writing to the unit commander of the Communications and Fleet Management Bureau (CFMB). The written request shall identify the type of vehicle requested, anticipated loan period, and offer an appropriate business justification.

The Fleet Management Unit shall maintain availability records for motor pool vehicles and, upon authorization from the CFMB captain, coordinate the temporary assignment of such vehicles.

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- **3-06/140.12 - Department-Assigned Vehicles**

Designated members of the Department may be assigned a County-owned vehicle in furtherance of the Department's mission. Only authorized individuals with a justifiable business need will be assigned a County-owned vehicle.

Defined

A Department-assigned vehicle is any County-owned vehicle or vehicle provided by another entity assigned exclusively to an individual Department member and parked at a place other than the member's Unit of assignment during the member's off-duty hours. This definition includes "motor pool vehicles" (3-06/140.10) driven by a member and parked at a place other than the member's Unit of assignment during the member's off-duty hours.

#### Approval

A Department-assigned vehicle shall not be driven and parked at a location other than the member's Unit of assignment during off-duty hours without appropriate authorization. Only a member holding the rank of Captain/Bureau Director or higher can request that a member be given a Department-assigned vehicle. Only an Assistant Sheriff or higher can authorize a request.

A Unit Commander requesting authorization to provide a Department-assigned vehicle to a member of their command shall prepare the Department-Assigned Vehicle Record and Approval Form for each individual member. The Unit Commander shall check the appropriate business need/justification box on the approval form or write the reason necessitating the need for a Department-assigned vehicle in the space provided. The form shall then be forwarded to the concerned Division Chief or Division Director for review and concurrence. The Division Chief or Division Director shall indicate his concurrence regarding the Department-assigned vehicle request by signing the form in the designated space and forwarding it to the appropriate Assistant Sheriff for approval. Except as provided below, authorization for Department-assigned vehicles require the approval of the concerned Assistant Sheriff. A Department-assigned vehicle shall not be assigned to a Reserve Deputy Sheriff without the written authorization of the Sheriff (MPP 3-01/090.35).

Completed authorization forms shall be forwarded to Communications and Fleet Management Bureau for processing and filing. Authorization is required annually, and all Department-assigned vehicles shall be noted on the July 1st Semiannual Vehicle Inventory Report in accordance with MPP section 3-06/145.00. Each Division shall submit a Department-assigned vehicle summary with the July 1st Semi-Annual Vehicle Inventory Report. These forms need not be completed for occasional off-site parking of a Department vehicle as defined below.

**NOTE:** For purposes of this section, Department members who reside in an adjoining County and drive a Department-assigned vehicle shall have the presumptive authorization of their Unit Commander to drive the vehicle out of Los Angeles County and need not make radio notification when leaving or entering Los Angeles County.

#### Vehicle Assignment

Only authorized members with a justifiable business need will be provided a Department-assigned vehicle. Some members may have their on-duty transportation needs better addressed through the mileage permittee program than by approval of a Department-assigned vehicle.

Factors to be considered in making decisions related to Department-assigned vehicles include, but are not limited to, the following:

- Whether the member will be expected to perform criminal investigations, transport suspects or victims, or be required to respond to crime scenes or other field emergency locations;

- Whether the member's duties require immediate response from home with specialized equipment;
- The anticipated frequency of after-hours immediate responses;
- The frequency with which the member must report directly from home to locations other than the member's Unit of assignment or office;
- The provisions of applicable contracts, Memorandums of Understanding, and compensation packages; and/or
- Whether the mileage permittee program would be more suitable for the member. In considering the mileage permittee program, considerations should include costs as well as the effectiveness and efficiency of the Department's operations.

#### Command and Executive Staff

In light of their emergency response responsibilities (both at their Unit of assignment and Department-wide), and to facilitate the efficient and effective performance of the Department's business throughout the County, the Department's executive and command staff (Captains or Directors-Bureau operations and above) shall be provided a Department-assigned vehicle.

#### Emergency Response - Countywide (Permanent)

Department members whose assignment includes both 24-hour and Countywide emergency response responsibilities may be provided a Department-assigned vehicle to facilitate their response. Examples may include, but are not limited to, members of the Department's Special Enforcement Bureau or supervisors assigned to the Department's Arson-Explosives Detail.

#### Investigative Response - Countywide (Permanent)

Department members whose assignment includes both 24-hour and Countywide investigative response responsibilities may be provided a Department-assigned vehicle to facilitate their response. Among the factors to be considered are the need for flexible

work hours to facilitate after-hours work, the need for immediate, after-hours response capability to investigate serious crimes, the need for immediate access to specialized equipment, and/or the need to regularly report to work or end the work day at various locations throughout the County. Examples may include, but are not limited to, investigators and supervisors assigned to Emergency Operations Bureau or a Detective Division Unit and not specifically assigned to a Station.

#### On-Call Emergency or Investigative Response - Countywide

Department members whose assignment includes weekend, holiday, or after-hours on-call Countywide emergency or investigative response requirements may be provided a Department-assigned vehicle to facilitate their response during their designated on-call cycle. The factors to be considered are the same as for Countywide emergency or investigative response assignments described above, except that the requirement for response rotates among various personnel. Examples may include, but are not limited to, the on-call Internal Affairs Bureau staff and associated force response team members, on-call Scientific Services Bureau staff, and/or on-call Emergency Operations Bureau staff.

### Special Equipment Vehicles

Department members whose assignments require specialized vehicles or vehicles with special contents/equipment may be provided a Department-assigned vehicle when the vehicle or the equipment it contains is more appropriately stored at a place other than the member's Unit of assignment. Factors to be considered include the security of the vehicle and its contents/equipment, the need to perform work outside the employee's normally scheduled work day, the need to respond to after-hours incidents, and the general efficiency and effectiveness of the services provided. Examples may include, but are not limited to, Canine Services Detail transport vehicles and certain Facilities Services Bureau vehicles.

### Motorcycles

Policies and procedures for Motorcycle Deputies' Department-assigned motorcycles are contained in the Motorcycle Guidelines Manual (Street Enforcement), updated May 23, 2003. Refer to the manual for specific details and restrictions.

### Contract, Memorandum of Understanding, or Compensation Package

Department members may be assigned a Department-assigned vehicle by contract, interagency Memorandum of Understanding (or other agreement), or as part of their employee compensation package. Examples may include, but are not limited to, designated investigators assigned to a specified federal task force. Such personnel shall adhere to the requirements of the contract or agreement and shall comply with the requirements of this and all other applicable Department policies related to vehicle use.

### Occasional Off-Site Parking

A Unit Commander or his designee may authorize the intermittent, short-term use of a Department vehicle by a Department member when the member is scheduled to conduct Department business away from the member's Unit of assignment or to facilitate a response to a special assignment the following day. Examples may include, but are not limited to, travel to/from a distant training site, and facilitating the service of a search warrant. Occasional, off-site parking must be approved by the concerned Unit Commander or designee in writing, specifying the involved employee, vehicle, location, time period, and business purpose. The written authorization shall be maintained in the Unit's administrative file.

Unit Commanders shall designate whether a Department-assigned vehicle is to be parked at the employee's residence or another Facility on the Department-Assigned Vehicle Record and Approval Form. Unit Commanders shall consider the following in making this decision:

- Whether the vehicle will be secure if left unattended at the member's residence;
- Safety of the vehicle's equipment and/or contents; and/or
- Any other factor which may help the Unit Commander evaluate whether the vehicle will be more secure if left unattended at the member's residence or another County Facility.

### Tax Implications

Sworn personnel provided a Department-assigned vehicle as described above do not, under current Internal Revenue Service regulations, incur any tax liability.

Professional Staff members provided a Department-assigned vehicle as described may incur tax liability as a result of any commuting or non-business use of the vehicle. Professional Staff members are individually responsible for any tax liabilities related to vehicle use. While some information regarding required record keeping and potential tax liabilities may be obtained from Administrative and Training Division, Professional Staff members should consult an independent tax professional or appropriate IRS publication for tax guidance related to their use of a Department-assigned vehicle.

#### Long-Term Absence

County vehicles are Department assets used in the furtherance of Department business. Unless specifically exempted by their Unit Commander, members absent or scheduled to be absent for a period greater than two weeks shall return the Department-assigned vehicle to the Unit of assignment to be made available to other employees as authorized by the Unit Commander.

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### • **3-06/145.00 - Semi-Annual Vehicle Inventory Report**

All Unit Commanders, civilian Directors and executive staff personnel shall submit a Semi-annual Vehicle Inventory Report (SH-R-444) to their Division Chief or Division Director on January 10th and July 10th of each year.

Units and Bureaus that report directly to the Sheriff, Undersheriff, or concerned Assistant Sheriff shall forward the Semi-annual Vehicle Inventory Reports to the Chief of the Technical Services Division.

The report shall include the following information:

- Number of vehicles assigned;
  - Black & white;
  - Unmarked;
- Identification number;
- Year;
- Make and model;
- Mileage;
- Condition as specified on the form; and
- Indicate whether or not offsite parking has been approved, per MPP, section 3-06/140.12 Department Assigned Vehicles.

In addition, a "Department Assigned Vehicle Record and Approval" form must be prepared for each such assigned vehicle and submitted along with the Semi-annual Vehicle Inventory Report on each July 1st. Departmentally Assigned vehicles must be identified as such in the remarks section of the report.

#### Division Chief or Division Director and Assistant Sheriff(s) Responsibilities

It is the responsibility of each Division Chief or Division Director and each Assistant Sheriff to review the Semi-annual Vehicle Inventory Reports and, after concurrence, forward the reports to the Undersheriff's office

or Assistant Sheriff overseeing Administrative & Professional Standards by February 10th and August 10th of each year. A list of vehicles authorized by each concerned Assistant Sheriff as Departmentally assigned vehicles will accompany the July 1st report.

Following the review by the Undersheriff or Assistant Sheriff, the reports will be forwarded to and electronically archived by the Communications and Fleet Management Bureau until the expiration date.

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### • 3-06/150.00 - Vehicle Repair Notification

In order to maintain control of the location of Department vehicles, it shall be the responsibility of the concerned Unit to notify the Fleet Management Unit whenever a vehicle is taken to a maintenance location for repair. The Fleet Management Unit must also be notified when a vehicle is towed to any maintenance facility.

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### • 3-06/150.05 - Vehicle Maintenance

All vehicles shall be maintained in accordance with the standards established by the Fleet Management Unit. Except in an emergency, only those lubricants supplied by the County shall be added to either the transmission or differential.

**NOTE:** Special lubricants are used which should not be mixed with the lubricants that are generally handled by service stations.

Vehicle service intervals are established by fleet management. It is the responsibility of every driver to conduct a vehicle inspection prior to using any vehicle. This inspection shall include a check of all fluid levels, tire pressure, and general working order of the equipment. If a defect of safety issue is found, it will be brought to fleet management's attention for repair.

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### • 3-06/150.10 - Emergency Requests

Weekends and after-hours emergency requests for mechanics shall be made by Station Watch Commanders to the Sheriff's Communications Center (SCC) Watch Commander.

Requests based upon a high percentage of inoperable Station vehicles affecting Station operations shall be made only after the following determinations:

- Can the required repairs be effected by one mechanic, considering the limited repair facilities, tools and available parts;
- Have adjacent Stations been contacted for assistance; and
- Are relief vehicles available.

Valid requests will be forwarded to the on call Department Fleet Management representative.

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### • 3-06/150.15 - Service or Repair Expenses Inside the County

Gasoline and oil may be obtained for any County vehicle at any of the various County facilities (see section 3-06/160.00).

Emergency repairs under \$100 may be obtained from the nearest service station. The employee shall pay the bill and obtain three (3) copies of the receipt. The receipts shall be presented to the Unit Commander for approval and subsequent claim for reimbursement made. The Expense Claim (76E928) shall be completed, in quadruplicate, with the claimant retaining the last copy. The claimant should show his name and the address of his Unit of assignment in the upper left portion of the form. The original and two (2) copies of the claim, together with the three copies of the receipt, shall be forwarded to Fiscal Administration.

**NOTE:** The County vehicle number must appear on both the claim and the receipt.

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### • 3-06/150.20 - Service or Repair Expenses Outside the County

Employees on authorized trips out of Los Angeles County may be issued a credit card for the purchase of gasoline and oil only. Credit cards are issued by Fiscal Administration.

When utilizing these credit cards, employees shall record the County vehicle number and mileage on the credit card receipt and sign the receipt in a legible manner.

All receipts are to be submitted to, and kept on file by, the concerned Unit Commander.

When emergency repairs are required outside the County, employees shall go to the nearest repair facility and obtain an estimate of the cost of the emergency repair. The employee shall then call the Communications and Fleet Management Bureau, Fleet Management Unit, and describe the circumstances and estimated cost of the emergency repair. The ranking Fleet Management Unit representative shall make a determination as to the course of action to be taken.

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### • 3-06/150.25 - Towing of Department Vehicles

Requests for towing of disabled Department vehicles shall be made through the Fleet Management Unit between 0700 and 1630 hours, Monday through Friday. After working hours, from 1630 to 0700 hours, and on Saturday, Sunday and County holidays, requests should be made by contacting the Sheriff's Communications Center.

**NOTE:** All towing of County vehicles is performed by private tow services contracting with the Department's vehicle maintenance contractor. While a reasonable effort should be made to utilize the designated towing service, Department personnel are under no obligation to wait an unreasonable period of time for the vendor to respond. When requesting tow service, common sense should be exercised to determine how long to wait before contacting a local Sheriff's contract towing service. When a local contract towing service is used, the Unit Commander shall attach a SH-AD-599 to the invoice, indicating the date, time and reason the service was necessary. The memorandum and invoice shall then be forwarded to the Fleet Management Unit.

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When a tow truck is summoned to assist with a disabled vehicle, the vehicle must be towed. Service for jump starting is not acceptable as the cause may be due to an electrical malfunction which could lead to further complications if not inspected by a qualified mechanic.

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### • **3-06/150.30 - Flat Tires**

Roadside tire changing is generally the responsibility of the operator except for:

- Ambulances and vehicles in excess of one-ton capacity;
- Those employees whose safety may be compromised, including but not limited to, road/traffic hazards, weather conditions, location, time of day;
- Those employees who are physically incapable of changing a tire or whose health may be compromised; and
- Those employees whose medical work restrictions would be violated by changing the tire.

Operators should check their vehicles to ensure that spare tires and tools are intact and serviceable. Replacement tires can be obtained by contacting the Fleet Management Unit.

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### • **3-06/150.35 - Radio and Electronic Repairs**

Requests for radio and electronic repair service shall be made through the intranet reporting system located on the CFMB web page.

Emergency requests should be made via telephone to the Sheriff's Communication Center.

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### • **3-06/160.00 - Issuance and Recordation of Fuel**

Each individual Unit, Station and/or facility of this Department shall be responsible and held accountable for the delivery of gasoline, diesel oil and the issuance of these supplies. Unit Commanders shall assign the Operations Lieutenant the responsibility of certifying the completeness and accuracy of supply invoices, the Record Log (76G122D), and the Fuel Usage Report (SH-R-395). Each Record Log and Fuel Usage Report shall be signed by this officer, who will also be responsible for supervising a fuel inventory of the tanks on a monthly basis.

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### • **3-06/160.05 - Completion and Distribution of Record Log (76G122D)**

Arch files or clipboards shall be assigned to each pump location at a Unit to secure the log sheets. All log sheets shall be completed as follows:

- Sheet number;
  - Start renumbering on each July 1st (fiscal year);

- Pump number;
  - Use 1, 2, 3, etc., depending upon number of pumps at a location;
- Location;
  - Name of Unit/Station/facility;
- Date;
  - From: date sheet started; and
  - To: date last entry made;
- Pump reading;
  - The pump reading at the time a new log is initiated shall be placed over the column entitled "pump reading;"
- Department;
  - LASD; and
  - Any other County department;

**NOTE:** Non-County government vehicles shall not be serviced at Department Units. Exceptions may be made during emergencies, e.g., civil disorder or if an emergency vehicle is completely out of gas and requires a small amount enabling it to refuel at an authorized location.

- Vehicle number;
- Odometer reading;
- Received by;
  - Employees shall print their last name and employee number;
- Fuel - gals. and 10ths;
- Oil qts.; and
- Pump reading;
  - Although this reading does not record the 10ths of gallons, it is imperative that this figure be accurate. The differences of from two (2) to eighteen (18) gallons per sheet are reconcilable when computing the total gallons pumped from the pump readings.

The critical receipts section of this form shall only be completed and signed by the Operations Lieutenant. All completed log sheets shall be delivered to Fiscal Administration.

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### • 3-06/160.10 - Completion and Distribution of Fuel Usage Report (SH-R-395)

Only the designated Department employee, e.g., Watch Deputy, Utility Deputy, Law Enforcement Technician, etc., shall be responsible for completing the Fuel Usage Report on a weekly basis. To provide consistent readings and reduce the chance of damage to fiberglass fuel tanks, only this employee will perform all fuel tank measurements. All fuel reports shall be completed as follows:

- Date;

- Location;
  - Name of Unit/Station/facility;
- Week of;
  - Dates covered by the report (should be from Monday through Sunday);
- Type of fuel;
  - Indicate the type of fuel that is needed to operate the location's emergency generator;
- Pump reading for this report;
  - This reading will be taken from the last entry made on the Record Log covered by this report;
- Pump Reading from last report;
  - This reading will be taken from the previous week's report;
- Total gallons consumed;
  - Subtract the previous week's ending pump reading from the current week's ending pump reading;
- Stick reading from last report;
  - This reading will be taken from the previous week's report;
- Additional fuel received;
  - Indicate in gallons fuel received during this reporting period;
- Total gallons;
  - Add the stick reading from the previous week's report and any additional fuel received during this reporting period;
- Stick reading for this report;
  - This reading will be taken just prior to the completion of this report and after the last entry made on the record log;
- Difference from total;
  - Subtract the stick reading taken from this report from the total of the previous week's stick reading and additional fuel received;
- Total gallons consumed (same as above);
- Difference from total (same as above);
- Overall shortage/gain;
  - This will be the difference of the total gallons consumed from the pump readings and the difference from the total of the stick readings. The total gallons consumed should be the same as the difference from the total. Discrepancies may exist due to the stick type of measurement. If a major discrepancy exists, the Unit Commander shall initiate an immediate investigation and notify his Area Commander;
- Emergency generator tank;
  - Each Unit/Station/facility's emergency generator operates on a different test mode. A formula must be devised to determine if there is any excessive use or loss of fuel;

- Record of delivery;
  - All records of delivery for this reporting period shall be indicated.

The Fuel Usage Report shall be approved by the Operations Lieutenant. Malfunction of any equipment shall be reported as soon as possible to Facilities Administration. The original Fuel Usage Report shall be delivered to the Fleet Management Unit 1100 North Eastern Avenue, and a copy retained by the Unit.

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### • 3-06/160.15 - Fuel Deliveries

All fuel deliveries must be scheduled for hours when the designated Department employee can monitor the delivery. Prior to the fuel being dispensed into the tank, the employee shall take a stick reading, witness the vendor's stick reading, and compare the two.

The current capacity in the fuel tanks shall not be discussed with the vendor. After the vendor has completed dispensing the fuel into the tank, the designated employee will take another stick reading and compare it to the delivery invoice to ensure that they correspond.

If there are any problems during the delivery, the employee shall notify the Watch Sergeant. It will be the Watch Sergeant's responsibility to advise the Unit Commander of any discrepancies on an SH-AD-32A, and telephonically notify Fleet Management Unit's Fuel Coordinator as soon as possible.

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### • 3-06/170.00 - Out of Service Signs

The public cannot distinguish between sworn and non-sworn personnel operating a black and white patrol vehicle; therefore, non-sworn personnel should cover the light bar with the "Out of Service" cover. During emergent situations, non-sworn personnel should render whatever limited assistance possible, such as requesting help via radio.

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### • 3-06/180.00 - Printing Requests

The Printing Management Unit of Fiscal Administration is responsible for the preparation of material to be printed for the Department.

Units preparing new or revised material for printing shall contact the Printing Management Unit to discuss the project. Needless time and effort can be eliminated when the proper format, instruction and numerous other considerations are discussed prior to submitting a Printing Request (SH-AD-1).

Items to be discussed with the Printing Management Unit:

- General usage of material and copies required;
  - Sides printed, type and size of paper;
  - Drawings/photographs, if included; and
  - Whether composition, proof copies or bindery is necessary.
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Completion date shall, in all cases, be cleared and approved by the Printing Management Unit.

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### • **3-06/180.05 - Printing Management Unit's Responsibilities**

The supervisor of the Printing Management Unit shall approve and/or write the final specifications for all printing requested by this Department. This supervisor shall also determine where the material shall be printed, as follows:

- Civic Center Printing Services;
- Internal Services Department;
- Outside vendor; or
- Pitchess Detention Center - Vocational Shop.

Only the Printing Management Unit shall make contacts with the County printing units and outside vendors. Additionally, this Unit shall maintain a file of all plates and printing request records for future reference and use.

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### • **3-06/180.10 - Unit Commander's Responsibilities**

Unit Commanders shall ensure that their personnel do not reproduce forms, bulletins or training material on any Department photocopier or printing device when the total amount of material to be copied exceeds 100 units per month. In such cases, complete a Printing Request (SH-AD-1) to have the document printed and stocked. All rush orders are subject to additional cost and must have Unit Commander approval prior to being processed. All additional costs may be charged against a Unit's budget allocation.

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### • **3-06/180.15 - Printing Request (SH-AD-1)**

A Printing Request (SH-AD-1) shall be completed for all new material to be printed, as well as any reprints. The Printing Request shall be prepared in duplicate and approved by the Unit Commander. The original shall be attached to the "print ready" copy of the material to be printed and forwarded to the Printing Management Unit.

All material submitted for printing shall be typed in black.

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### • **3-06/180.20 - Forms - Design and Control**

The Printing Management Unit shall be responsible for the control and design of all Department forms; therefore, all new and revised forms shall be routed through this Unit prior to submitting a Printing Request.

All requests for new or revised forms shall be accompanied by a sample or revised form, a written justification for the form and/or change and the name, title, phone number and Unit of assignment of the requestor. All requests shall be approved by the requestor's Unit Commander prior to submission to the Printing Management Unit. If a proposed new form impacts Units from other Divisions, approval of each impacted

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Division Chief or Division Director shall be obtained.

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### • **3-06/190.00 - Department Publications**

A standard guide for all publications issued by this Department has been established and is outlined in the subsections which follow.

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### • **3-06/190.05 - Advance Notice on Layouts**

#### Type 1 Content

Black-typed material to be published that does not contain pictures, graphic illustrations or other art work must be completed four to six weeks prior to the desired publication date and forwarded, with two copies of the Printing Request (SH-AD-1), to the Printing Management Unit.

#### Type 2 Content

Publications that are to contain pictures, graphic illustrations or other art work which require varityping should be completed and turned over to the Printing Management Unit, with two copies of the Printing Request, three to four months prior to the desired publication date. This will enable the Printing Management Unit to coordinate the planning and layout necessary for the printing of the publication in a timely manner.

**NOTE:** It is suggested that Units intending to publish material contact the printing manager well in advance of the time that it will be needed regarding the requirements recommended above, in order to obtain suggestions as to how the publication can best be handled from the printing standpoint.

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### • **3-06/190.10 - Classes of Publications**

All Department publications will come under one of the following three categories:

- Class A - Publications or reports designed for use within the Department. There may be some external distribution;
  - Class B - Publications or reports designed for a specific person, agency, commission, board etc. Material not intended for general distribution; or
  - Class C - Special publications and reports or proposals designed as an informational tool, public relations vehicle or specialized study for external dissemination. These special publications normally require a particularly unique cover to depict the content or dramatize the subject.
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### • **3-06/190.15 - Specifications**

Uniform requirements are as follows:

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- Identification - Only the Sheriff's Department will receive acknowledgment on the cover. If reference or acknowledgment is desired for the Unit producing same, it shall appear on the title page of the publication. The standard Department cover design (star and trailing ribbon) shall be used on Class A and Class B publications. The following inscription will be appropriately located near the bottom of the cover in proper balance with the remainder of the cover design:

County of Los Angeles  
Sheriff's Department  
Jim McDonnell, Sheriff

- Page size - Paper size shall be 8-1/2" x 11";
- Binding - Publications shall be handled according to type of material, style, number of copies, thickness, size of page layout, peculiarities, etc. Publications may be spiral-bound only when feasible; and
- Title - Titles shall be printed on the cover in proper size and balance with the overall cover design.

Special requirements are as follows:

- Class A - The cover shall be the standard Department cover in dark blue with black lettering. The title shall be placed in proper balance with the overall design of the cover, depending upon the length and size of the title; or
- Class B - The cover shall have an appropriate color scheme and design with the picture and/or title properly balanced, as mutually agreed upon by the requesting Division and the Director, Administrative and Training Division, with recommendation and guidance from the printing manager.

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### • 3-06/190.20 - Exceptions and Conflicts

Publications that are contrary to the specifications given above may deviate from the requirements only with the approval of the designated Assistant Sheriff. Requests for such approval shall be submitted through the Director, Administrative and Training Division. Guidance will be provided by the printing manager.

Any conflict relative to publications and/or final layouts of printing shall be brought to the attention of the Director, Administrative and Training Division. Contact regarding conflicts should be made by the printing manager and/or the concerned Division. If mutual agreements not obtained, the designated Assistant Sheriff shall make the final decision.

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### • 3-06/200.00 - Body Worn Cameras

The purpose of this policy is to establish responsibilities and procedures for the use and deployment of the Department issued body worn camera (BWC) and the Digital Evidence Management System (DEMS).

The following provisions provide Department members with instructions on the use of BWCs to ensure reliable recording of enforcement and investigative contacts with the public. The Department has adopted the use of BWCs by uniformed personnel to:

- Collect evidence for use in criminal investigations and prosecutions;
- Deter criminal activity and uncooperative behavior during law enforcement interactions with the public;
- Assist personnel with completing reports and providing testimony;
- Promote accountability;
- Assist with resolving public complaints and administrative investigations; and
- Provide additional information for employee evaluation, training, and improvement.

BWCs provide additional information regarding enforcement and investigative contacts with a member of the public. The quality and utility of BWC recordings may be limited by factors including lighting, camera position, and movement. A BWC recording may not capture the Department member's line-of-sight, record the events as the Department member experienced them, record the Department member's perceptions and/or fears, or account for the Department member's reaction time to an event. It is incumbent upon the criminal and administrative investigators, and the reviewers to understand and account for limitations of video and all other available evidence, including witness statements and forensic analysis when evaluating a Department member's actions.

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### • **3-06/200.03 - Definitions**

Audit Trail - An electronic tracking system which provides a record of uploads, views, downloads, transfers, and modifications to copies of the original record.

Body Worn Camera (BWC) – A video and audio recording device worn by a Department member which allows an event to be recorded and saved as a digital file.

Body Worn Camera Unit (BWCU) – Unit responsible for the issuance of BWC equipment, California Public Records Act requests (CPRA), and oversight of the BWC program.

Buffering Mode or Standby Mode - The BWC power is on and in a state where the device is capturing only video, but not saving the recording to memory. The device is continually recording for a designated time and will only save once the BWC is activated to record both sound and video.

Desktop Application – A stand-alone program residing on a Department computer that accomplishes the same function as the docking station. The sync application is only for personnel who do not have access to a

docking station.

Digital Evidence – BWC files (including digital photographs), documents, video, or audio recordings, suitable for upload to the Digital Evidence Management System (DEMS).

Digital Evidence Management System (DEMS) – A secure, “cloud” based storage system managed by the BWCU, externally hosted by the vendor, and available to authorized users. DEMS is used to organize, classify, manage, view, share, and archive digital evidence. DEMS tracks and provides an extensive audit log of all activity to protect the chain of custody. Levels of access can be set and restricted within DEMS.

Docking Station – A hardware device which allows for a BWC to be mounted securely while the BWC is charging and allows for uploading files to the DEMS system. When the camera is docked, video data stored on the camera is automatically uploaded to the DEMS.

Metadata - Searchable data specific to the digital file, URN numbers, tag numbers, and other descriptors used to identify digital evidence, and required to be added to digital files to facilitate searching for the file.

Mobile Application – An application installed on a smartphone or smart device (viewer), which allows for connection to the DEMS system, connection to the BWC, or other integration.

Point-of-View Camera – A BWC which has the ability to be mounted to glasses, headgear, epaulette, or collar.

Recording off – The process of turning off the BWC and ensuring it is not recording. This discontinues the recording being saved to memory, but does not prevent the device from buffering.

Recording on – The process of turning on the BWC and recording video and/or audio to memory.

Power On/Off – The process of powering on or off the recording device. This merely turns the device on or off,

and does not refer to recording.

Tagging – A method to add metadata to digital files which can be retrieved by URN number, date/time, etc.

Viewer (Smart Device) – A device which allows review and tagging of videos. It can also be used to take photographs and provide geographic location data.

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### • **3-06/200.05 - Body Worn Cameras-Equipment**

Body Worn Camera (BWC) equipment consists of a body-mounted camera with a built-in microphone and a handheld viewing device. The BWC is worn on the outside of a Department member's uniform, facing forward to make video and audio recordings. The BWC audio and video recordings are stored on the BWC and can be viewed on a handheld viewer or on a Department computer.

Department personnel trained and issued a BWC device are required to wear and use their BWC while on duty, consistent with the terms of this policy. The on-duty watch commander or incident commander may grant exceptions for wearing a BWC to personnel who are working outside overtime assignments, special operations, or due to shortage of replacement cameras.

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### • **3-06/200.08 - Body Worn Cameras-Activation**

Department personnel shall activate their body worn camera (BWC) prior to initiating, or upon arrival at, any enforcement or investigative contact involving a member of the public, including all:

- Vehicle stops;
- Pedestrian stops (including self-initiated consensual encounters);
- Calls for service;
- Code-3 responses, including vehicle pursuits;
- Foot pursuits;
- Searches;
- Arrests;

- Uses of force, including any transportation of the subject;
- In-custody transports of persons who are uncooperative, belligerent, or threatening;
- Suspect, victim, and witness interviews (except as indicated in the Manual of Policy and Procedures section 3-06/200.18, Body Worn Camera Recording Exceptions); and/or
- Any encounter with a member of the public who is or becomes uncooperative, belligerent, or otherwise hostile.

Department personnel may activate their BWC for the following reasons:

- Transportation of a member of the public; and/or
- Other investigative or enforcement activities where, in the Department member's judgment, a video recording would assist in the investigation or prosecution of a crime or when a recording of an encounter would assist in documenting the incident for later investigation or review.

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### • **3-06/200.10 - Inability to Activate Body Worn Camera Prior to Initiating Enforcement or Investigative Contact**

If a Department member fails to or is unable to activate their body worn camera (BWC) prior to initiating any of the enforcement or investigative contacts listed in section 3-06/200.08, they shall activate it as soon as it is practical and safe to do so. As in all enforcement or investigative contacts including vehicle and pedestrian stops, the safety of Department personnel and members of the public are the highest priorities. A member who fails to activate a BWC because an incident unfolds too quickly making activation impracticable or unsafe does not violate this policy

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### • **3-06/200.13 - Recording of the Entire Contact**

The body worn camera (BWC) shall continue recording until the enforcement or investigative contact involving a member of the public has ended. If an investigative or enforcement contact involving a member of the public resumes after the video has stopped, the Department member shall reactivate the BWC device and continue recording.

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### • **3-06/200.15 - Documentation Required for Failing to Activate Body Worn Camera or Recording the Duration of the Contact**

If a Department member is unable or fails to activate their body worn camera (BWC) prior to initiating an enforcement or investigative contact, fails to record an entire contact, or interrupts the recording for any reason, other than the exceptions listed in section 3-06/200.18, they shall document their reasons in any accompanying log entries, reports, memoranda, and metadata

### • **3-06/200.18 - Body Worn Camera Recording Exceptions**

Department members may stop a recording of the body worn camera (BWC) during a required activation period with a member of the public when:

- A witness or victim refuses to provide a recorded statement and the encounter is non-confrontational;
- In the Department member's judgment, a recording would interfere with their ability to conduct an investigation, or may be inappropriate, because of the victim or witness' physical condition, emotional state, age, or other sensitive circumstances (e.g., a victim of rape, incest, or other form of sexual assault);
- The recording would risk the safety of a confidential informant, community member informant, or undercover officer; and/or
- Inside patient-care areas of a hospital, rape treatment center, or other healthcare facility unless an enforcement action is taken in these areas.

Department members may stop a recording during a required activation period, while not engaged with a member of the public, when:

- Discussing points-of-law, tactics, or debriefing an incident with other Department members or other law enforcement agencies away from any member of the public;
- Directed to do so by an on-scene supervisor at the rank of sergeant or above;
- A deputy participating in the field training program is directed to do so for the purpose of providing instruction and/or insight in furtherance of the training mission; and/or
- Performing station details entered as a call for service, such as mail runs, message deliveries, that will not involve contacts with members of the public.

If a recording exception is utilized by a BWC-equipped Department member, they shall:

- Announce the reason for stopping the video prior to turning the BWC recording off.
- Document the deactivation reason in the metadata file for the event in the Digital Evidence Management System (DEMS); and
- Document the deactivation in any associated written report.

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### • **3-06/200.20 - Los Angeles County Sheriff Custody Facilities**

Department members are permitted to use a body worn camera (BWC) inside any Department custody facility for recording any investigative or enforcement activity.

Department members are prohibited from recording a strip search pursuant to section 5-03/030.05 of this manual.

Department members shall not initiate a BWC recording in areas where inmates are engaged in attorney-client privileged communications, unless an enforcement action is taken in these areas.

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### • **3-06/200.23 - Los Angeles County Superior Courthouses**

Department members shall not initiate a recording of a body worn camera (BWC) in a courtroom that is in session, unless an investigative or enforcement action is taken in these areas.

Department members shall not initiate a BWC recording of inmates in secured areas designated and marked as attorney rooms or satellite lockup areas of attorney/client communications, except by court order or emergency.

On-duty Department members who appear in court to testify while equipped with a BWC shall turn the camera to the "recording off" position to avoid unauthorized recording of a courtroom proceeding.

If a Department member accidentally initiates a recording inside a courtroom while court is in session, the member shall immediately notify the court and their immediate supervisor of the existence of the recording. The supervisor will communicate any direction from the court to the Body Worn Camera Unit (BWCU). The BWCU will facilitate compliance with any and all orders by the court.

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### • **3-06/200.25 - Confidential Nature of Recordings**

Body Worn Camera (BWC) use is limited to enforcement or investigative activities involving members of the public. The BWC recordings will capture video and audio evidence for use in criminal investigations, administrative reviews, and other proceedings protected by confidentiality laws and Department policy.

Department members shall comply with all applicable laws and policies regarding confidential information. Unauthorized use or release of BWC recordings may compromise ongoing criminal and administrative investigations or violate the privacy rights of those recorded. Any unauthorized use or release of BWC recordings in violation of confidentiality laws and/or Department policies is prohibited

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- **3-06/200.28 - Prohibition Against Modification of Recordings**

Department members shall not copy, edit, alter, erase, or otherwise modify in any manner body worn camera (BWC) recordings except as authorized by law or Department policy

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- **3-06/200.30 - Notice to Member of the Public of Body Worn Camera Recording**

Department members may, but are not required to, inform individuals that they are being recorded. Department members are not required to obtain consent from members of the public when the member is lawfully in the area where the recording takes place. For example, a member who lawfully enters a business or residence shall record any enforcement or investigative contact in accordance with this policy, and is not required to obtain consent from members of the public who may also be present. Department members shall not playback body worn camera (BWC) recordings for any member of the public absent the need to do so for purposes of conducting or furthering an investigation or in exigent circumstances.

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- **3-06/200.33 - Prohibition Against Recording Personnel in Non-Enforcement or Investigation Situations**

Body Worn Camera (BWC) equipment shall only be used in conjunction with official law enforcement and investigative activities involving members of the public. BWCs shall not be used to record Department personnel during briefings, meetings, trainings, or while in private spaces such as locker rooms, restrooms, or private offices. BWCs shall not be used to record Department personnel in any Department facility, except in the context of enforcement or investigative contacts involving a member of the public.

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- **3-06/200.38 - Property of the Department**

Body Worn Camera (BWC) equipment and all data, images, video, and metadata captured, recorded, or otherwise produced is the sole property of the Department and any unauthorized release is strictly prohibited

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- **3-06/200.40 - Training Required**

Department members who are assigned a body worn camera (BWC) must complete Department-approved training in the proper use, maintenance, and policies of the devices and Digital Evidence Management System (DEMS) before deploying a BWC or utilizing DEMS.

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- **3-06/200.43 - Inspection and Testing of Equipment**

Body worn camera (BWC) equipment is the responsibility of the assigned Department member and will be used with reasonable care to ensure proper functioning and reliability. At the start of a shift, members shall inspect and test their BWC and make sure it is undamaged and operating properly.

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- **3-06/200.45 - Damaged, Malfunctioning, or Inoperable Equipment**

If a Department member's body worn camera (BWC) malfunctions or is damaged, the member shall notify the watch sergeant and complete an e-mail to the Body Worn Camera Unit (BWCU). The member is required to provide the malfunctioning or damaged equipment to the watch sergeant and obtain a functional BWC as soon as practicable.

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- **3-06/200.48 - Identifying Recordings**

For each incident recorded on a body worn camera (BWC), Department members shall enter metadata for the event type and other required information using the BWC equipment and software that best describes the content of the recording (i.e. arrest, traffic stop, report) prior to the end of their shift. BWC recordings are not a replacement for written reports or other required documentation such as a log summary in the Deputy Daily Worksheet (DDWS).

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- **3-06/200.50 - Storage of Recordings**

At the end of each shift, members shall upload all body worn camera (BWC) recordings to secure storage by docking the device at the station/unit.

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

All body worn camera (BWC) video will be reviewed only on a right-to-know and need-to-know basis, and will only be viewed in furtherance of a criminal investigation, administrative necessity, or audit. Recordings shall not be routinely or randomly viewed solely for the purpose of searching for policy violations where no independent allegation or evidence of a policy violation exists.

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Department members are permitted to view BWC recordings through two mediums (Department-issued smartphone device or Department computer). All Department members who view a video other than their own shall document in the audit trail their reason for viewing the video.

The accuracy of reports, Department member statements, and other official documentation is essential for the proper administration of justice and complying with the Department's obligation to maintain full and complete records of enforcement and investigative activities. Investigators, supervisors, prosecutors, and other officials rely on complete and accurate records to perform their essential duties and responsibilities. Department members are encouraged to review BWC recordings on their assigned smartphone device or Department computer prior to documenting an enforcement or investigative activity to ensure their reports, statements, and documentation are as accurate and complete as possible.

If a Department member does not review the BWC recording before submitting a report, the member must document that fact in the report. If any portion of an enforcement or investigative contact resulting in an arrest was captured by BWC equipment, members shall identify the existence of a BWC recording in all reports.

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## • 3-06/200.55 - Use of Force Incidents

### **Category 1 or Category 2 Use of Force Incidents**

Department members involved in or witnessing Category 1 or Category 2 use of force incidents shall be permitted to review body worn camera (BWC) recordings and, if deemed necessary by the handling supervisor, review other recordings to ensure complete and accurate reports and documentation of the incident.

### **Category 3 Use of Force Incidents, Including Deputy-Involved Shootings**

Department members involved in or witnessing known Category 3 use of force incidents, including deputy-involved shootings, shall not view any recordings until authorized by the handling Internal Affairs Bureau (IAB) lieutenant or, in cases where IAB does not handle the matter, the handling Homicide Bureau lieutenant or watch commander.

Once authorized, the Department member shall have a right to review their BWC recording and any other relevant video recording in possession of the Department, as deemed appropriate by the assigned lieutenant, prior to being interviewed.

A Department member may have an employee representative present during the review of the BWC recording(s) without any investigator or supervisor present. The separation and monitoring of Department members involved in a shooting shall be maintained during the review of BWC recording(s) and such review shall not occur jointly among involved members.

### **Supervisor's Responsibilities**

Following a known Category 3 use of force incident, including deputy-involved shootings, the on-scene supervisor shall, once the scene is secured:

- Take possession of all BWCs devices from involved personnel;
- Power off the devices and secure them;
- Turn the devices over to the handling lieutenant or watch commander; and
- Upload the video and secure the viewing rights, or ensure a member of the Body Worn Camera Unit (BWCU) does so.

For deputy-involved hit shootings and in-custody deaths, the handling Homicide Bureau lieutenant will authorize the review of video by the involved Department member. For non-hit shootings and known Category 3 use of force incidents, the IAB force shooting response team lieutenant will authorize the review of video by the involved Department member. For Category 3 use of force incidents not handled by Homicide Bureau or IAB, the unit watch commander will authorize the review of video by the involved Department member.

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## • **3-06/200.58 - Guidelines for Administrative Reviews of Body Worn Camera Recordings**

The Department requires thorough documentation and multiple levels of review for all incidents resulting in an administrative documentation packet, including but not limited to:

- Use of force;
- Allegation of force;
- Foot pursuit;
- Vehicle pursuit;
- Watch Commander Service Comment Report (WCSCR);
- On-duty traffic collision;
- Civil claim; or
- Lawsuit.

Unit commanders determining appropriate and reasonable responses to possible misconduct and other deviations from established policies and procedures discovered during the review of body worn camera (BWC) recordings shall be guided by the following:

### **Administrative Documentation Packet Review**

An Administrative Documentation Packet Review is the evaluation of a BWC recording in connection with, but

not limited to, use of force, allegation of force, foot pursuit, vehicle pursuit, Watch Commander Service Comment Report (WCSCR). On-duty traffic collisions, civil claims, or lawsuits should focus on the incident that is the subject of review, and not broaden into allegations of misconduct based on conduct observed that was not part of, or irrelevant to, the main inquiry. Consistent with this section, unit commanders shall evaluate the facts and circumstances surrounding the incident and exercise appropriate judgment to determine if the Department member should receive counseling, training, or a performance log entry to correct the behavior, unless the conduct observed would likely result in suspension or termination.

**Note:** Conduct observed in a BWC recording connected with an audit, inspection, or administrative review, should not become the sole basis for allegations of misconduct unrelated to the incident that is the subject of the review. However, allegations of misconduct may be appropriate when the conduct observed would likely result in suspension or termination.

When supervisory and management personnel conduct audits, inspections, or reviews of BWC recordings and discover activity that may constitute misconduct, the Department member's actions in the BWC recordings alone should not result in the initiation of an administrative investigation. Rather, the member should receive counseling, training, or a performance log entry to alert them and correct their behavior. However, the foregoing does not apply where the activity discovered would likely result in suspension or termination.

### **False and/or Misleading Statement Complaints/Allegations**

If the Department intentionally withholds a BWC recording from a Department member before they are required to submit to an interview or complete an official report, the withheld BWC recording will not be used as the sole basis for the Department's initiation of a complaint or allegation against the Department member for making a false and/or misleading statement unless the Department can otherwise establish that the Department member made an intentionally false material statement. When considering allegations of false and/or misleading statements in any case involving a BWC recording, the Department will consider the materiality of the discrepancy and factors that are reasonably likely to affect the Department member's memory including the stress caused by the incident, the time elapsed between the incident and the interview, and fatigue.

The Department will also take into account that a BWC recording may not include the full incident, the context of the incident known or understood by the Department member at the time, the precise viewpoint or perspective of the Department member, or what the Department member heard.

**Note:** It is not the intent of the Department to initiate complaints or additional allegations of false and/or misleading statements for discrepancies between a Department member's memory of an incident and what is on the BWC recording unless there is a material discrepancy.

## **Unintentionally Recorded Personal Communications**

In the event an employee's personal communication is recorded, the personal communication will not be used to initiate an administrative investigation or used against an employee in the adjudication of a personnel complaint, or during any subsequent hearings, unless there is independent evidence or allegations of criminal conduct or misconduct that would likely result in suspension or termination that may be confirmed by the video.

## **90-Day Transition Period**

During the first 90 days a member is assigned a BWC, following completion of training, unintentional deviations in policy and procedure in the use and deployment of a BWC will be considered training issues. During the transition period, Department employees should receive non-documented counseling and training only. Performance log entries should not be generated.

**Note:** This does not apply to intentional acts to circumvent Department policy and procedure, such as intentionally not activating a BWC when required, intentionally de-activating a BWC prior to completion of an incident, or disabling or tampering with a BWC. Such acts will not be considered a training issue within the 90-day transition period.

Upon completion of the 90-day transition period, Department members will be expected to be proficient in the use and deployment of the BWC. For corrective action after the transition period, unit commanders may use counseling, training, and performance log entries for unintentional deviations, in lieu of initiating an administrative investigation, unless an administrative investigation is deemed warranted due to the frequency of violations.

## **Demonstrably False Allegations**

Consistent with Department policy, all allegations of misconduct initiated by a member of the public must be recorded on a Watch Commander Service Comment Report (WCSCR). However, when a BWC recording clearly establishes that an allegation of misconduct is false, the watch commander may terminate the WCSCR under the authority of "Watch Commander Discretion." The watch commander should mark the box; "Watch Commander has personal knowledge the complaint is false." The watch commander shall state in the memorandum they have reviewed the video and specifically why the video is the basis for the "false complaint" disposition.

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## **• 3-06/200.60 - Training**

Body worn camera (BWC) recordings may be used for training purposes. Prior to the use of any BWC video for training, any involved Department member shall be given the opportunity to object to its viewing.

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### • **3-06/200.63 - Supervisor Responsibilities**

Supervisors assigned to a unit with body worn camera (BWC) equipped personnel shall:

- Ensure that personnel assigned BWC equipment have completed Department-required training and are familiar with applicable policies and procedures;
- Conduct periodic inspections of personnel assigned BWC equipment and ensure the BWC is properly affixed to their uniforms and fully operable;
- Ensure members upload all BWC recordings at the end of their shifts;
- Review relevant BWC recordings prior to submitting any administrative reports (e.g. use of force, allegation of force, foot pursuit, vehicle pursuit, Watch Commander Service Comment Report, on-duty traffic collision, civil claim, or lawsuit);
- Perform field audits for compliance;
- Ensure personnel report all damaged BWC equipment to the Body Worn Camera Unit (BWCU) and ensure a replacement BWC is assigned to the Department member;
- Review relevant BWC recordings and documents when performing inspections and audits;
- Conduct daily inspections of all BWC docking equipment to ensure they are active;
- Inspect any BWC devices returned as inoperative;
- Conduct briefings on expectations, use, and maintenance of the BWC equipment and debrief BWC captured incidents of training value;
- Review deviations from BWC policy and procedures and take appropriate action;
- Review supervisor inspections regarding defective equipment, systems, and ensure necessary steps are taken to have them repaired; and
- Ensure inspections of sworn personnel assigned BWC's are being conducted and document such inspections in the watch commander log.

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### • **3-06/200.65 - Unit Commander Responsibility**

Unit commanders are responsible for ensuring compliance with body worn camera (BWC) training, policies, and procedures by ensuring supervisors regularly monitor and inspect BWC equipment under their command.

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### • **3-06/200.68 - Body Worn Camera Unit Responsibilities**

The Body Worn Camera Unit (BWCU) is responsible for the Department's body worn camera (BWC) program, including all associated equipment, software, BWC smartphones and the Digital Evidence

Management System (DEMS). The BWCU will be responsible for:

- Issuing all BWC equipment;
- All training related to the BWC program;
- Coordinating warranty service and maintenance through Department-approved vendor;
- Providing technical assistance;
- Acting as subject matter experts;
- Coordinating the replacement of inoperable, malfunctioning, or damaged equipment and/or systems;
- Conducting system compliance audits;
- Conducting annual command inspections;
- Any Public Records Act request as it relates to BWC video records;
- Any redaction of BWC video records for public release;
- Providing access to users of DEMS;
- Fulfilling requests for any BWC records in furtherance of any investigation;
- Providing statistical and analytical support for BWC and DEMS;
- Category 3 use of force on-scene upload, file restriction, and forensic review.

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### • **3-06/200.70 - Digital Evidence Management System (DEMS)**

The Digital Evidence Management System (DEMS) is the Department's official repository for body worn camera (BWC) digital evidence. The DEMS system tracking will be the official record of digital evidence chain-of-custody. The Property, Evidence and Laboratory Information Management System (PRELIMS) will continue to be the system for tracking physical evidence, including physical media which stores digital files.

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### • **3-06/200.73 - Retention**

All body worn camera (BWC) records will be stored by the cloud-based Digital Evidence Management System (DEMS) from the manufacturers for the term of the contract using the following criteria:

- All recordings shall be retained for a minimum period of three years;
- Recordings associated with an URN number and a statistical code which represents a 9 retention, shall be held for 9 years; and
- Recordings associated with an URN number and a statistical code which represents a 0 retention shall be held indefinitely.



With respect to any incident that requires administrative documentation including, but not limited to, a traffic collision, employee injury, use of force, allegation of force, Watch Commander Service Comment Report (WCSCR), vehicle pursuit, foot pursuit, civil claim, or damage to property, the involved supervisors are responsible for adding the categorization of "Administrative Hold" for the concerned BWC records in the DEMS.

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### • **3-06/200.75 - Public Release of Critical Incidents**

Consistent with statutory law but notwithstanding other policy provisions, the Department shall retain the sole discretion to publicly release any portion of body worn camera (BWC) recordings upon the approval of the Sheriff, or his designee, under any of the following conditions:

- The release of any portion of such BWC recordings may assist with the furtherance of an ongoing investigation; and/or
- The release of any portion of such BWC recordings may serve to dispel erroneous or inaccurate information in the public domain or may otherwise serve to educate the public without interfering with any ongoing investigation.

Nothing in this section shall be considered a waiver of any statutory provisions or otherwise require the public release of any portion of any BWC recording or other materials not released under such terms.

In response to any written request under the California Public Records Act (PRA), BWC video and audio recordings of any critical incident (defined below) shall be subject to release unless any of the following conditions apply:

- If the release of any such recording(s) would substantially interfere with an active criminal or administrative investigation, disclosure may be delayed for up to forty-five calendar days after the date the Department knew or reasonably should have known about the critical incident. If such delay is asserted, the Department shall provide the requester with a written response specifying the basis for the delay and an estimated date for disclosure;
- If after the forty-five days it is determined the release of such recording(s) would continue to substantially interfere with an active criminal or administrative investigation, disclosure may be further delayed up to one year with written notice to the requester of the specific basis for the further delay and an estimated date for disclosure;
- Any delay beyond a total of one year must be supported by clear and convincing evidence that release of the recording(s) would substantially interfere with an active criminal or administrative investigation.

The requester shall promptly be provided with a written response setting forth the specific basis for the determination that the interest in preventing interference with an active investigation outweighs the public's interest in disclosure, as well as an estimated date for release. Such delay shall be reassessed every thirty days with ongoing written notice to the requester; or

- If, at any time, it is determined that, based on the facts and circumstances depicted in any recording, that the public interest in withholding such recording clearly outweighs the public interest in disclosure due to a violation of the reasonable expectation of privacy of any subject depicted in the recording, the requester shall be promptly provided with written notice of the specific basis for the expectation of privacy and the public interest served by withholding the recording.

The Department may use redaction technology to blur or distort images or audio in order to obscure specific portions of the recording in order to protect the privacy interest of any subject depicted in the recording.

Where a recording is withheld from the public because the reasonable expectation of privacy of a subject depicted in the recording cannot be adequately protected through the use of redaction technology and that interest outweighs the public interest in disclosure, the recording (redacted or un-redacted) may nonetheless be disclosed (subject to any applicable delays), upon written request, if so doing does not pose an unreasonable threat to, or endanger the lives of, the peace officers or any person depicted therein, of any of the following:

- The subject of the recording whose privacy is to be protected, or his or her authorized representative;
- The parent or legal guardian of any minor whose privacy is to be protected; or
- The heir, beneficiary, designated immediate family member or authorized legal representative or guardian of the deceased person whose privacy is to be protected;

For purposes of this policy, video and audio recordings of any critical incident shall include any of the following:

- Any incident involving the discharge of a firearm at a person by a Department member;
- Any incident involving a strike with an impact weapon or projectile to the head or neck of a person by a Department member;
- Any incident in which the use of force by a Department member against a person results in death or great bodily injury, including, but not limited to, loss of consciousness, concussion, bone fracture, protracted loss or impairment of function of any bodily member or organ, a wound requiring extensive suturing, or serious disfigurement; and/or
- The death of any arrestee or detainee in custody.

## **Notifications**

Absent exigent circumstances, reasonable attempts shall be made to notify the following individuals or entities prior to the release of video:

- Department members depicted in the video and/or significantly involved in the use of force;
  - Subject upon whom force was used;
  - If the subject upon whom force was used is deceased, the next of kin;
  - If the subject upon whom force was used is a juvenile, the subject's parents or legal guardian;
  - If the subject upon whom force was used is represented by legal counsel, and such representation is known to the Department;
  - District Attorney's Office and/or City Attorney's Office;
  - Employee unions representing Department members; and
  - Other individuals or entities connected to the incident as deemed by the Department as appropriate to notify.
-