

## **Volume 7 - Samples and Miscellaneous Information**

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### **• Chapter 1 - Samples**

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#### **• • 7-01/000.00 - Samples**

1. Consideration for Defendants (Letter)
2. Employee Injury/Illness (Letter)
  - a. to Employee
  - b. to Physician
3. Physician's Evaluation for Return for Modified Duty (Format)
  - a. by Form
  - b. by Chart
4. Report of Request and Decision for HIV Testing (Form)

#### **Sample 1**



SHERMAN BLOCK, SHERIFF

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



April 1, 1996

Allan Field  
Assistant District Attorney  
Norwalk Superior Court  
12720 Norwalk Boulevard  
Norwalk, California 90650

Dear Mr. Field:

It has come to my attention that defendant Michael P. Evans is to appear in your court under case number A123456. Mr. Evans was arrested in the city of Norwalk on March 15, 1996, for possession of stolen property which was taken in a residential burglary. The house was unoccupied at the time of the entry and no one was injured in the incident. The property stolen in the burglary was valued at \$500, and was recovered.

After the arrest, the defendant provided investigators with the information about people who were committing armed robberies in the station area.

Based on the information provided by Mr. Evans, surveillance was conducted on the named suspects. Mr. Sal Martinez was arrested while attempting to commit an armed robbery at the 7-Eleven Store on Telegraph Road.

It is requested that consideration be given by placing Mr. Evans on probation or a minimum sentence in County Jail. Thank you for your assistance in this matter.

Sincerely,

SHERMAN BLOCK, SHERIFF

Marvin J. Dixon, Captain  
Norwalk Sheriff's Station

*A Tradition of Service*

## Sample 2A



SHERMAN BLOCK, SHERIFF

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



January 22, 1996

Dear \_\_\_\_\_:

I regret that the seriousness of your medical condition makes you unavailable for duty. More importantly, I wish to convey my sincere concern and wish you the best despite the circumstances.

There are certain administrative duties which must be addressed. It is my responsibility to remind you that, per Departmental Orders, you have been placed on an "A" schedule (Monday through Friday) from 0830 hours to 1700 hours each day. You are to remain at the location which Department records indicate as your residence, and you are to be personally available to respond to official telephonic and/or direct contacts by the Department. A copy of Policy and Procedures Manual Section 3-02/040.05, which covers "Injuries and Illness," is enclosed. Exceptions to these requirements must be approved by the operations lieutenant or, in his absence, the watch commander.

I cannot over emphasize that your well being is our primary concern. Please call if we can be of assistance.

Sincerely,

SHERMAN BLOCK, SHERIFF

*A Tradition of Service*

Sample 2B



SHERMAN BLOCK, SHERIFF

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



January 22, 1996

Dear Dr. \_\_\_\_\_:

Our records indicate that you are currently treating one of our employees, Deputy Sheriff \_\_\_\_\_ . The injury which Deputy \_\_\_\_\_ received may prevent him from performing some of the tasks of his current assignment; we would like your medical determination as to which duties those are.

It is the policy of this Department to return employees, with medical limitations, to work as soon as their medical condition permits. By returning our personnel to modified duty we can continue to utilize their skills and abilities and also comply with the guidelines established under the Americans with Disabilities Act.

Since we will be returning this employee to a modified work environment, we would like to ask you to complete the enclosed evaluation within the next ten working days. A pre-addressed envelope has been included for your convenience.

Sincerely,

SHERMAN BLOCK, SHERIFF

*A Tradition of Service*

### Sample 3A

**PHYSICIAN'S EVALUATION FOR RETURN TO MODIFIED DUTY**

**SUGGESTED FORMAT ONLY**

PATIENT'S NAME: \_\_\_\_\_

PHYSICIAN'S NAME: \_\_\_\_\_

DESCRIPTION OF INJURY OR ILLNESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PATIENT MAY PARTICIPATE IN THE FOLLOWING ACTIVITIES:

Check appropriate boxes and indicate time and/or weight restrictions:

- VEHICLE OPERATION
- WORK - SITTING
- WORK - STANDING
- FILING
- TELEPHONE WORK
- LIFTING
- OTHER

PATIENT IS CONFINED TO:

- BED REST ONLY
- LIMITED ACTIVITY - OFF DUTY AT HOME

PLEASE INDICATE ANY RESTRICTIONS IF MODIFIED DUTY IS ACCEPTABLE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE INDICATE LENGTH OF MODIFIED DUTY: \_\_\_\_\_

PATIENT MAY RETURN TO MODIFIED DUTY: \_\_\_\_\_  
(DATE)

PATIENT MAY RETURN TO FULL DUTY: \_\_\_\_\_  
(DATE)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Sample 3B - Part 1**



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
PHYSICIAN'S EVALUATION OF MEDICAL LIMITATIONS**

PHYSICIAN:

PATIENT'S NAME:

JOB TASK	YES	SPECIAL MEDICAL LIMITATIONS	NO	UNABLE TO DETERMINE FROM JOB DESCRIPTION
<b>WORK AT STATION DESK AREA: (on a temporary modified assignment)*</b>				
1. Dispatch field units				
2. Answer phones, including 911				
3. Monitor radios				

**Sample 3B - Part II**

JOB TASK	YES	SPECIAL MEDICAL LIMITATIONS	NO	UNABLE TO DETERMINE FROM JOB DESCRIPTION
4. Write reports				
5. Supervise civilian desk personnel				
6. Initiate and maintain operational and major incident logs				
7. Perform liaison functions with neighboring police agencies by phone				
8. Coordinate by phone or radio Department rescues and searches				
9. Testify in court				
10. Assist jailer with clerical duties				
11. Control and account for station funds. Prepare reports and audits				
12. Maintain and account for all hand held radios and batteries				
13. Monitor field units by desk radio and provide assistance as needed by coordinating other resources				
14. Work independently and as a team member with a variety of individuals				

**Sample 3B - Part III**

JOB TASK	YES	SPECIAL MEDICAL LIMITATIONS	NO	UNABLE TO DETERMINE FROM JOB DESCRIPTION
15. Handle and inventory property and evidence				
<b>WORK IN STATION DETECTIVE AREA: (on a temporary modified assignment)*</b>				
1. Conduct criminal investigations				
2. Interview suspects, victims, witnesses and informants				
3. Prepare cases and reports and present cases to the District Attorney for determination of filing; work with the D.A. in court				
4. Evaluate situations and make appropriate community referrals and deploy other resources as needed				
5. Arrest, book, and transport suspects				
6. Prepare operational plans				
7. Serve search and arrest warrants. Requires being physically able to enter buildings, climb stairs, etc.				
8. Conduct surveillance during hours of daylight and darkness				

**Sample 3B - Part IV**

JOB TASK	YES	SPECIAL MEDICAL LIMITATIONS	NO	UNABLE TO DETERMINE FROM JOB DESCRIPTION
9. Drive a vehicle				
10. Operate automated and communications equipment				
11. Supervise searches for missing persons				
<b>OUTSIDE FIELD WORK: (on a temporary modified assignment)*</b>				
1. Enforce federal, state, county and city ordinances				
2. Write traffic citations				
3. Write crime/investigative reports				
4. Collect/preserve/record evidence				
5. Respond to scenes of emergencies and calls for service				
6. Monitor radio and coordinate back-up units				
7. Recover lost or stolen property				

**Sample 3B - Part V**

JOB TASK	YES	SPECIAL MEDICAL LIMITATIONS	NO	UNABLE TO DETERMINE FROM JOB DESCRIPTION
8. Use a firearm				
9. Maintain a current driver's licence				
10. Drive a car for prolonged periods of time				
11. Serve civil and criminal process papers				
12. Deal with confrontational, volatile, life-threatening situations and people				
13. Make appropriate decisions in emergent, highly stressful situations				
14. Make forcible arrests				

\* An employee working a temporary modified assignment is not expected to perform certain essential functions of a peace officer during the term of that assignment, rather, the duties of such an employee are limited to those specified herein.

**Sample 4 - Part I**

State of California-Health and Welfare Agency Department of Health Services

**REPORT OF POTENTIAL HIV EXPOSURE  
TO LAW ENFORCEMENT EMPLOYEES**

(STATE USE)  
 Report Number \_\_\_\_\_

**INCIDENT INFORMATION**

1. Location/address		City:	
2. County:	Zip Code:	Date of Incident:	Time: (use 24-hour clock)
3. Type of agency:			
<input type="checkbox"/> Correctional <input type="checkbox"/> Court <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Prosecutor <input type="checkbox"/> Other: _____			
4. Agency governmental level:			
<input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other: _____			
5.* What was the employee's assignment when incident occurred?			
6.* Were any criminal laws allegedly violated by the subject?			
<input type="checkbox"/> Yes <input type="checkbox"/> No    If "yes," specify section(s) violated: _____			
7.* What bodily fluid was exposed to employee?			
<input type="checkbox"/> Blood <input type="checkbox"/> Semen <input type="checkbox"/> Other (specify): _____			
8. Type of exposure sustained by employee:			
<input type="checkbox"/> Needlestick <input type="checkbox"/> Blood to Blood Transfer <input type="checkbox"/> Sexual <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Skin Abrasion/Laceration			
9.* Briefly describe details of exposure. <b>Note: Do not use the names of either the subject or the law enforcement employee. (Attach additional pages, if necessary.)</b>			
_____			
_____			
_____			
_____			
_____			
10.* Was employee provided medical treatment?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown    If "yes", specify the type of treatment: _____			
11.* Was employee tested for Hepatitis B?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown    If "yes," results were: <input type="checkbox"/> Positive <input type="checkbox"/> Negative			
12.* Check if the employee required:			
<input type="checkbox"/> Sutures <input type="checkbox"/> Surgery <input type="checkbox"/> Hospitalization			
13.* Did the employee lose work time?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown    If "yes," enter amount of time lost: _____			

**Sample 4 - Part II**

**HIV TESTING: SUBJECT**

14. Was Subject tested for HIV?  
 Yes  No  Unknown If "yes," results were:  Positive  Negative  Unknown 15.

Was testing:  Voluntary  Mandatory

16.\* Was HIV counseling provided?  Yes  No

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**HIV TESTING: EMPLOYEE**

17. Was employee tested for HIV?  
 Yes  No  Unknown If "yes," results were:  Positive  Negative  Unknown

18. How long after the incident was the employee tested? \_\_\_\_\_  
 Do you plan to retest?  Yes  No

19.\* Was HIV counseling provided?  Yes  No

20. Has employee begun AZT treatments?  Yes  No  Unknown

21. Name of person completing form: (please print first name, last name) \_\_\_\_\_

Signature of person completing form: \_\_\_\_\_ Date: / /

22. Business telephone: ( ) \_\_\_\_\_ Reporting agency: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Notes:**

- The information on this form is being requested pursuant to Section 7554 of the Penal Code. California law requires the completion of an incident report to establish the extent of peace officers' occupational exposure to HIV infection.
- Under no circumstances shall the identity of the law enforcement employee or the identity of the subject be transmitted by the local law enforcement agency or the chief medical officer of the local agency to the State Department of Health Services.
- This form shall be completed by the specified agency representative or the chief medical officer of each correctional, custodial, or law enforcement agency including local law enforcement agencies no longer than two days after the incident.
- When completing this form, if a typewriter is not accessible, please print in a legible manner. Upon completion, this form shall be directed to:

State of California  
 Department of Health Services  
 Office of AIDS  
 AIDS Registry Section  
 P.O. Box 942732  
 Sacramento, CA 94234-7320

For questions or reordering, please call (916) 322-0891

**Instructions:**

All other items are self-explanatory.

5. Was the peace officer assigned to guard subject on patrol, to book suspect, to arrest subject, etc?

6. Cite any law code violations subject allegedly violated which resulted in employee being in contact with subject (e.g., drug possession, driving under the influence, etc.).

7. Other "bodily fluids" include: fluids containing blood, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, human breast milk.

9. Please describe fully the events that resulted in the injury or exposure. Tell what happened and how it happened. Which bodily fluid(s) or subject such as blood, or semen came in contact with the employee? For example: "Blood from arrestee contacted open cut on employee's hand."

10. If employee received medical treatment, briefly describe treatment provided.

16., 19. "Counseling" means counseling by a licensed physician and surgeon, registered nurse, or other health professional as established by Department of Health Services guidelines.

DHS 8479 (3/93)

• Chapter 2 - Radio Communication Call Numbers

• • 7-02/010.00 - Radio Communications Call Identifiers

Personnel and units assigned to the offices of the Sheriff, undersheriff, and assistant sheriff(s) have been assigned special designations.

Division headquarters' units have been lettered, which shall precede any additional number or letter as follows:

A	Professional Standards Division
B	Countywide Services Division
D	Detective Division
E	East Patrol Division
F	Custody Services Division – Specialized Programs
G	Custody Services Division – General Population
H	Special Operations Division
J	Court Services Division
M	Custody Administrative Command
N	North Patrol Division
O	Administrative Services Division
P	South Patrol Division
T	Technology and Support Division
V	Personnel Command
W	Central Patrol Division

Formation of radio communications call identifiers for division headquarters' units shall normally be according to:

- Division (a letter)
- Bureau (a number)
- Detail or section (a letter)
- Rank or unit (a letter)
  - I for area commander
  - C for captain
  - L for lieutenant
  - S for sergeant.

The following standard designations shall be used throughout the Department:

- Unit Identification

A	Regular station patrol unit
B	Regular station patrol unit
BP	Bicycle patrol
BT	Boat
C	Captain
D	Station/unit desk/dispatcher (When used in conjunction with the station/unit base call identifier)
D	Regular station patrol unit (when not used in conjunction with the station/unit base call identifier)
DP	Directed patrol
E	Regular station patrol unit

F	Regular station patrol unit
FB	Footbeat
FE	Fare enforcement
G	Gang suppression
H	Regular station patrol unit (contract cities)
I	Area commander
J	Regular station patrol unit
K	Regular station patrol unit
K9	Canine unit
L	Lieutenant
M	Motorcycle unit
MP	Mounted patrol
N	COPS unit
O	Security Officer/Assistant unit
P	Regular station patrol unit
PE	Parking enforcement
Q	Regular station patrol unit
R	Reserve (patrol)
S	Sergeant
T	Traffic
U	Utility vehicle
V	Volunteer
W	SEB - extended assignment to station
X	Out of service,
Y	Regular station patrol unit
Z	Contract city employee

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## • • 7-02/010.05 - Office of the Sheriff

### Car 1 - Sheriff

- 1A - Chief of staff
  - 1CI - Sheriff's executive administrative aide (captain)
  - 1L - Sheriff's executive administrative aide (lieutenant)
  - 1S1 - Sheriff's executive aide (sergeant)
  - 1S2 - Sheriff's executive aide (sergeant)
  - 1S - Sheriff's driver
  - 1I - Weekend duty area commander
  - 1C - Weekend duty area captain
  - 1A - Legislative Unit
  - 1P - Audit and Accountability command
- 

## • • 7-02/010.10 - Office of the Undersheriff

Car 2 - Undersheriff

- 2L - Executive aide (lieutenant)
  - 2A - Sheriff's Information Bureau
  - 2B - Internal Criminal Investigation Bureau (ICIB)
- 

• • **7-02/010.15 - Office of Assistant Sheriff - Custody Operations**

Car 3 - Assistant sheriff

- 3L - Executive aide (lieutenant)
- 

• • **7-02/010.16 - Office of Assistant Sheriff - Patrol Operations Division**

Car 4 - Assistant sheriff

- 4L - Executive aide (lieutenant)
- 

• • **7-02/010.17 - Office of Assistant Sheriff - Countywide Operations**

Car 5 - Assistant sheriff

- 5L - Executive aide (lieutenant)
- 

• • **7-02/010.18 - Office of Assistant Sheriff - Chief Financial and Administrative Officer**

Car 6 - Assistant sheriff

- 6L - Executive aide (lieutenant)
- 

• • **7-02/010.20 - Professional Standards Division**

A1 - Chief

A1I1 - Commander

A1I2 - Commander

A1L - Lieutenant

A1S - Sergeant

A2 - Risk Management Bureau

- A2A - Corrective Action Unit
-

- A2B - Civil Litigation Unit
- A2D - Discovery Unit
- A2F - Field Operations Support Services
- A2G - Safety Management Unit
- A2P - Service of Pitchess, Vela, or Brady Motions & Public Records Act
- A2T - Traffic Services Detail

A4 - Advocacy Unit

A6 - Internal Affairs Bureau (IAB)

A7 - Training Bureau

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## • • **7-02/010.25 - Detective Division**

D1 - Chief

D1I1 - Commander, area 1

D1I2 - Commander, area 2

D1L - Lieutenant

D1S - Sergeant

D2 -

D3 -

D4 - Major Crimes Bureau

D5 - Homicide Bureau

D6 - Narcotics Bureau

D7 - Cargo CATS

D8 - Fraud & Cyber Crimes Bureau

D9 - Human Trafficking Bureau

D10 - Special Victims Bureau

D11 - Operations Safe Streets Bureau

D12 - Taskforce for Regional Auto theft Prevention (TRAP)

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## • • **7-02/010.27 - Technology and Support Division**

T1 - Chief

T1I1 - Commander, area 1

T1I2 - Commander, area 2

T1L - Lieutenant

T1S - Sergeant

T2 - Data Systems Bureau

T3 - Communications and Fleet Management Bureau

- Mobile Command Unit call signs
  - MCU-0 through MCU-13
    - MCU-A through MCU-D and MCU-G

T4 - Records and Identification Bureau

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T5 - Scientific Services Bureau

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• • **7-02/010.30 - Special Operations Division**

H1 - Chief

H11 - Commander, area 1

H112 - Commander, area 2

H1L - Lieutenant

H1S - Sergeant

H2 - Criminal Intelligence Bureau

H3 - Crisis Negotiations Team

H4 - Mental Evaluation Team

H5 - Emergency Operations Bureau

- H5A - Department Operations Center (DOC)
- H5B - Reserve Forces Detail
- 250-259 series - EOB personnel
- 700 series - Station call outs/major events (example 702 - ELA, 713 - LKD)

H6 - Metrolink

H7 - Arson/Explosives Detail

H8 - Transit Services Bureau

Special Enforcement Bureau

240K9 - Canine Unit

240Q - Prisoner Transportation

240R - Rescue

240-249 - SEB units not assigned to a station/unit

Aero Bureau

"Air 1" is the designed call identifier for any Department aircraft in which the Sheriff is a passenger.

The following call identifiers are designated for:

Air Operations

Air 2 - Bureau captain

Air 3 - Flight operations lieutenant

Air 4 - Sergeants

Air 5 - Rescue

Air 6 - Specialized flight

Air 7 - Day shift patrol

Air 8 - Day shift patrol

Air 9 - Flight instructor/training

Air 10 - Specialized flight  
Air 11 - Lost Hills

Note: Additional aircraft assigned to any of the above functions would be designated by a letter following the identifier (i.e., Air5A for a second rescue etc.).

Air 19 - North county patrol – day shift  
Air 20 - PM patrol  
Air 21-23 - PM patrol  
Air 24 - North county - PM shift  
Air 31-35 - Surveillance aircraft  
Air 50 - Downlink video  
Air 72 - King air (transport aircraft)

Note: Additional supplementary PM patrols or any special PM operation would be designated from remaining 20 series.

Special Area Air Patrols

130SK/Skynight - Lakewood Station

Ground Air Units

950C - Aero captain  
950L - Aero lieutenant  
950S - Aero sergeant  
950D - Aero Desk  
950U - Aero support/utility

**NOTE:** Additional support/utility vehicles shall be designated identifiers in the 950 series (i.e., 951U, etc).

Reserve Forces Series

944C - RFD captain  
944C - RFD lieutenant(s)  
944C - RFD sergeant(s)  
944A - RFD personnel, non-reserves  
944R - RFD personnel, reserves

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• • **7-02/010.35 - Sheriff's Stations/Units**

20 thru 29	2	East Los Angeles
30 thru 39	3	South Los Angeles
40 thru 49	4	Norwalk
50 thru 59	5	Temple

60 thru 69	6	Santa Clarita
70 thru 79	7	Altadena
80 thru 89	8	San Dimas
90 thru 99	9	West Hollywood
110 thru 119	11	Lancaster
120 thru 129	12	Crescenta Valley
130 thru 139	13	Lakewood
140 thru 149	14	Industry
150 thru 159	15	Pico Rivera
160 thru 169	16	Carson
170 thru 179	17	Lomita
180 thru 189	18	Avalon
210 thru 219	21	Century
220 thru 229	22	Lost Hills
230 thru 239	23	Cerritos
260 thru 269	26	Palmdale
270 thru 279	27	Marina Del Rey
280 thru 289	28	Compton
290 thru 299	29	Walnut
500 thru 575		Transportation Buses - CSD
600 thru 699	60-68	Transit Services Bureau (North and South)
830 thru 839	83	Parks Bureau
850 thru 859	85,86,88	County Services Bureau
870 thru 879	87	Community College Bureau

#### Patrol Stations/Units

Regular station/unit cars beyond the assigned number may be identified by the addition of a letter, such as, 21A, 21B, 22A, 22B, etc., with the exception of those letters designated as specific identifiers, and those indicating rank.

#### Station/Unit Detectives

Station/unit detectives call identifiers will be in the 800 series. The station/unit number will be incorporated in the 800 number. (e.g., 803-SLA detectives, 816-Carson detectives).

#### Patrol Boats

BT – Patrol boats will be indicated by the letters BT which will follow the numeric call sign.

#### Station Emergency Transmitter Call Identifiers

KBH359 – Harbor (Admin.)  
WII804 – Altadena  
WII805 – Avalon  
WII808 – Carson  
WII809 – Industry  
WII810 – East Los Angeles

WII811 – Marina  
WII813 – Lost Hills  
WII818 – West Hollywood  
WII819 – Walnut  
WII821 – South Los Angeles  
WII822 – Lakewood  
WII823 – Isthmus (Catalina)  
WII824 – Norwalk  
WII826 – Malibu  
WII827 – Century  
WII829 – San Dimas  
WII832 – Temple  
WII834 – Pico Rivera  
WII836 – Santa Clarita Valley  
WII840 – Gorman  
WII841 – Crescenta Valley  
WII843 – Lancaster  
WII820 – Lomita

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• • **7-02/010.36 - North Patrol Division**

N1 - Chief  
N1I1 - Commander, area 1  
N1I2 - Commander, area 2  
N1L - Lieutenant  
N1S - Sergeant

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• • **7-02/010.37 - South Patrol Division**

P1 - Chief  
P1I1 - Commander, area 1  
P1I2 - Commander, area 2  
P1L - Lieutenant  
P1S - Sergeant

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• • **7-02/010.38 - East Patrol Division**

E1 - Chief  
  
E1I - Commander, area 1  
  
E1I - Commander, area 2  
  
E1L - Lieutenant

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E1S - Sergeant

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• • **7-02/010.39 - Central Patrol Division**

W1 - Chief  
W11 - Commander, area 1  
W11 - Commander, area 2  
W1L - Lieutenant  
W1S - Sergeant

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• • **7-02/010.40 - Countywide Services Division**

B1 - Chief  
B111 - Commander, area 1  
B112 - Commander, area 2  
B1L - Lieutenant  
B1S - Sergeant  
B2 - Community Partnerships Bureau

- B2A - Abatement Criminal/Civil Property
- B2B - Counterfeit and Piracy/Intellectual Property Rights
- B2D - Community Development Commission
- B2E - CLEPP
- B2F - STAR Unit
- B2G - COPS Team
- B2P - Parole Compliance Team
- B2V - Vital Intervention and Directional Alternatives (VIDA)

B3 - Community College Bureau  
B4 - County Services Bureau  
B5 - Parks Bureau

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• • **7-02/010.41 - Custody Administrative Command**

M11 - Commander, area  
M1L - Lieutenant  
M1S - Sergeant  
M2 - Custody Support Services (CSS) Bureau  
M3 - Custody Training and Standards Bureau

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• • **7-02/010.42 - Custody Services Division - Specialized Programs**

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F1 - Chief  
F1I1 - Commander, area 1  
F1I2 - Commander, area 2  
F1L - Lieutenant  
F1S - Sergeant  
F3 - Education Based Incarceration/Inmate Services Bureau  
F4 - Medical Services Bureau  
F5 - Custody Compliance and Sustainability Bureau  
F6 - Food Services  
F7 - Century Regional Detention Facility  
F8 - Twin Towers Correctional Facility  
F9 - Mira Loma Detention Center (Closed)  
F12 - Los Angeles County USC Medical Center (LAC+USC)

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• • **7-02/010.45 - Custody Services Division - General Population**

G1 - Chief  
  
G1I1 - Commander  
  
G1I2 - Commander  
  
G1L - Lieutenant  
  
G1S - Sergeant  
  
G3 - Population Management Bureau  
  
G4 - Inmate Reception Center  
  
G5 - Men's Central Jail  
  
G6 – PDC North Facility  
  
G7 – Custody Investigative Services  
  
G8 - PDC East Facility  
  
G9 - PDC North County Correctional Facility  
  
G10 - PDC South Facility

NOTE: G12 shall not be used due to the correlation with the "G12" nickname for slain Deputy Geuvjehizian.

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• • **7-02/010.50 - Court Services Division**

J1 - Chief  
J111 - Commander, area 1  
J112 - Commander, area 2  
J1L - Lieutenant  
J1S - Chief's aide, sergeant  
J4 - Court Services East  
J5 - Civil Management Bureau  
J6 - Court Services Transportation Bureau  
J7 - Court Services Central  
J8 - Court Services West

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• • **7-02/010.60 - Administrative Services Division**

O1 - Chief/director  
O111 - Commander, area 1  
O112 - Commander/assistant division director, area 2  
O1L - Lieutenant  
O1S - Sergeant  
O1B - Board of Supervisors Team  
O1D - Jail Planning Team  
O3 - Contract Law Enforcement Bureau  
O4 - Facilities Planning Bureau  
O5 - Facilities Services Bureau  
O6 - Financial Programs  
O7 - Fiscal Administration

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• • **7-02/010.65 - Personnel Command**

V1L - Commander, area

V1L - Lieutenant

V1S - Sergeant

V2 - Personnel Administration Bureau

- V2A - Disability Management and Compliance Unit
- V2B - Pre-Employment/Backgrounds

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V3 - Psychological Services Bureau

V4 - Bureau of Labor and Compliance

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## • • **7-02/020.00 - Emergency Operations Call Identifiers**

The following designations will be used by personnel, units, and equipment activated for an emergency operation.

### Command Post

During emergency operations, the focal point for command and communications shall be referred to as the "Command Post."

### Personnel

All command personnel will use their normal call identifiers. This will vary only during major preplanned operations during which call identifiers may be used to define specific lines of authority and responsibility to various elements or functions of the operation.

### Platoon Operations

Platoon call identifiers will be in the 700 series. The station designator will be incorporated in the 700 number, depending on the origin of the platoon or platoon commander. The last two digits indicate station/unit number (701 thru 718). However, Century Station and Marina del Rey Station will use the first two digits of the station's call numbers. (e.g., 721-Century Station, 727-Marina del Rey Station). Refer to Emergency Operations Procedure (EOP) 3-7, "Platoon Organization and Table of Equipment."

### Preplanned Operations

Personnel planning upcoming operations may develop a series of call identifiers such as color designators which serve to identify elements of the operation.

### Training

The 400 series is reserved for training exercises. Any unit involved in a training exercise using radio transmissions shall use the 400 series to avoid accidental responses by operational units.

### Coordination

The Sheriff's Communication Center watch commander shall be advised of any Department mobilization, preplanned event, training operation, or any other operation using specialized call identifiers which might impact the Department's communication system in any manner.

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## • **Chapter 3 - Miscellaneous Information**

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• • **7-03/010.00 - Contract City Offices**

AGOURA HILLS  
30101 Agoura Court #102  
91301

ARTESIA  
18747 Clarkdale Avenue  
90701

AVALON  
209 Metropole Avenue  
P.O. Box 707  
90704

BELLFLOWER  
16600 Civic Center Drive  
90706

BRADBURY  
600 Winston Avenue  
91010

CALABASAS  
26135 Mureau Road, Suite 200  
91302-3172

CARSON  
701 East Carson Street  
P.O. Box 6234  
90749

CERRITOS  
181255 South Bloomfield Avenue  
90701  
P.O. Box 3130  
90703

COMMERCE  
2535 Commerce Way  
P.O. Box 1007  
90040

COMPTON  
301 S. Willowbrook Avenue  
90220

CUDAHY  
5220 Santa Ana Street  
90201

DIAMOND BAR  
21660 East Copley Drive  
Suite 100  
91765

DUARTE  
1600 East Huntington Drive  
91010

HAWAIIAN GARDENS  
5130 Clark Avenue  
90712

HIDDEN HILLS  
6165 Spring Valley Road  
91302

INDUSTRY, CITY OF  
15651 East Stafford Street  
P.O. Box 3366  
91744

LA CANADA/FLINTRIDGE  
1327 Foothill Boulevard  
91011

LA HABRA HEIGHTS  
1245 North Hacienda Boulevard  
90631

LAKEWOOD  
5050 North Clark Avenue  
90714  
P.O. Box 158  
90712

LA MIRADA  
13700 La Mirada Boulevard  
90638

LANCASTER  
44933 North Fern Avenue  
93534

LA PUENTE  
15900 East Main Street  
91744

LAWNDALE  
14717 Burin Avenue  
P.O. Box 98  
90260

LOMITA  
24300 Narbonne Avenue  
P.O. Box 339  
90717

LYNWOOD  
11330 Bullis Road  
90262

MALIBU  
23555 Civic Center Way  
90265

MAYWOOD  
5019 E. Third Street  
90022

NORWALK  
12700 Norwalk Boulevard  
P.O. Box 1030  
90650

PALMDALE  
38300 North Sierra Highway  
93550

PARAMOUNT  
16400 Colorado Avenue  
90723

PICO RIVERA  
6615 South Passons Boulevard  
P.O. Box 1016  
90660

RANCHO PALOS VERDES  
30940 Hawthorne Boulevard  
90274

ROLLING HILLS  
2 Portuguese Bend Road  
90274

ROLLING HILLS ESTATES  
4045 Palos Verdes Drive North  
90274

ROSEMEAD  
8838 East Valley Boulevard  
91770

SAN DIMAS  
245 East Bonita Avenue  
P.O. Box 307  
91773

SANTA CLARITA  
23920 West Valencia Boulevard  
91355

SOUTH EL MONTE  
1415 North Santa Anita Avenue  
91733

TEMPLE CITY  
9701 Las Tunas Drive  
P.O. Box 668  
91780

WALNUT  
21201 La Puente Road  
91789

WEST HOLLYWOOD  
8300 Santa Monica Boulevard  
90069

WESTLAKE VILLAGE  
4373 Park Terrace Drive  
91361

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• • **7-03/015.00 - Post Certificate Requirements**

**7-03/015.00 POST Certificate Requirements**

All sworn peace officers, under 830.1 PC, employed by the Department, shall possess and maintain a valid Commission on Peace Officer Standards and Training (POST) certification.

**Basic Certificate**

- Complete the current employing department’s probationary period of not less than 12 months; and
- Satisfy the minimum entry-level basic course training standard for the applicant’s current position.

**Intermediate and Advanced Certificates**

Minimum requirements to qualify for an intermediate or advanced POST certificate are: years of experience, education points, and training points. All three (3) requirements must be met.

**INTERMEDIATE**

Years of Experience	8 or more	6 or more	4 or more	4 or more	2 or more
Education Points	15	30	45	AA/AS	BA/BS
Training Points	15	30	45	Basic POST	Basic POST

**ADVANCED**

Years of Experience	12 or more	9 or more	9 or more	6 or more	4 or more
Education Points	30	45	AA/AS	BA/BS	MASTERS
Training Points	30	45	Basic POST	Basic POST	Basic POST

**Training Points**

One training point equals 20 hours of law enforcement training. Individuals receive training points from the Basic Academy course, in-service training, and may include outside training. College-affiliated training can be counted as “education” or “training” points, but not both. Training points cannot be substituted for education points (college units).

**Education Points**

Education points include college units from any accredited college and may include those units obtained through college-affiliated training/in-service training. If the college is on a semester system, each unit equals one education point. If the college is on a quarter system, multiply the number of units by 2/3 (.667) to calculate your education points. One education point (college unit) equals one training point. Education points (college units) can be substituted for training points.

### **Supervisory Certificate**

- Possess or be eligible to possess an intermediate certificate;
- Complete a minimum of 60 units from an accredited college;
- Successfully complete a POST-certified Supervisory Course; and
- Possess two years' law enforcement experience as a permanent first-level supervisor or higher.

### **Management Certificate**

- Possess, hold, or be eligible to hold an Advanced Certificate;
- Complete a minimum of 60 semester units from an accredited college;
- Successfully complete a POST-certified Management Course; and
- Possess two years' law enforcement experience in a permanent middle management or higher position.

Information regarding any of the above certificates may be obtained by contacting the Training Bureau's Education & Training Records Unit.

### **POST Public Safety Dispatcher Certificate**

- Be employed with a department participating in the POST Dispatcher Program;
- Be appointed as a full-time safety dispatcher;
- Successful completion of a POST-certified Public Safety Dispatcher's Basic Course of no less than 80 hours; and
- Satisfactorily complete the current Department's probationary period of at least 12 months.

Information regarding eligibility requirements for the certificate may be obtained by contacting the Training Bureau's Civilian Training Unit.

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## **• • 7-03/020.00 - Misdemeanors Constituting a Prior**

Penal Code:

311.2 Sales or distribution of obscene matter

311.3 Sexual exploitation of a child by reproducing picture

- 311.4 Employing a minor to sell or distribute obscene matter
- 311.5 Advertising or promoting the sale of obscene matter
- 311.6 Participating in or managing obscene live conduct before an audience
- 311.7 Requiring receipt of obscene matter as condition of sale of other papers, etc.
- 313.1 Distributing harmful matter to a minor
- 314.1 Lewd or obscene conduct; indecent exposure
- 337.2 Touting
- 374b Dumping offensive matter
- 374b.5 Littering on public or private property
- 415.5 Disturbing the peace of a state college or university
- 476a Writing a check on insufficient funds
- 488 Petty theft
- 502.7 Fraudulently obtaining telephone or telegraph service
- 626.2 Entering a state college or university after written notice of suspension or dismissal
- 626.4 Entering a state college or university after receiving written notice of suspension or dismissal
- 626.6 Entering a campus for the purpose of disrupting the peace within 72 hours after being directed to leave
- 626.8 Disruptive entry or entry by a sex offender onto school grounds
- 626.9 Bringing a firearm onto a school campus
- 626.10 Bringing dirks, daggers, knives, or razors onto school grounds
- 647(b) Prostitution
- 647a Annoying students under the age of 18
- 647b Annoying adults at adult school

654.1 Selling transportation on an individual basis without proper permits

12025 Carrying concealed firearms

12304 Selling, possessing, or offering for sale fixed ammunition of caliber greater than .60

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• • **7-03/030.00 - Departmental Fee Schedule**

CONCEALED WEAPON LICENSE (26150 P.C.)

New Permit

- Department of Justice (DOJ) fee..... \$ 73.00 each
- Department processing fee..... \$ 109.00 each

Renewal

- Department of Justice (DOJ) fee..... \$ 25.00 each
- Department processing fee..... \$ 29.00 each

COUNTY LICENSE

Licenses..... \$ 94.00

\* License fee includes the following charges; \$2.00 Photo, \$25.00 LASD Rolling Fee, \$35.00 Record Search, plus a \$32.00 DOJ fee.

FINGERPRINTS (Ordinance No. 4099, Section 314.2)

- Fingerprint Rolling Fees..... \$ 25.00
- Fingerprint (DOJ without LiveScan code)..... \$ 32.00
- Fingerprint (Federal Bureau of Investigation (FBI) without LiveScan code) \$ 17.00

\* DOJ and FBI fees are contingent upon the billing codes provided on the LiveScan application form.

PHOTOGRAPHS (Ordinance No. 4099, Section 314)

- Booking Photograph..... \$ 16.00
- Black and white photographs (RIB only provides booking photos)
  - Up to 4" x 6" .....\$ 10.25 each
  - Enlargements 8" x 10" or larger ..... \$ 10.50 each
- Color photographs

- Up to 5" x 7" ..... \$ 10.25 each
- Enlargements 8" x 8", 8" x 10" ..... \$ 10.50 each

• All Orders – an additional \$1.00 will be charged for postage and handling.

RECORD AND PROCESSING FEE

The fee for destruction of public records by court order at the request of a citizen is determined by the court. The fee charged to a citizen by the court varies and is distributed among various agencies.

REPORTS (COPIES) (Ordinance No. 4099, Section 310)

*Arrest/Booking information is for Sheriff's records only.*

- Traffic accident reports (with booking # or URN)..... \$ 25.00 each
- Traffic accident reports (without booking # or URN)..... \$ 35.00 each
- Incident report (with booking # or URN) (see Note below)..... \$25.00 each
- Incident report (without booking # or URN) (see Note below)..... \$35.00 each
- Duplication of a report ..... \$ 4.00
- Warrant search..... RIB does not conduct
- Certification..... No charge
- Clearance letters..... \$ 35.00
- Incarceration Letter (with booking #)..... \$ 25.00
- Incarceration Letter (without booking #)..... \$ 45.00
- Los Angeles Sheriff's Department Record Check..... \$ 35.00
- Purge letter ..... \$ 25.00

**NOTE:** Certain victims are entitled to a free copy of their incident report. See Family Code section 6228.

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• • **7-03/040.00 - Court Services Division, Branch Offices - Service Districts**

**CENTRAL BUREAU**

Criminal Courts Area

Clara Shortridge Foltz Criminal Justice Center  
211 West Temple Street  
Los Angeles 90012

Metropolitan Area

Metropolitan Court  
1945 South Hill Street  
Los Angeles 90007

Civil Court West Court  
600 South Commonwealth  
Los Angeles 90005

Stanley Mosk (CCH) Court  
111 North Hill Street  
Room 628  
Los Angeles 90012

Hollywood Court  
5925 Hollywood Boulevard  
Hollywood 90028

Central Arraignment Courts  
429 Bauchet Street  
Los Angeles 90012

East Los Angeles County  
214 South Fetterly Avenue  
East Los Angeles 90022

Pasadena Area

Pasadena Court House  
300 East Walnut Street  
Pasadena 91101

Eastlake Juvenile Court  
1601 Eastlake Avenue  
Los Angeles 90031

Edelman Children's Court  
201 Centre Plaza Drive  
Monterey Park 91754

Glendale Court  
600 East Broadway  
Glendale 91205

Burbank Court  
300 East Olive Street  
Burbank 91502

Mental Health, Department 95  
1150 North San Fernando Road  
Los Angeles 90065

Compton Area

Compton Court  
200 West Compton Boulevard  
Compton 90220

Huntington Park  
6548 Miles Avenue  
Huntington Park 90255

Norwalk Area

Norwalk Court  
12720 Norwalk Boulevard  
Norwalk 90650

Downey Court  
7500 East Imperial Avenue  
Downey 90241

Los Padrinos Juvenile Court  
7281 East Quill Drive  
Downey 90242

Bellflower Court  
10025 East Flower Street  
Bellflower 90706

Pomona Area

Pomona North Court  
350 West Mission Boulevard  
Pomona 91766

Pomona South Court  
400 Civic Center Plaza  
Pomona 91766

West Covina Court  
1427 West Covina Parkway  
West Covina 91790

Alhambra Court  
150 West Commonwealth Avenue  
Alhambra, CA 91801

El Monte Court

1234 East Valley Boulevard  
El Monte 91731

Long Beach Area

Governor George Deukmejian Court  
Long Beach Court / Avalon Court  
415 West Ocean Boulevard #202  
Long Beach 90802

Torrance Court  
825 Maple Avenue  
Torrance 90503

Airport Area

Airport Court  
11701 South La Cienega Boulevard  
Los Angeles 90045

Beverly Hills Court  
9355 Burton Way  
Beverly Hills 90210

Santa Monica Court  
1725 Main Street  
Santa Monica 90401

Inglewood Court  
1 Regent Street  
Inglewood 90301

Inglewood Juvenile Court  
110 East Regent Street  
Inglewood 90301

Valley Area

Michael D. Antonovich Court  
Antelope Valley Court  
42011 4th Street West  
Lancaster 93534

Alfred J MC Courtney Juvenile Justice Center  
(JJC) Lancaster Court  
1040 West Avenue J, #115  
Lancaster 93534

Santa Clarita (Valencia) Court  
23747 West Valencia Boulevard  
Valencia 91355

San Fernando (North Valley) Court  
900 Third Street  
San Fernando 91340

Sylmar Juvenile Court  
16350 Filbert Street  
Sylmar 91342

Van Nuys Area

Van Nuys West Court  
14400 Erwin Street Mall  
Van Nuys 91401

Van Nuys East Court  
6230 Sylmar Avenue  
Van Nuys 91401

Chatsworth Court  
9425 Penfield Avenue  
Chatsworth 91311

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