

Field Operations Directives (FODs)

- **26-004 - Sheriff's Response Team (SRT) Deployment Criteria**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



SHERIFF'S RESPONSE TEAM (SRT) DEPLOYMENT CRITERIA

PURPOSE

The purpose of this Field Operations Directive is to establish policy and procedures regarding the deployment criteria for the Sheriff's Response Team (SRT). The SRT provides specialized personnel and equipment to support pre-planned events and spontaneous incidents that require a coordinated response to maintain or restore public order.

ORGANIZATION

The SRT is assigned to the Emergency Operations Bureau (EOB). The SRT Sergeant and SRT Deputy are responsible for the administration of the team under the direction of the EOB Unit Commander.

The minimum deployable element that may be requested shall consist of two squads, accompanied by the necessary support staff, unless otherwise authorized by the EOB Unit Commander or their designee, based on operational needs.

MISSION

The SRT shall maintain the capability to perform the following missions as authorized by the Department:

- Maintain crowd and riot control.
- Conduct Mass arrest and field booking support.
- Conduct disentanglement operations.
- Conduct passive or resistive protester arrests.
- Provide security for fixed critical facilities and infrastructure.

- Provide force protection during chemical, biological, radiological, nuclear, or explosive (CBRNE) incidents.
- Augment jail emergency response teams during significant jail riots or disturbances.
- Conduct port security missions.
- Other missions as directed by the SRT or EOB Unit Commander(s), or their designee(s).

DEPLOYMENT REQUESTS

Any sworn Department member may request the deployment of the SRT. Requests for deployment shall be routed through the EOB Unit Commander, the Special Operations Division (SOD) Chief, and forwarded to the Assistant Sheriff, Countywide Operations, for authorization.

Spontaneous Incidents

Requests shall be made through the Department's 24-Hour Operations Center, which shall notify the EOB Duty Sergeant.

Pre-planned Events

Requests shall be submitted to the EOB SRT Sergeant. Requesting units shall notify their Unit Commander and Division Commander following submission of the deployment request.

DEPLOYMENT CONSIDERATION FACTORS

When evaluating requests for SRT deployment, command personnel should consider the totality of the circumstances. The presence of one or more of the following factors may support consideration for activation:

- Documented probability or history of violence associated with the event.
- Intelligence indicating dangerous weapons may be present.
- Credible threats to critical facilities or infrastructure.
- Anticipated use of protest locking devices.
- Attendance by high-level government officials or protected dignitaries.
- Organized counter-protest groups are expected.
- Estimated crowd size of 250 or more persons.
- Anticipated mass arrests exceeding Mobile Field Force (MFF) capability.
- Presence of organized groups wearing coordinated military-style uniforms requiring command

assessment.

- Request for specialized SRT equipment or capabilities.

These factors are intended to assist command-level decision-making and, by themselves, do not require SRT activation.

COMMAND STRUCTURE

Upon activation of the SRT, command of SRT personnel and resources shall remain within the established SRT chain of command. The Incident Commander retains overall responsibility for the management of the incident and establishes the incident objectives. The SRT Commander retains command and administrative control of all SRT personnel, equipment, tactics, and safety, and directs the deployment and supervision of assigned SRT resources.

The Incident Commander and the SRT Commander shall coordinate to ensure accomplishment of the incident objectives. Requests for the SRT missions or modifications shall be communicated through the SRT chain of command. The SRT Commander may modify, reassign, suspend, or terminate the SRT tactical operations as operational circumstances dictate and shall keep the Incident Commander informed of significant operational changes.

No member outside the SRT chain of command, regardless of rank, position, assignment, or agency affiliation, shall direct or modify SRT tactics, personnel assignments, or operational decisions without prior approval from the SRT commander. Such approval does not confer or transfer command authority over SRT personnel or operations.

Command Configuration

Upon activation of a full platoon (4 SRT squads or more), command shall be exercised by the SRT Commander, who shall hold the rank of Captain or Commander. When two SRT squads are activated, command shall be exercised by an SRT Commander holding the rank of Lieutenant. These command configurations may be modified, based on operational needs, with the approval of the EOB Unit Commander, the SOD Commander, or the SOD Division Chief.

The SRT Commander maintains responsibility for the command, coordination, supervision, and accountability of the SRT operations and establishes mission objectives for subordinate supervisors. In the absence of the SRT Commander, command shall be assumed by the designated SRT supervisor or other supervisor authorized by Department policy.

Each SRT Platoon Lieutenant or SRT Squad Sergeant is assigned a mission by the SRT Commander or designated supervisor and is responsible for directing platoon or squad operations consistent with the incident objectives and the SRT Commander's direction.

ROLES AND RESPONSIBILITIES

SRT Commander

The SRT Commander is responsible for the overall planning, coordination, supervision, and accountability of the SRT operations. Responsibilities include:

- Establishing mission objectives and tactical priorities.
- Responding to the incident and the designated Command Post to provide on-scene command, supervision, and coordination of the SRT operations.
- Coordinating the SRT operations with the Incident Commander.
- Attending and participating in operational briefings, incident planning meetings, and debriefings throughout the incident.
- Assigning personnel and resources to accomplish the mission.
- Ensuring the safety, accountability, and operational readiness of SRT personnel.
- Modifying or reassigning SRT resources as operational conditions require.

SRT Sergeant

The SRT Sergeant assists the SRT Commander with the planning, coordination, and supervision of the SRT operations and assumes command when designated or in the absence of the SRT Commander.

Platoon Lieutenant

- Commands assigned platoon.
- Implements objectives established by the SRT Commander.
- Supervises platoon personnel.
- Coordinates platoon resources and reports operational status to the SRT Commander.

Squad Sergeant

The Squad Sergeant provides direct supervision of assigned squad personnel and is responsible for:

- Directing squad operations.
- Maintaining personnel accountability and discipline.
- Ensuring compliance with Department policy and safety procedures.
- Reporting significant operational issues through the chain of command.

SPECIALIZED SUPPORT RESOURCES

As determined by the SRT Command Staff, SRT deployments may be supported by:

- Mounted Enforcement Detail (MED)
- Motor Response Team (MRT)
- Special Enforcement Bureau (SEB)
- Inmate Reception Center (IRC) Field Booking Team
- Court Services Transportation (CST)
- Aero Bureau
- Reserve Forces Bureau
- Internal Affairs Bureau Use of Force Roll-Out Team
- Detective Division Intelligence/Undercover Operations personnel

SRT DEPLOYMENT STAFFING MODELS

The following deployment models represent standard SRT deployment configurations and may be modified by the SRT Command based upon operational needs. It should be noted the “Two-Squad Model” is the minimum deployment model available unless otherwise stated by the EOB Unit Commander or their designee.

Assignment	Two-Squad Model	Full Platoon Model
SRT COMMAND		
SRT Commander	1 Lieutenant	1 Captain or Commander
Platoon Lieutenants		2
SRT Sergeant	1	1
SRT Deputy	1	1
Sound Truck Deputies	2	2
Logistics Truck Deputies	2	4

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SRT Scout	1	1
SRT Runners	1	2
OPERATIONAL SQUADS		
Squad Sergeants	4	8
Squad Deputies	32	64
Number of Squads	2	4
TOTAL PERSONNEL	47	90

FIELD REPORTING GROUP

The Field Reporting Group (FRG) is a Detective Division resource that may be deployed in support of the SRT operations. The FRG provides investigative, situational awareness, and support capabilities associated with demonstrations, civil unrest, and other large-scale public order incidents.

Requests for the FRG support shall be initiated by the SRT Command through the FRG Incident Commander. The FRG Incident Commander shall coordinate the request with the designated Detective Division Unit Commander, who is responsible for approving the deployment and determining the appropriate staffing based on the operational needs of the incident. Following approval by the Detective Division Unit Commander, the Detective Division Chief shall be notified for concurrence prior to deployment.

When FRG personnel are deployed in support of a SRT activation, all uses of force, personnel complaints, administrative investigations, and other personnel matters involving SRT personnel, including assigned FRG personnel, shall be coordinated and managed by the SRT, the EOB, and the SOD in accordance with Department policy.

REFERENCES

[MPP 3-02/080.45 - Special Teams Training and Deployments](#)

[MPP 5-06/150.00 - Sheriff's Response Team](#)

[MPP 5-06/150.10 - Sheriff's Response Team Functions and Missions](#)

[MPP 5-06/150.20 - Sheriff's Response Team Composition and Structure](#)

[MPP 5-06/150.30 - Sheriff's Response Team Responsibilities](#)

[MPP 5-06/150.40 - Sheriff's Response Team Commander](#)

[MPP 5-06/150.50 - Requests by Police Agencies for the Sheriff's Response Team](#)

EOP 4-4 – Mobile Field Force Organization and Equipment (**Hyperlink Pending**)

- **26-003 - Military Equipment Use and Reporting Procedures**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



MILITARY EQUIPMENT USE AND REPORTING PROCEDURES

PURPOSE

To establish Department-wide procedures for the reporting of military equipment field usage in compliance with Government Code section 7070–7075 (frequently referred to as Assembly Bill 481), the Manual of Policy and Procedures (MPP) section-3-06/080.2, and Los Angeles County Code section 13.200, Division 14. This directive ensures accurate documentation, appropriate use, and transparent oversight of equipment classified under California law. **Military equipment is not limited to items acquired from or used by the military. It includes many common law enforcement equipment items.**

SCOPE

This directive applies to all Department personnel within the Los Angeles County Sheriff's Department who use or supervise the use of designated military equipment. It is the responsibility of all Department personnel to familiarize themselves with all Department equipment which falls within the definition of military equipment.

DEFINITIONS

- Military Equipment – Any equipment defined under Government Code sections 7070-7075, including but not limited to:
 - Armored vehicles
 - Mobile Command Posts
 - 40mm less-lethal launchers and ammunition

- Chemical agents (tear gas)
- Distraction devices (blast balls)
- Unmanned Aerial Systems (drones)
- Pepper ball launchers
- [Weapons Management Portal](#) (WMP) – The Department’s official tracking system for documenting use of military equipment. Accessible through Intranet Web Applications, WMP is a user-friendly system of guided drop-down menus.
- 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 a "use" 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 respect to a person or object in response to an incident requiring investigative or enforcement action shall be a reportable “use” of the item. For small unmanned aerial systems (sUAS) and robots, reportable use occurs when the item performs a function to assist in the mission of the investigative or enforcement action, including but not limited to live video feed, thermal imaging, mapping, reconnaissance, suspect location, scene monitoring, or communications relay. For armored vehicles at mobile command posts, a reportable use occurs when an armored vehicle is utilized at the scene of an incident by providing cover, command and control, officer transport inside of a containment, scene security, or any operational role beyond mere transit to a staging area. Equipment staged nearby and unused does not constitute a reportable use.

PROCEDURES / RESPONSIBILITIES

Deputy Sheriff

Whenever any designated military equipment is used during an incident, the Deputy Sheriff shall notify their immediate supervisor (permanent rank of Sergeant or Lieutenant) as soon as practical, but no later than the end of shift.

- Details to Provide (to the extent known at the time):
 - Manufacturer and model (if known)
 - Approximate quantity of equipment used
 - Unit of assignment for the equipment (if known)
 - Approximate date, time, and general location of use

Purpose or justification for use - Deputies are not required to delay the completion of their duties or remain on duty beyond their scheduled shift to obtain additional equipment details. Deputies shall not be required to review Body Worn Camera footage outside of their scheduled shift solely to determine specific reporting

details unless directed, and any such direction shall be handled in accordance with Department overtime policies.

Upon notification by a Deputy, the supervisor shall review the circumstances surrounding the use of the military equipment to ensure compliance with Department policy and use standards.

Report Submission in [WMP](#):

- The supervisor is responsible for entering a complete and accurate usage report into the WMP within twenty-one (21) calendar days of the incident. If the assigned supervisor is unavailable, the responsibility shall transfer to the next available in the chain of command. Supervisors shall ensure that reporting information is completed to the fullest extent practicable based on available information. When necessary, supervisors shall coordinate with the issuing unit, equipment custodian, or allied agency to verify equipment details.

Report Contents Must Include:

- Manufacturer, model, and quantity of equipment used (to the extent reasonably available)
 - Date and time of use (reasonable approximations are acceptable during dynamic incidents)
 - Unit of assignment for the equipment (if known or obtainable)
 - Summary narrative of incident including general location and tactical or operational justification
 - Indication if the equipment was used during civil unrest, demonstrations, protests, or crowd-control operations (13652 PC). This only applies to Kinetic Energy Projectiles or Chemical Agents.

Critical Incident / Investigative Exception:

In incidents involving officer-involved shootings, in-custody deaths, or other criminal or administrative investigations where a deputy is advised not to provide a statement, the reporting requirement for that deputy may be deferred. In such cases, the supervisor shall ensure that the required WMP entry is completed using available information from reports, CAD data, or other reliable sources, consistent with legal requirements and investigative protocols.

- Report Review and Approval:
 - Once submitted in WMP, the usage report will be automatically forwarded to the Military Equipment Sergeant or Lieutenant assigned to the Weapons Training Unit (WTU), or designee as authorized by WTU, for review and approval.

Equipment Accountability / Issuance Responsibility:

Personnel responsible for issuing, deploying, or overseeing the distribution of military equipment shall, when feasible, maintain documentation identifying the manufacturer, model, quantity, and assigned unit for such equipment. This information shall be made reasonably available to supervisors completing WMP entries to

ensure accurate reporting. Deputies using the equipment remain responsible for reporting the use, while equipment-specific details shall be verified through appropriate coordination when not readily known at the time of use.

- Follow-up:
 - If the use appears to be inconsistent with approved policies or raises operational concerns, the WTU supervisor shall notify the Unit Commander and document the issue through the appropriate chain of command.

Unit Commander

- Policy Awareness & Training:
 - Ensure that all personnel under their command are trained and regularly updated on Military equipment requirements, including proper notification and reporting protocols. Training shall occur at least annually and be documented at the unit level.
 - Verify familiarity with MPP section 3-06/080.2 and County Code section 13.200, Division 14 through the use of unit briefing and training.
- Oversight & Compliance:
 - Conduct periodic reviews of WMP entries to verify accuracy, completeness, and compliance with the law and department policy.
 - Address any deficiencies or patterns of non-compliance.
- Annual Reporting Support:
 - Coordinate with Department leadership and designated transparency units to ensure accurate data compilation for the Annual Military Equipment Use Report required by state statute for submission to the Board of Supervisors and posting on the Department's website.
 - Assist with community engagement efforts, including required public meetings within 30 days of the annual report's release.

The Department recognizes that operational, safety, or investigative circumstances may impact the ability to immediately comply with reporting requirements, and such factors will be considered when evaluating compliance. The Department will also incorporate WMP data into its internal audits and public reporting mechanisms as mandated by state law.

REPORTING TIMELINE SUMMARY

Action	Responsible Party	Deadline
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Notify supervisor of equipment use	Deputy Sheriff	End of shift
Submit usage report via WMP	Sergeant or Lieutenant	Within 21 calendar days
Review and approve report	AB 481 Sergeant/Lieutenant at WTU	Upon receipt
Conduct audit/oversight of reports	AB 481 Sergeant/Lieutenant at WTU	Ongoing
Compile data for annual report	WTU	Annually
Hold public meeting post annual report release	WTU	Within 30 days of submission of Annual Report to Board of Supervisors

ENFORCEMENT AND NON-COMPLIANCE

Failure to follow the notification or reporting requirements outlined in this directive may result in administrative review and potential disciplinary action. The Department will also incorporate WMP data into its internal audits and public reporting mechanisms as mandated by state law.

The WTU has been designated as the Department's Military Equipment Coordinator. Periodic inspections or audits of a unit's military equipment may be conducted by the coordinator to ensure compliance with the provisions of this Directive and related state and county regulations. Inspections may be conducted in conjunction with a Pre-Command Inspection or without prior notice. The Military Equipment Coordinator or designees must be given immediate access to all military equipment or any equipment that may potentially be identified as military equipment. The Military Equipment Coordinator and/or Biscailuz Center Armory retains the authority to recall or remove any equipment from service as set forth by Department policy. Any recall or removal shall be documented in writing and communicated through the affected unit's chain of

command.

QUESTIONS & RESOURCES

- All Department personnel holding the rank of sergeant and lieutenant will automatically have access to WMP for use reporting purposes. For other personnel who may need WMP system access or training, contact: ab481inquiry@lasd.org

REFERENCES

California Government Code sections 7070–7075: Governs military equipment policy adoption, reporting, and community engagement.

Los Angeles County Code section 13.200, Division 14: Requires Board of Supervisors' approval for use and reporting of military equipment by county agencies.

Weapons Management Portal: <http://wmp.lasd.sheriff.sdn/>

[MPP Section 3-06/080.15 – Equipment, Weapons, and Munitions Control](#)

[MPP section 3-06/080.20 – Military Equipment](#)

[MPP section 5-06/030.12 - Use of Kinetic Energy Projectiles and Chemical Weapons to Disperse Assemblies, Protests, or Demonstrations](#)

[Los Angeles County Sheriff's Department Newsletter 25-06 – Military Equipment Compliance & Use Reporting Requirements](#)

Lasd.org Transparency page – [AB 481](#)

Email: AB481Inquiry@lasd.org

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- **26-002 - Release of Incident Reports for Victims of Domestic Violence, Sexual Assault, Stalking, Human Trafficking and Elder or Dependent Adult Abuse**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



RELEASE OF INCIDENT REPORTS FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, HUMAN TRAFFICKING AND ELDER OR DEPENDENT ADULT ABUSE

PURPOSE

The purpose of this Field Operations Directive is to establish policy and procedures for the release of incident reports for victims of Domestic Violence, Sexual Assault, Stalking, Human Trafficking and Elder or Dependent Adult Abuse. Department personnel shall provide a free copy of incident reports upon request without charging a fee, per 6228 (a) of the Family Code. Department Personnel shall also provide a free copy of all face sheets, any accompanying or related photographs of the victim's injuries, property damage, or any other photographs that are noted in the incident report, and a copy of any 911 recordings.

Important Notes Regarding Release of Documents, Calls, and Photographs

- ***NO Body Worn Camera (BWC) footage or other video should be released. Only photographs, 911 calls, and incident report are to be made available).***
- *Release requirement is for the initial Incident Report only and does not include detective supplemental reports or Suspicious Circumstance Reports.*
- *All relevant materials are to be released **without** redactions.*

BACKGROUND

With the implementation of Senate Bill (SB) 290: Domestic violence documentation: victim access, and the amendment to section 6228 (a) of the Family Code, state and local law enforcement agencies are required to provide victims of certain crimes with access not only to incident reports, but certain other records at no cost. These other records include any accompanying or related photographs of a victim's injuries, property damage, or any other photographs that are noted in the incident report, and 911 recordings, if any. This requires additional documentation to be provided within the same time periods as required for providing an incident report.

Reports and documentation must be made available regardless of the status of the case. This means that reports must be made available even if the case is active. SB 290 also extended the time for a victim or their representative to request the records from 2 years to 5 years from the date of the completion of the incident report.

TIMELINES FOR DOCUMENT RELEASE

- **Incident Report Face Sheet:** Must be available no later than 48 hours of the request. If there is delay for good cause, the agency must inform the victim or representative of the reasons, and the face sheet must be provided no later than five (5) working days after the request.
- **Incident Report, Photographs, and 911 Recordings:** Must be available within five (5) working days of the request. If there is a delay for good cause, the agency must inform the victim or representative of the reasons, and the items must be provided no later than ten (10) working days after the request.

REPORT RELEASE CRITERIA PER FAMILY CODE SECTION 6228(A)

A free report, photographs, and a copy of the 911 calls must be provided to a victim (or their representative) of: Domestic Violence, Stalking, Sexual Assault, Human Trafficking, Elder/Dependent adult abuse regardless of whether the investigation is open or closed. Criteria for release are as follows:

- A victim requesting these materials shall present identification, such as a driver's license, state-issued ID card, or passport.
- If the victim is alive and not the subject of a conservatorship, a representative of a victim may request and receive these materials upon presenting a written and signed authorization from the victim making that person their representative. A representative of a live victim may be: 1) a parent, guardian, or adult child of the victim; 2) an adult sibling of a victim 12 years of age or older; 3) an attorney for the victim; 4) a conservator of the victim. Anyone claiming to be a representative of the victim shall present identification as set forth above establishing their identity and relationship to the victim. An attorney shall also present a Bar card or other proof that they are a licensed attorney in any state, as well as written confirmation that they represent the victim. A guardian or conservator shall present a copy of letters of guardianship or conservatorship demonstrating they are the appointed guardian or conservator of the victim.
- If the victim is deceased, a representative may request and receive these materials and shall present a certified copy of the death certificate or other satisfactory evidence of the death of the victim. A representative for a deceased victim may be: 1) the surviving spouse; 2) a surviving child 18 years or older; 3) a domestic partner; 3) a surviving parent; 4) a surviving adult relative; 5) the personal representative of the victim appointed pursuant to the Probate Code; or 6) the public administrator if one has been appointed. Anyone claiming to be a representative of a deceased victim shall present identification as set forth above establishing their identity and relationship to the victim.
- A representative of the victim does not include any person who has been convicted of murder in the first degree (as defined in Penal Code section 189) of the victim, or any person identified in the incident report face sheet as a suspect.

PROCEDURE FOR RELEASE

Requester Responsibilities:

- Requesters (victims or their authorized representatives) are required to make their requests in-person at an LASD station.
- Requests may also be made in-person at the Records and Identification Bureau (RIB).

- Requesters must provide identification and any other relevant documentation establishing their identity and/or authorization to receive the requested information, as appropriate. Required documentation is outlined in the “Report Release Criteria per Family Code Section 6288(A)” above.

Watch Deputy (or Assigned Desk Personnel) Responsibilities:

- Upon arrival of Requester, Watch Deputy (or assigned desk personnel) instructs the Requester to complete the Release of Crime Report Form ([SH-R-645](#)) and mark the 5-day due date.
- Obtain a copy of the report and provide it free of charge if immediately available.
- Ensures the requester provides contact information, including an accurate email address for receipt of any remaining documents, which will be provided via download link through evidence.com.
- If no email address is available, the Requester can provide a physical media storage device (e.g. media/flash drive) for requested media. If no email and no physical media is provided by requester, a physical media storage device will be provided by the Department.

NOTE: The preferred method is a download link provided through Evidence.com, so an e-mail address, if available, is the most advantageous to both the victim and the Department.

RIB Duties [FOR REQUESTS MADE AT RIB ONLY]:

- Upon arrival of Requester, RIB personnel instructs the Requester to complete the Release of Crime Report Form ([SH-R-645](#)) and mark the five (5) day due date.
- Obtain a copy of the report and provide it free of charge if immediately available.
- Ensures the requester provides contact information, including an accurate email address for receipt of any remaining documents, which will be provided via download link through Evidence.com.
- Via email, forward the completed Release of Crime Report Form ([SH-R-645](#)) to the Detective Bureau (DB) Secretary and DB Sergeant of the relevant station.

NOTE: Requests made at RIB will require an additional five (5) days but shall be produced within the ten (10) day window as defined by statute.

Detective Responsibilities:

- As soon as Detective receives the Release of Crime Report request form from the Detective Sergeant, Detective locates requested media on Evidence.com.
- Reviews the case and uploads only the 911 calls and photographs into the case under a new RMT number.
- Gives a request to either Detective Sergeant or Watch Commander (depending on the availability of the personnel) for release within five (5) days.
- Places a copy of the request form in the station master file and places a copy of the request in the detective case file.
- Once the request has been released via email by the Detective Sergeant or Watch Commander (outlined in Section 5 below), contact the Requester to notify them.

NOTE: No Body Camera footage is to be made available to the victim or their representative. Only Photographs and 911 calls are to be made available.

Detective Sergeant or Watch Commander Responsibilities:

- Upon receipt of the Release of Crime Report Form ([SH-R-645](#)) from the station or via email from RIB:
 - In the Station Bureau Administrative Portal (SBAP) Risk Management Tracker (RMT), create an RMT case utilizing the “DV Release” section.
 - Note in the case creation or case note the purpose of the download using the RMT number.
- Assign Detective to upload Photographs and 911 calls to Evidence.com under the RMT number.
- Release the case with the media to the email address provided by the requester via download link with 10 days to expiration. Or, in the rare circumstances an email cannot or will not be provided, then download the contents of the RMT case to a flash drive.
- ONLY if the media will be made available on a physical media storage device, notify the Requester that the media is ready FOR PICK-UP.

ATTACHMENTS

[Release of Crime Report Form \(SH-R-645\)](#)

REFERENCES

[California Family Code 6228](#)

[3-09/090.40 - Procedure for Release of Information](#)

• 26-001 - Organized Retail Theft Crimes

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



ORGANIZED RETAIL THEFT CRIMES

PURPOSE

The purpose of this directive is to provide procedures for patrol personnel when handling organized retail theft crimes. The directive will provide guidance to patrol personnel on how to properly recognize and document retail theft incidents. This will ensure accurate tracking of retail theft crimes.

BACKGROUND

Incidents of organized retail crimes, which include flocking and smash-and-grabs, have risen at an exponential rate. In response, Major Crimes Bureau (MCB) formed the Organized Retail Crimes Task Force (ORCTF), comprised of personnel dedicated to suppressing, investigating, and educating the community regarding retail theft crimes.

These crimes may include, but are not limited to, numerous participants acting in concert, also known as flash mobs, as they enter a retail location to steal merchandise. Retail and security personnel are often overwhelmed by the large number of individuals committing these thefts.

In 2021, California Penal Code (PC) section 490.4(a) was enacted to address organized retail theft.

A person is guilty of "organized retail theft" if they do any of the following:

- (1) Acts in concert with one or more persons to steal merchandise from one or more merchant's premises or online marketplace with the intent to sell, exchange, or return the merchandise for value.
- (2) Acts in concert with two or more persons to receive, purchase, or possess merchandise described in paragraph (1), knowing or believing it to have been stolen.
- (3) Acts as an agent of another individual or group of individuals to steal merchandise from one or more merchant's premises or online marketplaces as part of an organized plan to commit theft.
- (4) Recruits, coordinates, organizes, supervises, directs, manages, or finances another to undertake any of the acts described in paragraph (1) or (2) or any other statute defining theft of merchandise.

Under certain circumstances, violations of (1), (2), or (3) can be charged as a felony or a misdemeanor, also known as a "wobbler." If violations are committed on two or more separate occasions within a 12-month period, and if the aggregated value of the merchandise stolen, received, purchased, or possessed within that 12-month period exceeds \$950, the offense may be charged as a felony. If not, the offense is a misdemeanor. A violation of (4) is a misdemeanor.

Proposition 36's Impact on Theft and Shoplifting Crimes

In 2024, **Proposition 36** (Homelessness, Drug Addiction & Theft Reduction Act) was enacted and updated laws to combat retail theft including the following (Refer to FOSS Bulletin 25-01 - PROPOSITION 36). While Proposition 36 provisions do not explicitly apply to 490.4(a) P.C. organized retail theft crimes, it is important to note that they may co-exist with organized retail theft crimes and/or repeated offenses may aggregate to satisfy the elements of one of the definitions of organized retail theft crimes.

490.3 P.C. (Definition only, not a chargeable offense) - In cases with one or more acts of theft or shoplifting, the value of property stolen in multiple thefts can be added together (aggregated) into a single count. If the total exceeds \$950, a felony theft would be charged, instead of multiple misdemeanor theft charges.

NOTE: 490.3 P.C. applies to shoplifting and the following sections: 459.5 P.C., 484 P.C., 488 P.C., and 490.2 P.C.

666.1 (a)(1) P.C. (Theft with two related priors) - Permits a felony to be charged when an individual commits a

misdemeanor petty theft or shoplifting; and has two or more prior misdemeanor or felony theft convictions for any of the below crimes.

- Penal Code 211 (Robbery)
- Penal Code 215 (Carjacking)
- Penal Code 368 (Theft from an elder or dependent adult)
- Penal Code 459 (Burglary)
- Penal Code 459.5 (Shoplifting)
- Penal Code 487 (Grand Theft)
- Penal Code 487h (Grand theft cargo)
- Penal Code 488 or 492 (Petty theft)
- Penal Code 496 (Receiving Stolen Property)
- Penal Code 530.5 (Identity Theft)
- Penal Code 484-502.9 (Any grand theft described in these sections)
- Vehicle Code 10851 (theft or unauthorized use of vehicle)

POLICY AND PROCEDURES

It is vital for patrol personnel to determine the total amount of loss resulting from an organized retail theft, as “smash and grab” incidents often exceed \$950. A loss amount greater than \$950 must be determined in order to support a felony charge if violations of 490.4(a)(1)-(3) P.C. are committed on two or more separate occasions within a 12-month period. To determine the loss amount, speak to a store employee who has personal knowledge of exactly what was taken and ask the witness how they determined the loss. If possible, the employee should not rely on what another person told them.

Because a felony charge is also based on violations of 490.4(a)(1)-(3) P.C. being committed on two or more separate occasions, it is also important for patrol personnel to document the correct Penal Code section on the classification line of the corresponding Incident Report (SH-R-49), for accurate statistical tracking purposes. Proper tracking of organized retail crime incidents is essential for successful investigations and prosecutions. Although there is not a specific stat code for organized retail crime incidents, the below examples give the appropriate penal codes and stat codes that should be used together to ensure proper tracking of organized retail crime incidents.

For total amount loss exceeding \$950, use the following penal code and stat code:

- Org Ret Theft W/Intent to Sell/Return etc., 490.4(a)(1) P.C. / F / 083

- Org Ret Theft Rec/Purch/Poss Knowing Stolen, 490.4(a)(2) P.C. / F / 083
- Org Ret Theft Act as Agent For, 490.4(a)(3) P.C. / F / 083
- Org Ret Theft Organizes Others to Undertake, 490.4(a)(4) P.C. / F / 083

For total amount loss under \$950, use the following penal code and stat code:

- Org Ret Theft W/Intent to Sell/Return/etc., 490.4(a)(1) P.C. / M / 383
- Org Ret Theft Rec/Purch/Poss Knowing Stolen, 490.4(a)(2) P.C. / M / 383
- Org Ret Theft Act as Agent For, 490.4(a)(3) P.C. / M / 383
- Org Ret Theft Organizes Others to Undertake, 490.4(a)(4) P.C. / M / 383

Patrol Deputy Responsibilities

If the elements of one or more of the definitions of 490.4(a) P.C (Organized Retail Theft) are met at the time of arrest, the applicable 490.4(a) P.C. violation shall also be added to the list of charges, in addition to any other related charges (e.g. robbery, burglary, grand theft, petty theft, etc.).

If 490.4(a) P.C. is listed on the classification lines on an Incident Report (SH-R-49) face-page, a copy of the approved report shall be sent to the "ORCTF" e-mail group in Outlook(ORCTF@lasd.org).

If the documented organized retail theft crime meets *any* of the following criteria, an immediate notification to the appropriate Sergeant (e.g. Watch Sergeant, Field Sergeant, Team Sergeant, etc.), or other sworn supervisor shall be made:

- Significant and involving **multiple** suspects (e.g. armed robbery of retail location, acting in surprising mob fashion in a public place with a large loss to a victim business, suspected serial or "repeat offender," etc.);
- Noteworthy/garnering media attention;
- Involving extreme act(s) of violence;
- Determined to be part of a series or patterned in nature;
- Involving **multiple** suspects where any or all suspects are currently in custody;
- A substantial amount of what reasonably appears to be stolen retail merchandise, regardless of situation or location, is located and can be recovered by Deputy personnel in the field (e.g. via search warrant, probation, parole compliance search operation, traffic stop, call for service, etc.);
- An arrestee or another person volunteers or provides **significant** information related to the types of cases the ORCTF would investigate; or

- Any sworn LASD personnel believe it necessary to report information or intelligence related to organized retail thefts.

Sergeant / Supervisor Responsibilities

Once notified of an organized retail theft crime meeting any of the above listed criteria, the Sergeant or supervisor shall make a notification to the ORCTF by sending an e-mail to ORCTF@lasd.org with a short synopsis.

For noteworthy incidents or unusual incidents that generate media attention, Sheriff's Information Bureau (SIB) shall also be notified as soon as possible.

Upon receipt of the Incident Report (SH-R-49), the approving Sergeant will ensure a Special Request Distribution (SRD) to the "MCB ORCTF" has been denoted on the face-page of the report.

The Sergeant or supervisor will additionally ensure a copy of the Incident Report (SH-R-49) be sent to ORCTF.

Station Detective Responsibilities

MCB ORCTF may handle any cases involving serial and pattern organized retail crimes.

For cases involving identified petty theft and shoplifting suspects, the handling Detective should verify if the suspect has prior convictions to meet the necessary elements of 666.1(a)(1) P.C.

Additionally, Station Detectives should review any additional open petty theft and shoplifting cases involving the identified suspect(s) to aggregate the total loss amount, and charge the suspect with a felony, if the total loss is \$950 or more.

Station Detective Bureaus will typically handle single or one-off incidents of organized retail crime and are encouraged to inquire with the ORCTF about whether the suspects are part of a larger organization or "crew" and/or whether there has been more than one offense committed within a 12-month period and the total loss is \$950 or more.

REFERENCES

[California Penal Code 490.4](#)

[California Penal Code 661.1](#)

[FOSS Bulletin 25-01 \(Proposition 36\)](#)

Questions regarding this directive should be directed to the Major Crimes Bureau Organized Retail Crimes Task Force at (562) 946-7270 or email ORCTF@lasd.org.

• 24-001 - Strikes/Punches to the Face, Head, or Neck

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



STRIKES / PUNCHES TO THE FACE, HEAD, OR NECK

PURPOSE

The purpose of this Field Operations Directive is to establish policy and procedures for Department members regarding the use of strikes or punches to the face, head, or neck during a use of force incident. This information is a guideline and may not apply to every use of force incident a Department member will encounter.

This Field Operations Directive does not apply to Custody Division which has different requirements pursuant to the settlement agreement in *Alex Rosas, et al. v. Leroy D. Baca et al.*, United States District Court, Case No. CV 12-00428 DDP.

POLICY

Department members may only strike or punch a subject in the face, head, or neck in response to a physical assault, an imminent physical assault, or a greater threat.

A physical assault is imminent when it is about to take place, impending, likely to happen, or at the point of happening.

In any application of force, the Department member shall only use that level of force which is proportional, objectively reasonable, and which reasonably appears necessary based on the totality of the circumstances.

Strikes or punches to the face, head, or neck are reportable uses of force. Department members are to follow MPP 3-10/100.00, Use of Force Reporting - Department Member Responsibilities.

ADDITIONAL CONSIDERATIONS

If strikes or punches to the head, face, or neck are used, Department members shall continually assess the strikes or punches delivered and their effects on the subject throughout the force incident. Department members should transition to other force options or techniques if strikes or punches are ineffective.

Department members should attempt to use control holds or techniques and handcuff the subject as soon as feasible and safe to do so.

Department members should use caution when delivering punches or strikes with the primary knuckles of their fists. When striking with fists, there is the potential for Department members to suffer debilitating and potentially career-ending injuries (e.g., metacarpal fractures). Instead of impacting with the primary knuckles, Department members may consider using open palm or hammer fist strikes (impacting with the side of a

fist), which can be just as effective and reduce the risk of injury to the Department member.

For further force-related information, contact Training Bureau's Force Training Unit (FTU) at 562-347-4500 (Whittier) or 661-295-7973 (Pitchess).

REFERENCES

MPP section 3-10/020.00, Use of Force Policy

MPP section 3-10/030.00, Unreasonable Force and Duty to Intervene

MPP section 3-10/118.00, Performance to Standards - Use of Force

MPP section 3-10/100.00, Use of Force Reporting – Department Member Responsibilities

• 23-001 - Senate Bill 2 Misconduct Allegation Reporting Tracking (SMART) System

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



Senate Bill 2 MISCONDUCT ALLEGATION REPORTING TRACKING (SMART) SYSTEM

PURPOSE

The purpose of this Field Operations Directive (FOD) is to establish policy and procedures for reporting allegations of, or findings of any misconduct by Department personnel. This FOD also establishes policy and procedure for reporting allegations of "serious misconduct," by sworn Department personnel. The actions defined as "serious misconduct" for sworn Department personnel are described in Penal Code (PC) section 13510.8, and are reportable and governed by the California Commission on Peace Officer Standards and Training (POST) Regulation 1205, as mandated by Senate Bill 2 (SB 2).

BACKGROUND

SB 2 establishes a requirement that specifies California peace officers be certified by POST. It also establishes a decertification process by which a peace officer's certification may be suspended or revoked by POST due to "serious misconduct."

SB 2 also requires California law enforcement agencies that employ peace officers under 830.1 PC, to

ensure they possess a current, valid certification or to secure a Proof of Eligibility (POE) from POST.

POLICY

The Department will report to POST, all allegations and findings against sworn personnel, who are alleged or found to have engaged in serious misconduct.

Additionally, for Department-wide consistency, all alleged misconduct **for ALL employees, shall be reported through use of the SMART system pursuant to this FOD.**

See Manual of Policy and Procedures section 3-01/030.10, Obedience to Laws, Regulations and Orders regarding reporting policy violations.

Misconduct by Any Employees

All incidents of alleged misconduct involving any employee, rising to the level of a formal supervisor inquiry; WCSCR (except commendations), use of force, shootings, claims, lawsuits, investigations (unit level or IAB handle), custody complaints involving LASD employees, and traffic collisions, shall require an entry into the Senate Bill 2 Misconduct Allegation Reporting Tracking (SMART) System by a supervisor, at the minimum rank of sergeant, or unit designee.

Serious Misconduct by Sworn Personnel

Nothing in this policy precludes supervisors from following established policy and procedures for receiving and documenting service complaints, and/or conducting unit-level inquiries and/or investigations regarding any misconduct. Refer to Manual of Policy and Procedures sections 3-04/010.00, Department Service Reviews and 3-04/010.05, Procedures for Department Service Reviews.

When any sworn member of this Department is involved in an incident of alleged serious misconduct as defined in Penal Code section 13510.8, the incident shall be reported by a supervisor, to the SB 2 Team, via the Senate Bill 2 Misconduct Allegation Reporting Tracking (SMART) System. Per POST Regulation 1205, serious misconduct is defined as follows:

- **Dishonesty** – Dishonesty relating to the reporting, investigation, or prosecution of a crime, or relating to the reporting of, or investigation of misconduct by, a peace officer or custodial officer, including, but not limited to, false statements, intentionally filing false reports, tampering with, falsifying, destroying, or concealing evidence, perjury, and tampering with data recorded by a body-worn camera or other recording device for purposes of concealing misconduct. For purposes of this subsection, in considering whether a suspension or revocation of certification is proper, the commission will consider the extent to which the dishonesty related to a material or significant fact in the context of the statement or omission alleged to be dishonest, and will also consider whether the dishonesty appears to have been done willfully or intentionally, with the intent to deceive;
- **Abuse of power** – Including, but not limited to, intimidating witnesses, knowingly obtaining a false confession, and knowingly making a false arrest. For purposes of this subsection, in considering whether a suspension or revocation of certification is proper, the commission will consider the extent to which the abuse of power was a knowing abuse of the power and authority of a public office;

- **Physical abuse** – Including, but not limited to, the excessive or unreasonable use of force;
- **Sexual Assault** – as described in subdivision (b) of Penal Code Section 832.7, and shall extend to acts committed amongst members of any law enforcement agency;
- **Demonstrating Bias** – Demonstrating bias on the basis of actual or perceived race, national origin, religions, gender identity or expression, sexual orientation, mental or physical disability, or other protected status in violation of law or department policy or inconsistent with a peace officer's obligation to carry out their duties in a fair and unbiased manner. This paragraph does not limit an employee's rights under the First Amendment to the United States Constitution;
- **Acts that violate the law** – Acts that violate the law and are sufficiently egregious or repeated, as to be inconsistent with a peace officer's obligation to uphold the law or respect the rights of members of the public, as determined by the commission;
- **Participation in a law enforcement gang** – Participation in a law enforcement gang. For the purpose of this paragraph, a "law enforcement gang" means a group of peace officers within a law enforcement agency who may identify themselves by a name and may be associated with an identifying symbol, including, but not limited to, matching tattoos, and who engage in a pattern of on-duty behavior that intentionally violates the law or fundamental principles of professional policing, including, but not limited to, harassing, or discriminating against any individual based on a protected category under federal or state antidiscrimination laws, engaging in or promoting conduct that violates the rights of other employees or members of the public, violating agency policy, the persistent practice of unlawful detention or use of excessive force in circumstances where it is known to be unjustified, falsifying police reports, fabricating or destroying evidence, targeting persons for enforcement based solely on protected characteristics of those persons, theft, unauthorized use of alcohol or drugs on duty, unlawful or unauthorized protection of other members from disciplinary actions, and retaliation against other officers who threaten or interfere with the activities of the group;
- **Failure to cooperate with an investigation** – Failure to cooperate with an investigation into potential police misconduct, including an investigation conducted pursuant to this chapter. For purposes of this paragraph the lawful exercise of rights granted under the United States Constitution, the California Constitution or any other law shall not be considered a failure to cooperate; and
- **Failure to intercede** - Failure to intercede when present and in observance of another officer using force that is clearly beyond that which is necessary as determined by an objectively reasonable officer under the circumstances, taking into account the possibility that other officers may have additional information regarding the threat posed by a subject.

Additional Reportable Occurrences

Per Penal Code section 13510.9, any Department unit/bureau responsible for the control or processing of sworn personnel records, and/or disposition of investigations or discipline, shall ensure their respective supervisors report the following via the SMART System:

- The employment, appointment, termination, or separation from employment or appointment of a peace officer, including any involuntary termination, resignation, or retirement;

- Any complaint, charge, or allegation of conduct against a peace officer, or investigation into the conduct of a peace officer that could render the officer the subject of suspension or revocation pursuant to Penal Code section 13510.8;
- Findings or recommendations by civil oversight entities that could render the officer the subject of suspension or revocation pursuant to Penal Code section 13510.8;
- The final disposition of any Department investigation that determines a peace officer engaged in conduct that could render a peace officer subject to suspension or revocation pursuant to Penal Code section 13510.8; and/or
- Civil judgment or court finding against a peace officer based on conduct, or settlement of a claim; which could affect the officer's certification.

PROCEDURE

Within 3 days of knowledge of an allegation or findings of misconduct against any Department Personnel, supervisors shall report at minimum, preliminary information via the SMART System.

The preliminary information shall include the following:

- Involved employee information, including employee number, classification, unit of assignment, work status, and type of misconduct;
- Incident location;
- Complainant type;
- Administrative process type;
- Incident details; and
- A short narrative of the investigation or allegation.

Upon making a SMART System entry, a notification number will be issued, and shall be included on all associated reports and correspondence.

The SMART System will allow for updates to the status of a supervisor inquiry as updates become available. If new information of misconduct is discovered during an investigation, or should a new subject be added to an investigation, a separate additional entry shall be made.

No discretionary reporting option exists under this policy which allows supervisors to decide if personnel should be entered into the SMART System. If an allegation is presented or employee misconduct exists which meets the criteria as reportable in this policy, it shall be entered into the SMART System. If a supervisor is unsure whether an incident requires entry into the SMART system, the incident shall be brought to the attention of the SB 2 Team, which shall make the final decision. The SB 2 Team can be reached at [REDACTED TEXT]

SMART System Entry

Access to the SMART System can be found on the Department's SB 2 SharePoint site. Instructions for use of the SMART System are detailed in the SMART System User Guide, which can be found by following the link located in the reference section below.

Unit Commander Responsibility

Unit commanders or their designees are responsible for reconciling Watch Commander Service Comment Reports (WCSCR), to ensure all WCSCR reports containing information regarding allegations or participation in misconduct by personnel in their units, have been entered into the SMART System. Furthermore, supervisors have entry permissions to update the status or disposition of open supervisor inquiries. No ad hoc or query capabilities are available to users.

Unit commanders are responsible to ensure a designee permanently assigned to their respective unit, attends, and completes the necessary SMART System train-the-trainer class taught by the SB 2 Team. The designee shall be responsible to train all existing and incoming supervisors on making the mandated entries to the SMART System.

Senate Bill 2 Team Responsibility

The following events shall be reported **by the SB 2 Team to POST** within **10** days of Department knowledge:

- The employment, appointment, termination or separation from employment or appointment, of a peace officer including any involuntary termination, resignation, or retirement;
- Any complaint, charge, or allegation of conduct against a peace officer, or investigation into the conduct of a peace officer which could render the officer the subject of suspension or revocation pursuant to Penal Code section 13510.8;
- Findings or recommendations by civil oversight entities which could render the officer the subject of suspension or revocation pursuant to Penal Code section 13510.8;
- The final disposition of any Department investigation which determines a peace officer engaged in conduct that could render a peace officer subject to suspension or revocation pursuant to Penal Code section 13510.8; and/or
- Civil judgment or court finding against a peace officer based on conduct, or settlement of a claim, which could potentially affect the officer's certification.

The initial reporting shall be entered into the POST Mark 43 Records Management System and updated on a 90-day basis or sooner, if feasible.

The SB 2 Team is also responsible for all aspects of the operation, maintenance, access, training, permissions, and help desk for the SMART System.

REFERENCES

State Law

[Senate Bill 2](#)

[13510.8 PC](#)

[13510.85 PC](#)

[13510.9 PC](#)

[1029 GC](#)

POST Regulation

[POST Regulation 1205](#)

Department Policy

[MPP section 3-04/010.05 - Procedures for Department Service Reviews](#)

[MPP section 3-04/010.35 - Public Accessibility to Information About the Complaint Process](#)

[\[REDACTED TEXT\]](#)

Department Companion Documents

[\[REDACTED TEXT\]](#)

[\[REDACTED TEXT\]](#)

[\[REDACTED TEXT\]](#)

[Senate Bill 2 Frequently Asked Questions \(FAQ Page\)](#)

• 22-001 - New COVID-19 Related Statistical Codes

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



NEW COVID-19 RELATED STATISTICAL CODES

Based on the Department's need to statistically track activity related to COVID-19, the following statistical codes shall be used when clearing calls for service, observations, and/or documenting incidents related to COVID-19:

806 - Known/Confirmed COVID-19 Related

807 - Unknown/Possible COVID-19 Related

808 - Directed Patrol/Compliance Check/Enforcement Related to COVID-19

806 - Known / Confirmed COVID-19 Related

This statistical code shall be used for calls/incidents when a **known or confirmed** case of COVID-19 is present. This includes any incident where Department personnel were exposed to someone who self-reported as positive for COVID-19 or has a medical diagnosis of being infected with the COVID-19 virus. Examples may include but are not limited to:

- Medical aid call where the victim was medically diagnosed with COVID-19 and Department personnel came in direct contact, indirect contact, or were present within an enclosed space/same room with the victim for a period longer than two minutes.

807 - Unknown / Possible COVID-19 Related

This statistical code shall be used for calls/incidents where, based on the totality of the circumstances, a **possible** exposure to COVID-19 occurred or may have occurred. This includes any incident where Department personnel were exposed to someone who self-reported as possibly being infected (undiagnosed) or exhibited symptoms of a person infected with the COVID-19 virus. Examples may include but are not limited to:

- A suspect was arrested who exhibited the signs and/or symptoms of a person infected with the COVID-19 virus (fever, cough, sore throat).

808 - Directed Patrol / Compliance Check / Enforcement Related to COVID-19

This statistical code shall be used for calls/observations related to COVID-19, but **do not necessarily involve an actual case of the virus**. Examples may include but are not limited to:

- Directed patrol/high visibility patrol;
- Calls related to the enforcement of orders at the direction of the Department of Public Health; and/or
- Enforcement functions and criminal investigations related to protests, price gouging, fraud, etc.

Department personnel may use any combination of the COVID-19 statistical codes for MDC and CAD clearances. Additionally, any combination of the COVID-19 statistical codes shall be used on all Department

forms as a secondary statistical code when applicable.

In all cases, a short narrative shall be included in the call clearance or report narrative which justifies the use of the COVID-19 statistical code(s).

- **21-007 - Special Alert**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



SPECIAL ALERT

PURPOSE

The purpose of this directive is to establish policy and procedure for the Department's Special Alert.

BACKGROUND

Each day deputies will respond to calls for help from members of the community, where they encounter those who are suspected of having or have been diagnosed with an intellectual, mental, or physical disability. The calls for help are usually made when those with challenges and their caregivers are in crisis.

In an effort to better serve and understand the needs of these community members, the Department has developed a program to allow caregivers or family members (requestors) to voluntarily provide information about a person living in their home who are suspected of having or have been diagnosed with an intellectual, mental, or physical disability (participant). Having this critical information prior to arriving at the location can be instrumental in helping responding deputies understand the sensitive nature of the call, coordinate and request critical resources, and to aid them in de-escalating the situation if needed.

The information provided by the requestor will be entered into our Computer Aided Dispatch (CAD) system as a "Special Alert." The information in the alert will contain brief details of the information provided by the requestor, including the participant's physical description, diagnosis(es)/special needs, and cautionary details.

PROCEDURE

When a Special Alert Request form (SH-AD-696) is submitted at any sheriff's station, the form shall be accepted and reviewed by sworn personnel only. The information shall be vetted and processed as follows:

Paper Form Submission

- The address given shall be checked for area jurisdiction verification. If the resident address falls within any Los Angeles County sheriff's station area, the watch deputy shall accept the completed form and immediately send the form to the watch commander on-duty at the appropriate station, via fax or email. If the requestor chooses to personally submit the form to the appropriate station, they shall be provided the Special Alert Request form (SH-AD-696) and the address and phone number to that station.

Online and Paper Submissions

- The information shall be reviewed to verify the identification of the requestor submitting the special alert request form;
- The entry shall be made in the CAD system by the watch deputy on duty;
- The Hazard (HAZ) command shall be used to make the special alert entry;

NOTE: The HAZ command is a limited character field. The watch deputy shall only enter information from the form (in a brief format) that will aid responding deputies in understanding the special needs and/or behavioral challenges of the resident, coordinating critical resources who can co-respond with deputies and mental health workers, and advise of potentially dangerous factors in the home, if applicable.

- The summary line on the entry shall be entered as, ****Special Alert****;
- The expiration date shall be set at exactly two years from the date of entry, which is the maximum range allowed by the CAD system;
- The entry shall be printed and submitted to the watch sergeant for approval;
- Once approved, the original special alert request form and printout of the special alert CAD entry shall be filed and stored at the desk, where the file may be immediately accessible by desk personnel; and
- The record shall be stored for a period of two years.

To ensure all Special Alert Requests are evaluated and entered, the following tasks shall be completed:

- The watch deputy on-duty shall check the special alert request online submission folder once per shift, and enter any requests received during their respective shift;
- The watch deputy may call the requestor to verify or clarify information given in the online submission, and/or send a deputy to the location to make contact, providing the presence of deputies does not create a negative environment for the participant at the location; and
- The watch commander on-duty shall confirm with the watch deputy that there are no un-entered special alert requests (paper forms or online submissions) for their respective shift, and assist in resolving any

issue preventing a request from being entered.

Special alerts shall only be entered as such in the CAD system upon receipt of a special alert request form that has been submitted by a requestor, on behalf of the participant. **The entry shall be denoted ****Special Alert**** on the summary line.**

Example:

45502 CORKWOOD CITY LAN TYPE H RECORD NUMBER: 02 LAST: SMITH FIRST: JOEY M W 02/10/06

SUMMARY: ****SPECIAL ALERT****

//J. SMITH AUTISTIC//SCARED OF FLASHLIGHT IN EYES//RESPONDS POSITIVELY TO FEMALES//NO
PREV VIOLENT HIST//NO WPNS AT LOC//

TAG LCS118-0542 CLEAR 419 465 DEP #1: 21234 (FREDERICKSON)

DEP #2: 94834 (HUTCHINSON)

AUDIT: 04/27/21 1330 BY: 01931 PURGE: 04/27/23

Dispatcher/Watch Deputy Additional Duties

When answering calls for help regarding priority and emergent calls, desk personnel are reminded to follow the procedures outlined in FOD 18-007, Critical Calls for Service. In addition, when a special alert notification appears in CAD on a dispatched call, the following procedure shall be carried out:

- Station desk personnel shall open the details for the special alert, enter the information into the call as an update, and voice the special alert via radio.

HAZ entries, per Field Operations Directive (FOD) 16-003, Calls for Service Involving Alleged Mentally Ill or Developmentally Disabled Persons, orders that the location of known mentally impaired violent persons shall be entered into the CAD system as a “hazard” to assist in managing future calls for service.

Although they are entered under the same CAD entry screen, HAZ entries are not the same as special alerts. HAZ entries are entered as an independent action of the watch deputy on-duty, and/or at the request of a deputy who has responded to a location with dangerous circumstances, that other responding deputies should be aware of at the same location in the future.

ATTACHMENTS

[Special Alert Request Form \(SH-AD-696\) English](#)

[Special Alert Request Form \(SH-AD-696\) Spanish](#)

REFERENCES

Field Operations Directive 02-002, Tracking Family Abuse Crimes

Field Operations Directive 16-003, Calls for Service Involving Alleged Mentally Ill and

Developmentally Disabled Persons

Field Operations Directive 18-007, Critical Calls for Service

CAD Operation User's Guide for Station Complaint Operations

CAD Operation User's Guide for Station Dispatcher

- **21-006 - Wanted Persons System Master Case Records**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



WANTED PERSONS SYSTEM

MASTER CASE RECORDS

PURPOSE

The purpose of this Field Operations Directive is to inform Department personnel tasked with validating Wanted Persons System (WPS) warrants, of the California Department of Justice (DOJ) accepted criteria pertaining to the handling of purged WPS master case records (MCR).

BACKGROUND

The most recent audit of the California Justice Information System (CJIS) database conducted by DOJ revealed the Department purged numerous WPS master case records. This purge rendered the master case records inaccessible to validate the WPS warrants in the National Crime Information Center (NCIC). Per the DOJ, CJIS requires that all records contributed to CJIS must be backed by a master case record, the master case record must contain complete information, and must be available at all times.

As a resolution to the DOJ audit, DOJ determined they will accept the re-creation of the purged WPS master case records set forth in the Department policy and procedure below.

PROCEDURE

DOJ Accepted Criteria for WPS Entries with Purged Records

All WPS master case records purged prior to September 20, 2020, **shall** be re-created to include the following documentation:

- Trial Court Information System (TCIS) case summary; and
- TCIS minute orders.

Information from the Countywide Warrant System (CWS) (the warrant notice or query screen) indicating the issuance of the warrant from the court, and the identity of the individual wanted.

All WPS warrants issued after September 20, 2020, **shall** have the original filing agency's master case record, (including the original warrant notice) accessible at all times.

If the master case record is unavailable, the CJIS record shall be canceled from the system, according to Record Maintenance Requirements set forth in section 2.3.1(G) of the CJIS Manual.

REFERENCES

Field Operations Directive 18-006, Warrant Validation Procedures for Records Personnel

• 21-005 - Non-Categorized Force Incident

Los Angeles County Sheriff's Department FIELD OPERATIONS DIRECTIVE



NON-CATEGORIZED FORCE INCIDENT

PURPOSE

The purpose of this directive is to establish procedures for a low level use of force incidents where there is a no injury or complaint of pain from the suspect. These type of incidents will be referred to hereafter as Non-Categorized Incidents (NCI).

OVERVIEW

An NCI is any of the following uses of force when there is NO injury or complaint of pain once the force has concluded and there are no allegations of excessive force or other misconduct:

- Resisted hobble application;

- Resisted searching and handcuffing techniques; and
- Resisted firm grip, control holds, come-alongs, or control techniques.

Examples include, but are not limited to: using control techniques on a passive resistive individual, using control techniques on an advancing/hostile individual to create a safe distance, or using control holds on an individual who grabs a fixed object in an effort to avoid handcuffing.

PROCEDURES

Involved Personnel's Responsibilities:

- Follow current established Use of Force reporting procedures for notifications (MPP 3-10/100.00);
- At the handling sergeant's direction, one of the involved personnel shall write a Complaint Report (SH-R-49), documenting the incident, specifically identifying the suspect's actions and the actions (if observed) of all involved personnel. The report shall capture the use of force action of the involved personnel; and
- The other involved or witnessing personnel shall memorialize the incident via supplemental report, unless otherwise directed by the watch commander.

Handling Sergeant's Responsibilities:

- Personally verify the suspect is not injured and has no complaint of pain;
- Conduct an inquiry into the incident (speak to involved sworn personnel, non-sworn witnesses, and non-employee witnesses);
- Review and secure recorded footage of the incident (if available);
- Notify the watch commander of the incident and obtain his/her approval to handle as an NCI;
- Identify and direct an involved deputy to write a Complaint Report (SH-R-49), and direct all other involved or witnessing personnel to write a supplemental report unless otherwise directed by the watch commander;
- Record suspect, non-sworn witness, and civilian witness interviews and retain;
- Complete the NCI report and note whether all personnel made efforts to de-escalate the force, and whether they did or did not timely report the force they used or witnessed; and
- Statistical Code 506 will be used for all NCI incidents. NCI's requiring a criminal report will include the criminal statistical code and 506 as a supplemental code.

The sergeant handling the incident shall upload the completed NCI report, complaint report (if applicable), supplemental reports, and all video documentation to the station NCI share file. The hard copy of the NCI package shall be submitted to operations for review.

Sergeants who witness, plan, or direct the NCI can conduct the inquiry and complete the NCI form. Sergeants who used force during the NCI shall not conduct the inquiry and shall not complete the NCI form.

See Supervisor's Non-Categorized Incident User's Guide for further information on how to properly complete the form.

Watch Commander's Responsibilities:

- Determine if the incident qualifies as an NCI;

- Interview the suspect using the same protocol as described in MPP 3-10/111.00 - Use of Force Review-Watch Commander/Supervising Lieutenant Responsibilities, Interviewing Suspects;
- The watch commander shall immediately review the completed suspect interview video to ensure that:
 - The video recorder captured the interview;
 - The suspect's responses can be clearly heard;
 - The suspect does not appear to have any visible signs of injury; and
 - There are no other risk management issues.
- In the event the suspect refuses to answer any questions regarding injuries, attempt to gain cooperation from him/her to video tape their head, upper torso, lower torso, extremities, and back to verify no visible injury exists;
- Approve the incident as an NCI and allow the sergeant to proceed with the NCI process;
- If the watch commander, for any reason, believes the incident may pose any risk management issues related to the use of force, there is an allegation of force which was not reported, or the video indicates the level of force used does not qualify as an NCI, the incident should be investigated as a categorized incident using the appropriate Supervisor's Use of Force Investigation (SH-438) documentation; and
- If the watch commander, for any reason, believes there is evidence of misconduct, delayed or unreported force, and /or the video or witness accounts significantly differ from personnel's verbal or written account of the incident, the incident shall be referred to the unit commander for a determination of whether an administrative investigation or other action should be taken.

In the event the subject complains of pain or has a visible injury at a later date, the NCI may be upgraded to a Categorized Use of Force. The appropriate Supervisor's Use of Force Investigation (SH-438) documentation shall be completed. All previously obtained NCI documentation and video recordings shall be included with the categorized force investigation.

Unit Commander Responsibilities:

The unit commander shall be responsible for creating and maintaining a computerized shared folder for storing and tracking all documentation/videos related to an NCI. The computerized shared folder should be organized by calendar month per year to allow for retrieval in the event the NCI becomes a categorized use of force. All NCI force packages shall be sent to the Discovery Unit for processing.

REFERENCES

MPP 3-10/038.00 REPORTABLE USE OF FORCE AND FORCE CATEGORIES

MPP 3-10/110.00 USE OF FORCE REVIEW PROCEDURES

MPP 3-10/111.00 USE OF FORCE REVIEW-WATCH COMMANDER/SUPERVISING

LIEUTENANT RESPONSIBILITIES, INTERVIEWING SUSPECTS

FORMS

[SUPERVISOR'S NON-CATEGORIZED FORCE INCIDENT REPORT-PATROL \(SH-R-438NCFI\)](#)

[SUPERVISOR'S NON-CATEGORIZED FORCE INCIDENT USER'S GUIDE FOR PATROL](#)

• **21-004 - Juvenile Diversion Program and Sealing of Juvenile Records**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



JUVENILE DIVERSION PROGRAM AND SEALING OF JUVENILE RECORDS

PURPOSE

The purpose of this Field Operations Directive is to establish policy and procedures to be used to effectively divert juveniles from involvement or increased involvement in the justice system in alignment with the standards for youth diversion in Los Angeles County. The Juvenile Diversion Program was developed in conjunction with the Los Angeles County Department of Youth Development (DYD). In addition, this Field Operations Directive outlines the procedures for sealing juvenile records following the successful completion of the Juvenile Diversion Program. By diverting youths at the earliest possible point, the Department can significantly reduce the number of youths entering the justice system and address underlying issues that contribute to delinquent behavior. This proactive measure aligns with the goals of the Department and plays a crucial role in lowering recidivism rates.

Furthermore, by emphasizing diversion over formal arrest processing, the Department fosters increased cooperation and trust between law enforcement and the communities it serves. Engaging with Community-Based Organizations (CBOs) and working collaboratively with families and local leaders strengthens these relationships and demonstrates a shared commitment to the well-being and development of the community's youth. This partnership enhances public safety while promoting positive outcomes for at-risk youth.

Pursuant to Welfare and Institutions Code (WIC) 781, juveniles may petition to have their records sealed. An outline of procedures is set forth below to assist station detectives in sealing juvenile arrest records, per WIC 827.95.

DIVERSION ELIGIBILITY

The following eligibility factors must be met in order for a juvenile to qualify for diversion:

- Juvenile was lawfully detained for qualifying offense (see Disqualifying Factors listed below); and
- Juvenile and parent/guardian must agree to voluntary conditions of diversion; and

- The watch commander must approve.

DISQUALIFICATION FACTORS

A juvenile is NOT eligible for diversion when the above criteria are not met or they have one or more of the following disqualification factors:

- The detained juvenile was cited and released to parent(s)/guardian(s) and the case was filed;
- The detained juvenile was transported to a juvenile detention facility;
- The juvenile is currently on diversion for the same offense;
- Use of a firearm to commit a felony, pursuant to 625.3 WIC;
- **Any case in which a minor is alleged to be a person described in Section 602 WIC or 707(b) WIC by reason of the violation of one of the following offenses:**
 - Murder or attempted murder;
 - Arson, as provided in subdivision (a) or (b) of Section 451 of the Penal Code;
 - Robbery;
 - Rape with force, violence, or threat of great bodily harm;
 - Sodomy by force, violence, duress, menace, or threat of great bodily harm;
 - A lewd or lascivious act as provided in subdivision (b) of Section 288 of the Penal Code.
 - Oral copulation by force, violence, duress, menace, or threat of great bodily harm;
 - An offense specified in subdivision (a) of Section 289 of the Penal Code;
 - Kidnapping for ransom, or purposes of robbery or causing bodily harm;
 - Assault with a firearm or destructive device or any means of force likely to produce great bodily injury;
 - Discharge of a firearm into an inhabited or occupied building;
 - Crimes against Elders, as described in Section 1203.09 of the Penal Code;
 - Personal use of a firearm to commit or attempt to commit a felony, described in Section 12022.5 or 12022.53 of the Penal Code;
 - A felony offense in which the minor personally used a weapon described in any provision listed in

Section 16590 of the Penal Code;

- A felony offense described in Section 136.1 or 137 of the Penal Code (bribing, intimidating, or threatening witnesses);
- Manufacturing, compounding, or selling one-half ounce or more of a salt or solution of a controlled substance specified in subdivision (e) of Section 11055 of the Health and Safety Code;
- A violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code, which also would constitute a felony violation of subdivision (b) of Section 186.22 of the Penal Code;
- Escape, by the use of force or violence, from a county juvenile hall, home, ranch, camp, or forestry camp in violation of subdivision (b) of Section 871 if great bodily injury is intentionally inflicted upon an employee of the juvenile facility during the commission of the escape;
- Torture as described in Sections 206 and 206.1 of the Penal Code;
- Aggravated mayhem, as described in Section 205 of the Penal Code;
- Carjacking, as described in Section 215 of the Penal Code, while armed with a dangerous or deadly weapon;
- Kidnapping for purposes of sexual assault, as punishable in subdivision (b) of Section 209 or 209.5 of the Penal Code;
- The offense described in subdivision (c) of Section 26100 of the Penal Code (firearms used in and from a motor vehicle);
- The offense described in Section 18745 of the Penal Code (use of destructive device or explosive with intent to commit murder); and
- Voluntary manslaughter, as described in subdivision (a) of Section 192 of the Penal Code;

PRE-BOOKING

Utilizing pre-booking diversion programs offers an effective alternative to formal processing within the juvenile justice system. This approach helps prevent the creation of a criminal record, which can lead to future obstacles for the juvenile, thereby safeguarding their potential for future opportunities.

Field personnel shall offer youth diversion before booking juveniles when doing so is both legally permissible and when the criteria outlined below are met.

NOTE: "Booking" refers to the process of fingerprinting, issuing a booking number, or photographing the juvenile(s) by Department personnel.

All diversion referrals, whether pre-booking or post-booking, must first be approved by the watch commander as outlined under the below procedure. **If diversion is not offered during pre-booking, an entry shall be**

made in the watch commander's log with an explanation of the reason(s) why it was not offered.

PROCEDURE

The following information documents the steps to refer a juvenile for criminal and non-criminal diversion. Department members have discretion to divert juveniles for various non-criminal behavior and criminal offenses in lieu of a formal detention or citation.

Diversion is encouraged at the earliest possible point of contact, whether non-criminal, status offense, vehicle code violation, misdemeanor, or low-level felony cases. If possible, the diversion should take place before the juvenile is booked.

Patrol - Non-Criminal Referral

When at-risk behavior is present that is not a violation of the law, deputy personnel may refer juveniles and parent(s)/guardian(s) to a diversion program with a CBO. Parents may also contact station personnel to voluntarily submit a juvenile application for diversion.

The following steps must be completed for a non-criminal/voluntary, juvenile submission to a diversion program:

- Check juvenile's criminal history/Juvenile Automated Index (JAI)/Los Angeles Regional Crime Information System (LARCIS) for prior diversion and referrals;
- Youth and parent/guardian must agree to voluntary conditions of diversion;
- The watch commander must be advised and approve of the request for diversion;
- Generate a Mobile Digital Computer (MDC) observation in order to create an incident/tag number. Clear the observation with a detailed and complete log clearance. Use statistical clearance code 826;
- Complete the Youth Diversion Referral (YDR) Form including the parent's signature and incident/tag number;
- Complete and submit all necessary forms for approval; and
- The YDR form will then be forwarded to the DYD by the station secretariat.

NOTE: This referral is not tracked by the Department for completion of diversion.

Juvenile Detained - Patrol Responsibilities

Only certain criminal offenses committed by juveniles qualify for diversion. Below are examples of eligible offenses appropriate for diversion at the point of detention or citation. These offenses include, but are not limited to:

- Status offenses – Curfew 601(a) WIC, Truancy 601(b) WIC;

- Misdemeanor offenses - Petty Theft 484(a)PC, Trespassing 602 PC;
- Low-level felony offenses - Burglary 459 PC, Weapons violations 417(a) PC; and
- Any offenses not listed in WIC 707(b).

The following steps shall be taken to submit a detained juvenile to a diversion program:

- Juvenile and parent/guardian must agree to voluntary conditions of diversion;
- The watch commander must approve;
- Complete an **Incident Report (SH-R-49) and a YDR;**
 - Use the appropriate criminal statistical code for the uniform report number (URN);
 - Use statistical code 827 – Juvenile Diversion (Criminal), as a secondary statistical code; and
 - No citation or booking number is required.
- Assign case to station/juvenile detectives; and
- Release youth to parents/guardian upon completing of YDR;

Juvenile Detained - Detective Responsibilities

Station detectives will receive the cases that have been submitted to diversion from patrol. They shall ensure the previous steps have been completed as well as the following:

- Review all reports (SH-R-49, CHP-180, supplemental reports, Body Worn Camera, etc.) associated with the case;
- Retain the incident Report and the YDR form submitted by patrol;
- Arrange contact between the juvenile, parent(s)/guardian(s) and CBO, and forward a copy of the YDR form to the assigned Community Based Organization (CBO);
- Track the cases through the Los Angeles Regional Crime Information System (LARCIS) to ensure completion of the diversion program;
- CBO provides proof of enrollment and monthly progress updates to the detective and DYD;
- Upon successful completion of the diversion program, detectives may clear the case using the Disposition Code 51B, Juvenile Diverted Successful/Complete; and
- The juvenile may be recommended for additional agency programs (i.e., VIDA).

In the event a juvenile has been detained and not submitted for diversion, a detective may submit a referral to diversion prior to filing the case. The detective shall complete the above steps including the following:

- Determine youth's eligibility for diversion after criminal complaint is received;
- Check of juvenile's criminal history/JAI/LARCIS system for prior diversion and referrals; and
- Complete the YDR and forward the referral to the DYD/CBO for diversion.
- Obtain approval from the shift watch commander or Detective Bureau supervisor (rank of Sergeant or above).

NOTE: Upon failure to complete the diversion program, detectives may re-arrest and seek criminal charges within the statute of limitations.

SEALING RECORDS - STATION RESPONSIBILITIES

Upon juvenile completing a Diversion program, station Detectives shall:

- Notify Records and Identification Bureau (RIB) of completion of Diversion program.
- Following notification from RIB (Memo for sealing), the handling detective should:
 - Provide a memo for the supervising secretary who will purge all records on hand.
 - Memorandum, along with records, is transferred to the DB Secretary.
 - DB Secretary purges all DB documents related to the case.
 - DB Secretary will send all hard copies to RIB for sealing.

If a Court Order for Sealing is received:

- RIB will contact the respective station detective to seal arrest records.
- Memorandum is given to the supervising secretary, who will purge all records on hand.
 - Memorandum, along with records, is transferred to the DB Secretary.
 - DB Secretary purges all DB documents related to the case.
 - DB Secretary will send all hard copies to RIB for sealing.

SEALING RECORDS – RIB RESPONSIBILITIES

Upon receipt of notification that a juvenile has successfully completed a Diversion Program, RIB shall:

- Assign appropriate staff to initiate the sealing process.
- Prepare and send a Memorandum for Sealing to the originating station directing them to:
 - Upload all case-related documents.
 - Return all physical copies of records to RIB for purging.
 - Ensure the signed memorandum is returned to RIB within two (2) weeks of the memo date.
- Upon receipt of all required documentation, RIB shall complete the sealing of records in all required Department systems, including:
 - CCHRS
 - LARCIS
 - RAJIS
 - SECDA
- Once sealing is completed in all Department systems, RIB shall issue a compliance letter to the originating Juvenile Office confirming completion of the process.

ATTACHMENTS

[Youth Diversion Referral Form](#)

REFERENCES

Los Angeles County Department of Youth Development contact:

Marjan Goudarzi, Diversion Program Director, (323) 837-8697, mgoudarzi@dyd.lacounty.gov

[Welfare and Institutions Code - ARTICLE 20. Wards—Modification of Juvenile Court Judgments and Orders. WIC 781](#)

[Welfare and Institutions Code - ARTICLE 22. Wards and Dependent Children—Records. WIC 827.95](#)

• 21-003 - Arrest Statistics Accountability

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



ARREST STATISTICS ACCOUNTABILITY

PURPOSE

The purpose of this Field Operations Directive is to establish policy and procedures to standardize and correctly account for arrest statistics.

PROCEDURE

When an arrest is made by Department personnel, they **shall record one arrest per suspect in custody** on their Mobile Digital Computer (MDC) or Computer Aided Dispatch (CAD) clearance log. This is regardless of the amount of booking numbers pulled for one individual or the number of outstanding warrants for the suspect in the system. Just as Department members would not log additional arrest statistics based on numerous charges listed on the additional charge form (add charge form), deputies shall not record additional arrests for one suspect.

Multiple deputies may not credit themselves with an arrest for a single person arrested. Only one deputy or field unit shall account for the arrest when clearing the call on their MDC or CAD clearance log.

The same arrest clearance procedures shall be utilized for suspects who are arrested and released in the field.

Purposely violating this directive shall be considered deliberate untruthfulness and may subject Department personnel to discipline, termination, and/or criminal prosecution.

• **21-002 - Wage Theft**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



WAGE THEFT

PURPOSE

The purpose of this Field Operations Directive (FOD) is to establish policy and procedure for Department personnel on the handling of calls for service related to wage theft and/or wage related crimes.

BACKGROUND

These guidelines are being established pursuant to a directive from the Sheriff, regardless of an individual's immigration status. Wage theft is a persistent and widespread problem that occurs when employers do not pay workers the wages or other benefits required by law. Wage theft harms workers by denying earned income to many of the most vulnerable members of our community who have difficulty making ends meet. It also affects responsible employers who are effectively punished for following the law by having to unfairly compete in the marketplace. Additionally, wage theft complaints have sometimes led to labor trafficking investigations.

UCLA's Institute for Research on Labor and Employment's Report, *Wage Theft and Workplace Violations in Los Angeles* (2010), found Los Angeles to be the wage theft capital of the country. Violations amount to \$26 million per week or \$1.4 billion per year. Thirty percent of sampled workers reported serious minimum wage violations, almost 80% were denied legally required overtime pay, and more than 80% of respondents entitled to rest and meal breaks experienced violations of this law. Other complaints are those individuals promised a wage for services performed and, upon completion of those services (house painting, lawn services, etc.), they were either not paid the entire amount or not paid at all. Finally, wage theft hurts the economy as those employers who violate wage laws also avoid paying their fair share of state and local taxes.

PROCEDURE

Department personnel will begin to inform/educate the community regarding the issue of wage theft. Upon receiving a call for service, the Department member shall write a complaint report using one of the following appropriate Penal Codes or Labor Code: 236.1(a) PC, 484(a)/488 PC, 487 PC, 532 PC and/or LAB 1199, when applicable. If in the event the handling deputy(s) are not sure of a clear cut violation, a Suspicious Circumstances Report, Possible (Insert Crime) can be written.

The complaints can range from misdemeanor, felony, or detailed log entries using the established stat code associated with wage theft incidents.

Each report will include a secondary stat code (853 Wage Theft - Criminal), which will allow proper tracking, as well as assure the correct assignment.

All incidents involving any of these crimes shall be documented on a Department Incident Report (SH-R-49), and assigned to Special Victims Bureau, Human Trafficking Taskforce (SVB/HTTF) for handling.

Calls for service where the allegation is clearly identified as being a civil matter, stat code 854 (Wage Theft - Civil) will be used for the call clearance. In addition, a detailed log clearance narrative, including the R/P's name, DOB, telephone number, and allegation, shall be documented.

If you have any questions regarding the information contained in this FOD, please contact the on-duty, Special Victims Bureau, Human Trafficking Taskforce, detective, at (323) 526-5156, or after hours, contact Sheriff's Information Bureau, at (213) 229-1850.

ATTACHMENTS

The county's Office of Immigrant Affairs will be providing an informational pamphlet in the near future.

REFERENCES

Penal Code 236.1(a)

Penal Code 484(a)

Penal Code 487

Penal Code 488

Penal Code 532

Labor Code 1199

Manual of Policy and Procedures (MPP) 3-02/080.01 – Training Requirements for Sworn Personnel (*Sate Mandated Training*)

Manual of Policy and Procedures (MPP) 5-09/271.00 – Immigration Inquiries and Notifications

Field Operations Directive (FOD) 05-003 – Human trafficking

• 21-001 - Changes to Suspicious Circumstances Incident Reports

Los Angeles County Sheriff's Department FIELD OPERATIONS DIRECTIVE



CHANGES TO SUSPICIOUS CIRCUMSTANCES INCIDENT REPORTS

PURPOSE

The purpose of this Field operations Directive (FOD) is to establish uniform procedures for the documentation of suspicious circumstances incident reports. **Suspicious circumstances reports should only be used when the elements of a crime cannot be established during the initial investigation**; however, a deputy still believes a crime may have occurred that requires additional follow up. These reports are usually related to, but not limited to:

- Non-criminal domestic violence;
- Court order violations;
- Cases with a delayed disclosure, such as sex crimes; or
- The victim is unable to articulate a crime occurred, such as child abuse or adult dependent abuse.

CURRENT PROCEDURES

Currently, Reporting Party (R) and Party (P) are only designated for non-criminal domestic violence reports with the parties listed in the narrative and not on the face page. This procedure does not meet the criteria for entry into departmental databases. This makes them difficult to locate without a Uniform Report Number (URN). These reports could have evidentiary importance or historical information of value for future investigations.

NEW PROCEDURES

In order to archive and locate these reports more effectively, **all** suspicious circumstances reports will now utilize participant identification codes available on the Incident Report form SH-R-49; identifying Reporting Party (R) for possible victim, and Party (P) for possible suspect. When an incident is reported by a person other than those directly involved in the incident, that person would be referred to as the Informant (I) and the participants as Parties (P).

The appropriate suspicious circumstances statistical code (i.e. possible child abuse 418, possible criminal activity 444, etc.) is to be used. If the investigation reveals that a crime did occur, change the URN's suspicious circumstances statistical code to the criminal statistical code which appropriately reflects the crime. The change shall be made on a supplemental report.

REFERENCES

Manual of Policy and Procedure (MPP) Suspicious Circumstances 4-22/060.00

Manual of Policy and Procedure (MPP) Classification or Title of Reports 4-01/020.15

Manual of Policy and Procedure (MPP) Types of Reports 4-01/020.00

Field Operations Directive (FOD) 10-05, Domestic Violence Incident Reporting Procedures

• 20-005 - Evidence Procedures for 80% Firearms (Ghost Guns)

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



**EVIDENCE PROCEDURES FOR 80% FIREARMS
(GHOST GUNS)**

PURPOSE

The purpose of this Field Operations Directive is to establish policy and procedures regarding entering 80% firearms into evidence using PRELIMS.

BACKGROUND

This new procedure complies with requirements established through the Department of Justice and the need for investigators to track this specific type of firearm.

PROCEDURE

Definition: A "Ghost Gun" is slang term for a firearm that has been "homemade" from an "80% completed" firearm frame or receiver that does not have serial number stamped on it. The frame or receiver is what holds the fire control components and can be legally purchased over-the-counter or online in an uncompleted form. It is up to the purchaser to complete the manufacturing process. This process usually involves machining out material and drilling holes to enable the installation of parts. The type of machining required varies depending on the type of kit purchased. **Once this machining has occurred, the frame or receiver is now considered a firearm, even if the slide or "upper receiver" has not been installed.**

A firearm with an obliterated serial number is NOT a Ghost Gun.

Procedures for booking into PRELIMS: The "Attributes" tab in PRELIMS that appears when you book a firearm now has a mandatory field that will require you to designate whether or not the firearm being booked is an "80% Kit Gun/Ghost Gun." Select from "No," "Yes," or "Unknown." Complete the remaining fields, as appropriate. [REDACTED TEXT]

Field Operations Directives (FODs)

The screenshot shows a software interface for entering evidence information. The form includes fields for Item #, CSI #, Qty, LRN, Category, Packaging, Item Type, Description, Collected By, Date, Booked By, and Date. A red arrow points to the '80% Kit Gun/Ghost Gun' dropdown menu in the 'Attribute' section.

The investigating officer or evidence and property custodian will be required to obtain a “FMBUS” (Firearm Manufactured by Unlicensed Subject) number from the California Department of Justice, Bureau of Firearms, for all confiscated “Ghost Guns.” This number will be used for tracking purposes as the serial number in DOJ’s Automated Firearm System (AFS) and in PRELIMS. To obtain a FMBUS number:

- Email the Bureau of Firearms bofafs@doj.ca.gov
- Provide Agency name, file number, and suspect’s name;
- Provide a photo of firearm, if possible;
- Provide contact information of the requestor, including name and telephone number;
- Request a FMBUS number;
- Once received, enter the firearm into JDIC/AFS;
- If manufacturer is unknown, use “Manufactured in US”;

(Note: do not use “Made in USA,” as that is reserved for military issued firearms)

- Enter the FMBUS number obtained as the serial number; and
- Ensure that the entire JDIC/AFS printout is attached to the firearm at the time of pickup by Central Property and Evidence and/or prior to sending to the Crime Lab.

Note: The FMBUS number must be obtained in order for the 80% firearm to be entered into AFS and eventually forwarded to the crime lab.

Example #1

[Polymer80](#) (P80) is one pistol kit type that is frequently recovered as evidence and may be seen with a Glock branded slide, such as Glock 17, Glock 19, or Glock 26, with what appears to be the serial number on it. Aftermarket slides may also be used on this kit gun. This should be booked as an 80% Kit Gun/Ghost Gun: Make: *Polymer80*; and Model: *Unknown, or type in the model of the frame which may be embossed on the grip (PF940, PF940C, PF940SC, etc.)*. Enter caliber family, if known.

- **Note: The brand and any serial number on the slide should be noted in the description of the item. It should NOT be used as the brand and serial number of the firearm in PRELIMS or in AFS.**

Obtain a FMBUS number as described above. Complete the remaining fields, as appropriate.



Polymer80, model PF940C (ver. 2) frame with a Glock 19 slide

Polymer80, full size (ver. 1) frame with Glock 17 slide



Left: Polymer80 PF940 frame & the provided drilling jig. The jig locates the holes that must be drilled in order to install the pins needed to hold the internal components in the proper position.

Right: After holes are drilled in frame. Some of the internal metal frame components are also shown.

Example #2

[AR style rifles](#) made from “80% lowers” will have design features resembling an “AR-15” rifle, but often lack manufacturer and model information and there is no serial number. To book an 80% style rifle of this type in PRELIMS, select 80% Kit Gun/Ghost Gun: Make: *Manufactured in US*; Model: *Unknown*; and enter the caliber family, if known. Follow instructions for obtaining a “FMBUS” (on page 1) and use that as the serial number for the firearm. Complete the remaining fields, as appropriate.



AR-15 style rifle, fully assembled



80% lower receivers (not machined or drilled out, not a firearm)



80% lower before machining (top) and after machining (bottom)



*"Stripped" lower receiver ready for fire control parts. This item bears manufacturer's info and a serial number and IS considered a firearm despite lacking any internal components. Note that PRELIMS now has a **"Firearm Frame/Receiver ONLY"** option under "Category."*

- **20-004 - Employee Temperature Testing - Rescinded 07/13/2023**

Rescinded July 13, 2023

- **20-003 - Required Video Viewing (Senate Bill 230)**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



REQUIRED VIDEO VIEWING

(Senate Bill 230)

PURPOSE

Senate Bill 230 requires law enforcement to implement training in dealing with vulnerable segments of the population and the use of force. Vulnerable segments of the population include but are not limited to: children,

the elderly, those who are pregnant, and people with physical, mental and developmental disabilities. This new law takes effect on January 1, 2021.

POLICY

To help meet the requirements of Penal Code section 13519.10, all Department personnel in direct contact with the public (i.e., station/unit dispatchers, security assistants, security officers, parking control officers, custody assistants, deputies, and sergeants) shall view five educational videos produced by the Department's Video Production Unit. Currently, this is a one-time requirement.

Department personnel who have direct contact with the public shall view the following five videos:

- **Project Lifesaver - Overview, Offering # 00448063;**
- **Project Lifesaver - Critical Missing Persons, Offering # 00448065;**
- **Project Lifesaver - Unidentified Found Persons, Offering # 00448066;**
- **Project Lifesaver - Individuals with Autism, Offering # 00448068; and**
- **Project Lifesaver - Individuals with Dementia and Alzheimer's, Offering # 00448071.**

The online video courses can be accessed through the Learning Net Learning Management System (LMS).

Follow the below instructions to register and launch the trainings:

1. Log into the LMS by clicking the link below. **ONLY USE INTERNET EXPLORER** and not Chrome.
[\[REDACTED TEXT\]](#)

****Log in using the same Username and Password you use to access mylacounty.gov [REDACTED TEXT]**

2. [In the Browse/Search box located at the top of the page, enter the offering number and hit enter on the keyboard.](#)
3. [Click on the title of the online offering.](#)
4. [Select "**Register and Launch**" and the web based training will launch.](#)
5. [Remember to use **INTERNET EXPLORER ONLY**, the trainings **will not work properly when using Google Chrome**.](#)

[Department personnel are required to view and document they have viewed these five videos via the Learning Management System \(LMS\). Each station/unit is required to achieve a 90% compliance rate by **September 30, 2020** with an eventual 100% compliance by **July 1, 2021**. Department Personnel shall view these videos within the first month of being assigned to a position in direct contact with the public.](#)

ATTACHMENTS

[Missing Person Report \(SH-R-12\)](#)

[Found Person Report \(SH-R-12C\)](#)

AFFECTED POLICIES/DIRECTIVES

[MPP section 5-09/120.00 Missing Persons - \(Definitions\)](#)

[MPP section 5-09/120.03 Missing Persons](#)

[MPP section 5-09/120.04 Missing Person Check-off Forms](#)

[MPP section 5-09/120.05 Missing Children](#)

[MPP section 5-09/120.50 Missing Adults](#)

[MPP section 5-09/120.55 Returning or Locating a Missing Adult](#)

[Field Operations Directive 16-003, Calls For Service Involving Mentally Ill Persons](#)

REFERENCES

[\[REDACTED TEXT\]](#)

[Senate Bill 230](#)

[California Penal Code, section 135919.07](#)

[MPP section 4-16/010.00 Mentally Ill Persons \(Case Assignment Manual\)](#)

[MPP section 4-16/020.00 Missing or Found Persons \(Case Assignment Manual\)](#)

[Newsletter 01-10, Missing Children Reporting Requirements](#)

[Project Lifesaver website](#)

[Project lifesaver Database](#)

[Medic Alert and Safe Return Program website](#)

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• 20-002 Ring Neighbors Law Enforcement Portal

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



RING NEIGHBORS

LAW ENFORCEMENT PORTAL

BACKGROUND

The Department recognizes that innovative crime prevention efforts in partnership with the community are essential to reduce crime. The purpose of this directive is to set policy and guidelines for the Department's use of the "Ring Neighbors Law Enforcement Portal," now referred as "Neighbors Portal." The Neighbors Portal is a website portal that allows access to shared video, comments, and questions submitted by local private residents.

PROCEDURE

Access to and use of the Neighbors Portal is strictly controlled. Only Department members authorized by their unit commander shall have access to the Neighbors Portal. Department credentials will be provided by the station's Neighbors Portal coordinator. Department personnel shall not use another member's credentials to access the Neighbors Portal. Only those personnel who have attended a Sheriff's Information Bureau training class shall have the ability to post comments on behalf of the Department/station.

All use of the Neighbors Portal shall be for law enforcement purposes only. Use of video or photos obtained from the publicly shared Neighbors Portal shall be downloaded and shared for investigatory or intelligence gathering purposes only. All media obtained shall be stored and archived in compliance with Department record retention and evidence retention policies. Unless specifically authorized by the unit commander or designee, members shall only access the Neighbors Portal from Department computers and devices.

Use of the Neighbors Portal to assist another law enforcement agency in their investigation shall be only be done with the express approval of the station's neighbors coordinator. Agencies requesting information about the Neighbors Portal system should be referred to the vendor.

Two Levels of Access

Administrative – Full administrative rights to create new user accounts, request video, ability to turn on/off controls for all basic users, full posting rights, ability to create assigned geographic areas, ability to assign individuals to specific areas, and ability to respond to public posts. The Neighbors Portal coordinator (administrator) shall be the station/unit operations lieutenant or unit commander's designee.

Basic User – These are limited user rights which are controlled and set by the station's neighbors coordinator. A basic user can request video or respond to public posts. This function can be modified to view only. The crime prevention coordinator (basic user with rights to view and post) shall be deputies

assigned to the community relations office and/or personnel approved by the station/unit operations lieutenant or unit commander.

NEIGHBORS PORTAL COORDINATOR

A Neighbors Portal coordinator shall be designated by each station's unit commander and will be responsible for:

- Determining appropriate access levels for Department members based on their investigative or intelligence gathering need and best interests of the Department;
- Implementing a regular schedule for monitoring the local Neighbors Portal feed and interacting with the public through the Neighbors Portal;
- Ensuring members are appropriately trained for their access level;
- Periodically auditing the Neighbors Portal for compliance with this policy; and
- Monitoring the program's results, reporting those results to command staff and implementing changes.

CRIME PREVENTION COORDINATOR

A crime prevention coordinator shall be designated by each station's unit commander and will be responsible for:

- Being the primary point of contact on behalf of the stations for alerts and comments using the Neighbors Portal;
- Posting crime specific warnings and requests; and
- Providing information about the program during community meetings and events.

GENERAL OPERATIONS

The Department recognizes the value of the information shared by the community through the Neighbors Portal. Patrol personnel are encouraged to monitor the feed themselves for information regarding public safety, criminal activity, and the identification of unknown suspects.

Specific station personnel should be designated to receive alerts when a community member makes a post regarding an area station personnel are working.

Supervisors should share the Neighbors Portal information at shift briefings in furtherance of the Department's law enforcement mission. This information may be used to alert personnel regarding (but not limited to) officer's safety information, criminal activity, events affecting public safety, and the identification of suspects.

Department members may access the Neighbors Portal from a Department computing device in compliance with this directive and related policies.

Department members who observe reports of obvious criminal activity in a Neighbors Portal shall check the comment section to determine if the Department is aware of the incident. If it appears the Department has not been made aware of the incident, the Department member shall alert their supervisor.

INVESTIGATIONS

The Neighbors Portal will only allow investigators to request videos from “Ring” device owners within a specified area. Other types of video can be requested through the crime prevention coordinator.

All video requests shall adhere to strict guidelines. When an investigator determines a “Ring video request” is appropriate for a given case, the investigator shall seek approval from their supervisor. The supervisor will then initiate the search request. If a supervisor is unavailable and the request is urgent, any supervisor may authorize the video request and seek a designated member with privileges to complete the video request. Investigators should keep the following things in mind:

- Investigators should attempt to narrow the scope of the video request to an appropriate date, time frame, and geographical area to avoid an overly broad request;
- Device locations are not at “exact” addresses or locations to protect an owner’s privacy; and
- Investigators shall not use the video request feature as a substitute for a neighborhood canvas.

EVIDENTIARY CONSIDERATIONS

All media obtained from the Neighbors Portal or through a video request shall be preserved and maintained in accordance with established record retention and evidence storage policies. Media obtained through a video request remains in the case management area of the Neighbors Portal and is stored in the cloud for a short period of time (currently 30 days). Investigators or analysts who view a video and make the determination that the video is of evidentiary value shall download the video, begin the chain of custody and preserve it according to the Department’s evidence storage policy.

• 20-001 Pursuit Intervention Technique (PIT)

Los Angeles County Sheriff’s Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PURSUIT INTERVENTION TECHNIQUE (PIT)

PURPOSE

This Field Operations Directive is to provide deputies with guidelines and reporting procedures related to the use of the Pursuit Intervention Technique (PIT), also referred to as the PIT maneuver. Pursuits are inherently dangerous and can place law enforcement officers and the community at risk. The PIT is a tool available to law enforcement to bring a potentially dangerous vehicle pursuit to an end. It is defined as the forced rotational stop of a non-compliant suspect’s vehicle. The PIT maneuver is not intended as a replacement for a high-risk traffic stop, but is an option which can be utilized in specific situations by trained and certified sworn personnel.

POLICY

It is the policy of the Department for deputy personnel to utilize the PIT when the imminent danger caused by the suspect's actions and/or blatant disregard for the safety of motorists and pedestrians outweighs the potential risk of employing the PIT. The PIT is considered legal intervention. As defined by the Highway Patrol Manual section 110.5, Chapter 2-17, a legal intervention is an intentional act, in which injury or damage is caused by law enforcement intervention, usually resulting in apprehension or an attempt to apprehend.

PROCEDURE

The PIT may only be utilized by trained and certified sworn personnel when **all** of the following conditions exist:

- The risk of harm to deputies or the public outweighs the potential risk of implementing the PIT;
- Other reasonable means of apprehension (tire deflation devices, etc.) are not practical or were ineffective;
- A third unit has joined the pursuit and is in a position to support the primary and secondary units;
- The speed of both the primary (radio car) and the suspect vehicle is 35 miles per hour (mph) or less; and
- The primary unit's watch commander has given approval.

Once the watch commander approves the PIT maneuver, a PIT trained, and certified deputy shall take the primary position in the pursuit when feasible. Once a third unit joins the pursuit, the PIT trained deputy may utilize the PIT on the suspect's vehicle whenever that deputy decides it would be both effective and safe. Once approval has been granted, the decision to employ the PIT remains with the primary unit involved unless withdrawn or canceled by the watch commander.

A significant concern for the deputy utilizing the PIT is the location. Site selection for the PIT is critical to safely and effectively employ the technique. In an effort to decrease the probability of injury or property damage, the following factors, if applicable, should be considered when selecting a PIT location:

- The presence of congested traffic and/or proximity to pedestrians;
- Road hazards, blind curves, nearby structures, or buildings;
- The nature of the surrounding area (residential or commercial); and
- When practical, the deputy may coordinate with Aero Bureau.

Additional Considerations

Unless exigent circumstances exist, the PIT shall not be employed on:

- Pursued vehicles traveling in excess of 35 mph;

- Vehicles where the suspect is known to be armed with a firearm;
- Vehicles transporting hazardous materials;
- Significantly heavier vehicles (i.e., buses, motorhomes, semi-trucks); and/or
- Vehicles with a high center of gravity.

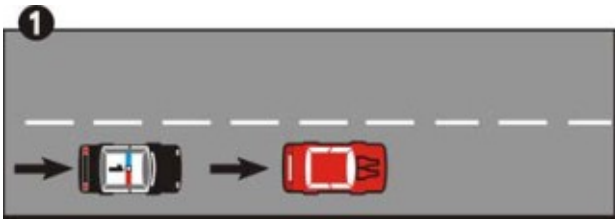
Deputy personnel should be aware that employing the PIT will cause them to be in close proximity to the suspect. In addition, implementing the **PIT on a motorcycle or vehicle with less than four wheels is considered deadly force**. Therefore, it should **only** be used on a motorcycle or vehicle with less than four wheels **when deadly force is justified**.

Employment of PIT

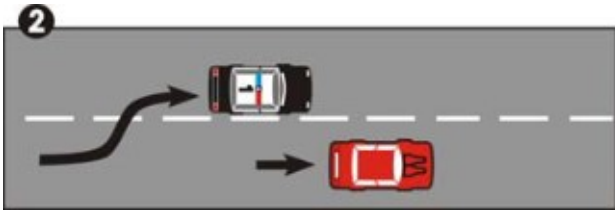
Prior to the PIT maneuver, the deputy should broadcast via Sheriff's radio their intention of conducting the PIT, to allow the second and third unit to adjust their positioning and distance for post-PIT tactics.

The PIT shall not be used when the speed of either vehicle is in excess of 35 mph. Higher speeds can result in over-rotation of the suspect vehicle. Conduct the PIT in the following order:

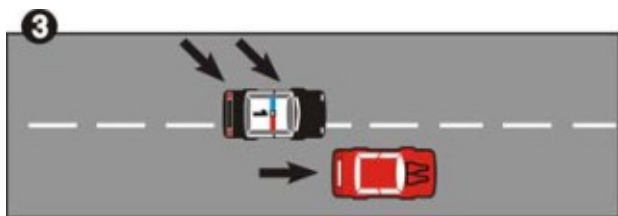
The patrol vehicle approaches the suspect vehicle from the rear (fig. 1).



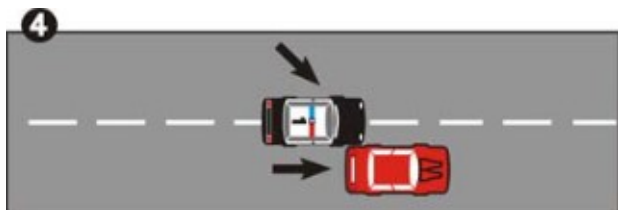
The deputy determines from which side to perform the PIT, accelerates, and matches the speed of the suspect vehicle (fig. 2). **The deputy can PIT from either side**; however, contact should generally occur on the side of the suspect vehicle with the most available roadway.



The deputy accelerates until the front quarter panel of the patrol vehicle is even with the rear quarter panel of the suspect vehicle (fig. 3). There should be minimal spacing between the two vehicles in order to reduce any ramming effect.



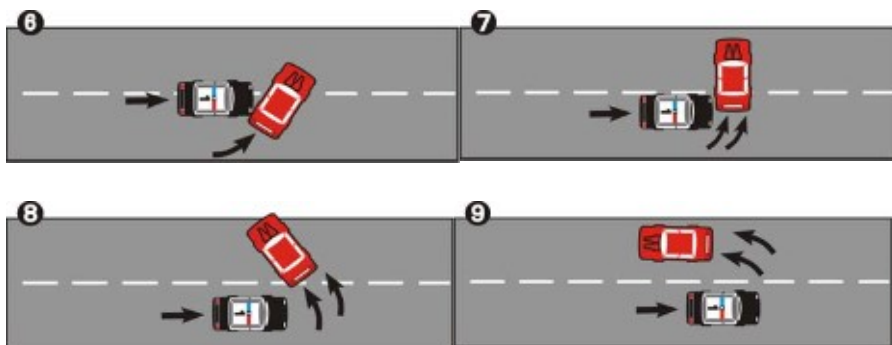
Once in position, the deputy steers the patrol vehicle until the front quarter panel makes **gentle** contact with the rear quarter panel of the suspect vehicle (fig. 4).



Once contact has been made, the deputy turns the steering wheel approximately $\frac{1}{4}$ to $\frac{1}{2}$ turn toward the suspect vehicle while smoothly accelerating the patrol vehicle if necessary (fig. 5). The suspect vehicle should rotate to the side on which the PIT contact was made (i.e., if the PIT contact was made on the driver's side, the vehicle will rotate toward the driver's side).



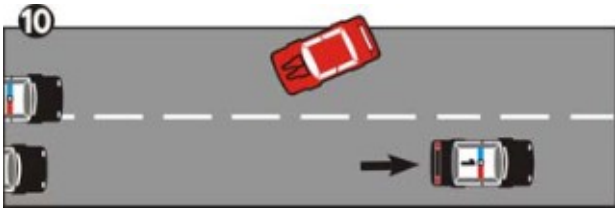
The PIT maneuver causes the rear wheels of the suspect vehicle to lose traction, causing the vehicle to spin from the rear approximately 180 degrees (figs. 6-9). The deputy must keep a firm, steady grip on their steering wheel and resist the urge to swerve or attempt to avoid the suspect vehicle once it has begun to rotate.



Once the rear of the suspect vehicle has been moved past 25-30 degrees from the original path of travel, the rotation is irreversible. The suspect vehicle will continue to rotate regardless of any action taken by its driver, including counter-steering, braking, or accelerating.

The natural momentum of the suspect vehicle should carry it out of the patrol vehicle's path of travel. However, as the suspect vehicle rotates in front of the patrol vehicle, there may be secondary contact between the front of the patrol vehicle and the side of the suspect vehicle. This contact is usually minor and should not cause the patrol vehicle to lose control.

As the suspect vehicle rotates, the deputy should gently accelerate out of its path and avoid stopping in a potential crossfire situation. The second and third units should approach the suspect vehicle (fig. 10).



After a successful deployment of the PIT maneuver, the second and third units in the pursuit may use, but are not limited to, the following options to detain the suspect. The coordination of these options shall be conducted over the duplex patch, and the chosen option should be based on the totality of the circumstances. The following options do not require a supervisor's approval:

Modified Felony Traffic Stop

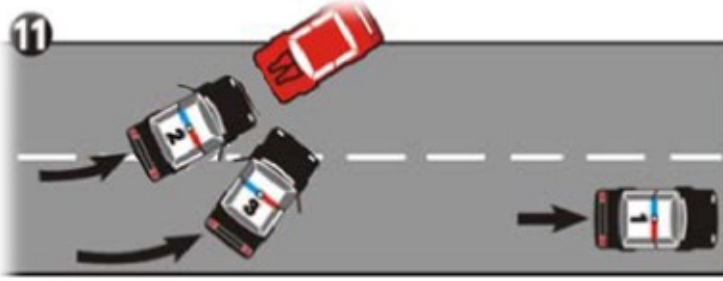
A modified felony traffic stop is an option where the second and third units position themselves in a "V" formation approximately 20 feet in front of the suspect's vehicle. This configuration will help prevent a crossfire situation. The suspect(s) can then be ordered to exit the vehicle, one at a time, and directed to positions which increase the tactical advantage for deputies prior to being detained.

Deputies should continually evaluate their surroundings for suitable cover in the event a suspect attempts to continue driving their vehicle.

Pinning

The goal of pinning a suspect's vehicle is to deter or prevent the suspect from continuing to use their vehicle to evade apprehension after a PIT maneuver is successfully employed. Pinning a suspect's vehicle is first achieved by the second unit positioning their patrol car "headlights to headlights" within one to three feet of the front of the suspect's vehicle.

The third unit then positions their patrol car within one to three feet of the suspect's vehicle at an offset angle to the second unit, between the front quarter panel and the front vehicle door (passenger or driver's side). (Fig.



11)

Deputies should then move to the rear of their patrol cars or a more advantageous position of cover, avoid crossfire, and increase distance and reaction time to threats posed by the suspect. The suspect(s) can then be ordered to exit the vehicle one at a time and directed to positions that increase the tactical advantage for deputies prior to being detained.

Deadly Force

Follow units are not authorized to intentionally ram or strike a patrol car against a suspect's vehicle unless the suspect has met the threshold for deadly force. If the threshold for deadly force is met, the following deputies are authorized to ram or strike their patrol car against the suspect's vehicle.

Ramming is considered deadly force, which should be based on independent justification of the driver deputy based on an imminent, capable threat by the suspect and objectively reasonable actions.

If the suspect vehicle is not immobilized after the PIT maneuver has been implemented, deputy personnel shall advise the watch commander of this and resume the pursuit. The watch commander shall ensure all PIT conditions exist prior to attempting additional PIT maneuvers.

Vehicle Damage vs. Traffic Crash

The greatest likelihood of damage to the patrol vehicle, or injury to the deputy, is from the loss of control of the patrol vehicle after the maneuver is executed. When the technique is properly executed, damage to the vehicles should be minimal but reportable. It is not considered a traffic crash, if any injury, or damage occurs to the patrol vehicle, suspect's vehicle, or other property including a third-party vehicle which is a direct result of the PIT maneuver or legal intervention. Contact Traffic Services Detail with any questions while determining if the incident should be documented as a Traffic Crash Report (CHP-555).

Any damage will be documented by the supervisor as a vehicle incident, and the Report of Vehicle Accident or Incident (SH-AD 665) and Supervisor's Report of Incident or Damage to County Vehicle or Permittee's Vehicle (SH-AD 257) shall be completed.

If injury to any person or substantial property damage occurs as a result of the PIT maneuver, the station/unit traffic supervisor and Traffic Services Detail shall be notified immediately in accordance with MPP section 5-05/010.00, Traffic Collision Response Team.

Deputies driving patrol vehicles equipped with supplemental restraint system airbags should be aware of the airbag system and its operation. The effects of airbag deployment may cause friction burns, respiratory

irritation, and visual impairment. This may impair the driver's control of the patrol vehicle. After an airbag deployment, the deputy should not continue to drive the vehicle, except to bring it to a safe stop. The vehicle shall be towed to a repair facility due to the expended airbag being attached to the steering wheel.

Reporting

Personnel who utilize the PIT shall document their actions on an Incident Report (SH-R-49) or Supplemental Report (SH-R-77). The following information shall be included:

- Rationale for PIT utilization;
- Name of the watch commander authorizing the PIT;
- The approximate speed of both the primary pursuit vehicle and the suspect's vehicle at the time the PIT was employed;
- Location and rationale for site selection where the PIT was employed (including the direction of travel);
- Location where the pursuit was terminated;
- Number of PIT attempts;
- Injuries to suspects, bystanders, other motorists, or deputy personnel;
- Any damage caused by the PIT (to property or vehicles); and
- All information relevant to the incident.

The watch commander, having overall command of the pursuit, shall ensure all documentation by involved personnel is completed and submitted within ten days in a timely manner. The watch commander shall also ensure the Pursuit Evaluation Form (SH-R-454) is completed and submitted to the unit commander for review. In addition, the watch commander shall submit a memorandum to the unit commander detailing the use of the PIT to determine whether it was utilized within Department policy. The following information shall be included in the memorandum:

- Rationale for the utilization of the PIT;
- Name(s) of the trained and certified deputy personnel that utilized the PIT;
- List of other reasonable means of apprehension, pursuit termination techniques or devices (i.e. tire deflation devices, etc.) that were utilized, attempted, or considered;
- Location/site selection of PIT employment;
- Number of PIT attempts;
- Injuries to suspects, bystanders, other motorists, or deputy personnel;
- Any damage as a result of the PIT (to property or vehicles); and
- All information relevant to the incident.

Training and Certification

Sworn personnel are required to complete PIT maneuver training through a POST-approved Emergency Vehicle Operations Course (EVOC) to employ the PIT during a pursuit. Sworn patrol personnel not trained and certified shall not employ the PIT maneuver. Watch commanders should refer to the in-service roster code of "P" for personnel who are designated as and certified PIT trained.

• **19-002 Impounded and Stored Vehicles**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



Impounded and Stored Vehicles

INTRODUCTION

Deputies have the authority and responsibility to keep unlicensed drivers, or drivers with a suspended or revoked license, off the road, which does not always require the vehicle be towed. The Ninth Circuit Court of Appeals (Miranda v. City of Cornelius, 429 F. 3d 858, 2005) has held that the seizure of a vehicle, even when authorized by state law, must be reasonable under the Fourth Amendment. The California Vehicle Code (CVC) section 14602.6(a)(1) allows a peace officer to impound a violator's vehicle (commonly known as a "30-day impound") at the owner's expense if certain conditions are met. In other situations, CVC section 22651(p) allows a peace officer to temporarily store the vehicle at the owner's expense. These sections can be utilized to enforce driving laws. Public safety should always be the main goal.

Impound vs. Stored

Impound of a vehicle from public or private property:

When a vehicle is being held for an investigation (evidence), for the purpose of a forfeiture, or until a specific CVC violation is corrected, an impound authority or "hold" would apply. The vehicle may only be released with the authorization of the impounding agency, thereby removing the hold.

Note: An impound or "hold" can be as short as one day or extended to 30 days or longer. It is irrelevant whether the registered owner (R/O) or the Department is responsible for storage fees when determining a vehicle removal as an impound or a storage.

Stored vehicles removed from public or private property:

Stored vehicles do not have holds. A stored vehicle has no evidentiary value. When a vehicle is stored, the vehicle may be released at any time to the R/O, or authorized agent, with proper verbal or written designation, provided that any applicable administrative city or county fees are paid.

Community Caretaker Doctrine

Deputies shall be guided by the Community Caretaker Doctrine when deciding whether to impound or store a vehicle. Courts have ruled this doctrine allows deputies to impound or store vehicles when doing so serves as a community caretaking function, such as:

Field Operations Directives (FODs)

- When the vehicle is impeding traffic or jeopardizing public safety, such as when a vehicle is disabled as a result of a traffic collision;
- When the vehicle is blocking a driveway or crosswalk, or otherwise preventing the efficient movement of traffic (impeding traffic);
- When the location of the stopped vehicle may create a public safety hazard; or
- When the condition or location of the vehicle, if left at the location, may make it a target for vandalism or theft.

Preventing the immediate and continued unlawful operation of the vehicle (i.e., a licensed driver not immediately available) – standing alone – does not serve a community caretaker function justifying the decision to impound or store a vehicle. The totality of circumstances, including the factors listed above, should be considered when deciding whether impoundment or storage is reasonable. The decision to impound or store any vehicle must be reasonable and in furtherance of public benefit and public safety. Relevant factors considered shall be thoroughly documented on an Incident Report (SH-R-49), Statement of Facts (SH-CR-627), or on the Vehicle Report (CHP-180) form.

Disposition of Vehicle When the Driver is in Custody

If the driver of a vehicle is taken into custody for booking, and he/she is the R/O, the vehicle shall either be left legally parked at the location or towed based on a valid community caretaking function (stored or impounded). Department members are not required to wait to release a vehicle to another driver, but can do so if another driver is present such as a licensed passenger. Once a vehicle is towed (stored) and the R/O would like to release his/her vehicle to a licensed driver, written authorization shall be obtained from the R/O per MPP 5-01/090.05, Owner in Custody of Sheriff.

If the driver is arrested and not the R/O, the vehicle may be stored or impounded if the vehicle meets a valid community caretaking function. The driver does not have the authority to provide consent for another person to take the vehicle or to request to leave the vehicle legally parked. Absent a valid community caretaking function, legal necessity to retain the vehicle as evidence, or the recovery of a stolen vehicle, the vehicle should be left legally parked if it can safely be left at the location.

Definition of License Status

The Department of Motor Vehicles (DMV) driver license history (license status) indicates whether a license is valid, expired, suspended, or revoked.

When detaining a driver who has never been issued a driver license (DMV return shows “none issued” or “no record on file”), the following exceptions shall be considered prior to impounding it per 14602.6(a)(1) CVC:

- 12501 CVC - A federal/military employee driving a federal vehicle.
- 12502 CVC - A nonresident over the age of 18 having a valid driver license issued by a foreign jurisdiction (including another state), where they reside.
- 12503 CVC - An unlicensed nonresident; a nonresident over the age of 18 whose home state or country does not require a driver license is allowed to drive their foreign vehicle for up to 30 days.
- 12504 CVC - A nonresident minor over the age of 16 and under the age of 18 years may operate a motor vehicle up to 10 days after moving to this state, providing that he or she has a valid driver license in their immediate possession that was issued by a foreign jurisdiction and proof of financial

responsibility.

- 12505 CVC - Determination of residency; this is the state where a driver has his or her true, fixed, permanent home and principal residence. Factors to determine this include acts or occurrences that indicate their presence in this state is more than temporary or transient.
- 12518 CVC - A nonresident under the age of 18 who is an active member of the armed forces may operate a vehicle without a driver license for 60 days.

If any of the above exceptions apply, the vehicle **shall not be impounded**; however, may be **stored** as necessary (e.g. after a traffic collision, or driver is arrested, etc.).

Note: A community caretaking function is required when deciding to impound or store a vehicle.

Withheld Status

The DMV can place a “hold” or condition on an upcoming renewal of a driver license, such as mandating a medical examination certificate or another legal requirement. This status is an administrative “hold” applied to a license by the DMV. If a driver license inquiry shows “valid/withheld,” the license is **valid**. If a driver license inquiry shows only “withheld,” or “withheld/expired” the driver’s license is **not valid**.

In the event a driver is observed operating a vehicle with this type of violation, the driver may be cited as an unlicensed driver [12500(a) CVC]. The removal of the vehicle in this case should be stored under the authority of section 22651(p) CVC if there is a community caretaking function, unless a licensed driver is available to take possession of the vehicle with the R/O’s permission.

Impound

The reason for which a driver license is suspended will dictate whether the driver’s vehicle can be impounded for 30-days or stored. Refer to the exceptions of a 30-day impound in the section entitled “Stored.”

Subsections of 14602.6 CVC (30-day holds) apply when deputies have reasonable suspicion to stop a vehicle, and determine that the driver was:

- Driving a vehicle while their driving privilege is suspended or revoked;
- Driving a vehicle while his or her driving privilege is restricted due to a conviction of driving under the influence (DUI), and the vehicle is not equipped with a required, functioning, certified ignition interlock device (IID); or
- Driving a vehicle without ever having been issued a valid driver license.

Sworn personnel may arrest the driver for a licensing violation above and impound the vehicle pursuant to 14602.6(a)(1) CVC. The impound requires a community caretaking function. A written Notice to Appear (citation) will satisfy the arrest requirement.

Driving on a suspended or revoked license is a crime that usually requires a peace officer to observe the suspect operating the vehicle. If a driver was operating a vehicle on a suspended license, and deputies have reason to believe that occurred, but did not observe the driving, the deputy may still be able to charge the driver with section 14601.1(a) CVC. For example, if a driver is seen standing away from his/her vehicle at the scene of a traffic collision. The basis for the arrest can be made based on the driver’s admission, video, or witness statements gathered by the deputy. Violations of this nature can be indicated by checking the box on

the citation marked “Violations not committed in my presence, declared on information and belief.” A 30-day impound authority may apply to the removal of the vehicle in both cases, if it serves a community caretaking function.

Stored

Storage authority of a vehicle as authorized pursuant to 22651(p) CVC applies to the following scenarios where the driver is operating a certain type of vehicle, and his/her license is suspended due to the following reasons:

- Rental vehicles, as they shall be stored, not impounded;
- If the driver has a valid license for another class of vehicle;
- If a driver license is suspended due to child support obligations (section 17520 of the Family Code);
- If a driver license is suspended due to failure to make a collision report [16004(a) CVC];
- If a driver license was suspended due to no insurance/financial responsibility at a collision (16070 CVC);
- If a driver license is suspended due to a disability (13801 CVC);
- If a driver license is suspended due to cancellation of insurance/financial responsibility (16484 CVC);
- If a driver license is suspended due to negligent operator (12810.5 CVC); or
- If the driver has an expired license whether or not it is an in-state, out-of-state, or out-of-country license.

Note: Along with the statutory authority of 22651(p) CVC, a community caretaking function is required when deciding to impound or store a vehicle.

Driver Incapacitated While Unlicensed

In cases where the driver is incapacitated due to illness or injury, such as a result of a traffic collision, the handling deputy need not cite or arrest the driver for licensing violations for a 30-day impound authority to be valid. In the event the driver is unable to sign a promise to appear citation for a licensing violation (misdemeanor) due to illness or injury, the handling deputy may store the vehicle using the authority of 22651(g) CVC to remove it when necessary.

Note: A community caretaking function is required when deciding to impound or store a vehicle.

Verbal or Personal Service Needed

When the driver’s history shows “suspended or revoked” and “verbal or personal service needed,” complete DMV form DL-310, “Verbal Notice by Peace Officer, DMV or Court Employee,” and give the driver a copy of the form. In these cases, a driver may be cited for driving while unlicensed [12500(a) CVC], or not driving on a suspended license [14601.1(a) CVC], when he/she has **no knowledge** of the suspension or revocation, or there was no valid proof of service.

The standard of proof for valid service on an impound of a vehicle [e.g. 14602.6(a)(1) CVC] is different than the standard of proof for making an arrest for driving on a suspended or revoked license [14601.1(a) CVC]. While the DMV recognizes service codes “A, B, D, J, and M” as sufficient cause the R/O received notice of the license suspension for purposes of impounding the vehicle, the arresting deputy shall determine if

the driver had knowledge of his or her suspension through statements, or by relying on DMV service "J" or "M" for a 14601.1(a) CVC arrest. If neither a statement, nor proof of service can determine the driver's knowledge of the suspension, the handling deputy shall issue a citation for a violation of unlicensed driver [12500(a) CVC] in lieu of driving on a suspended license [14601.1(a) CVC]. The driver can also be served with a notice of license suspension via a DMV "Verbal Notice By Peace Officer," form DL-310.

PROCEDURE

Stypmann Hearing vs Brewster Vehicle Release Review for the Watch Commander

Stypmann Hearing - Pursuant to 22852 CVC and Stypmann v. Co. of San Francisco, 557 F.2d 1338 (9th Cir. 1977), a Stypmann Hearing is to determine if the vehicle was lawfully stored or impounded at the point of initial seizure. This hearing is conducted by the watch commander at the R/O's request pursuant to MPP 5-01/080.00 Notification and Hearing Procedure for Stored/Impounded Vehicles. If the R/O prevails at the Stypmann Hearing, the station/unit shall pay all accrued storage and tow fees from the time of seizure until the date of the release of the vehicle.

Brewster Vehicle Release Review - This administrative review is separate from a Stypmann Hearing. Under Brewster v. Beck, 859 F.3d 1194 (2017), the continued seizure of a vehicle after the R/O can demonstrate that he or she can legally possess the vehicle is considered unconstitutional. A vehicle may be lawfully impounded under an applicable 30-day authority, such as 14602.6(a)(1) CVC, prior to the outcome of this review.

In order to release the vehicle to the R/O before 30 days have elapsed, an administrative review shall be conducted at the request of the R/O to determine if the R/O can legally possess the vehicle. The watch commander shall conduct this vehicle release review in a reasonable time period after the R/O appears at the station/unit in person. The vehicle shall be released to the R/O immediately if **all** of the following conditions are met:

- The R/O or legal owner provides proof of ownership and a valid driver license **or** designates this possession (through consent), in person, to an agent who is in possession of a valid driver license; **and**
- The vehicle has current registration; **and**
- The R/O pays the vehicle release administrative fee, if applicable. Accrued fees for the impound/storage will be collected by the tow company/garage at the time they release the vehicle.

Note: Valid registration is not required to release the vehicle if requested by a legal owner (L/O) pursuant to 14602.6(f)(1) CVC; however, sworn station personnel may issue a citation for expired registration at their discretion, pursuant to 22850.3(a) CVC.

In the event the L/O or their designee requests the release of a vehicle, procedures detailed in 14602.6(f) CVC shall be followed which require the L/O to provide a letter of assignment as described in section 7500.1(b) of the Business and Professions Code (BPC).

Discretion shall be exercised for vehicle release reviews involving statutory 5, 15, or 30-day impound authorities. Vehicle release reviews involving impounds based on violations of driving restrictions for reckless driving (23109.2 CVC), prior DUI offenses (13352.1-13353.2 CVC), habitual traffic offenders (14601.3 CVC), and/or required IID equipment (23575 CVC) may be denied an early release based on a likelihood the R/O will continue driving the vehicle in violation of their restrictions.

Denial of an early release may be justified in many scenarios. For example, when determining whether to release a vehicle not equipped with a required IID, the R/O would need to show proof of their intention to install an IID in order for the watch commander to grant an early release of the vehicle. Absent the IID, it is likely that the R/O would continue driving in violation of their restrictions.

The watch commander shall document the results of this vehicle release review in the watch commander log to include the vehicle information, R/O or L/O identification, Uniform Report Number (URN), and name of the licensed person assigned possession of the vehicle.

ADDITIONAL INFORMATION FOR DOCUMENTATION

Ensure the following is included when documenting licensing violations on the appropriate forms.

Indicate in the narrative of the Statement of Facts form (SH-CR-627):

- If the driver received permission from the R/O to drive the vehicle; and/or
- If the R/O knew the driver was unlicensed; and/or
- If the driver knew he/she did not have a license or if it was suspended or revoked.

Ensure the narrative articulates and justifies the seizure, including:

- Any additional information the deputy finds pertinent, such as prior contacts, a hazardous driving pattern, other related crimes; and/or
- The relationship between the R/O and the driver.

The name and driver license number of the individual whom the vehicle was released to shall be written on the deputy's copy of the citation (pink station copy) or on the Statement of Facts form.

If there are no identifiable parts (VIN or license plate) to work with on a vehicle that is illegally parked and is being impounded, the "VIN" section on the CHP-180 is filled in with the URN number. This typically applies to "pocket bikes," or homemade vehicles or trailers. It also applies to a "hull" of a vehicle (stripped, burned, or unidentifiable vehicle).

Attachment – Reference Chart for Vehicle Removal Enforcement; the attached table indicates the most appropriate impound or storage authority, which would apply under the circumstances described. [Click here for attachment.](#)

REFERENCES

[The People vs Eric Jaime Perez Court of Appeal of the State of California H053314](#)

[Case Law Opinion of Brewster v. Beck \(2017\), US Court of Appeals for the 9th Circuit, Docket No. 15-55479, Filed June 21, 2017](#)

[5-01/080.00 - Notification and Hearing Procedure for Stored or Impounded Vehicles - PARS Internal Viewer](#)

[5-01/080.10 - Early Release of Impounded Vehicles - PARS Internal Viewer](#)

[5-01/090.00 - Release of Stored and Impounded Vehicles - PARS Internal Viewer](#)

[5-01/090.10 - Vehicle Release Administrative Fee - PARS Internal Viewer](#)

[5-01/090.05 - Owner in Custody of Sheriff - PARS Internal Viewer](#)

- **19-001 Project Lifesaver**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



PROJECT LIFESAVER

PURPOSE

The purpose of this Field Operations Directive is to establish uniform procedures for the handling of calls when searching for missing persons who are equipped with a "Project Lifesaver" transmitter.

BACKGROUND

The Los Angeles County Board of Supervisors has developed the "Bring Our Loved Ones Home" Task Force (BOLOH), now called "LA Found," which is comprised of various members of public and private agencies; including Department personnel, who are focused on developing the following objectives:

- To keep track of those at-risk for "wandering" or going missing, including children and adults with Alzheimer's disease, Dementia, Autism, and other cognitive disorders; and
- In the shortest time possible, locate and return those individuals safely when they wander away from their families and caregivers.

The LA Found task force proposed multiple strategies for achieving their objectives, and one which the Board of Supervisors has chosen to move forward with, is the Project Lifesaver pilot program.

Project Lifesaver is a 501(C)(3) community based, public safety, non-profit organization that provides law enforcement, fire/rescue, and caregivers with a program and products designed to quickly locate individuals with cognitive disorders who are prone to the life threatening behavior of wandering.

As part of the Project Lifesaver pilot program, the Workforce Development, Aging, and Community Services (WDACS) has provided over 130 wristband-style transmitters to families across the county who have a verified need to protect loved ones with Alzheimer's disease, Dementia, Autism, mental illness, or other disabilities that may lead to wandering.

The Project Lifesaver pilot project is in effect county wide and across multiple jurisdictions. Through existing mutual aid agreements, police agencies within the County of Los Angeles may call upon the Department to assist with searching in any local jurisdiction for a missing person equipped with a Project Lifesaver wristband (transmitter).

The Project Lifesaver transmitter operates by producing an intermitted radio frequency (RF) signal in the range of 216-218 MHz, which is unheard by the wearer. Similar to LoJack® devices in stolen cars, the RF signal can penetrate through most walls, roofs, and building materials with a range of approximately one-half mile for ground units searching in suburban environments and even further in open areas where there are fewer obstructions. Aero Bureau airships equipped with Project Lifesaver receivers can detect the signal from one (1) to five (5) miles away, depending on similar environmental factors.

The Mental Evaluation Team (MET), the Communications and Fleet Management Bureau (CFMB), and Aero Bureau have been provided in-depth training and achieved certification to operate Project Lifesaver equipment. Two Department airships, MET units, and a CFMB Mobile Communications Unit (MCU) are now equipped with Project Lifesaver RF receivers and ground antennas.

Station units have not been outfitted with RF receivers or ground antennas; however, it is important for all Department members working in a patrol or dispatch position to be aware of what actions are required should a call of a missing person equipped with a Project Lifesaver transmitter be received.

PROCEDURE - MISSING PERSONS

Regardless of whether a person reported missing is a Project Lifesaver participant, Department personnel shall follow existing Department policy and procedures pertaining to missing persons, as ordered in the following Manual of Policy and Procedure (MPP) section(s):

- 5-09/120.03 - MISSING PERSONS
- 5-09/120.04 - MISSING PERSON CHECKOFF FORMS
- 5-09/120.05 - MISSING CHILDREN
- 5-09/120.50 - MISSING ADULTS

Desk Personnel Responsibility

Upon receiving a telephone call involving any missing person, desk personnel shall ask the caller whether the missing person was wearing a Project Lifesaver transmitter or any other type of locator device.

If the missing person is a Project Lifesaver participant, desk personnel shall take the following steps:

- Gather pertinent information regarding the missing person, such as name, age, physical description, clothing worn, mental/physical condition, whether the missing person requires critical medications, last time/location seen, possible mode and direction of travel, and/or possible destination;
- Obtain the frequency number of the missing person's transmitter from the informant, if known;
- Dispatch units to the location to begin a missing persons investigation;
- Notify the MET triage desk at [REDACTED TEXT] for MET response;
- Document the MET triage desk notification in the call remarks, i.e., "MET triage desk is 914N"; and

- Station desk personnel shall update the MET triage desk as further details are ascertained.

Note: Station desk personnel should not wait for station units to arrive on scene before calling the MET triage desk for Project Lifesaver search team support. Immediately after receiving a missing person call, when the missing person is wearing a Project Lifesaver wristband, desk personnel shall notify the MET triage desk to allow a search team the ability to move expeditiously in joining responding station units.

In most cases, the responding MET/Project Lifesaver ground search units will be dispatched by the MET triage desk to respond "Code-3" to the location. Therefore, it is imperative if at any time the missing person is located, an update shall be provided by station desk personnel to the MET triage desk, so that all MET/Project Lifesaver search units responding "Code-3," and Aero Bureau airship(s) can be canceled.

The MET triage desk can be reached, at ([REDACTED TEXT], 24 hours a day, and seven days a week. The reporting party shall not be directed to call the MET triage desk. The MET triage desk telephone number is a resource exclusively intended for law enforcement personnel use only.

Station Field Unit Responsibility

The station field unit(s) assigned the handle on the missing person/critical missing call will retain the lead role in handling and conducting all search operations and possible subsequent investigation. MET/Project Lifesaver ground search units and associated technical equipment are resources to help support patrol operations. At no time are the responding MET/Project Lifesaver ground search units to assume the exclusive or lead role in the search for the missing person or subsequent investigation.

The handling station field unit (or designee) shall do the following:

- Establish a command post, request a tactical frequency, and notify assisting station field units, as well as the MET triage desk of the location of the command post and proper tactical radio frequency; and
- Brief the MET/Project Lifesaver team leader with the missing person's details and co-partner with the Met/Project Lifesaver team leader in formulating a search plan when utilizing Project Lifesaver equipment.

While Project Lifesaver equipment is being utilized during a missing person search, station field units may partner (in same vehicle or otherwise) with MET/Project Lifesaver ground search units since station units are most familiar with the local jurisdiction. Additionally, when station field units are requested to assist Aero Bureau or MET/Project Lifesaver ground search units in locating a missing person who has been tracked into the station's jurisdiction from a **neighboring agencies' jurisdiction**, all Department policy and procedures regarding missing persons/children, safe driving tactics, and the mentally ill shall be adhered to.

At the conclusion of the incident, a debriefing shall be conducted with involved station field units and the MET/Project Lifesaver ground search team.

MET Team Responsibility

During these incidents, the MET personnel shall be responsible for the following:

- The MET triage desk shall dispatch specially trained on-duty and/or on-call Project Lifesaver ground

search personnel with RF receivers to the location and participate with station field units in locating the missing person. The ranking team member or the MET triage desk watch deputy will advise MET/Project Lifesaver ground search units whether their response will be "Code 3." Responding MET/Project Lifesaver ground search units shall notify the requesting station and the Sheriff's Communication Center (SCC) when responding "Code-3";

- The on-duty MET watch commander or first available MET supervisor responding shall assume the role of the MET/Project Lifesaver ground search team leader;
- Upon arrival, the MET/Project Lifesaver ground search team leader shall report to the command post and immediately deploy arriving MET/Project Lifesaver ground search units in a systematic manner, ensuring proper communications between MET/Project Lifesaver ground search units and station field units to triangulate and help determine the position of the missing person;
- If station field units or station desk personnel have not requested an airship, the MET triage desk shall request a response by Aero Bureau via SCC and relay all information regarding the missing person, including the missing person was wearing a Project Lifesaver wristband. The MET/Project Lifesaver ground search units and station field units shall be notified of whether or not Aero Bureau is responding and their ETA, if known;
- Additional resources may be needed in addition to the command post to aid in the search; such as a radio interoperability MCU. This need shall be determined by the first MET/Project Lifesaver ground search unit responding to the incident and relayed to the MET team leader;
- At the conclusion of the search, the MET/Project Lifesaver team leader will notify the MET triage desk of the outcome;
- The MET/Project Lifesaver ground search team leader shall ensure all MET/Project Lifesaver ground search units participate in a debriefing with station field units involved in the search. The success and/or challenges of the technology will be included in the discussion; and
- The MET triage desk shall make the necessary notifications of the incident details to the MET/Project Lifesaver team lieutenant and the Department Operations Center (DOC).

CFMB Responsibility

The ranking CFMB team member responding shall assume the role of lead technical expert for the ground search team with regard to communications and logistical issues.

Aero Bureau Responsibility

Upon notification, and weather permitting, the first available airship shall respond and assist the ground search team and station field units, utilizing airborne Project Lifesaver equipment.

PROCEDURE - FOUND PERSONS

Regardless of whether a found person is a Project Lifesaver participant, Department personnel shall follow existing Department policy and procedures pertaining to found persons and returning or locating a missing adult/child, as ordered in the following MPP section(s):

- 4-16/020.00 MISSING OR FOUND PERSONS
- 5-09/120.55 RETURNING OR LOCATING A MISSING ADULT

Desk Personnel Responsibility

Project Lifesaver wristbands have a label affixed to the band which reads, "I am lost, call 9-1-1." Upon receiving a telephone call involving any found person, desk personnel shall ask the caller whether the missing person was wearing a Project Lifesaver transmitter or any other type of locator device.

If the found person is a Project Lifesaver participant, desk personnel shall take the following steps:

- Gather all possible pertinent information regarding the found person, such as name, approximate age, physical description, clothing worn, mental/physical condition; and
- Dispatch station field units to the location of the found person.

Station Field Unit Responsibility

The responding station field unit(s) shall perform the following:

- Evaluate the found person's condition and request fire personnel respond to the location for further evaluation if he/she has visible injuries, appears to be in distress, or states that he/she is in need of medication and/or medical attention;
- Gather any necessary identifiable information (name, birthdate, address, caretaker's name, and phone number) from the found person;
- If the found person is unable to provide any identifying information and it is safe to do so, remove the wristband from the missing person;
- Once the wristband is off the found person, utilize a Leatherman tool or equivalent tool to unscrew the backing of the transmitter cap. With the cap off, remove the battery and this will expose the wristband's unique frequency number, (i.e., 218.000);

Note: If unable to remove the cap of the wristband without damaging it, call the MET triage desk to dispatch a unit to the location who will use a plastic "key" to open the wristband.

- Call the MET triage desk, at (626) 258-3000, and provide the transmitter's frequency number, along with any identifiable information to the MET deputy. The Project Lifesaver Database will be queried for the found person's information; and
- The found person's information will be provided to the station field deputy to assist in locating the missing person's caregiver/family and return him/her home safely.

INFORMATION AND RESOURCES

For information or questions regarding Project Lifesaver search procedures, contact the MET watch commander, at [REDACTED TEXT], or the MET Triage Desk 24 hours a day, 7 days a week, at [REDACTED TEXT].

For information about enrollment of participants in the program, please refer the public to the "LA Found" program coordinators:

LA Found Hotline: 1-833-569-7651

Email Address: LAFound@WDACS.LACOUNTY.GOV

For Information about the Alzheimer's Safe Return Program and Medic Alert bracelets, refer to Alzheimer's website and Newsletter #106 (links located in references below).

If you have any questions regarding the information contained in this Field Operations Directive, please contact Field Operations Support Services, at [REDACTED TEXT].

ATTACHMENTS

Missing Person Report (SH-R-12)

Found Person Report (SH-R-12C)

AFFECTED POLICIES/DIRECTIVES

MPP section 5-09/120.00 Missing Persons - (Definitions)

MPP section 5-09/120.03 Missing Persons

MPP section 5-09/120.04 Missing Person Checkoff Forms

MPP section 5-09/120.05 Missing Children

MPP section 5-09/120.50 Missing Adults

MPP section 5-09/120.55 Returning or Locating a Missing Adult

Field Operations Directive 16-003, Calls For Service Involving Mentally Ill Persons

REFERENCES

California Penal Code, section 13519.07: http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=13519.07.&lawCode=PEN

MPP section 4-16/010.00 Mentally Ill Persons (Case Assignment Manual)

MPP section 4-16/020.00 Missing or Found Persons (Case Assignment Manual)

Newsletter 01-10, Missing Children Reporting

Requirements:[http://intranet/intranet/sites/Rmb/FOSS/newsletters/2001/01-10%20Missing%20Children%20Reporting%20Requirements%20\(Revised%20040312\).pdf](http://intranet/intranet/sites/Rmb/FOSS/newsletters/2001/01-10%20Missing%20Children%20Reporting%20Requirements%20(Revised%20040312).pdf)

Project Lifesaver website: <https://projectlifesaver.org/>

Project lifesaver Database: <https://www.plsdatabase.org/agencies/index.php>

Medic Alert and Safe Return Program website: <https://alz.org/help-support/caregiving/safety/medicalert-safe-return>

- **18-007 Critical Calls for Service**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



CRITICAL CALLS FOR SERVICE

PURPOSE

The purpose of this Field Operations Directive (FOD) is to direct **station desk personnel** in obtaining critical information from informants when dispatching calls for service during dangerous, rapidly evolving incidents. For the purposes of this FOD, a critical call for service is defined as any call for service where there is a risk to human life, such as: domestic violence, assault, child or elder abuse, calls involving the mentally ill, or where weapons are present.

BACKGROUND

Station desk personnel play a crucial role in obtaining and providing critical and accurate information when dispatching calls for service to responding field units. This integral exchange allows responding deputies to coordinate a tactically safe response using the information provided and is instrumental to the effectiveness of deputy actions.

Department crime statistics reflect that deputies respond to thousands of calls per year. Many of these calls involve offenses against family or persons suffering from a form of mental illness and many calls involve both. The prevalence of these types of calls has required the Department to constantly evaluate and create new

response policies and procedures.

POLICY AND PROCEDURES

When taking critical calls for service, absent any safety risks, informants should be kept on the line to allow station desk personnel to ask about and hear what is happening at the scene and to provide additional, real-time information, except in circumstances where a civilian is reporting they are actively pursuing an individual who has committed a crime.

Station desk personnel, with the cooperation of the informant, shall attempt to obtain and dispatch the information listed below, when applicable, and continually provide necessary updates to responding field units. This information shall include:

- Defining the nature of the incident (i.e., 273.5N, 245, P918, P11550, 415D, P368) and assuring the radio code dispatched accurately defines the circumstances;
- Obtaining the description of the disturbing party and his/her current location;
- Ascertaining if the disturbing party has a weapon, access to a weapon, or is known to use a weapon. If so, ascertaining the location of the weapon;
- Asking the informant if the disturbing party suffers from a mental illness, and if he/she is currently taking any prescribed medications for a mental illness. If so, identifying possible negative behavioral triggers, if any, which may aid responding units in the best approach and communication method when encountering the disturbing party;
- Asking if a special alert has been filed with the station regarding anyone in the home with intellectual, mental, or physical challenges. If yes, ask if the information is still valid;
- Inquiring as to whether or not the disturbing party has a history of psychiatric holds, suicide attempts, and/or has expressed the desire to commit, "suicide by cop," or is currently threatening suicide;
- Asking if the disturbing party is possibly under the influence of drugs and/or alcohol;
- Ascertaining if anyone is injured or in need of medical attention;
- Requesting information regarding persons present at the location and whether or not they are in danger;
- Asking if the disturbing party is on probation or parole;
- Asking the informant if there is an existing emergency protective order or a restraining order in place; and
- Including any other information which will assist responding units to better handle or manage the call.

When taking emergent calls for service from a civilian who indicates they are actively following or pursuing an individual (either on foot or by vehicle) who has committed a crime, desk personnel

shall:

- Immediately advise the caller that they should not give chase to a suspect via vehicle or on foot, that it is inherently dangerous to do so, and order the caller to disengage immediately;
- Identify if a life or death emergency, or the potential for one exists;
- Ascertain if there is a crime in progress, or if already occurred, how long ago it occurred;
- Dispatch without delay, calls that threaten public safety, officer safety, or aide in the apprehension of an offender; and
- Direct the caller to a safe area where they may be contacted by responding deputies if the caller wishes to be contacted and/or if they require medical assistance.

ADDITIONAL DUTIES

- If the disturbing party is a named suspect, station desk personnel shall query the disturbing party's information provided via the Department of Motor Vehicles system (DMV), and relay to responding units any information that will aid in providing further description or in identifying the disturbing party. Wants/warrants, probation/parole, or dangerous persons information pertaining to the disturbing party shall be relayed to responding field units via call updates or radio traffic;
- Station desk personnel shall run the location of the incident for "HAZ hits," enter any returns, including special alerts into the call as an update, and voice the special needs via radio; and
- Station desk personnel shall enter the disturbing party's information via the Domestic Violence Restraining Order System (DVROS) to confirm a protective order, identify restrained person(s), and protected parties. Desk personnel shall also notify field units with any matches pertaining to the incident.

Questions regarding the content of this Field Operations Directive may be directed to Field Operations Support Services at [REDACTED TEXT]

REFERENCES

[Field Operations Directive 92-7, Handling 9-1-1 Calls](#)

[Field Operations Directive 06-003, Procedures for Contacting Informants on Calls for Service](#)

[Field Operations Directive 04-03, Station Desk and Front Counter Operations](#)

[Field Operations Directive 16-003, Calls for Service Involving Alleged Mentally Ill and Developmentally Disabled Persons](#)

[Field Operations Directive 21-007, Special Alert](#)

[Manual of Policy and Procedures section 5-09/030.00, Domestic Violence](#)

• **18-006 Warrant Validation Procedures for Records Personnel**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



WARRANT VALIDATION PROCEDURES FOR RECORDS PERSONNEL

PURPOSE

The purpose of this Field Operations Directive is to establish standards and procedures regarding case management validation and documentation to be in compliance with California's Department of Justice (DOJ) procedures and inspections.

BACKGROUND

The Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) and the California Department of Justice's Criminal Justice Information System (CJIS) requires that automated records are validated by their contributors. The purpose of validation is to ensure that the automated records are accurate, complete, entered timely, and represent an active case. Inaccurate or invalid records may result in law enforcement action taken against the wrong person or may jeopardize the officer's safety.

PROCEDURE

It shall be the responsibility of the detective or designated member of the unit to maintain the warrant file system. The assigned originating agency from which the record was issued and entered into NCIC shall ensure entries are complete, accurate, and still active.

Validation

Validation is accomplished by reviewing the entry, current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file. Contributors have 30 days from the date of notification to complete their NCIC record validations

Second Party Check/Recent Consultation

The following steps are required to maintain uniformity for use of the Wanted Persons System (WPS) based on inspections conducted by the DOJ. The following must occur to ensure the accuracy, completeness, and timeliness of NCIC and CJIS records:

- The case file requires that all entries be verified by a second party who has full CLETS access and has completed all mandated training. This confirmation should ensure that the available cross references were made and that data in the CJIS record matches the data in the master case record. (i.e., this process is for the confirmation of unit of assignment and the information on the warrant notice.)
- The filing law enforcement agency shall validate every warrant **within 3 days of the warrant's issue date** in the following manner:
 - Obtain the warrant notice sheet generated by the Countywide Warrant System (CWS) which is sent from the court and received via Justice Data Interface Controller (JDIC) as a printout;
 - Query the Justice Data Interface Controller (JDIC) by warrant number to verify the warrant is ACTIVE and the correct ORI is on the warrant and print the screen;
 - Query Special Search (SPSR) (using Alt Z) and print the WPS Hit;
 - Initial and date the WPS Hit on the printed sheet; and
 - Ensure the recent consultation requirement of the validation process is met by reviewing the information in the CWS (the court information) for accuracy.

Modification and "Packing" of Warrants

All records entered into CJIS (Criminal Justice Information System) must be supported by a master case record (e.g., supporting documents). The master case record must contain complete information and be available to be reviewed at all times. "Packing" the warrant refers to adding information to the warrant record that was not initially included or was not available for inclusion to the record in an indexed manner. The warrant can be "packed" per DOJ's standards by doing the following:

- Query RAPS1 and CCHRS in JDIC to find additional information available to identify the subject on the warrant (i.e., scars/marks/tattoos), and numeric identifiers such as the California Information Index (CII), Master Automated Identification Number (MAIN), Federal Bureau of Investigation (FBI), California driver's license (CDL) numbers along with any additional dates of birth (DOB's);
- Print the RAPS1 and CCHRS pages to add supporting documents to the file justifying the modifications entered into the "WANT10" record; and
- If modifications are made to the warrant, a second person shall approve the change. The second person shall initial and date the modifications.

Additional Supporting Documents

The definition of validation has been expanded to require comparing each record on the validation list with its source documents and supplemental reports.

NCIC regularly generates a validation list by DOJ for all active warrants assigned to each unit. It is not necessary to wait for the NCIC validation list to be complete in order to begin validating a warrant, however, the process shall be completed within three (3) days of the issuance of a warrant. If the warrant does not have an MCR, the following steps below should be taken:

- Query SECDA for reports and supplemental reports connected to a warrant;
- Write a complete URN on the warrant print out; and
- Attach all print outs together to create a Master Case Record (MCR).

Per DOJ, an MCR is a hard copy file or electronic file that shall be kept at the unit, available for reference 24 hours a day, 7 days a week, for "hit" confirmations.

DOJ Guidelines for Validation

Effective February 2020, the DOJ implemented a process to assist agencies with their monthly NCIC validation requirement. The following steps will take place if an agency fails to validate their records within the scheduled timeframes:

- 30th day validation must be completed upon notification;
- 31st day telephone call to your agency California Law Enforcement Telecommunications System (CLETS) coordinator (ACC); and
- 31st day email to your validation contact, ACC, and agency head (Sheriff).

Letter to the Sheriff will include:

- Previous efforts to notify your agency;
- Notification that your agency has been placed on the non-compliant list located on California Law Enforcement Web (CLEW) as a reminder; and
- Advisement that your agency may be required to appear before the CLETS Advisory Committee (COC) if more than three letters are received within a calendar year.

The Records and Identification Bureau Unit (RIB) was consulted and provided content for this Field Operations Directive. If you have any questions regarding the information contained in this newsletter, please contact RIB at (562) 345-4426, or Field Operations Support Services at (323) 890-5411.

• 18-005 Uniform Private Party Tow Procedure

Los Angeles County Sheriff's Department FIELD OPERATIONS DIRECTIVE



UNIFORM PRIVATE PARTY TOW PROCEDURE

PURPOSE

The purpose of this Field Operations Directive is to establish a specific Department standard and policy in the reporting and logging of vehicles being privately towed within and/or from our jurisdiction.

BACKGROUND

A private party tow is a vehicle that is towed from private property at the request of the property owner by a private tow company and not by deputy personnel. Repossessed vehicles are also classified as private party tows.

Currently, patrol stations within the Department are utilizing various methods in reporting and logging private party tows, which may cause a towed vehicle to be reported as a stolen vehicle in error. Various station logging procedures have made it difficult to research the status and/or location of a private party tow vehicle when a number of applications and non-standard station specific forms have been used.

California Law

Companies towing vehicles from the Sheriff's Department's county areas and contract cities make notification of the removal to their respective Sheriff's stations to avoid privately towed vehicles from being reported stolen, or as crimes in progress, such as vehicle burglary calls.

It is the responsibility of the towing company to make notification to the local law enforcement agency regarding the storage of the vehicle in a timely manner per sections 22658(m)(1) and (m)(2) of the California Vehicle Code (CVC). These subsections state:

1. A towing company that removes a vehicle from private property under this section shall notify the local law enforcement agency of that tow after the vehicle is removed from the private property and is in transit.
2. A towing company is guilty of a misdemeanor if the towing company fails to provide the notification required under paragraph (1) within 60 minutes after the vehicle is removed from the private property, and is in transit, or 15 minutes after arriving at the storage facility, whichever time is less.

POLICY

When notification is made to a Sheriff's station regarding a vehicle which has been privately towed, it is to be properly documented as stated in the Department's Manual of Policy and Procedures (MPP):

- 5â€01/020.00, Station Daily Log, "Each station/unit shall maintain a "Station Daily Log of Stolen, Stored, Repossessed, and Impounded Vehicles."

This log shall contain copies of the following vehicle reports when processed:

CHP-180

- Impounded vehicle
- Stored vehicle
- Stolen vehicle
- Stolen license plate

SH-R-256 Private Tow/Vehicle Repossession Report

- Privately stored vehicle (private party tow)
- Reposessed vehicle

Before any vehicle is stored, the Stolen Vehicle System (SVS) shall be queried to determine whether or not such vehicle is stolen or wanted. When out-of-state vehicles are to be stored, the National Crime Information Center (NCIC) shall be checked.

REPORTING PROCEDURE

Only trained desk personnel, such as watch deputies and dispatch trained law enforcement technicians, are to screen private party tow calls and shall document them by first making sure the vehicle is clear in SVS or NCIC for out-of-state vehicles. The following steps shall be completed prior to submitting the information to the station secretary:

- Desk personnel shall ask the necessary questions of the tow company to ensure the vehicle has been removed legally from the location and confirm the location is within the respective station jurisdiction;
- All private tows shall be documented utilizing the Department form titled "Private Tow / Vehicle Repossession Report" (SH-R-256, Rev. 11/17), which is located on the Department's E-Forms website, or can be ordered from central supply;
- All private tows shall be issued a Uniform Report Number (URN), using the "735" statistical code for a private tow, or "501" for a repossession;
- The original SH-R-256 form shall be hand-carried immediately to the station secretary;
- One copy shall be reserved for the "Station Daily Log of Stolen, Stored, Repossessed, and Impounded Vehicles." The station log format shall be a completed copy of the SH-R-256 form that is kept on a 2-hole punch clipboard in the dispatch area; and
- The log will be retained by station desk personnel for two years.

STATION SECRETARY PROCEDURE

- The station secretary shall enter the vehicle information into SVS and scan the SH-R-256 form into the Sheriff's Electronic Criminal Documents Archive (SECDA) under the assigned URN; and
- The original SH-R-256 report and copy of the SVS printout shall be filed in the station's URN file.

Note: The SH-R-256 form is not to be used when a vehicle is being "Stored" by a deputy. See MPP section 5-01/060.05 for further information.

REFERENCES

Manual of Policy and Procedures, section 5-01/020.00, Station Daily Log

Manual of Policy and Procedures, section 5-01/050.00, Repossessed Vehicles

Manual of Policy and Procedures, section 5-01/060.05, Stored Vehicles

ATTACHMENTS

SH-R-256

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• 18-004 Sheriff's Automated Contact Reporting (SACR)

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



SHERIFF'S AUTOMATED CONTACT REPORTING (SACR)

PURPOSE

The purpose of this Field Operations Directive (FOD) is to establish Department policy and procedures for the usage of the Sheriff's Automated Contact Reporting (SACR) application by sworn personnel, to include supervisor responsibility, proxy responsibility, workflow, and records retention.

BACKGROUND

Assembly Bill 953 (AB 953), also known as the Racial and Identity Profiling Act, was signed into law by the Governor in 2015, enacting section 12525.5 of the Government Code (12525.5 GC). As 12525.5 GC mandates, each state and local agency employing peace officers shall submit specific information, referred to as "stop data," to the California State Attorney General regarding police practices pertaining to racial and identity profiling.

Pursuant to AB 953, the Racial and Identity Profiling Advisory Board (RIPA) was established. The RIPA board was tasked with authoring regulations pertaining to "stop data" collection, of which, "shall specify all data to be reported, and provide standards, definitions, and technical specifications to ensure uniform reporting practices across all reporting agencies." The legislation, with its regulations, is the basis for the Department's development of the SACR application, and strictly governs the specific requirements of the "stop data" that sworn personnel must provide within the SACR application.

Specifically, the "stop data" regulations require law enforcement officers answer a series of questions regarding their interactions with civilians, based on their perceptions, observations, and actions. These reporting requirements apply when a person is detained or searched (including a consensual search), or property in their possession or control is searched, during an observation stop (traffic, pedestrian, bicycle), or a call for service.

POLICY

The following personnel shall make a "stop data" entry into the SACR application after conducting a civilian contact. They include, but are not limited to, the following:

Any sworn member working a patrol assignment; any sworn member working a detective assignment, specialized unit, and special task force (OSS, COPS, parole compliance, federal task force, etc.); any sworn member working Department contracted overtime (parades, concerts, movies,

sporting events); any school resource deputy; and any sworn member working in a courthouse or custody facility where there is civilian (public) contact.

AND

When any of the following situations occur during a civilian contact (observation such as traffic, pedestrian, bike stops, or calls for service):

- Detention;
- Search of person or property under person's control (including consensual search); or
- Arrest.

Exception

Per AB 953 regulations, the following interactions, **shall not be reported as a "stop data" entry:**

Custodial setting/inmates (jail, lock up, station jail, etc.); Mass evacuations (bomb threats, gas leaks, flooding, earthquakes, etc.); active shooter incident; routine security screenings (required of all persons entering a building, special event, metal detector screening, and any secondary searches resulting from that screening); checkpoints or roadblocks where vehicles are randomly selected using a neutral formula (unless additional action is taken); Interaction with a person who is the subject of a warrant or search condition at his or her residence; Interaction with a person who is under home detention or house arrest at his or her residence; traffic control of vehicles due to a traffic accident or emergency (unless additional action is taken); crowd control (unless additional action is taken); and persons detained at a residence only so officers may check for proof of age regarding underage drinking (unless additional action is taken).

PROCEDURE

The SACR application entry is **separate and additional** from the required entries in the Computer Aided Dispatch (CAD) system, per Department Manual of Policy and Procedures section 5-09/520.25, **"Logging Field Activities."** All "stop data" shall be reported via the SACR application, which is accessible via the Mobile Digital Computer (MDC) in each patrol unit or any Sheriff's Data Network (SDN) computer. It shall be the responsibility of the sworn employee to enter "stop data" into the SACR application for his/her own daily contacts. **Per the regulations of AB 953, the "stop data" must be recorded by the end of the shift in which the contact occurred, unless exigent circumstances preclude doing so.**

The SACR application shall be employed to enter the "stop data" via MDC or SDN computer. If there is no access to a MDC or SDN computer due to logistical (specialized unit, specialized event, or outside overtime which does not require or allow immediate access to a MDC or SDN computer) or technical issues, a Contact Report form (SH-R-636) shall be utilized to record the "stop data." The information from the form shall be used to enter the "stop data" into the SACR application by the sworn employee who conducted the stop, or the unit's authorized proxy, when the application is accessible. If the contact report form is utilized, the author must fill out the "Report Late Reason" box, to allow proper documentation when the information is entered into the SACR application at a later time.

Entering the Information

The SACR application operates in a guided format. All information fields with a red asterisk on each screen must be completed to advance to the next screen and cannot be skipped because the regulations of AB 953 mandate the information shall be provided by answering the designated questions.

For SACR reporting purposes, sworn personnel shall report their **initial personal perceptions** when answering the six perception questions on the form, versus reporting factual information which may be discovered after making contact with the civilian and asking for those facts. These questions pertain to the sworn employee's perception of the following:

- Perceived race/ethnicity;
- Perceived age;
- Perceived gender;
- Perceived lesbian, gay, bisexual, or transgender (LGBT) status;
- Perceived English fluency; and
- Perceived disability of the civilian(s) contacted.

The option to select either the "perception made before contact," or "perception made after contact" box, which is located on the "perceived ethnicity" screen within the SACR application, will provide details as to what point during the contact certain perceptions were made.

Per 12525.5(d) GC, law enforcement shall not list or report any personal identifying information of the civilian(s) contacted or sworn personnel conducting the stop, in the narrative fields. Therefore, within the **open field narrative area** of SACR entries, such as "Reason for Stop," and "Reason for Search," users **shall not** list names, addresses, social security numbers, etc., of any person. Sworn personnel are permitted to list the civilian's name(s) in the initial entry screen where specified. This information will be used to differentiate and identify contacts and will not be part of the information submitted to the attorney general.

Sworn personnel shall check their "queue" on the "My Reports" screen to ensure all entries have been submitted. Rejected reports shall be corrected and re-submitted by the end of the employee's first day back to work.

Note: Upon completion of a SACR entry, the user must select the green "submit" button, which removes the entry from the "My Reports" queue, and submits the entry for approval.

Sworn personnel completing MDC log entries and call clearances, as a result of their normal work requirement, shall be responsible for maintaining the consistency of data entered between their logs and SACR entries.

Approvers and Authorized Proxies

To ensure that all "stop data" is entered into the SACR application, any user who is unable to make a "stop data" entry due to system unavailability, may allow their unit-authorized proxy to enter **and** submit their "stop data" from a completed contact report form into the application. The unit commander may designate one or more proxies, according to staffing needs, who shall complete this task.

Supervisors at the rank of sergeant and above shall review and approve SACR entries which have been submitted for approval via the application. The unit commander may designate an approver(s) other than a

sergeant, according to unit staffing needs.

Sergeants and/or unit designated personnel responsible for approving SACR entries shall inspect each entry and ensure the submissions do not contain personal identifying information of any person within the “Reason for Stop,” and “Reason for Search” narrative text boxes. The submissions containing personal identifying information shall be rejected and routed back to the submitting sworn employee for correction, or the approver may make the correction, and approve the form.

Each unit shall ensure that any entry with an “in progress” status does not remain in the unit’s SACR queue for a period of more than 24 hours. An entry with this status indicates it has not been completed and cannot be reviewed for approval. Approvers shall check the date and time stamps of “in progress” entries daily, which is an option on the SACR “Review” screen. The unit shall notify their sworn personnel of all entries listed in the unit’s queue as “in progress” for more than 24 hours, or as “rejected” and ensure the entries have been submitted, corrected, and approved by all concerned personnel in a timely manner.

Retention of Records

SACR application contact report forms used for proxy entries shall be retained by the concerned unit for a period of three years.

Training

Each unit commander of a patrol station or specialized unit required to report “stop data” per AB 953 shall designate a SACR application trainer for the unit. Designated trainers shall attend the Department’s SACR application “Train the Trainer” course taught by the Advanced Officer Training Unit. Each designated SACR application trainer shall be responsible for training all sworn personnel within their respective unit regarding the entry and approval process.

All sworn personnel who make civilian contacts or could potentially make civilian contacts that qualify under AB 953 reporting criteria shall attend the Department’s SACR application training class at their unit of assignment. Newly assigned patrol deputies shall attend the Department’s SACR application training with the Advanced Officer Training Unit while attending patrol school.

The SACR User Guide and Approver’s User Guide can be found on the SACR application home page, or the links referenced below.

For SACR application technical questions, log on issues, or authorized proxy or approver access, please contact the SACR application help desk by email at: helpdesksacr@lasd.org.

If you have any questions regarding the information contained in this Field Operations Directive, please contact Field Operations Support Services, at (323) 890-5411 or foss@lasd.org.

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REFERENCES

California Assembly Bill 953

California Assembly Bill 1518

California Code of Regulations Title 11, Law Division 1, Enforcement; Chapter 19.

Final Text of Regulations, Articles 1-5.

12525.5 GOV

13519.4 PC

SACR Website (Entries, Training, AB 953 Contact Report Form and Resources)

MPP section 5-09/520.05 - Stops, Seizures and Searches

MPP section 5-09/520.20 - Logging Public Contacts

MPP section 5-09/520.25 - Logging Field Activities

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• **18-003 The Dark Web**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE



THE DARK WEB

Technology and methodology as it relates to the internet is constantly evolving. In order to maximize the effectiveness of this directive and ensure the highest level of security, this directive should be reviewed

regularly and adjusted to reflect a contemporary and relevant approach. Fraud and Cyber Crimes Bureau (FCCB) is designated as the unit for operational needs, policy updates, and best practices updates.

PURPOSE

The purpose of this directive is to ensure a safe, secure, and efficient environment when conducting investigations on the dark web.

DARK WEB DEFINITION

The dark web is a part of the world wide web which is accessed via the public internet, but is not indexed by normal Internet search engines. The dark web consists of “dark nets,” which is actively hidden information from the rest of the web. It contains websites, peer-to-peer networks, email, file sharing protocols, and other communications where specific, specialized software, such as The Onion Router (TOR) and Invisible Internet Project (I2P), are required to gain access or maintain a presence. In other words, these websites or file locations are not indexed by mainstream search engines (Bing, Google, Ask, etc.). One way dark web content can be identified is by the domain extension “.onion” or “I2P,” which is used to maintain a website presence on the dark web.

DARK WEB SPECIAL INVESTIGATIONS CENTER

FCCB will maintain a centralized, secure, and isolated computer infrastructure for the purposes of conducting obfuscated dark web investigations, outside of, and exclusive from, the Sheriff's Data Network (SDN). This location shall be the **ONLY** location where dark web content is accessed. The following approval process is required prior to any Department member using the Dark Web Special Investigations Network:

- Approval from the FCCB Dark Web Special Investigations Center Manager;
- Submission of a list of Dark Web areas of, or locations of, suspected criminal interest;
- Explanation of reasonable suspicion; and
- The requesting investigator shall ensure his or her immediate supervisor concurs with the request.

DARK WEB INVESTIGATIONS

A dark web investigation is defined as any time a Department member accesses the dark web for the purposes of furthering an investigation, conducting follow-up, surveillance, or gathering of intelligence.

If a Department member, through the course of their investigation, develops articulable facts which lead the investigator to believe evidence resides on the dark web, that investigator may access the dark web, with approval as noted above.

Examples of specific and reasonable suspicion include specific “onion” dark web addresses obtained through search warrants, informants, suspect and witness interviews, and other law enforcement reports or resources.

MANAGEMENT OF DARK WEB INVESTIGATIVE SESSIONS

FCCB shall ensure specialized staff are trained and available to manage and conduct oversight during any access of the dark web.

All dark web sessions shall be conducted in the Dark Web Special Investigations Center. All live sessions should be recorded in their entirety and stored for a minimum of five years at FCCB or alternate location at the direction of the FCCB Dark Web Special Investigations Center Manager.

The dark web session shall be limited to dark web access and under no circumstances shall Department members access any Department email, personal email, personal accounts, law enforcement accounts, or any other information on the internet that may potentially compromise the investigators anonymity or network anonymity.

Removable digital media such as flash drives, optical media, portable hard drives, or any other media capable of copying or transferring digital information shall not be brought into the Dark Web Special Investigations Center.

Any information, digital or otherwise, obtained from the dark web shall not be removed from the Dark Web Special Investigations Center without the approval of the on-duty FCCB Dark Web Special Investigations Center Manager, as appointed by the captain of FCCB.

If information located on the dark web is of evidentiary value, the information shall be saved on a new clean flash drive or one that has been properly conditioned to remove any contaminating information. Once saved, the flash drive shall be marked as "Hazardous, Possible Malware", and booked into evidence at the Cyber Investigations Center. Any evidence obtained from the dark web shall not be transferred onto or accessed via the SDN in any manner. The investigator shall defer to the FCCB Dark Web Special Investigations Center Manager for best practices in preserving a copy or printout of dark web data, if necessary for evidentiary purposes.

FCCB shall maintain a user log that will document all dark web sessions. The log will include the investigator's name and employee number, current unit of assignment, file number (if applicable), date, time, session length, and name of FCCB monitor. The log will be retained by FCCB for one year.

FCCB personnel tasked with managing the Dark Web Center shall maintain the level of training necessary to safely and securely configure a reliable network infrastructure and maintain the necessary anonymity online. They shall also direct users on how to securely conduct their investigation.

Questions regarding the content of this Field Operations Directive may be directed to Fraud and Cyber Crimes Bureau, at (562) 946-7201.

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• 18-002 E-Media Text to 9-1-1 System

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE



E-MEDIA TEXT TO 9-1-1 SYSTEM

PURPOSE

The purpose of this Field Operations Directive is to establish policy and procedures for the utilization of the E-Media Text to 9-1-1 system at all Public Safety Answering Points (PSAPs) within the Department, which are located in dispatch at each of the patrol stations throughout the county, as well as Transit Services Bureau.

BACKGROUND

In 2015, Senate Bill 1211 was enacted, requiring the state to develop and operate a Next Generation 911 emergency communications system, including a Text to 9-1-1 system throughout California. In alignment with the new law, the Federal Communications Commission (FCC) rules require all wireless carriers to provide their consumers with Text to 9-1-1 system capability via their cellular devices and to deliver those emergency texts to PSAPs upon request. The Short Message Service (SMS), also known as text messaging, provides support for wireless subscribers to send 9-1-1 SMS text messages to PSAPs by using the single code "911" as the destination address of the SMS message. The Department will provide the communities we serve, including the hearing and speech impaired, with equal access to emergency services via this Text to 9-1-1 system.

POLICY

Operation and Equipment

The E-Media Text to 9-1-1 system will be accessed and utilized in accordance with Department policy, utilizing the training and special equipment that has been provided by the Department. Complaint desk Computer Aided Dispatch (CAD) positions at all PSAPs have been updated to log on to the local (station dispatch) computer, which is necessary for the Text to 9-1-1 system to operate. Additional monitors have been provided at all Text to 9-1-1 system PSAP positions, to ensure that CAD and Text to 9-1-1 system screens are always visible. Neither screen should be minimized at any time. There shall be no attempt to modify or alter computer access settings, nor shall this equipment be removed or used for other purposes, unless authorized by Communications and Fleet Management Bureau, in writing, via Department Supply Requisition (see MPP 2-10/070.00 regarding this process).

A minimum of one CAD complaint position per shift **shall** be logged on to the E-Media Text to 9-1-1 system website. Each station will be equipped with the capability for two CAD complaint positions to simultaneously answer incoming Text to 9-1-1 system messages. Each position is limited to two open Text to 9-1-1 system sessions at one time; therefore, it is highly encouraged that both positions are employed when there are two complaint desk personnel assigned. Because Text to 9-1-1 system messages can only be received when a local station computer is logged on to the E-Media website, it shall be the responsibility of the station watch

deputy to ensure the Text to 9-1-1 system is open and operational at all times on all designated positions when staffed.

Training

All personnel working a complaint desk assignment shall complete the Department's Text to 9-1-1 system training. Both the user and instructor shall sign the affirmation document included within the Text to 9-1-1 system training packet, which shall be maintained in the users training file and subject to review for policy compliance. The training packet will be provided by the instructor, and can be found under the Training tab on Communications and Fleet Management Bureau's intranet page.

Short of emergent circumstances, at no time shall any Department personnel answer a Text to 9-1-1 system message without completing the necessary Department training.

Procedure

As Department policy applies to all official phone communications, the Text to 9-1-1 system will fall under the same Department standards of professionalism, recording, and retention. Text to 9-1-1 system messages are expected to be handled using the established protocol for processing emergency voice calls for service, such as prioritization and transfers of emergency calls (see MPP section 3-07/090.10 for further reference).

Text to 9-1-1 calls that do not meet existing standards for an emergency shall be referred to the station's business line for routine handling. Complaint desk personnel will provide a pre-composed message (located in the pulldown menu box, marked "select an immediate response") directing the caller to the station's business line in the form of a hyperlink, enabling the caller to dial the number with one touch. If complaint personnel determine that an informant can call 9-1-1, complaint personnel should instruct the informant to do so to enable the Department to collect information more efficiently during an emergency. Exceptions will be made for the following:

- When the caller is hearing or speech impaired;
- When the caller is in an unsafe situation where placing a voice call to 9-1-1 would jeopardize their own safety or the safety of others; or
- Discretion will be used in special circumstances where cellular coverage prevents the person from placing a voice call for an emergency.

Complaint desk personnel will ask all pertinent information to ensure the safety of responding units. Relevant information will be continually updated in the call in CAD as it is ascertained via the Text to 9-1-1 system session and relayed to the responding unit(s). Complaint desk personnel will note that the call was received by text when creating the call in CAD. Under the "SOURCE" category, the letter "T" shall be entered as an indicator that the information is being reported via text. Complaint desk personnel shall also indicate "TEXT" at the beginning of the narrative for broadcast when the call is dispatched over the radio. Complaint desk personnel shall verify the location of the emergency with the caller before the end of the session by advising the caller that the requested assistance is being sent to the address provided by the caller:

- Example - "Deputies are being sent to 123 W. Main Street, Lakewood"

Translation

The current Text to 9-1-1 system is unable to translate conversations, define appropriate context, and decipher special characters used in other languages. No language line services are available for Text to 9-1-1 system messages, therefore in the event complaint desk personnel receive a foreign language text, a message should be sent directing the person to call 9-1-1 where translator services are available. Exceptions can be made where complaint desk personnel are Department certified translators or self-identified as proficient in that particular language **and** the written alphabet of the requested language does not have to be deciphered through special characters when written.

Acceptable Language

Complaint desk personnel should avoid the use of texting “shortcuts”, i.e., slang, emojis, non-standard abbreviations, and acronyms as they are not universally understood, have multiple meanings, and do not reflect the Department’s standard of professionalism. The caller should be asked not to use these shortcuts, etc., to help eliminate any confusion on the part of both parties. Callers are not required to oblige; however, in the event it becomes difficult to understand the caller’s need due to these shortcuts, complaint desk personnel will ask the caller to explain the shortcut.

Maintaining Contact and Transfers

Complaint desk personnel are responsible for keeping any Text to 9-1-1 system session open until Department units are on scene, the problem is resolved, or the session has been successfully transferred to another agency or the fire department, **and** it is clear that our response is not necessary. Once the session has ended, complaint desk personnel will no longer be able to correspond with the caller and will have to make a voice call to the phone number in the event that further information is needed. When complaint desk personnel are asked by field deputies to place a voice callback to the caller, a call should not be placed in cases where their safety, or the safety of another is in question. However, if after the responding deputy has been advised of the safety concern to the caller and the deputy is still requesting a call be made to obtain further information or relay important instructions, complaint desk personnel are authorized to make that callback. Under no circumstances should any Department personnel text the caller from their personal or business cell phone.

When a Text to 9-1-1 message is received and it is determined the emergency is occurring in another jurisdiction, that session shall be transferred to the appropriate agency. If that agency does not have Text to 9-1-1 capability, all pertinent information will be gathered, then relayed by phone to the appropriate agency, while keeping the session open with the caller until the outside agency has taken action.

All available agencies with Text to 9-1-1 capability will be pre-programmed into the “Select PSAP for transfer” pull-down menu. Text to 9-1-1 system transfers can be made by selecting the appropriate agency and clicking on the “transfer” button, and the complete text of the session will be transferred to the selected agency. The session should be kept open until contact is made with the appropriate jurisdiction in case additional information is needed; however, once the session has been transferred, control of the session and correspondence is given to the answering agency. Complaint desk personnel making the transfer should continue to monitor the text conversation to ensure the correct agency has been reached and there is no pertinent information to require any further action from Department personnel. At no point shall the caller be advised that they have reached the wrong agency and need to dial a different number to reach the correct agency.

Text to 9-1-1 Fallback Procedure and Equipment Failure

Currently, there are no fallback procedures for the Text to 9-1-1 system. If complaint desk personnel are unable to answer an incoming Text to 9-1-1 system message, the system will send the caller a “bounce back message,” with instructions to place a voice call to 9-1-1.

System unavailability, hardware malfunctions, and operative issues with the E-Media Text to 9-1-1 system shall immediately be reported by the watch deputy to the Text to 9-1-1 Help Desk at [REDACTED TEXT] or secondarily at [REDACTED TEXT] during normal business hours. The watch deputy shall also notify the watch commander who shall make a log entry documenting the issue and the time of the watch deputy's notification to the Help Desk.

Additional system operation instructions are currently being incorporated into the Department Station Complaint Manual and Desk Operations Manual.

Any questions regarding this Field Operations Directive should be referred to Field Operations Support Services, at (323) 890- 5411 or FOSS@lasd.org.

REFERENCES

MPP section 2-10/070.00, Communications Equipment

MPP section 3-07/090.10, Emergency Incoming Calls - Business System

MPP section 3-07/090.15, The 9-1-1 Emergency Telephone Number System

MPP section 3-07/090.25, Routine Incoming Calls

MPP section 3-09/004.00, Limited English Proficiency and Assistance Plan

LASD Desk Operations Manual

LASD Station Complaint Manual

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• 18-001 Housing Non-Discrimination Policy

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



HOUSING NON-DISCRIMINATION POLICY

BACKGROUND

The Fair Housing Act (FHA) prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, familial status (families with children under the age of 18), or disability (protected groups). The Department recognizes the FHA can apply to law enforcement actions and is committed to adhering to those requirements.

PURPOSE

It is the purpose of this Directive to ensure Department personnel will not participate in any law enforcement action to harass residents in their homes or motivate residents to relocate from their homes because of race, color, religion, sex, national origin, familial status, or disability. This Directive is intended to provide personnel with an understanding of the applicable provisions of the FHA, the type of law enforcement actions that can trigger a violation of the FHA, and the procedures relating to complaints of housing discrimination received by LASD.

POLICY AND PROCEDURES

Any action taken by members of the Department that results in the unequal treatment of citizens in the sale, rental, or occupancy of housing on the basis of race, color, religion, sex, national origin, familial status, or disability may constitute a violation of state or federal fair housing laws.

Department members shall not take law enforcement action with the intent to:

- **Make unavailable or deny housing to any person because of race, color, religion, sex, national origin, familial status, or disability.**

If law enforcement action is taken against any member of a protected group to deny housing or make housing unavailable, there may be a violation of the FHA.

For example:

- *Using probation and parole checks, arrest warrants, traffic stops, and criminal investigations against members of a protected group for the purpose of causing them to move or relocate.*
 - *Enforcing local ordinances (including, among others, code enforcement, nuisance, trespass, and licensing ordinances) to target members of a protected group that results in loss of housing.*
 - *Taking law enforcement action to reduce, or slow the increase of, the minority population living in a town or city.*
 - *Conducting an investigation related to housing or that has housing consequences based on a complaint that, by its own language, is clearly motivated by bias, and does not raise any criminal or public safety concerns.*
- **Discriminate against any person in the terms, conditions, or privileges of housing, or in the provision of services or facilities in connection with housing, because of race, color, religion, sex, national origin, familial status, or disability.**

If law enforcement actions create different “terms and conditions” of housing for members of a protected class as compared to others, then there may be a violation of the FHA. For example:

- Targeting certain law enforcement actions on members of a protected group for the purpose of affecting housing, such as probation or parole checks in the home or investigations of neighbor complaints relating to noise, children’s activities, code violations, or trespassing.
- Targeting certain law enforcement techniques on residents of a protected group for the purpose of affecting housing, such as using force, making arrests, issuing citations, or referring matters for investigation or prosecution.
- **Make, print, or publish any notice, statement, or advertisement with respect to housing that states any preference, limitation, or discrimination based on race, color, religion, sex, national origin, familial status, or disability.**

Any discriminatory statements about whether a protected class is able to live in certain housing may violate the FHA. For example:

- Statements that available housing units are not to be rented, sold, or occupied by members of a protected group, that members of one protected group are to be preferred over another for housing opportunities, or that members of a protected group are not welcome as residents in a city, neighborhood, or block.
- Many types of statements, including those made orally or in writing, can constitute a violation of the FHA.
- **Threaten, coerce, intimidate, or interfere with anyone exercising a fair housing right or assisting others in exercising that right.**

Any threats against a person for enjoying or exercising his or her fair housing rights, or helping another person to do the same, may violate the FHA. For example:

- Taking law enforcement action that targets and intimidates residents of a protected group in an effort to cause those residents to lose their housing or relocate, such as, arriving at homes with large numbers of deputies without cause; inappropriately using traffic stops or DUI checkpoints to harass residents, using or threatening to use weapons without justification, and investigating residents based on non-criminal complaints. Note that this type of conduct may create civil liability under the FHA even if it does not rise to the level of a Constitutional violation.
- Threatening law enforcement action (including prosecution) of residents of a protected group unless they relocate, or in response to complaints of housing discrimination.
Generally, individual deputies will be subject to discipline under this policy for intentional acts of housing discrimination, as described above. However, the Department as a whole may violate the FHA when law enforcement actions or policies have a discriminatory effect on the housing rights of a protected group.

PROCEDURES RELATED TO FILING A HOUSING DISCRIMINATION COMPLAINT

Federal law prohibits housing discrimination based on race, color, religion, sex, national origin, familial status, or disability. Anyone who wishes to report housing discrimination or retaliation may file a discrimination complaint with the U.S. Department of Housing and Urban Development (HUD) by contacting a fair housing

specialist at (800) 347-3739. If the complaint involves a possible violation of the FHA, the fair housing specialist will assist with filing an official housing discrimination complaint.

A Department employee who becomes aware of a citizen complaint alleging a violation of the FHA by a Department employee shall notify a supervisor as soon as practical. The supervisor shall initiate an investigation and provide the complainant with direction on how to contact HUD as outlined above. If the investigation determines that a Department employee took an action or neglected a duty that resulted in the unequal treatment of a member of a protected group in the sale, rental, or occupancy of a dwelling, as described above, the employee is in violation of this policy and may be subject to discipline, up to and including discharge.

REFERENCES

The United States Department of Justice, Fair Housing Act

<https://www.justice.gov/crt/fair-housing-act-2>

U.S. Department of Housing and Urban Development

http://portal.hud.gov/hudportal/HUD?src=/topics/housing_discrimination

• 17-002 Deployment of Narcan Nasal Spray (Naloxone) for Suspected Opioid Overdoses

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



DEPLOYMENT OF NARCAN® NASAL SPRAY (NALOXONE)

FOR SUSPECTED OPIOID OVERDOSES

PURPOSE

The purpose of this Field Operations Directive is to establish uniform procedures for the administering of naloxone, the generic name for "Narcan." This directive only applies to the narcan nasal spray product. The purpose of deploying narcan nasal spray is to equip Department personnel with this essential tool to assist with a medical emergency when an opioid (i.e., Heroin, Fentanyl, Hydrocodone, Oxycodone, etc.) overdose is suspected.

BACKGROUND

According to the Centers for Disease Control and Prevention, "the United States is experiencing an epidemic of drug overdose (poisoning) deaths. Since 2000, the rate of deaths from drug overdoses has increased

137%, including a 200% increase in the rate of overdose deaths involving opioids.” Narcan nasal spray is an opioid antagonist designed to reverse the respiratory depression caused by an overdose of opioids.

POLICY

The county’s Emergency Medical Services (EMS) Agency oversees emergency medical treatment by personnel throughout the county. Sheriff’s Department personnel are required to be properly trained in the use of narcan nasal spray prior to administering it in the course and scope of their duties. Training on the administration of the nasal spray shall be conducted by a current narcan certified instructor trained in teaching the administration of narcan nasal spray.

PROCEDURES

Narcan nasal spray can be obtained from the station/unit’s training coordinator. Stations/units shall develop a process for ensuring personnel from their station/unit obtain training and are issued the nasal spray. Each Department member shall ensure they have access to their Department-issued narcan nasal spray during their work shifts and should regularly check to ensure their issued narcan nasal spray has not expired. An expired nasal spray shall be replaced with unexpired narcan nasal spray. It is recommended Department members keep their issued narcan nasal spray stored with their Department-issued Cardiopulmonary Resuscitation (CPR)/First Aid kits. Care should be taken to ensure the applicators are not exposed to excessive heat or light to protect the potency of the nasal spray. Narcan nasal spray has a shelf life of approximately three years.

The Administration of Narcan Nasal Spray

Prior to deploying narcan nasal spray, field personnel must first ensure the scene is secure and free of hazards for themselves, other first responders, and for bystanders in the immediate area. Scene assessment should include, but is not limited to:

- Presence or potential of any outstanding suspects in the area;
- Weapons or dangerous objects;
- Containment of a crime scene as necessary;
- Traffic hazards;
- Fire, chemical, or electrical hazards; and
- Environmental hazards.



Once the scene is determined safe, personnel shall ensure fire/paramedic personnel have been requested. While fire/paramedic personnel are responding to the scene, the handling deputy shall do a first assessment of the patient by:

- Observing if the patient is unconscious or unresponsive;
- If unconscious, check the patient's airway, breathing, and pulse;
- If indicated begin rescue breathing or CPR concurrently with administering narcan nasal spray as described below; and
- Check for signs of opioid overdose.

The signs of an opioid overdose may include, but are not limited to:

- Loss of consciousness;
- Constricted (pinpoint) pupils;
- Unresponsive to outside verbal or physical stimulus;
- Awake, but unable to speak;
- Breathing is very slow and shallow, irregular (respiratory depression), or has stopped (respiratory arrest);
- Choking sounds, or a snore-like gurgling noise;
- Vomiting;
- Body is very limp;
- Face is very pale or clammy;
- Fingernails and lips turn blue or purplish black;

- Pulse (heartbeat) is slow, irregular, or not present; and/or
- Indications from bystanders or persons who may have witnessed or know that the patient ingested opioids.

If Department personnel suspect the patient is experiencing respiratory depression or is unresponsive due to a suspected opioid overdose, administer narcan nasal spray and begin rescue breathing or CPR if indicated. If available, personal protective equipment (CPR mask, gloves, face shield, etc.) should be utilized when administering CPR.

Administer narcan nasal spray by doing the following:

- Gently tilt the person's head back and make sure the nasal cavity is clear;
- Hold the narcan spray by placing your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle;
- Insert the device nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the patient's nose;
- Press the plunger firmly to administer the full dose of narcan into the nostril;
- Remove the device from the person's nostril after administering the dose;
- Initiate rescue breathing as needed until the person can adequately breathe on their own;
- Once the patient is adequately breathing, you may need to move the patient on their side to prevent aspiration; and
- Continue constant observation until fire/paramedic personnel arrive.



The narcan nasal spray may take a few minutes for the patient's body to absorb and react to the medication. If the person does not respond to the nasal spray within three to five minutes, a secondary dose of nasal spray may be required. Prior to administering a second dose of narcan nasal spray, Department personnel shall ensure fire/paramedic personnel are responding to the scene. Each nasal spray applicator contains one full dose.

Administering of narcan nasal spray may result in immediate opioid withdrawal in patients who are opioid dependent. Symptoms of withdrawal may include nausea/vomiting, cardiac arrest, nosebleed or, in rare cases, aggressive behavior.

Narcan nasal spray **shall** be administered to people of any age. The nasal spray will only work on persons who have overdosed on opioid-related drugs. The nasal spray does not have any significant side effects if the cause of unconsciousness is not opioid-related.

Sheriff's Department personnel shall defer the authority for medical treatment and transportation to paramedic and ambulance personnel once they arrive on-scene.

State law exempts properly trained Department personnel from liability when administering narcan nasal spray during the course and scope of their duties.

Department personnel should ensure the used narcan nasal spray device is properly disposed of by surrendering it to on-scene fire/paramedic/ambulance personnel, or by placing it in the station's public contraband mailbox or other suitable secure disposal container.

Reporting an Incident

After narcan nasal spray has been administered to a patient, whether successful or not, Department personnel shall:

- Verbally advise fire/paramedic personnel what time narcan nasal spray was administered and any change in the patient's condition;
- Enter and submit a narcan deployment report into the Patrol Division NARCAN Tracking System (PDNATS);
- In the event PDNATS is down, complete the LASD Narcan Use Report form (SH-R-630) and email the completed form to narcan@lasd.org. When using the paper form, ALL boxes MUST be completed to allow proper tracking of all deployments. If a completed form cannot be emailed, send a printed copy to the Department's Narcan Nasal Spray Program coordinator at the Special Operations Division headquarters; and
- If necessary, such as in cases of death, attempted suicide, suspect in a crime, reportable force used, etc., complete an Incident Report (SH-AD-49) or appropriate documentation in addition to the narcan use report form.

Additional Information

Narcan nasal spray can be purchased from a pharmacy without a prescription by family, friends, or anyone in a position to assist a person suffering from an opioid overdose.

In addition, narcan nasal spray can be used on Department personnel who come in contact with an opioid-related drug in the course and scope of their duties and suffer the effects of an overdose while awaiting paramedics/fire to respond.

SEB/ESD was consulted for the content of this Field Operations Directive. Questions regarding the content of this Field Operations Directive may be directed to Special Enforcement Bureau's Emergency Services Detail, Narcan Group at narcan@lasd.org or Field Operations Support Services at (323) 890-5411 or FOSS@lasd.org.

Attachments

[LASD NARCAN Use Report form SH-R-630](#)

References

[County of Los Angeles Department of Public Health, Health Officer Standing Order](#)

[NARCAN Nasal Spray Quick Start Guide](#)

[NARCAN website \(www.narcan.com\)](http://www.narcan.com)

• 17-001 Sheriff's Online Reporting and Tracking System (SORTS)

Los Angeles County Sheriff's Department FIELD OPERATIONS DIRECTIVE



SHERIFF'S ONLINE REPORTING AND TRACKING SYSTEM (SORTS)

BACKGROUND

In an effort to reduce the amount of resources expended by dispatching a unit to take a non-workable property report and to simplify the public's access to report these non-workable property crimes or losses, an online reporting system has been created. The Department's new system is referred to as the Sheriff's Online Reporting and Tracking System (SORTS).

DEFINITIONS

Forward - Forward a submitted report to the appropriate Department jurisdiction (example – Carson station receives a report via SORTS but the incident location is in Parks Bureau's jurisdiction).

Reporting Party - The person(s) submitting information alleging a certain incident occurred via SORTS.

SORTS Emails - All emails submitted by the reporting party and/or the reviewer via the SORTS program are emails generated, accepted, and stored within SORTS. These email addresses do not use the Sheriff's Data Network email address nor will they go directly to or show that they are from a specific Department member.

POLICY AND PROCEDURES

The following reports shall be accepted via SORTS if they meet the required criteria:

- Lost or stolen cell phones (valued \$950.00 or less) (Stat Code 442 or 389);
- Lost or stolen property (other than a cell phone, \$950.00 or less) (Stat Code 442 or 389);
- Vandalism, Misdemeanor - not graffiti (damage under \$400) (Stat Code 261);
- Petty theft - from unlocked vehicle – loose personal items (\$950.00 or less) (Stat Code 384);
- Petty theft – from open, unsecured area (\$950.00 or less) (Stat Code 381); and
- Supplementary Loss Reports (SH-R-391) for residential or commercial burglaries (must already have a file number from a prior incident report).

SORTS will electronically route the submitted report to the unit or station based on the geographical location of the incident. If the location of the incident is not within the Department's reporting districts, the victim will be advised automatically via SORTS that the location of the incident is not within the Department's jurisdiction. Courtesy reports for incidents occurring outside the Department's jurisdiction shall not be taken via SORTS.

Pursuant to MPP Section 5-09/150.00 titled *Department's Online Reporting System*, Department personnel shall not refuse to take a report or dispatch a unit for the type of calls for service/reports which would qualify for submission through SORTS. If a reporting party requests for personnel to respond in person, a unit shall be dispatched to handle the request of taking a report. Department personnel may inform the reporting party that the online system is available if they wish to report one of the qualifying incidents online. A response by personnel is not required if the reporting party prefers to report the incident online.

If SORTS is unavailable or inaccessible by the public, the unit/station shall dispatch a unit to respond to the calls for service even if the type of call for service qualifies to be submitted via SORTS.

Pursuant to MPP Section 5-09/150.10 titled *Responsibilities*, all reports submitted through SORTS shall be approved, denied, or responded to within 48 hours of the submission of the report, excluding weekends and holidays, unless extenuating circumstances exist.

SORTS Roles and Responsibilities:

Administrator Responsibility

The "SORTS administrator" will manage the technical operation of the SORTS program centrally from Data Systems Bureau (DSB). He/she shall:

- Assign personnel to the various levels of access to SORTS;
- Be the contact person between the Department and the software vendor's customer service personnel; and
- Seek solutions for software malfunctions that may arise in the use of SORTS.

Reviewer Responsibility

Each unit shall assign a "SORTS reviewer." The reviewer shall be responsible for the review and verification process of the submitted reports for their unit. A minimum of one additional person shall be assigned to this position by each unit to be the SORTS reviewer when the primary reviewer is not available. The SORTS reviewer shall:

- Review the information inputted by the victim within the 48 hour timeframe as required by MPP 5-09/150.10. Responsibilities;
- Reject the report if the incident location is not within the Department's jurisdiction;
- Forward reports to the appropriate LASD unit if the location of the reported incident is not within the receiving unit's jurisdiction;
- Verify that the report is one of the reports that qualifies for SORTS and has the proper elements for the incident;
- Communicate with the reporting party via SORTS emails regarding incomplete and/or inappropriate reports;
- Reject the report if the elements and appropriate information of the incident are not in the report; and
- "Pre-Approve" the report in SORTS if it meets all the guidelines outlined above.

Approver Responsibility

Each unit shall assign a "SORTS Approver." A minimum of one additional person shall be assigned to be the SORTS Approver when the primary approver is not available. The approver shall:

- Review the "pre-approved" reports and approve them or return the reports to the reviewer for revision via SORTS;
- Ensure serial numbers are entered manually into the Automated Property System (APS) after approving reports. APS entries shall be manual scanned into the Sheriff's electronic criminal documents archive (SECDA);
- Correspond with the SORTS Help Desk with requests for changes/updates to SORTS user account permissions; and
- Provide a monthly SORTS-generated report to the Unit Commander regarding the number of SORTS reports processed and the number of reports not approved or rejected within the 48 hour timeframe as required by MPP 5-09/150.10.

SORTS Software Functions

If an online report is reviewed and denied, the system will automatically:

- Send an e-mail to the reporting party. The email will indicate the reason for the denial that is provided by the reviewer or approver.

If an online report is reviewed and approved, the system will automatically:

- Send an e-mail to the reporting party. The email will include: a statement indicating that the report has been approved, the URN number assigned to the incident, and a copy of the final approved report;
- Interface with and populate relevant data fields in LARCIS automatically; and

- A copy of the report will be scanned into SECDA automatically.

Attachments:

[SORTS User Manual link](#)

• 16-003 Calls for Service Involving a Person Experiencing a Mental Health Crisis

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



CALLS FOR SERVICE INVOLVING A PERSON EXPERIENCING A MENTAL HEALTH CRISIS

PURPOSE

The purpose of this directive is to establish policy and procedures for responding to and handling calls for service involving persons who may be experiencing a mental health crisis due to a mental illness, cognitive impairment, physical impairment, and/or stressors, while minimizing use of force incidents.

DEFINITION OF TERMS

Mental Health Crisis is defined as a situation where an individual's feelings, thoughts, or actions put them and/or others at risk, i.e. self-harm, suicidal, homicidal, episode of mania or hypomania, and/or psychosis. The crisis may occur due to a mental illness, cognitive or physical impairment, and/or due to life stressors.

General Considerations

When responding to a call involving a person who is believed to be experiencing a mental health crisis, consideration should be given to how that crisis may affect the individual's ability to comprehend and respond to instructions, commands, and/or the events unfolding around them.

Factors to consider when attempting to identify whether a person may have been diagnosed with an intellectual, mental, or physical disability include: 1) self-reporting by the person, 2) information provided by witnesses or other deputies on scene, 3) previous calls for service or knowledge of the individual, and 4) the deputy's own observations.

DE-ESCALATION RECOMMENDATIONS

Each incident is different, and the following may not be appropriate under the circumstances; however when it is safe and reasonable to do so based on the totality of the circumstances known by responding personnel, they should assess the situation and determine whether any or all of the following may help to de-escalate the incident:

- Maintain a safe distance when possible.
- Slow down. Attempt to stabilize the incident or prevent further escalation; and

NOTE: An individual experiencing a mental health crisis may respond unpredictably to applications of force and may escalate dramatically.

- Only one person should speak to the individual at a time; and
- Speak calmly using normal conversational volume and tone; and
- Listen carefully after asking questions, avoid interrupting, and attempt to gain information; and
- Use body language that conveys patience, respect, and concern; and
- Avoid sudden movements, especially those directed at the individual; and

NOTE: A lack of response to your direction or instruction may be due to the individual hearing “voices” or being distracted by other hallucinations, auditory or visual stimuli, rather than an intentional refusal to comply.

- Determine if the informant or family member may or may not be helpful to de-escalate or prevent further escalation and utilize them as appropriate; and
- Request a MET response; and
- Disengagement may be a consideration; however the decision to do so shall be conveyed and approved through the chain of command, which is explained in the disengagement section.

MENTAL EVALUATION TEAM

The Mental Evaluation Team (MET) is a Department resource that specializes in mental health crisis situations. MET is not reached directly by the public. MET responses are activated by station personnel contacting the MET Triage Desk at (626) 258-3000. MET field units may also self-dispatch by monitoring SCC radio traffic.

PROCEDURES

The following procedures shall be followed when responding to calls involving a person experiencing a mental health crisis:

Desk Personnel Procedures

- Shall assign a minimum of two deputies and a sergeant to any call involving an individual experiencing a mental health crisis; and
- When there is a threat of imminent danger or death, desk personnel shall authorize units to respond Code-3; and
- When practicable to do so:
 - Attempt to keep the caller on the line and give continual updates to field personnel, if it is safe for the caller to do so.
 - Check the location for any HAZARD (HAZ) hit or Special Alert inquiry via the Computer Aided Dispatch system (CAD), update the call with details of the return, and voice the HAZ hit or Special Alert via radio, if any.
 - Assess whether the patient owns or has access to a firearm or deadly weapon. An Automated Firearms System (AFS) inquiry shall be made to assist with this assessment. Update the call with details of the AFS return, if any, and voice via radio.
 - Assign a Field Operations Crisis Intervention Skills – Crisis Intervention Training (FOCIS - CIT) trained deputy to the call, when practicable; and
- The watch deputy shall immediately notify the watch sergeant and watch commander regarding the call for service, when practicable; and
- The watch deputy shall immediately notify the watch sergeant and watch commander regarding the call for service, when feasible; and
- If the handling unit voices a request by radio (SCC/LTAC) for a Mental Evaluation Team (MET), the station desk shall follow up with the request to the MET Triage Desk landline and provide details of the call and any HAZ/Special Alert return information; and
- When practicable, upon assigning the handling unit to calls involving a person who is experiencing a mental health crisis, refrain from assigning them additional priority calls until the call is handled to conclusion; and
- Re-assign any other pending priority or emergent calls for service from the handling unit
- Code-3 Response calls for service:
 - Desk personnel shall request a MET response via MET Triage Desk.

Field Deputy/Unit

Emergent Calls

- Responding units shall be authorized to respond Code 3, including the field sergeant; and
- Request a MET response via radio (SCC); and
- Deputies tasked with using less lethal resources shall have them ready for use upon arrival at the incident location; and
- Responding units should request fire/medical resources to respond and stage a safe distance away, as deemed necessary; and
- Handle as any other emergency call for service by following the standard of the Tactical Incident Policy (refer to MPP section 3-10/150.00, Tactical Incidents).

Priority Calls

- Coordinate the response with assisting units; and
- Handle as a tactical incident (refer to MPP section 3-10/150.00, Tactical Incidents); and
- When it is reasonably safe to do so, Request MET response via the MET Triage Desk landline; and if possible, provide the individual's information (name, date of birth, etc.) and a brief description of the incident to the MET Triage Desk; and
- Communicate with the informant, if appropriate; and
- At the conclusion of the call for service, offer resources to the affected family members (MET pamphlet, 988 card, Access Hotline (800) 854-7771) regardless of outcome. Document the resources provided in the report and/or in the log clearance if no report was written.
- If the individual is determined to meet 5150/5585 WIC criteria, refer to the section, "Application for 72-Hour Detention."

Field Sergeant

- Acknowledge call; and
- Ensure the call is precoordinated with assisting units; and
- Absent another field emergency or priority call for service, the field sergeant shall respond to the call; and
- Shall ensure a plan is formulated with on-scene personnel, a less lethal option is available, and direct force if necessary; and
- If it is determined that engagement or continued engagement with the individual may result in an undue safety risk to that person, the public, or Department members, disengagement shall be considered.

- The watch commander shall be consulted and concurrence to disengage shall be approved by the watch commander prior to disengaging.

Watch Sergeant

- Respond to the station desk.
- Confirm a field sergeant has been assigned to the call and has acknowledged the call; and
- When practicable, ensure any other pending priority or emergent calls for service are reassigned.

Watch Commander

- When advised by the desk of the call and circumstances, the watch commander shall monitor the incident; and
- Upon consultation with the on-scene field sergeant, the watch commander shall make the final decision on whether to disengage from the call for service or crisis (Refer to Disengagement Procedures).

Unit Commander

- Shall ensure FOCIS trained deputies are noted on the in-service.

Disengagement Procedures

Disengagement is the tactical decision to leave, delay physical contact, delay custody, or plan to make contact at a different time and under different circumstances. This tactic should be considered when the on-scene field sergeant has reason to believe continued contact may result in an undue safety risk to the person, the public, and/or Department members.

- If it is determined engagement or continued engagement with the individual may result in an undue safety risk to that person, the public, or Department members, disengagement shall be considered by the handling deputy and communicated to the field sergeant; and
- The field sergeant shall consult with the watch commander, and the watch commander shall make the final decision on whether to disengage from the call for service or crisis; and
- The watch commander shall document the disengagement in the watch commander log.

MET shall be notified of any mental health crisis calls for service where a disengagement occurred and shall be included as a special request distribution (SRD) on any incident report, if one is written.

Application for a 72-hour Detention

The Lanterman-Petris-Short (LPS) Act, enacted in sections 5000-5550 of the Welfare and Institutions Code (WIC), which provides for the involuntary treatment of persons who are mentally ill that pose a danger to themselves or society but have not committed a criminal offense.

NOTE: The LPS Act and related statutes were amended in 2023 pursuant to the passage of Senate Bill 43 (SB 43). SB 43 is defined as, "A condition in which a person, as a result of a mental health disorder, a severe substance use disorder, or a co-occurring mental health disorder, is unable to provide for their basic needs for food, clothing, shelter, personal safety, or necessary medical care."

When detaining someone under section 5150 and/or 5585-WIC, the deputy shall complete the "Application for 72-Hour Detention for Evaluation and Treatment" (MH-302). In the spaces provided, the deputy must describe clearly and objectively what led them to conclude that the patient met the criteria of section 5150 and/or 5585 WIC.

The information stated on the form also establishes that the deputy had probable cause for taking the individual into custody. All sections of form MH-302 must be completed. A copy of the form shall be left with the hospital, and a copy shall be attached to the Incident Report (SH-R-49), unless the hold was written by MET personnel. The URN number shall be printed on each attachment. MET shall be included as the SRD.

Pursuant to 8102 WIC, assess if the patient owns or has access to a firearm or deadly weapon through the Automated Firearms System inquiry. If the patient is known to possess, own or have control of these items, field deputies shall make effort to confiscate such firearm(s) or deadly weapons, and note the weapons confiscated or the reasons the weapons were not confiscated in the Incident Report (SH-R-49).

In the event a patient is also the subject of a restraining order rising to the potential for gun violence, procedures for a Gun Violence Restraining Order Field Operations Directive (16-001) shall be followed, if applicable. Additionally, the Security of Firearm Advisement form must be completed.

TRANSPORTING 5150 or 5585 WIC PATIENTS

The handling deputy or MET deputy will transport a 5150 or 5585 WIC patient to a LPS designated facility, such as:

- LA General Medical Center
- Harbor/UCLA General Hospital
- Olive View Medical Center

If there is a medical emergency, the fire department shall be requested.

Patients that have not been charged with a crime shall not be transported to a Sheriff's station or jail facility.

Two-Deputy Transport

Whenever a person is taken into custody as authorized by section 5150 and/or 5585-WIC, the person may be transported to a designated psychiatric facility by no less than two deputies. For purposes of compliance with this requirement, two one-deputy units may transport a patient in tandem with the patient in the lead vehicle and secured in the rear seat enclosure; and MET, when they are staffed with a non-sworn mental health professional.

One-Deputy Transport

If necessary, a lone MET or patrol deputy may transport the individual to a hospital with the approval of the transporting deputy's unit sergeant. Prior to transport, the deputy shall:

- Record the transportation using the Mobile Digital Computer (MDC) and the body worn camera (BWC).
- The BWC shall continue recording until the contact has ended.

Other Transport

The fire department shall be requested if there is a medical emergency.

Deputies shall request an ambulance to transport the person experiencing a mental health crisis if:

- The person is violent and requires restraint to the extent that he or she must be transported in a recumbent position; and
- The person is injured or physically ill and needs immediate medical attention.

STATION OR COURT LOCKUP (NEW BOOKINGS)

Station/ Court Lockup personnel shall obtain a MET case identification number if items one, two, or nine of the "Arrestee Questionnaire" section or if items three or eight of the "Arresting Deputy/Officer Observation" section of the Arrestee Medical Screening Form (SH-R-422) are checked "Yes". This identification number shall be written on page one of the Arrestee Medical Screening Form (SH-R-422).

AFFECTED DIRECTIVES/PUBLICATIONS

Manual of Policy and Procedures, Section 5-09/070.05 (Emergency detention) - Provides supplemental procedural guidance.

Manual of Policy and Procedures, Section 5-09/140.05 (Notification Prior to In-Custody Female Transportation) - Provides supplemental procedural guidance.

Manual of Policy and Procedures, Section 5-09/180.05 Mentally Ill Persons (Confiscation of weapons) - Provides supplemental procedural guidance.

Manual of Policy and Procedures, Section 4-16/010.00 Mentally Ill Persons (Case assignment) - Provides supplemental procedural guidance.

Manual of Policy and Procedures, Section 3-10/150.00 Tactical Incidents – Provides general guidance on handling of tactical incidents.

Manual of Policy and Procedures, Section 3-01/100.46 Use of Communication Devices Provides restrictions to the use of personal mobile phones for official use.

Field Operations Directive 16-001, Gun Violence Restraining Order Procedures
<http://intranet/intranet/sites/rmb/foss/fods2/documents/16-001.pdf>

REFERENCES

Americans with Disabilities Act, Title II Regulations, Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services, published September 10, 2010, Section 139, Direct Threat.

SB 43 Health and Safety Code Section 15610.67. WIC 5008(d)

• 16-002 Yard Sales

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE



YARD SALES

The Board of Supervisors has updated the County ordinance which regulates yard sales on private property in the unincorporated County area. Residents will be able to have yard sales as follows:

- The last full weekend (Saturday and Sunday) of the month without a registration. These are called the Designated Weekends for yard sales;
- Two additional yard sales during the calendar year (which includes both Saturday and Sunday as one yard sale) with a registration. These are called Non-Designated Weekends;
- Only secondhand personal property can be sold. Sale of new retail merchandise or food/drinks is prohibited;
- Yard sales are prohibited Monday through Friday;
- Yard sales are allowed on private properties that have residences and only within the front and side yards of the properties.

The Sheriff's Department will not be the primary enforcement agency for these yard sale regulations. They will be enforced, regulated, and monitored by the Department of Regional Planning (DRP).

If a station receives a call for service Monday through Thursday, the station shall advise the caller that this type of call is regulated by the DRP and provide the phone number to the caller. The phone number is (213) 974-6483. DRP's business hours are Monday – Thursday, 7:00 a.m. to 6:00 p.m.

If a station receives a call for service regarding a yard sale on a Friday, or a Saturday or Sunday that is a Non-Designated Weekend, a deputy shall respond. Other than a Friday, the deputy shall inquire as to whether the person having a yard sale has a registration for the yard sale. If the person having a yard sale does not have a registration or it is a Friday, the deputy shall obtain and document in their clearance of the call for service the

following information concerning the yard sale:

- Date of yard sale
- Address of yard sale
- Name of person hosting yard sale
- Phone number of person hosting yard sale

The deputy shall email the DRP with the above information along with the deputy's name, employee number, and station. The information shall be emailed to: zoningenforcement@planning.lacounty.gov

Upon receipt of the information, DRP will initiate its enforcement process.

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• 16-001 Gun Violence Restraining Order Procedures

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



GUN VIOLENCE RESTRAINING ORDER PROCEDURES

PURPOSE

The purpose of this Field Operations Directive is to establish uniform procedures for the handling and documenting of gun violence restraining orders.

BACKGROUND

Pursuant to Penal Code section 18100, et seq., law enforcement officers, immediate family members, employers, teachers, or school personnel may petition a court for a civil restraining order (Gun Violence Restraining Order or "GVRO") against a person reasonably believed to pose a threat to themselves or others, prohibiting their possession, purchase or access to firearms for 21 days to up to 5 years.

Penal Code sections 18125-18148 authorizes a court to issue a temporary emergency GVRO ("Emergency GVRO" or "Firearms Emergency Protective Order (EPO)") if a law enforcement officer asserts and a judicial officer finds there is reasonable cause to believe the subject (also known as the restrained person) of the petition poses an immediate and present danger of causing personal injury to themselves or another by having in their custody or control, owning, purchasing, possessing, or receiving a firearm, magazines and ammunition, and the order is necessary to prevent personal injury to themselves, or another. An Emergency GVRO/EPO is issued ex parte and is effective for a period of 21 days.

Immediate family members, employers, coworkers, teachers, or school personnel can also petition a court to issue a Temporary Firearms Restraining Order (GV-110) on an ex parte basis. However, this Field Operations Directive will address the EPO-002 process, as it is specific to law enforcement.

FIELD DEPUTY PROCEDURES

An Emergency GVRO/EPO may be obtained by law enforcement where there is reasonable cause to believe that the subject poses an immediate and present danger of causing personal injury to themselves or another by having possession of or access to a firearm. Some examples of crisis situations that may warrant an Emergency GVRO/EPO include, but are not limited to, a mental health crisis/suicide threat or risk, threats or acts of firearm violence, or domestic violence involving a firearm or a person who owns or has access to a firearm. Note that no criminal activity or mental health history is required to petition for an Emergency GVRO/EPO, only a demonstrated risk of firearm-related harm to self or others.

For any incident in the field, where an Emergency GVRO/EPO may be warranted, an incident report (SH-R-49) shall be written and an URN obtained. The handling deputy will contact the court for signature on the GVRO by a magistrate, and if the restrained person can be contacted, then they should be served in person.

GVRO's may be obtained 24 hours a day, seven days a week, by contacting the **County operator at (213) 974-1234**. The operator will connect you to the on-duty court representative.

Note: While firearms can be temporarily removed from an individual who is subject to a 72 hour "5150" hold, such removal does not subject that individual to a firearms prohibition that would prevent them from purchasing or otherwise accessing a firearm. California law imposes a 5-year firearms prohibition only if an individual is officially admitted to a designated inpatient facility as a result of the 5150 hold. Because not all 5150 holds result in an official admission and automatic firearms prohibition, a deputy should consider petitioning for an Emergency GVRO/EPO if the subject meets the Emergency GVRO/EPO requirements, even if the subject is subject to a 72-hour 5150 hold.

Deputies receiving a call for service having a possible nexus to a potential GVRO shall handle them without delay. An Emergency GVRO/EPO may be obtained if it is determined by the deputy during the investigation of an incident that there is reasonable cause to believe both of the following exist as required by Penal Code section 18125:

1. The subject of the petition poses an immediate and present danger of causing personal injury to themselves or another by having in their custody or control, owning, purchasing, possessing, or receiving a firearm.
2. A temporary GVRO is necessary to prevent personal injury to the subject of the petition or another because less restrictive alternatives have been tried and found to be ineffective, or have been

determined to be inadequate or inappropriate for the circumstances of the subject of the petition.

Upon issuance of a Emergency GVRO/EPO, it shall be the handling deputy's responsibility to serve the order on the restrained person and request the restrained person to relinquish any and all firearm(s) and ammunition for safekeeping as indicated in the GVRO.

Pursuant to Penal Code section 18250, a deputy shall take temporary custody of any firearm or other deadly weapon in plain sight or discovered pursuant to a consensual or otherwise lawful search as necessary for the protection of the deputy or other persons present if the deputy is:

1. At the scene of a domestic violence incident involving a threat to human life or a physical assault
2. Serving a protective order as defined in Family Code 6218;
3. Serving a gun violence restraining order pursuant to 18100 PC.

If the restrained person relinquishes a firearm(s) or ammunition to any deputy serving a GVRO, the deputy shall:

- Process the firearm in accordance with MPP section 5-09/180.00, Firearms Processing;
- Obtain an URN using a statistical code of 855 (Relinquish Firearms – Protective Order);
- Issue a "Firearm's Receipt";
- Book the firearm(s) and ammunition at the nearest Sheriff's station and advise the restrained person which station the firearm was taken to;
- Advise the restrained person they have 48 hours from the service of the Emergency GVRO/EPO to submit the proof of relinquishment to the Court; and
- Write an Incident Report indicating that the firearm was relinquished for safekeeping pursuant to the service of a GVRO. If personnel are writing an Incident Report based on a crime and not solely on the relinquishment of a firearm pursuant to service of a GVRO, the service of the restraining order and relinquishment of the firearm shall be documented in the same Incident Report. The statistical code for the crime shall be used for the URN.

If the restrained person refuses to relinquish their firearm(s) and/or ammunition, and they are not in plain sight or a search warrant is not obtained, deputy personnel shall advise the restrained person of the following:

- They have 24 hours from service of the Emergency GVRO/EPO to relinquish their firearm(s) and/or ammunition to their local law enforcement agency or sell the firearm to a licensed gun dealer; and
- They have 48 hours from the service of the Emergency GVRO/EPO to submit the proof of relinquishment to the court and also give, deliver, or submit a copy to the law enforcement agency who served the protective order.

After service of the Emergency GVRO/EPO, if the restrained person refuses to relinquish the firearm(s) and no crime has occurred, an Incident Report or supplemental report shall be written by deputy personnel. In addition, personnel serving the GVRO shall make a detailed log entry of the request and refusal. Subsequent court databases shall also be updated and noted in the report.

Booking the Firearm(s) and/or Ammunition

The handling deputy shall ensure the firearm(s) and/or ammunition are rendered safe before transporting them to the station for booking. Book the items by **marking them as “safekeeping”** in the Department’s Property, Evidence and Laboratory Information Management System (PRELIMS). **Do not mark them as “surrendered.”** Marking the items as “safekeeping” ensures they will not to be destroyed, unless changed by the handling detective.

WATCH SERGEANT’S PROCEDURES

It shall be the watch sergeant's responsibility to ensure that gun violence reports conform to the provisions of this directive. Any firearms and/or ammunition relinquished for safekeeping shall be retained until the expiration of any GVRO which has been issued against the restrained person. Upon expiration of a GVRO, any firearms and/or ammunition that were relinquished pursuant to that GVRO shall be released to the restrained person pursuant to Penal Code sections commencing with 33850. Unclaimed firearms and/or ammunition are subject to the requirements of Penal Code section 34000.

The watch sergeant shall ensure that any firearms or ammunition relinquished by the restrained person are properly recorded in PRELIMS as “safekeeping.”

GVRO HEARING/REPRESENTATION BY COUNTY COUNSEL

As soon as practicable after the Emergency GVRO/EPO has been entered by the court, the handling deputy, detective or watch sergeant shall contact County Counsel (Sheriff's Legal Advisory Unit) so that County Counsel can represent the Department at the court hearing to determine whether a more permanent GVRO (1 to 5 years) should be entered by the court upon expiration of the Emergency GVRO/EPO. The handling deputy may be required to testify at the court hearing. The hearing is scheduled within 21 days of the entry of the Emergency GVRO/EPO; however, the hearing date may be continued and the Emergency GVRO/EPO extended pursuant to such continuance.

County Counsel can be reached at (213) 229-3086.

COURT SERVICES DIVISION, CIVIL MANAGEMENT BUREAU PROCEDURES

If a GVRO was obtained by someone other than a law enforcement agency and subsequently granted by the court, service may be requested and provided by Court Services Division’s Civil Management Bureau (CMB). No fee is charged for service of a GVRO. CMB deputies serving a GVRO shall request the restrained person immediately relinquish all firearms and ammunition at the time of service for safekeeping.

If the restrained person does not voluntarily comply with the order, the deputy shall advise the restrained person they have 24 hours to do so. If the subject relinquishes the firearms and/or ammunition to the deputy upon service of the order, the deputy shall take custody of the items for the purpose of safekeeping and issue a receipt for these items. The restrained person is required to file with the court a copy of the receipt from the

law enforcement agency as proof of relinquishment within 48 hours of being served.

Information regarding the content of this Field Operations Directive may be directed to Field Operations Support Services at foss@lasd.org or (323) 890-5411.

Attachment:

Firearms Emergency Protective Order (EPO-002)

• **15-001 Stations/Units and Tow Companies**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



STATIONS/UNITS AND TOW COMPANIES

BACKGROUND

The purpose of this directive is to establish a policy that ensures equitable distribution of tow requests from tow companies and fosters the best possible service for all stations. Relationships with respective tow companies and their drivers shall remain professional at all times.

POLICIES AND PROCEDURES

For standard sized vehicles, station/unit desk personnel shall contact each Department approved tow company, in a regular alternating rotation. The job will be assigned to the next tow company in the rotation as long as that tow company can respond within a reasonable amount of time (twenty minutes or less). A prompt response is necessary to prevent an unnecessary delay to patrol personnel waiting for the tow services. If the company cannot ensure a twenty minute response time, the name of their representative shall be logged on the Station/Unit Tow Log and the next company in the rotation shall be contacted.

For large, heavyweight vehicles, station/unit desk personnel shall contact tow companies in the same manner as for standard sized vehicles (as outlined above). However, if neither tow company is able to fulfill the request, an alternate tow company can be requested by desk personnel and/or Sheriff's Communication Center (SCC). This shall be documented by the watch deputy on the Station/Unit Tow Log.

If a tow company accepts the tow assignment and fails to respond within twenty minutes, desk personnel may cancel the tow assignment and reassign the job to the next tow company. In these cases, desk personnel shall log the time the tow company accepted the assignment and the time it was canceled on the Station/Unit Tow Log.

NOTE: If your station/unit requests tow services based on geographical areas (not rotational), then your procedures shall be documented as such and a Station/Unit Tow Log shall still be maintained. All other procedures shall be adhered to in this directive.

All tow requests **SHALL** be made through the station/unit desk. Field personnel **SHALL NOT** make direct telephonic requests to an individual tow company and/or tow truck driver.

A Station/Unit Tow Log shall be maintained by the AM Shift Watch Deputy with weekly and quarterly summary reports submitted to the operations office by the watch deputy. The weekly report shall be submitted on Tuesday mornings. The station captain shall review the Station/Unit Tow Log monthly.

The weekly and quarterly reports will summarize the documented activity on the Station/Unit Tow Log. It shall contain, at minimum, the following information:

- Date and time of request;
- Person or unit requesting the tow service;
- Location of the tow;
- Name of the tow company; and
- Tag number.

The name of the tow company and the employee contacted shall be logged even if the tow company is unable to handle the request or respond within the designated time guidelines.

If a call for service is canceled for any reason, the log should reflect the reason for the cancellation; e.g., "tow service no longer required" or "unreasonable delay - 30 minutes."

NOTE: For units that do not have their own "desk," requests for tow services shall be made through the Sheriff's Communication Center (SCC), with the exception of the Task Force for Regional Auto Theft Prevention (TRAP).

DONATIONS

Sheriff's Department personnel shall not accept any gratuity, gift, and/or any favors from tow companies and/or tow truck drivers. Furthermore, stations, bureaus, units, or facilities shall not accept any donations of any kind from tow truck companies, or any owner or employee thereof, for any special event, including, but not limited to, Baker to Vegas, holiday parties, DUI checkpoints, BBQ fundraising events, or Booster Clubs. Tow truck companies may make donations to Department-affiliated charitable organizations intended for the benefit of the community, such as the Sheriff's Youth Foundation. Any donation to a Department-affiliated nonprofit organization must be reported and approved by the Sheriff or his designee

NOTIFYING TOW COMPANIES

All concerned division chiefs shall notify their tow companies, via certified letter, of the above protocols and policy changes by **December 31, 2015**

LIST OF TOW SERVICES

A current list of all tow companies that serve your station/unit shall be kept in the operations' office, the watch commander's office, and the front desk. The list shall include the name of the tow company, the name of owner/contact person, address, and phone number

Attachment

Letter to Tow Company

• 14-001 Department Use of High Occupancy Toll (HOT) or "Express Lanes"

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE



DEPARTMENT USE OF HIGH OCCUPANCY TOLL (HOT) OR "EXPRESSLANES"

BACKGROUND

The Los Angeles County Metropolitan Transportation Authority (Metro) began operation and enforcement of High Occupancy Toll (HOT) lanes known as "ExpressLanes" on I-110 starting on November 10, 2012, and I-10 in early 2013. The I-110 ExpressLanes consist of the existing carpool/busway lanes on north and southbound I-110 from the vicinity of SR-91 to Adams Boulevard in Downtown Los Angeles. This also includes the transition carpool lanes from the I-105 to the I-110 ExpressLanes. The ExpressLanes are operated similarly to the existing SR-91 FasTrak® lanes and the Orange County Toll Roads, which require the use of a FasTrak Flex transponder. This program was funded by a Federal grant with specific performance requirements placed upon Metro for its operation. Failure to meet these performance requirements could result in forced repayment of the \$210.6 million grant funding by Metro, back to the Federal government.

All vehicles which operate in the ExpressLanes are required to have a FasTrak Flex transponder and FasTrak account. There are exceptions for account holders who travel in carpools, or for those who utilize the "Pay As You Go" option (see Prohibited Use section for further information). Carpool exception rules are as follows:

- The I-110 allows carpools with two people or more, to travel toll-free, 24/7; and
- The I-10, during the peak hours of (0500 - 0900 and 1600 - 1900 hours Monday - Friday), requires three

people to qualify as a carpool and two people at all other times. Carpools with three or more people traveling on the I-10 can use toll-free lanes 24/7.

You can open a Metro ExpressLane account and obtain a FasTrak transponder via any of the following options:

- Register at <https://www.metroexpresslanes.net/>;
- Visit a Metro ExpressLanes walk-in center in El Monte or Gardena;
- Dial 511 and say "ExpressLanes;" or
- Sign up and pick up your transponder at any AAA branch.

(20% savings at account opening) or select Albertsons and Costco stores (10% savings at account opening).

POLICIES AND PROCEDURES

Individual Responsibility

Department members must be aware that failure to comply with the law or any fraudulent reporting of compliance can subject the violating Department member to an administrative investigation, possibly leading to discipline within existing Department policy. **Department members who are non-compliant with ExpressLanes restrictions may be held accountable for any fees and/or penalties assigned.**

Department personnel may purchase a transponder and use it with a Department vehicle, but are required to follow the rules of the ExpressLanes terms of use with Metro. Personnel will be held accountable for the misuse of a transponder in the ExpressLanes if in fact, there are less than the required number of persons in the vehicle while traveling in the ExpressLanes.

Prohibited Use

The "Pay as You Go" option provides for the use of the I-110 and I-10 Metro ExpressLanes without a FasTrak Flex transponder or registered account at a reduced violation rate. The registered owner usually receives a notice for the toll amount, plus a \$4 processing fee. **Department employees are not authorized to use this feature while driving a County vehicle.**

NOTE: Employees who use their personal FasTrak transponders in a County vehicle must add the vehicle license plate _____ number as an authorized vehicle to their account prior to utilizing the FasTrak lanes. Failure to do so will result in _____ the County being billed for the violation plus penalties, and the employee will be held accountable for any fees _____ and/or penalties assigned.

Allowable Exceptions for Marked Units

Lawful use of the ExpressLanes, as they apply to authorized emergency vehicles, is detailed in section 23301.5 of the California Vehicle Code (CVC).

It is critical for all Department members to understand that they must comply with section 23301.5 CVC even when operating a marked patrol vehicle. This law specifies that in order to qualify as an "authorized emergency vehicle," the vehicle must be "properly displaying an exempt California license plate, and is properly identified or marked," to include external surface-mounted red and/or blue warning light and displaying public agency identification. The marked County vehicle, while in the HOT lane, must be driven in response to or returning from an urgent (priority) or emergent call, or engaged in an actual emergency. The actual display of emergency lighting is not required under this law.

The Department has entered into Letters of Agreement (LOA) directly with Metro for exemption of certain vehicles, as long as those vehicles comply with the agreed-upon restrictions, in that they are only exempt when in the performance of specified duties and not commuting to/from work, training, or engaged in routine business not identified within the LOA. Such vehicles have been entered into the toll system as "non-revenue" vehicles. Inmate transportation, law enforcement patrol operation of the I-110 bus stations, as well as patrol of the Metrolink stations along I-10, are examples of non-revenue vehicles. Marked patrol vehicles (excluding vans, utility vehicles, pickups, etc.) assigned to Carson, Century, South Los Angeles, and Temple Stations are also designated as non-revenue vehicles. In addition, specific specialized emergency response units (i.e., Special Enforcement Bureau, Emergency Services Detail, Arson Explosives, and HazMat Details, as well as Emergency Operations Bureau and mobile communication response vehicles) are considered non-revenue.

Reimbursement for Toll Violation Fees and HOT Lane Usage

Claims for reimbursement of toll lane fees are not being accepted by Fiscal Administration Bureau; however, updates are anticipated in the future. Refer to Fiscal Notice bulletins and/or contact Fiscal Administration Bureau for further guidance.

Enforcement and Violations

- The ExpressLanes are enforced with a combination of California Highway Patrol enforcement and cameras that take pictures of vehicle license plates for those vehicles without a transponder.
- Violator vehicle information from ExpressLanes cameras is conveyed to the California Department of Motor Vehicles, and the registered owners are sent a violation notice for payment. The first notice allows the violator to pay only the toll amount owed within 14 days of the date the notice was mailed. If the toll is not paid within 14 days, a \$25 penalty is assessed. If the violation is unpaid after 30 days, an additional \$30 penalty is added. After 60 days of non-payment, a hold is placed on the vehicle registration, or it will be sent to collections for payment.
- The I-110 and I-10 Metro ExpressLanes are separated from the general-purpose lanes by solid white lines. The fine for crossing the solid white lines to enter or exit the ExpressLanes is \$491.

Violation notices are sent to the registered owner's address on file.

- In the case of a Department-owned vehicle, violations are sent directly to the Communications and Fleet Management Bureau (CFMB) at 1227 N. Eastern Avenue, Los Angeles CA, 90063. In some cases, toll violations may be misdirected and should be immediately routed to CFMB to initiate proper Department processing. CFMB will date/time stamp the notice upon receiving it. The notice shall be entered into the Fleet Asset Status Tracking (FAST) program for tracking and archival purposes. Within 24 hours of

receiving each notice, CFMB shall forward the violation notice(s) directly to the affected unit commander(s).

- In the case of a personal-owned vehicle bearing confidential plates, violations are first sent to Sheriff's Headquarters Bureau (SHB). After receiving the toll violation, SHB will forward the violation to CFMB. Within 24 hours of receiving each notice, CFMB shall forward the violation notice(s) directly to the employee's unit. Based on the limitations of routing and distribution of county mail between units, employees should be mindful of delays in receiving notices of violation.

Disposition of Violations

Each unit commander is responsible for the review, handling, and reconciliation of toll violation notices at the unit level. If the violation was received late, (according to the time stamp from CFMB) and an increased fine is already imposed, the unit of assignment must notify CFMB of the concern and provide an explanation of the delay involved in getting the first notice.

It is incumbent upon the vehicle's assigned unit's operations lieutenant, assistant director, or comparable designee (at time of violation), to investigate in order to identify the operator who committed the violation, and ensure one of the following dispositions is achieved for each violation:

- The violation is paid by the employee who committed the violation;
- The notice of violation is formally contested with Metro for good cause; or
- A request for dismissal is made, per section 23301.5 CVC. The unit of assignment must ensure each violation is properly resolved in a timely manner, and a response shall be sent directly to CFMB.

Waiver Process

If determined that the vehicle receiving the toll violation notice was in compliance with section 23301.5 CVC, the unit of assignment shall provide a written response directly to CFMB utilizing the Request for Emergency Vehicle Toll/Credit Waiver form, which can be located by [clicking here](#). The notice to CFMB may only be signed and submitted by the unit operations lieutenant, assistant director, comparable or higher-ranking management personnel. This rule was imposed to assure Metro that an official investigation occurred, and the allowable purpose was affirmed by an authorized Department official.

Data Entry Violation Tracking

The unit operations office shall ensure the final outcome for each reported violation is noted in the FAST program (all units of assignment have been given direct access to the program for this purpose). If there is any trouble accessing or updating the program directly, contact CFMB.

Loaned Department Vehicles

Toll violations issued to loaned vehicles shall be forwarded to the unit of assignment where the vehicle was loaned to at the time of occurrence. It shall be the responsibility of CFMB to determine the unit responsible and forward the toll violation(s) to the concerned unit commander to resolve as outlined herein. In the event

that the Fleet Management intake office lacks specific loan records and/or the responsible unit cannot be determined, Metro shall be notified by the Fleet Management lieutenant.

ExpressLanes Outside of Los Angeles County

Violations for ExpressLanes outside of Los Angeles County shall be handled in the same manner as prescribed above; however, the LOA with Metro does not apply as there are no "non-revenue" list vehicles allowed to use the lanes outside of Los Angeles County.

For information on Metro ExpressLanes, please visit <https://www.metroexpresslanes.net/>.

Questions regarding the content of this Field Operations Directive may be directed to Communications and Fleet Management Bureau (CFMB).

REFERENCES

[23301.5 CVC Emergency Vehicles in Toll Lanes](#)

• 12-006 Cybercrime, Cyber-related Crime, and Cyber-related Incidents

Los Angeles County Sheriff's Department FIELD OPERATIONS DIRECTIVE



CYBERCRIME, CYBER-RELATED CRIME, AND CYBER-RELATED INCIDENTS

PURPOSE

The purpose of this Field Operations Directive is to establish procedures for handling cybercrimes, cyber-related crimes, and cyber-related incidents. This FOD also provides instruction for the proper use of newly created statistical codes 551, 552, and 559 which shall be used for the tracking of these incidents.

BACKGROUND

Computers, electronic tablets, smart phones, and related technology have become commonplace in our society. Rapid advances in technology along with the increased number of affordable computer-related devices have caused a rapid increase in the number of individuals using technology for the commission of crimes. In addition, Penal Code Section 13023.5 specifically requires the Los Angeles County Sheriff's Department to gather and report statistical information regarding the use of electronic devices in the commission of various crimes.

Law enforcement personnel need to be aware and recognize when cyber devices might be in use, or have

played a part in the commission of a crime. In addition, a working knowledge of how to properly handle these devices is necessary so valuable evidence is not lost or rendered inadmissible in court.

DEFINITIONS

Cybercrime: A crime wherein the internet, computers, mobile communications devices, or any related technology is used as the primary instrument. Examples may include:

- Computer/System Intrusion ("Hacking");
- Computer/System Denial of Service;
- Identity Theft (through use of computers, mobile devices or Internet);
- Child pornography (production, sending, receiving or possessing);
- Illegal/illicit communications with a minor (sexting, enticement);
- Computer Fraud;
- Terrorist Threats; and
- Stalking (646.9(g) P.C.)

Cyber-Related Crime: Crimes wherein the internet, computers, mobile communications devices, or any related technology were used in its commission, preparation, or furtherance, but not as the primary instrument. Examples may include:

- Physical theft of a computer or device;
- Prostitution advertised online or via text; and
- Flash mob for criminal purpose (riot).

Cyber-Related Incident: Non-criminal incidents requiring a police response, or which generates a call for service, wherein the internet, computers, mobile communications devices, or any related technology were used. Examples may include:

- Flash mob for lawful protest;
- Cyber-Bullying (when 528.5 P.C. is not applicable);
- Cyber-Stalking (when 646.9 P.C. is not applicable);
- Civil damage complaints; and
- Social Media Parties openly advertising the sale/use of illegal drugs (if no arrests made or crime report taken).

Cyber Device: Any electronic device which can be used to create, send, receive, or store digital information, files, photos, text, e-mail, or any other type of electronic code.

Social media: includes any electronic medium where users may create, share, and view user-generated content, including uploading or downloading videos or still photographs, blogs, video blogs, podcasts, or instant messages, or online social networking content. Examples may include:

- Facebook;
- Twitter;
- YouTube;

- Instagram; and
- Virtual worlds.

POLICY AND PROCEDURES

The following statistical codes (stat codes) have been developed for the tracking and reporting of cybercrime:

551 â€‘ Cybercrime

552 â€‘ Cyber-Related Crime

559 â€‘ Cyber-Related Incident (nonâ€‘criminal)

These stat codes shall be entered as a secondary stat code on the Incident Report (SHâ€‘Râ€‘49) and DDWS, in addition to the primary crime’s stat code.

The SHâ€‘Râ€‘49 has been updated to include checkâ€‘boxes for "Cyber" incidents. The appropriate checkbox shall be used in conjunction with the new 55x series of stat codes.

PATROL STATION PERSONNEL

Desk Personnel

Desk personnel shall dispatch a patrol unit to handle cybercrime, cyber-related crime or cyber-related incidents. The incident’s priority level shall be determined in the same manner as other calls for service. It is important to acquire pertinent information from the caller and include it in the narrative of the call.

The Sheriff’s Information Bureau’s Electronic Communication Triage Unit (SIB eâ€‘COMM) will notify station personnel of large parties, demonstrations, or other events that have been advertised on social media systems. Although these notifications are advisory in nature, these types of events could have a detrimental effect on station resources and have the potential for increased violence in the area. They shall be assessed and handled in the same manner as other information that is received by station desk personnel.

Field Deputies

When responding to a call for service or while conducting a field investigation, the following guidelines shall be followed when cyber devices may have been used:

- Ask the victim, witnesses, etc. if a computer or social network media was involved. Document their statements in the report or call clearance;
- Use the appropriate stat/clearance code for the primary crime when clearing the call or drawing an URN;
- Use the appropriate 55x series stat codes as a secondary stat code, as appropriate;
- Check the appropriate checkâ€‘box for "Cyber" incidents on the SHâ€‘Râ€‘49; and
- If no report is taken, use stat code 559 as a secondary clearance code for the DDWS/call, as appropriate.

Guidelines for Seizing Digital Devices

- Under most circumstances, it is extremely important not to manipulate, search for, or otherwise access the data on a cyber-device, especially when suspected evidence is stored or has even been deleted from the device. Doing so will modify date and time stamp information which may be important to the investigation. Precautions shall be taken to preserve the integrity of digital evidence.
- In most circumstances, it is recommended to power off live computers by simply pulling the power cord.
- If a computer (or mobile phone) is password protected, every reasonable effort shall be made to obtain the password from the owner.
- When evidence is located on a networked computer system (i.e., commercial computer network), do not power off the system. Contact Commercial Crimes Bureau's Cybercrimes Detail immediately for assistance.

Notifications and SRD Guidelines

Commercial Crimes Bureau Cybercrime Detail shall be immediately notified by phone or if after hours, SHB, for incidents involving:

- A breach or attempted breach of a Los Angeles County, contract city, or other government computer system;
- Commercial computer networks;
- Cybercrime or cyber-related crimes that are high profile or media-driven; and/or
- **Active** network intrusions.

Routine notifications shall be made to the Commercial Crimes Bureau Cybercrime Detail by phone or FAX at [REDACTED TEXT], whenever any of the following incidents occur:

- Arrests for cyber-related crimes;
- Cyber-related crimes or incidents involving any of the following:
 - Threats;
 - Theft/Fraud;
 - Unlawful Cyber Intrusion (theft, use, destruction of data);
 - Denial of Service;
 - Fictitious online accounts or web sites in the victim's name; and
 - All cybercrime or cyber-related crimes where the victim is a minor (note: Special Victims Bureau, SAFE Team shall be notified of cases involving child pornography and/or crimes related to sexual assaults).

Approving Sergeant

Shall review all reports for cyber (computer, mobile phone or Internet) involvement; ensure the appropriate secondary stat code is used; ensure the checkbox for "Cyber" incidents on the SH-R-49 has been selected, if appropriate; and upon approval of the report, ensure an SRD is made to DD/CGB.

Detectives

Shall determine whether or not a computer and/or social media was involved, and ensure the appropriate secondary stat code was used. If necessary write a supplemental report adding the appropriate secondary

stat code. When a cyber-related arrest has been made, ensure the appropriate 55x series stat code was used before completing/clearing a case.

Detective Lieutenants

Shall ensure that the case file has been updated with the appropriate use of cybercrime or cyber-related stat codes and supplemental reports.

CONTACT INFORMATION

Commercial Crimes Bureau Fax: [REDACTED TEXT]

Cybercrime Detail Main Office: [REDACTED TEXT]

Cybercrime Detail Fax: [REDACTED TEXT]

Cybercrime Detail Supervisor: [REDACTED TEXT]

Cybercrime Help Desk: [REDACTED TEXT]

Special Victims Bureau, SAFE Team: [REDACTED TEXT]

SIB Electronic Communication Triage Unit (SHB eâ€™COMM): [REDACTED TEXT]

All after hour notifications shall be made through Sheriff's Headquarters Bureau: [REDACTED TEXT]

CITES/REFERENCES

Penal Code Section 13023.5

• 12-005 Video Verified Alarm Notification and Response

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



VIDEO VERIFIED ALARM NOTIFICATION AND RESPONSE

Purpose

The purpose of this Field Operations Directive is to establish policy and procedures for video verified alarm notifications.

Background

Most security alarm systems use sensors that detect glass breakage, motion, or entry point violations. Many alarms use a combination of these to alert the monitoring company of a possible break-in. When an alarm has been activated, the alarm monitoring company calls the home or business owner, a process referred to as "Enhanced Call Verification" (ECV). If the owner does not answer or is unable to verify the alarm is false, the alarm monitoring company calls the Sheriff's Communication Center (SCC) or the local Sheriff's station. SCC notifies the local station, and a unit is dispatched to the location to investigate the source of the alarm. In many cases the investigating deputy is unable to determine the actual reason for the activation of the alarm system. Sensors can become defective or may be overly sensitive, causing false alarms. Burglar alarm calls are dispatched as lower priority calls due to the high volume of these false alarms, and the fact they are property crimes.

In an effort to provide better service to their customers, many alarm companies are now using improved video technology. By installing video cameras in homes and businesses, alarm monitoring companies are able to view specific areas of the location. When an alarm monitoring company receives an alarm signal, they may be able to determine if someone is observable inside the location. Using the digital video feed, they may also be able to capture still-frame digital video images that can be passed on to law enforcement. "Enhanced Call Verification" (ECV) procedures will be followed, and the information seen on the screen is used to verify what is occurring ("video verification" process). Once confirmed that a crime has occurred or is in progress, the alarm monitoring company can pass this information on to law enforcement via telephone. They also have the ability to send the digital video as an attachment via e-mail. If used properly, the end result of the additional information will include better officer safety information for responding deputies, better information for use in investigating valid alarm calls, and a decrease in the amount of false alarm calls that law enforcement must respond to. Suspect descriptions and other pertinent information may also lead to more arrests and the successful prosecution of suspects.

Policy and Procedures

Station desk personnel taking 459A, 459S, 211S, and 927P service calls shall inquire of the alarm company monitoring center whether or not the alarm includes video verification. Dispatch personnel shall NOT hold a call for service pending the arrival of the e-mailed video clip for viewing. When it is confirmed that a video has been received from an alarm monitoring company and is available for viewing, dispatch personnel shall update the calls with radio code 459A, 459S, 211S and 927P with a "V" at the end of the code indicating video, i.e., 459AV, 459SV, 927PV, 211SV.

Station desk personnel shall verify the video has been e-mailed to the [REDACTED TEXT] email address. After receiving and reviewing the video, the station desk personnel shall include the appropriate "V" designator and upgrade the call response to the next higher response level. The station receiving the call is responsible for viewing the contents of the video and updating the call for service as needed to alert responding deputies based on what is observed in the e-mailed image or video file.

SCC personnel taking an alarm call will not review the video unless instructed to do so by an on-duty bridge supervisor.

Not all alarm companies are participating in the Video Verified Alarm Notification Program. If the person receiving the call from the alarm monitoring company indicates there is video of the incident but, per their policy, will not release it, the Department shall handle the alarm (459A, 459S, 211S, 927P) call following normal procedures at the usual response level.

Receiving an alarm call: 459A, 459S, 211S, 927P

When dispatch personnel receive an alarm call, they shall:

- Verbally confirm with the alarm monitoring company informant that ECV procedures were followed and there is a video for the incident. The video must be under 10 megabytes in file size uncompressed:
 - If there is a video, ask the alarm monitoring company informant if the video was e-mailed to [REDACTED TEXT].
 - If the video was e-mailed, visually confirm the video was received by checking the "Video Alarms" folder located in [REDACTED TEXT].
 - If it is confirmed the alarm monitoring company has sent the video, update the radio code to include "V" for video, i.e., 459AV, 459SV, 211SV, 927PV.
 - Station desk personnel shall view the video and determine if any observations from the video need to be documented in the call. This should be a determining factor when prioritizing the call, i.e., routine, priority, or emergent.
 - If there is a video but it has not been e-mailed at the time of the call:
 - Verify the alarm monitoring company is going to send the video and obtain an estimated time when the video will be e-mailed. Document the estimated time in the call for service. , i.e., "ETA of video 1234 hours" or "Video pending Unk ETA." Do not update the radio code to include "V" for video until it is confirmed a video is in the "Video Alarms" folder located in Microsoft Outlook\Public Folders\All Public Folders\Video Alarms
 - If there is no video, do not add the "V" to the call
- Ask the alarm monitoring company informant what time the alarm was activated and enter the time into the narrative of the call as "Alarm activated at 1234 hrs."
- Dispatch the call as quickly as possible, giving consideration to sending the call for dispatch more quickly, Then update the call with further information for responding deputies rather than hold the call while getting all details and typing a full narrative prior to initial dispatch (delays the response unnecessarily).

Considerations when viewing the video and dispatching the call

- There may be a time delay before the video is emailed to the Sheriff's Department due to the alarm monitoring company viewing the video, confirming with the property owner if anyone is authorized to be inside the location, placing the call for service to the Sheriff's Department and e-mailing the video, etc.
- The videos are not in real time, and no "live" streaming of video footage will be sent to SCC or any of the patrol stations.
- The videos will only contain about 10 -15 seconds of footage.
- If you are having problems viewing the video, please check with your unit's system administrator to ensure the computer has updated video viewing software. If the computer has been updated and there is still a problem viewing video clips, please contact the "CFMB Video Alarm Project" e-mail group. Please include the file name, error message, and computer name you are using.

Post-Incident handling of the video

- The handling deputy shall move the digital video from the Public Folders\All Public Folders\Video

Alarms folder and save the video in accordance with the station's policy and procedures for handling digital evidence.

- The handling deputy shall contact the alarm monitoring company and confirm the original video is still present and how long the video will be available for detectives. This information shall be documented in the incident report.

Video Storage

All videos will be stored in the main e-mail location for seven days before they are removed by the Communications and Fleet Management Bureau (CFMB) Information Technology Group.

• 12-004 Parole Compliance Teams (PCT) and Supervision of Post-Release Supervised Persons (PSP)

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



Parole Compliance Teams (PCT) and Supervision of Post-Release Supervised Persons (PSP)

Purpose

The purpose of this Field Operations Directive is to provide policy and procedures regarding the duties of Parole Compliance Teams (PCTs) and supervision of Post-Release Supervised Persons (PSPs).

Background

AB-109, also known as the "Public Safety Realignment Act," was signed into law April 4, 2011, and was enacted on October 1, 2011. Under the newly formed program (AB-109), Non Serious, Non Violent, Non Serious Sex Offenders ("N3's") will be released into Los Angeles County under "Community Supervision."

This population, formerly known as parolees, are now identified as Post-Released Community Supervision "PRCS," Post-Release Supervised Persons "PSPs," or "N3s."

Persons convicted of certain crimes will serve their sentence in custody and are not eligible for a conditional release under PRCS. The link below displays a list of crimes that exclude the prisoner from participation in the PRCS program.

<http://www.cdcr.ca.gov/realignment/docs/Crime%20Exclusion%20List.pdf>

Policy and Procedures

To ensure the safety of the communities we serve, the Los Angeles County Sheriff's Department developed and implemented Parole Compliance Teams (PCT) in order to effectively monitor PSPs within the County of Los Angeles. This requires unit commanders to identify and assign sworn personnel to work with Parole Compliance Teams, as necessary.

Our Department's Parole Compliance Teams (PCT) shall enforce the terms and conditions of PSPs through address verifications, compliance checks, and field contacts.

Specific duties of assigned personnel include:

- Establish working relationships with Los Angeles County Probation, local law enforcement agencies, and other Los Angeles County Sheriff's stations.
- Utilize local, state, and federal databases to review and update PSP information.
- Actively identify, target, and apprehend PSP's who are absconders or who have been identified by the Probation Department to be the PSP equivalent of "parolees at large."
- Interact with crime analysts to identify crime trends and compare information of known PSP's.
- Conduct routine and target specific searches of PSP residences to combat crime and ensure compliance with PRCS conditions (All search operations will comply with existing Department policies and directives).
- Collaborate with local Sheriff's Stations, Police Departments, and the Probation Department to conduct multi-agency compliance checks and absconder apprehension operations.
- An Operations Plan, along with a Risk Assessment sheet, shall be written and completed for any search operation involving a PSP.
- A PSP Assessment form (attached) shall be completed when conducting a compliance or address verification check. This form is to be used for data entry into LARCIS.
- All personnel involved in any operation shall attend the briefing prior to the search operation
- Records shall be maintained for five years from the completion of each operation by the unit conducting the operation. The records shall be tracked by unique URN numbers with a statistical code of 810.

After an Operations Plan is approved, a notification shall be made to the L.A.S.D. watch commander or the watch commander at the local law enforcement agency which has jurisdiction for the location to be searched.

The PSP compliance check or search shall be conducted as required by policy, including but not limited to MPP Sections **5-09/465.00** through **5-09/465.60** (Search Operations).

An Incident Report (SH-R-49) shall be used to document the search along with a Search Operation Preparation Checklist (SH-R-461).

Statistical code 810 shall be used to draw an URN for a search operation in lieu of the old RIB number. This search operation URN will be different from a traditional URN. For example, a search operation conducted in Carson in 2012 would be: 12-109-1615. The format is xx-xxx-xxxx, a 2 digit year followed by a sequential number (does not require digit filling zeros as in a traditional URN number), and 4 digit reporting district. No statistical code will be at the end of the URN since this format is unique for only the 810 statistical code.

If a crime report is written as a result of the search operation, an additional URN will be obtained for the crime or incident and cross referenced with the 810 URN.

In the event nothing illegal was found or seized, statistical code 810 shall be used to document the search on an Incident Report (SH-R-49) with the classification line stating "Parole Compliance Search /NC/ 810" (NC = No Crime). A Search Operation Preparation Checklist (SH-R-461) shall be attached.

The pre/post search video recording and all pertinent documentation shall be included in the search package with the search documentation check-list (SH-AD-689) attached to the outside of the envelope.

The Los Angeles County Probation Department will have overall jurisdiction of all the PSP's who fall under the AB-109 program criteria. The Probation Department will maintain the case management responsibility of the PSP population.

PSPs are assigned to a probation officer at a probation office corresponding to his/her area of residence. For more information on PSPs or to speak to a PSP case manager, call the PRCS 24/7 hotline (866) 931-2222.

Cites/References

State of California website news release regarding AB 109.

<http://gov.ca.gov/news.php?id=16964>

California Department of Corrections & Rehabilitation website.

General AB 109 information

http://www.cdcr.ca.gov/About_CDCR/docs/Realignment%20Fact%20Sheet.pdf

List of N3 crimes not eligible for PRCS.

<http://www.cdcr.ca.gov/realignment/docs/Final%20Crime%20Exclusion%20List.pdf>

Overview of California Realignment website.

<http://calrealignment.org/realignment%20overview.html>

[http://www.cdcr.ca.gov/realignment/regionaltrainingdocs/Tanya/CDCRFORM1515%20CSPRCS\(07%2011\).pdf](http://www.cdcr.ca.gov/realignment/regionaltrainingdocs/Tanya/CDCRFORM1515%20CSPRCS(07%2011).pdf)

• 12-003 Homeless Encampments

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



HOMELESS ENCAMPMENTS

PURPOSE

The purpose of this Field Operations Directive is to provide guidelines and procedures to field personnel or Department members who respond to or become aware of a location where homeless persons are residing.

DEFINITIONS

Chief Executive Office (CEO) - This office is responsible for making recommendations to the Board of Supervisors that will result in cost-effective programs to better serve the public, the Board, and County departments.

Los Angeles Homeless Services Authority (LAHSA) - LAHSA is the lead agency in the Los Angeles continuum of care. Through the use of federal, state, county, and city funds, LAHSA coordinates the placement of homeless persons into programs that provide sustenance, shelter, housing, and medical/mental health services.

Significant Encampment - A significant encampment is a location involving five or more homeless persons where one or more of the following conditions exist:

- Homeless individuals routinely gather.
- Homeless individuals have established residency.
- Homeless individuals have constructed temporary or other forms of shelter and/or dwellings.
- Homeless individuals are collecting, storing, or have abandoned personal and/or other types of property.

Homeless Encampment Information Form - This is a joint-agency form used by the COPS Bureau's Homeless Services Team (HST), the CEO, and LAHSA. This form is used to document specific information regarding homeless encampments including location, description, and observations. It is also used to track HST, CEO, and LAHSA efforts to provide services to the homeless and address encampment issues.

BACKGROUND

During the past few years, the number of homeless individuals and encampments in Los Angeles County has grown steadily. More and more frequently, law enforcement is being called upon to deal with the many concerns that often arise from these homeless individuals and their encampments. Addressing these issues can be time-consuming and labor intensive, placing a significant burden on field personnel.

Quite often, homeless individuals suffer from mental health problems, physical disabilities, medical illness, substance abuse issues, or the psychological and emotional scars brought on by financial loss or traumatic experiences. Compounding these already-difficult challenges are the oftentimes dilapidated and unhealthy conditions that exist at many of these encampments.

On February 24, 2011, the CEO and LAHSA signed a Memorandum of Understanding establishing the Los Angeles County Homeless Encampment Protocol. This protocol outlines the process for providing a coordinated effort to address significant homeless encampments located in unincorporated Los Angeles County as well as any of the Sheriff's Department's contract cities.

PROCEDURES

If Department members respond to or become aware of a significant homeless encampment, please contact COPS Bureau's HST by calling [REDACTED TEXT] Please be prepared to provide the location of the encampment, approximate number of homeless individuals observed, and any information regarding the physical conditions of the site.

When COPS Bureau has been notified of a significant homeless encampment, COPS Bureau will complete the Information form. HST and LAHSA members will be dispatched to the encampment within 72 hours to conduct an initial assessment of the site. Together, HST, LAHSA, and the CEO's office will develop a collaborative response that will address the concerns of the community and the needs of the homeless as well as provide for a long-term solution.

If the encampment is within a County Park, the HST team will forward the information to the Parks Bureau, who will assume responsibility for the provisions of the protocol.

• 12-002 Housing Authority Section 8 Non-Criminal Investigations/Inspections

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



Housing Authority Section 8 Non-Criminal Investigations/Inspections

BACKGROUND

The Department receives many requests to provide security and ensure the safety for agency workers who

are not law enforcement officers, such as requests from housing authorities, Code Enforcement, et cetera. These agencies have their own policies and procedures for requesting law enforcement and interacting with law enforcement. They also have their own policies and procedures on how to handle the incident for which they are requesting security.

PURPOSE

This directive establishes procedures for deputy personnel who are called to ensure the safety of non-law enforcement agency workers of the housing authorities. Responsibility for enforcing Section 8 non-criminal rules and regulations rests with the housing authority and not with the Department.

A housing authority may initiate investigations/inspections to ensure compliance in its programs. A housing authority worker's role is to conduct administrative investigations/inspections for compliance in its programs. These housing authority investigations/inspections are non-criminal in nature. Deputy personnel are not to participate in these investigations/inspections but are merely there, when requested, to ensure the safety of the housing authority worker whether inside and/or outside of the location/residence. Deputy personnel do have an obligation, however, to take law enforcement action if a crime occurs in their presence that is unrelated to Section 8 compliance (i.e., not based solely on administrative violations of the Section 8 program) or a person is present at the location for whom the deputy has probable cause to believe has committed a crime unrelated to Section 8 compliance.

If an arrest results from a crime unrelated to Section 8 compliance, the name of the housing authority worker shall be included in the arrest report. Any audio or video of the consent to enter the location/residence, if granted to either the housing authority worker or the Department member, shall be placed into evidence. Information regarding any housing authority investigation/inspection shall be referenced in the report and copies of consents shall be requested from the housing authority worker. Evidence of Section 8 rule violations identified by a housing authority worker may not serve as the basis for law enforcement action.

The procedures set forth in this Directive are intended to provide a safe, controlled, and consistent response to requests from housing authorities. It is not the intention of this Directive to dissuade a housing authority from conducting its lawful function within a Department jurisdiction and in accordance with its policies and procedures. It is this Directive's purpose to ensure that investigations/inspections are not being used to harass residents in their homes or motivate residents to relocate from their homes.

POLICY AND PROCEDURES

When a station/unit receives a call for service by a housing authority worker requesting Department presence to ensure the worker's safety, the housing authority worker shall respond to the station/unit and complete a "Non-Criminal Investigation/Inspection Security Request" form. The form is required and must be approved by the station/unit watch commander before dispatching a deputy to this type of call for service. The watch commander shall require written proof from the housing authority worker that his/her Section 8 investigation/inspection is approved by his/her supervisor.

Watch Deputy's Responsibility

- The watch deputy shall run the name(s) and the address of the location/residence listed on the "Non-Criminal Investigation/Inspection Security Request" form in the CAD system for any "hits," known gang

affiliation, or any other safety factors, and on the form any information found.

- The watch deputy shall submit the completed form to the watch commander for approval. If the request is approved by the watch commander, the watch deputy shall dispatch a deputy to the location/residence.
- The watch deputy shall share all information discovered which may pose a safety risk to any responding deputy or deputies.
- The watch deputy shall not release any non-public information to the housing authority worker. Examples of such non-public information include, but may not be limited to, confidential reports, sex crimes reports, personal identifying information of a suspected gang member, and reports indicating an identifiable juvenile.

Watch Commander's Responsibility

The Watch Commander shall:

- Ensure the Non-Criminal Investigation/Inspection Security Request form is complete and signed by the housing authority worker;
- Ensure that the housing authority worker provides written documentation that a supervisor has authorized the request for deputy presence;
- Review and evaluate the appropriateness of the request, which includes the reasons for the request articulated on the Non-Criminal Investigation/Inspection Security Request form, i.e., prior confrontations with a resident, threats made by a resident, known gang membership of an occupant or resident, and any other factors relevant to the housing authority worker's safety that may have been documented by the watch deputy on the back of the form;
- Approve the request only if a deputy is necessary to ensure the safety of the housing authority worker. That decision should be based on the circumstances articulated by the housing authority worker on the Non-Criminal Investigation/Inspection Security Request form and any information pulled by the watch deputy. Otherwise, the request shall be denied;
- If the request is approved, determine the appropriate number of deputies to respond to the request. The number of deputies shall generally be no more than one, absent specific reasons for more, i.e., the reasons articulated on the Non-Criminal Investigation/Inspection Security Request form, "hits" on the location/residence, known gang affiliation, or any other safety factors. If more than one deputy is authorized, the watch commander shall document the reason on the Non-Criminal Investigation/Inspection Request form; and
- Return the approved or denied form to the watch deputy for processing.

Responding Deputy's Responsibilities

- The Department shall not participate in a housing authority's investigations/inspections, except as set forth in this Directive. Moreover, unless a crime unrelated to Section 8 compliance is occurring in the presence of a deputy (including plain view doctrine) during such an investigation/inspection (i.e., not based solely on administrative violations of the Section 8 program), or a person is present at the location for whom the deputy has probable cause to believe has committed a crime unrelated to Section 8 compliance, the Department shall not conduct any criminal investigations or take any law enforcement action while accompanying housing authority workers.
- The responding deputy shall respond to the location/residence with the goal of ensuring the housing authority worker's safety. The responding deputy shall abide by the Department's policies and

procedures and all applicable laws.

- The responding deputy shall not release any non-public information to the housing authority worker. Examples of such non-public information include, but are not limited to, confidential reports, sex crimes reports, personal identifying information of a suspected gang member, and reports indicating an identifiable juvenile.
- If the housing authority receives consent to enter the location/residence, the responding deputy must obtain a *separate written* consent to enter the location/residence from the person having authority to give consent. The deputy shall have the person giving consent to enter the location/residence sign a "Sheriff's Department Consent for Entry to Provide Security" form.
- The responding deputy shall not insist that consent be given, nor suggest that a search warrant will be sought if consent is not given, and shall make it clear that giving consent for his/her entry is voluntary.

NOTE: Consent to enter in this context does not constitute consent to search; entry shall be solely for the purpose of protecting the housing authority worker.

- If the person giving consent to enter the location/residence gives authorization to the housing authority worker but not to the deputy, the deputy is *not* authorized to enter the location/residence even if the housing authority worker enters the location/residence, absent exigent circumstances.
- Upon entering the location/residence, the role of the deputy is to ensure the safety of the housing authority worker.
- The responding deputy shall not participate or assist in the housing authority worker's investigation, including the search of the home or inspection of the home.
- The responding deputy shall not take law enforcement action such as requesting identification from occupants of the home, running names through the CAD system, questioning residents/occupants regarding housing authority rule violations or any other issues, or encouraging residents/occupants to give the housing authority worker consent to enter or inspect the premises.
- The responding deputy may request the name and date of birth of any occupant, however the deputy must ensure through his/her conduct that the request is voluntary and not the occupant's mere acquiescence to police authority.
- If no law enforcement action is taken, the responding deputy shall obtain an URN with the statistical code of 787 and place it on the "Non-Criminal Investigations/Inspections Security Request" form. The "Non-Criminal Investigations/Inspections Security Request" form, along with the "Sheriff's Department Consent for Entry to Provide Security" form, if obtained, and the housing authority worker's written documentation authorizing his/her investigation/inspection, shall be submitted to the watch sergeant for processing.
If law enforcement action is taken, the responding deputy shall follow Department policies and procedures. If a criminal report is written, the report will contain the appropriate criminal statistical code, along with the 787 statistical code.
- A Mobile Digital Computer (MDC) entry will be made for all housing authority-related calls, observations, incidents, or compliance checks. The MDC clearance shall include the 787 clearance code.

Watch Sergeant's Responsibilities

The Watch Sergeant shall:

- Ensure that the responding deputy has submitted the "Non-Criminal Investigations/Inspections Security Request" form and attached the "Sheriff's Department Consent for Entry to Provide Security" form, if

- obtained, and the housing authority's written documentation authorizing his/her investigation/inspection.
- In instances where a Criminal Incident Report (SH-R-49) is also written, the watch sergeant shall ensure that the "Non-Criminal Investigations/Inspections Security Request" form, the "Sheriff's Department Consent for Entry to Provide Security" form, if obtained, the housing authority's written documentation authorizing his/her investigation/inspection are attached, and that a statistical code of 787 is included.
 - After review by the watch sergeant, forward all reports/forms to the station secretariat for processing.

Investigations of Fraud on the Voucher Program

Housing Authority Referred Investigations All allegations of fraud on the voucher program referred through a housing authority worker will be submitted to the detective bureau lieutenant prior to the start of any investigation. The detective bureau lieutenant will evaluate the need for an independent investigation and will notify the housing authority of his or her decision. If an investigation is deemed appropriate, the detective bureau lieutenant shall assign the case to a detective who will generate an incident report using the 787 statistical code. The detective bureau lieutenant will ensure that the investigation is not being used to harass residents or motivate them to relocate. Once the housing authority-referred fraud investigation is complete, the handling detective shall submit the case to the District Attorney's Office. The Department will analyze data containing the 787 statistical code on a countywide basis at least semiannually to ensure that voucher-related law enforcement actions are not being used to harass residents in their homes or motivate residents to relocate from their homes.

Department Personnel Initiated Investigations

All proposed independent investigations for criminal fraud based on voucher holder compliance with the voucher contract shall be evaluated by the detective bureau lieutenant prior to the start of the investigation. The detective bureau lieutenant will ensure that the investigation is not being used to harass residents or motivate them to relocate. If an investigation is deemed appropriate, the detective bureau lieutenant shall assign the case to a detective who will generate an incident report using the 787 stat code and note the detective bureau lieutenant's concurrence in the report. Once the investigation is complete, the handling detective shall submit the case to the District Attorney's Office. The Department will analyze data containing the 787 statistical code on a countywide basis at least semiannually to ensure that voucher-related law enforcement actions are not being used to harass residents in their homes or motivate residents to relocate from their homes.

Secretariat Responsibilities

- All "Non-Criminal Investigations/Inspections Security Request" and attached forms shall be processed by the secretariat and treated as an "Inactive" Incident Report. The forms will be filed with the station's incident reports and imaged into the electronic archive SECDA.
- All Criminal Incident Reports will be processed normally, with the "Non-Criminal Investigations/Inspections Security Request" form, the "Sheriff's Department Consent for Entry to Provide Security" form, if obtained, the Housing Authority's written documentation authorizing his/her investigation attached, and a statistical code of 787 included.

Department Operation (or Search) Entries

Housing authority personnel shall not be notified in advance of Sheriff's Department operations such as warrant services, probation/parole sweeps, "Cease Fire" operations, CPB/COPS surveys, DCFS checks, sex

registrant compliance checks, or warrant checks. They shall not be invited to participate in ongoing Sheriff's Department operations even if Department personnel become aware that a particular residence or individual receives Section 8 housing assistance. Reserve deputies, working in the capacity of a housing authority worker, shall not be permitted to accompany Department personnel during field operations.

If Department personnel conduct an entry of a location/residence for law enforcement purposes and a housing authority worker happens to be present, the housing authority worker shall not enter the location/residence until all law enforcement action is complete. Law enforcement entry into the location/residence does not give the housing authority worker implied consent to enter the location/residence. The housing authority worker will need to obtain his/her own consent for entry.

Requests for Information Regarding Section 8 Residents

Department personnel shall not ask for, nor secure, names or addresses for Section 8 residents who receive vouchers for housing from housing authority personnel or any other source to conduct Department operations such as warrant services, probation/parole sweeps, "Cease Fire" operations, CPB/COPS surveys, DCFS checks, sex registrant compliance checks, or warrant checks.

Department personnel shall not ask any individual whether he or she receives Section 8 housing assistance (i.e. during traffic stops or while checking suspicious persons), nor will they seek such information from other sources such as landlords or neighbors.

Reserve deputies working in their capacity as a housing authority worker shall not have access to confidential databases such as JDIC.

ATTACHMENTS

Non-Criminal Investigation/Inspection Security Request Form (SH-R-635, Rev 03/2018)

Consent for Entry to Provide Security Form (SH-R-634, Rev 03/2018)

[http://lasdweb/sites/eForms/Documents/FOD%2012-02%20Section%208%20\(Attachment%20Forms\)%20New%20Star.pdf](http://lasdweb/sites/eForms/Documents/FOD%2012-02%20Section%208%20(Attachment%20Forms)%20New%20Star.pdf)

• 12-001 Procedures for Processing "Resistance, Delaying, and Obstruction Arrests" (148(a)(1) P.C. and 243(b) P.C.)

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PROCEDURES FOR PROCESSING "RESISTANCE, DELAYING, AND OBSTRUCTION ARRESTS"

(148(a) (1) P.C., 69 P.C. and 243 (b) P.C.)

BACKGROUND

Arrests for Penal Code sections 148(a)(1), 69, and 243(b) are lawful in instances where an individual resists arrest, delays, obstructs, or interferes with the police in the lawful exercise of police powers or batters or fights or injures a police officer. A suspect's verbal response, without a physical act, no matter how degrading or provocative, does not constitute resistance or obstruction unless the words used are so inflammatory as to constitute a threat or incite immediate breach of the peace. These arrests typically receive more scrutiny from the criminal justice system and, therefore, merit discretion and good judgment by deputies and enhanced scrutiny by supervisors and managers.

POLICY

All "Resistance, Delaying, and Obstruction Arrests" (148(a)(1) PC, 69 PC, and 243(b) PC) shall be reviewed carefully by supervisors to determine whether they have a strong factual basis and can withstand legal scrutiny, with special attention to the potential controversy and civil liability.

Deputies are to use discretion and good judgment when deciding to arrest for violations of these sections. Generally, verbal resistance or disrespectful behavior alone are not sufficient to justify resistance or obstruction arrests

When force is used in instances involving obstruction arrests, Department members shall document in their reports the efforts made to de-escalate potential force incidents, or the reasons that precluded Department personnel from employing de-escalation efforts

ARREST AND REPORT REVIEW PROCEDURES

Pursuant to the Arrest Review Procedures set forth in MPP section 5-03/010.00, Watch Commanders must review and approve 148(a)(1) arrests. Additionally, misdemeanor 243(b) PC arrests shall also require Watch Commander review and approval, just as felony 243(c)(2) PC and 69 PC already do. This review shall be required whether the obstruction charge(s) are the sole/primary charge or are the secondary charge(s). The arrest review shall be made via Probable Cause Declaration (PCD), even if the arrestee is eventually released through a cite-out.

When obstruction arrests are made by outside units, all bookings for obstruction arrests shall require Watch Commanders from the local station to approve the arrests and sign the completed arrest report in order to maintain consistency.

The arresting deputy shall document in his arrest report the name of the Watch Commander who approved the arrest.

Furthermore, the Watch Commander that reviewed/approved an arrest that includes a charge for 148(a)(1), 69, or 243(b) shall make every reasonable effort to **also read and co-sign** the arrest report and any supplemental reports after the Watch Sergeant has signed them.

When reviewing the arrest reports, special scrutiny shall be undertaken with respect to the

deputy's documentation of the duties that were interfered with and the suspect's actions causing the resistance, obstruction, battery, delay or interference. The Watch Commander is accountable for ensuring that the elements and details of the arrest that were described verbally by the arresting deputy are included in the report.

Watch Commanders and Watch Sergeants shall refer to the attached "Resistance, Delaying, and Obstruction Arrest Guidelines" and consider its contents when reviewing these arrests and when reading the reports.

If the report(s) are not completed by the end of the Watch Commander's shift, the report(s) will be processed without his/her signature. He/she will, nevertheless, be required to read a copy of the report within five calendar days of the arrest. The Watch Commander shall also document all "Resistance, Delaying, and Obstruction Arrests" in the Watch Commander's shift log.

In any case in which the approving Watch Commander feels the report is so deficient that prosecution is jeopardized, he/she shall confer with the Detective Bureau Lieutenant or prosecutor. The Watch Commander shall also advise the arresting deputy of his/her concerns and take appropriate action as to the deficiency.

The Watch Commander shall be responsible for forwarding to the Captain a signed copy of the 148(a)(1) PC, 69 PC, or 243(b) PC reports for which he/she approved the arrest. The Captain shall maintain a file of 148(a)(1) PC, 69PC, and 243(b) PC reports and shall review each report for both quality control and civil liability.

DETECTIVE BUREAU PROCEDURES

Pursuant to MPP section 4-21/035.00 governing Resisting Public Officer charges, all "Resistance, Delaying, and Obstruction Arrest" reports shall be assigned to a station detective to handle as an active investigation, the principal deputies shall be listed as victims, and the report shall include a 145 statistical code. The assigned detective will make every reasonable effort to conduct a recorded interview of the suspect prior to presenting the case for filing.

The Detective Bureau Lieutenant shall ensure data is properly entered by station personnel into the Department's Obstruction Arrest web application, which was developed to provide a centralized tool for the review of all obstruction arrests.

AUDITING PROCEDURES

Each instance where the prosecutor rejects a "Resistance, Delaying, or Obstruction Arrest" case will be assessed by the Detective Bureau Lieutenant. The Detective Bureau Lieutenant shall discuss any rejected cases with the prosecutor, if he/she disagrees with the filing decision, or with the Watch Commander who approved the arrest and the victim deputy, if appropriate. The reasons for the rejection and whether the case could or should have been handled differently should be addressed in these discussions. The Detective Bureau Lieutenant will provide a quarterly report to the Captain, based on information from the Department's Obstruction Arrest web application, in which he will address the reasons for the rejections.

The Detective Bureau Lieutenant's tracking system and quarterly reports will be reviewed quarterly by each Division Headquarters.

Questions regarding the content of this Field Operations Directive can be directed to Field Operations Support Services at [REDACTED TEXT]

Attachments

Resistance, Delaying, and Obstruction Arrest Guidelines

Obstruction Arrest Database Manual

• **11-003 Alert Los Angeles (LA) County
[RESCINDED]**

Rescinded

• **11-002 Policing Public Events and Threats Against Elected Officials**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



POLICING PUBLIC EVENTS AND THREATS AGAINST ELECTED OFFICIALS

PURPOSE

The purpose of this Field Operations Directive is to establish uniform policy and procedures related to providing general police services for public events involving elected officials.

BACKGROUND

On January 8, 2011, in Tucson, Arizona, a gunman opened fire at a public event featuring a member of the United States Congress. The shooting resulted in the death of six people, and several others were wounded, including the member of Congress. In addition, there are increasing reports of persons assaulting speakers and elected officials at public events using firearms, knives, or physical force. The vast majority of such assaults reportedly had been perpetrated by lone assailants and did not involve any previously announced specific threat against the victims.

POLICY

It is the policy of this Department that unit commanders will assign a highly visible, uniformed deputy presence

to public events featuring elected officials upon request of the elected officials or their staff. If deemed necessary by the Unit Commander, this may also be done without such a request. The Emergency Operations Bureau shall be notified whenever a uniformed deputy presence is deployed to public events.

This directive does not modify Department policy related to threats against elected officials or employees of the County of Los Angeles. Policy for handling such threats is found in section 4-23/013.00 of the Department's Manual of Policy and Procedure.

This policy does not address providing police services within private events. Security of private events is generally the responsibility of the person or entity hosting the event.

The Department will continue to appropriately assist Federal and State agencies having dignitary protection responsibilities.

PROCEDURES

Responsibility for implementing this directive is distributed among the following units:

- Station and unit commanders are responsible for providing appropriate policing services at public events within their jurisdiction and for notifying the Emergency Operations Bureau, Tactical Planning Unit.
- Sheriff's Headquarters Bureau (SHB) is responsible for the public awareness portion of this directive.
- Emergency Operations Bureau (EOB) is responsible for the intelligence portion of this directive through its participation in the Joint Regional Intelligence Center (JRIC) and for ensuring overall compliance with this directive. In addition, EOB is responsible for tracking planned events and notifying the respective Sheriff's Station.
- The Mental Evaluation Team (MET), Homeland Security Division, is responsible to provide assistance as needed in the identification of and proper law enforcement response to persons who may pose a danger to elected and public officials as a result of mental disorder, as well as liaison with the Department of Mental Health related to providing assistance in identifying persons who might pose a potential assault threat at a public event.
- Detective Division, Major Crimes Bureau; Court Services Division, Judicial Services Unit; and the Office of Security Management (L.A. County Chief Executive's Office and Office of the Undersheriff) continue to be responsible to handle and investigate threats against elected and designated county officials, as well as any protective responsibilities, in accordance with existing policy. These units shall advise the unit commander having jurisdiction over the site of a public event involving elected or designated officials of any known threats against the person or the event as well as whether any security plans are already in place.

In addition, these units shall immediately advise the JRIC of any threats against an elected or public official so that JRIC will be able to fulfill its intelligence responsibilities required by this directive.

NOTE: The general public safety provisions of this directive are secondary and subordinate to needs or requests of any agency actively investigating a threat against an elected official or responsible for providing dignitary or other protective services to the elected official.

Station/Unit Commander Responsibilities

Members of the Los Angeles County's Federal and State legislative delegations and the offices of California's United States Senators have been advised to contact the involved sheriff's station/unit commander where a public event will feature the member to request a uniformed deputy presence on site for the event. County and local elected officials may initiate similar requests. They have been advised to contact the station/unit commander directly or, in the captain's absence, to contact the watch commander.

The station/unit commander shall determine the number of personnel required and ensure they are present for the event. This directive addresses relatively small and likely peaceful public gatherings that may be adequately serviced by one or two deputies. For larger or likely contentious events, the station/unit commander may need to prepare a Tactical Alert and/or a formal Operations Plan based upon the totality of the situation (refer to Emergency Operations Procedure 2-5, Tactical Alerts).

Prior to the event, the deputy assigned to handle the event shall contact the elected official or his/her staff to determine whether they are aware of any threats against the official or the event and whether any other agency or persons will be providing on-site security or protection. The deputy shall ask whether any armed security or persons with concealed weapons permits will be present. The deputy assigned to handle the event shall also contact the Joint Regional Intelligence Center (JRIC) to obtain any intelligence regarding a threat to the elected official or event and the Los Angeles County Regional Criminal Information Clearinghouse (LACLEAR) to have the event posted for deconfliction. The deputy assigned to handle the event shall also contact the Emergency Operations Bureau, Tactical Planning Unit.

When a member of the Los Angeles County Board of Supervisors or other County Executive requests a uniform presence at a public event, the deputy assigned to handle the event shall also notify the County's Office of Security Management at [REDACTED TEXT].

Assigned personnel are to provide a highly visible, uniformed, public safety presence at the event. They are not to assist in running the event or take any action related to persons exercising their Constitutional or legal rights such as the freedoms of assembly and speech.

Upon arrival, deputies should personally contact the event organizer and any other security personnel at the site to facilitate mutual identification in the event of an emergency and to coordinate their work. During this meeting, the site should be evaluated for emergency ingress and egress for participants and the public and identification of any other safety hazards.

Experience indicates that violence at public events, such as occurred on January 8, 2011, generally occurs near the front of the event where the featured speakers are located. Assigned personnel shall seek to station themselves in a position that affords the opportunity to continually scan the crowd and quickly intervene in such an attack. Standing at the rear of a room or crowd typically does not serve this purpose. The deputy's primary focus should be on persons near the front of the crowd and their behaviors.

The Department does not provide this type of uniformed presence at private events. Public safety deployments may be done outside a private event if the unit commander deems it to be necessary.

Unit commanders shall ensure that, in addition to the notifications required by the Manual of Policy and Procedures, any information related to a threat against an elected or public official is referred to the JRIC by sending a "lead" notification to the JRIC (contact information appears at the end of this directive). In the event of a serious threat, the electronic notification shall be followed up by a telephonic notification.

Additional reporting procedures and JRIC contact information is found in MPP Section 5-09/490.10.

Emergency Operations Bureau Responsibilities

Emergency Operations Bureau shall ensure that the Joint Regional Intelligence Center (JRIC) effectively serves as the Department's intelligence resource related to threats and potential threats against elected and public officials. EOB also manages open source intelligence functions in the bureau's Open Source Intelligence Team. These duties specifically include the following:

- Maintain ongoing access or connectivity to threat data compiled by federal agencies, the California Highway Patrol, Office of Security Management, as well as LASD's and other local agency's investigative units.
- Rapid response to requests for information from station/unit commanders.
- Seek expansion of JRIC's threat intelligence capabilities throughout JRIC's area of responsibility.
- Disseminate actionable intelligence related to policing public events involving elected officials to the Department's station/unit commanders.

In addition, EOB is responsible to ensure that the requirements of this directive assigned to other Departmental units are coordinated and accomplished. This will be a component of EOB's annual command inspection, which will be coordinated between EOB's Tactical Planning Unit and EOB's Open Source Intelligence Team.

Mental Evaluation Team Responsibilities

The Mental Evaluation Team (MET) assists patrol deputies with contacts involving the mentally ill, suicide attempts, and gravely disabled persons. They are also able to assist stations and units when available by providing liaison with the Department of Mental Health related to person(s) who may be a threat to others in an event setting. In addition, MET will develop appropriate training materials and post them to the Department's intranet site to assist stations/units in identifying persons who exhibit behaviors that may indicate potential for violence against others.

MET deputies shall notify JRIC whenever they become aware of a threat against an elected or public official by sending a "lead" notification to the JRIC (contact information appears at the end of this directive). In the event of a serious threat, the electronic notification shall be followed up by a telephonic notification. MET is prohibited by Federal law from maintaining medical files of persons with mental illnesses. Upon meeting legal thresholds, information about an individual's mental health may be obtained from the Department of Mental Health or other medical service provider.

Sheriff's Information Bureau Responsibilities

Sheriff's Information Bureau (SIB) is responsible for developing and implementing a public education and information program. This effort will seek cooperation from the public in identifying persons who have made threats against elected and public officials (and others). This public education effort will be based on the national "See Something, Say Something" campaign related to preventing acts of terrorism.

SIB is responsible for developing and releasing public education and information products required by this directive on a periodic basis, at a minimum of twice yearly, in order to periodically remind the public of the

importance of, and how to make these notifications.

Threats Against Designated Federal or State, County, and Local Elected Officials

Department personnel who become aware of a threat against an elected official shall take all reasonable safety precautions and immediately notify the investigative unit or agency responsible for investigating such threats. In addition, they shall send a “lead” notification to the JRIC (contact information appears at the end of this directive). In the event of a serious threat, the electronic notification shall be followed up by a telephonic notification.

The listings below provide contact information for units and agencies having the responsibility to investigate threats against various public officials. Department policy for handling threats is found in Section 4-23/013.00 of the Manual of Policy and Procedures, including procedures for handling threats against other officials and government employees.

AFFECTED DIRECTIVES/PUBLICATIONS

None

CITES/REFERENCES

Emergency Operating Procedures (EOP) 2-5, Tactical Alerts

Manual of Policy and Procedures section 4-23/013.00, Threats

Manual of Policy and Procedures section 5-09/490.10, Notification Process for Potential Homeland Security Activity

Field Operations Directive (FOD) 02-01, Assisting LASD Detective Units or other Law Enforcement Agencies in Tactical and Non-Tactical Operations

• 11-001 Standardized Procedures for Detective Unit Operations

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



STANDARDIZED PROCEDURES FOR DETECTIVE UNIT OPERATIONS

PURPOSE

The purpose of this Field Operations Directive is to establish standards and procedures regarding training, case management, documentation, and annual inspections for detective unit functions. Only the chief of Detective Division may allow for certain clearly justifiable exceptions to this directive. An example may be for case file organization in homicide or real estate fraud cases that may have a voluminous level of documentation.

POLICY AND PROCEDURE

Detective Unit Documentation and File Management

All files shall be assembled in a neat, uniform manner. Forms shall be neatly and legibly printed or typewritten. Paperwork shall be secured within the case folder, preferably using two-pronged fasteners.

The journal (SH-R-405, or electronic equivalent) shall be affixed to the left side of the case folder. The journal shall concisely indicate each investigative step taken by the investigator and shall capably provide another investigator or supervisor with enough information to ascertain the status of an investigation. Details of the investigation shall be documented in supplemental reports. Investigators' case notes may be attached behind the case journal.

Case journal and case closure forms do not supplant the need for supplemental report(s) to adequately document interviews and other significant investigative activities. Each form serves its own unique purpose and shall not be combined.

Case Management/Closures

The case closure form (Case File/Search Package Archival Report Form) shall be attached securely to the right side of the folder, on top of the incident report, supplemental report(s) and other supporting materials. The handling detective shall notify the evidence technician how each item of evidence shall be handled at the conclusion of a case, either by memorandum or electronically (via email). A copy of the notification shall be included in the investigator's case file. A notation indicating the final disposition of evidence shall be included on the case closure supplemental report form.

Investigators shall retain copies of all Department letterhead correspondence in the case file. Detective supervisors shall review the contents of their subordinates' case files and personally approve each case closure. Supervisors shall personally initial the case closure report form(s), next to their printed name, indicating approval of the Los Angeles Regional Crime Information System (LARCIS) case clearance codes, suspect codes, evidence disposition, proper notifications being made, and case closure procedures being followed. The approving supervisor shall also sign the case journal, indicating concurrence with the case outcome and the reasonableness of time, effort, and diligence devoted to the case by the investigator.

Cases that result in a District Attorney rejection shall be reviewed by the Detective supervisor to determine whether further investigation is warranted.

The detective supervisor shall ensure that all cases which result in a District Attorney rejection pursuant to DA Special Directive(s) 20-07 and/or 20-09, are closed in LARCIS utilizing the 70A clearance code.

All cases which have resulted in a DA rejection under the same circumstance shall be reconciled from the date of December 7, 2020, and after, and updated with the 70A LARCIS clearance code.

Feedback and Communication with Station Personnel

Investigators shall provide feedback to the handling deputy and/or supervisor utilizing the case screening disposition form (SH-R-403), memorandum, or Department email, as approved by the supervisor. A copy shall be retained in the case file. Feedback shall be provided when the preliminary investigation was clearly deficient and/or exceptionally well done. Timely, constructive feedback directed to patrol personnel is essential for use in facilitating corrective action as well as recognizing and encouraging excellence.

Managing “Active,” “Pending,” and “Inactive/Closed” Files/File Storage and Retention

Completed investigations shall be centrally stored in detective bureau by Uniform Report Number (URN) to facilitate later retrieval. Only “active” and recently closed cases shall remain in the possession of investigators.

Case folders shall be retained at the unit for two years (FOD 10-03); however, cases with an active “want” or warrant(s) in the National Crime Information Center (NCIC) or the Countywide Warrant System (CWS) shall continue to be stored locally.

Supervisors shall ensure proper diligence and justification to keep each case open beyond 30 days. Cases may remain “active” upon concurrence of the supervisor. Each supervisor’s review shall be noted on the investigator’s corresponding case journal. When a case is to remain “active” in excess of 60 days from the date of assignment, the investigator shall provide the team supervisor with justification to keep the case open. Supervisors shall review cases that are open in excess of 60 days, at least once every 30 days. At the discretion of the supervisor, investigators may also be required to provide a supplemental report or memorandum detailing the status of the investigation and the justification to keep the case open. If a case remains “active” in excess of 90 days, the investigator shall submit a supplemental report or memorandum to the detective supervisor documenting the latest status of the investigation and justification to keep the case open.

Cases that have been submitted to the District Attorney’s office for filing, and have been awaiting response beyond 30 days, do not require a supplemental report or memorandum to justify keeping the case open. However, a notation in the handling detective’s case journal, which has been signed by the supervisor is acceptable to eliminate the redundancy of extension memos noting the same status at 30, 60, and 90 days. Extension memos are still required for any “active/open” cases which are still under investigation.

Supervisors shall brief the detective commander every 30 days with latest case status update for any cases that remain open beyond 90 days. A notation shall be made on the corresponding case journal, noting that the lieutenant responsible for the respective station-level detective bureau, special team or investigations unit, was informed of the case status.

Note: Missing person investigations are exempt from the 90-day mandatory written report requirement. These cases shall remain open and “active” until the subject is located. Detective supervisors shall approve any case being changed from “active” status to “pending” status.

Unsolved cases may not be arbitrarily changed to “pending” status in lieu of the proper closure with “1xx”

closure code.

With the exception of certain Detective Division units, as approved by the Chief of Detective Division, supervisors are highly discouraged from handling cases. Reassignment of cases with a LARCIS clearance code of "110" through "112" are also approved exceptions. In rare instances, a station-level detective supervisor may assume the handle on a notable case with approval of the lieutenant responsible for the respective station-level detective bureau.

LARCIS

Supervisors shall ensure that all case assignments to detectives are entered into Department records management system (LARCIS) without unnecessary delay. Only cases assigned to and investigated by detective bureau shall be assigned to investigators in the corresponding "DB Team" in LARCIS. The "DB Team" in LARCIS shall not reflect case assignments to "Patrol" (court deputies).

Supervisors shall review the LARCIS "active/assigned" report at a minimum of twice per month, and they shall ensure that only currently assigned detectives have cases "active" to the detective bureau team within LARCIS.

Detective supervisors shall reconcile the "active/unassigned" management report in LARCIS at least once per week. In order to capture cases that may have inadvertently become "active" during processing of supplemental reports, the date range shall be inclusive of the period two years prior to that current date.

Team members who leave detective bureau shall be made "inactive" in LARCIS by the detective supervisor, or their appointed designee, without unnecessary delay. Cases assigned to supervisors (and other "non-detectives") shall not be included in management reports intended to document the productivity of station detectives.

Case clearance codes shall be consistent with suspect code(s) used to clear each case. Only approved codes found within the LARCIS Case Closure Reference Guide (see link in Reference section) shall be used.

Once approved by the watch sergeant, criminal reports shall not be processed or changed to a "418" or "444" statistical code. If a criminal case is later determined not to have been a crime, then the case shall be closed using the "205" closure code. Clearing a case with a "205" code will offset the crime statistic from the crime statistic report generated by the Department's URN reporting system.

When a suspicious circumstances report is confirmed to be a criminal offense investigation, the investigator is responsible for authoring a supplemental report, to change the suspicious circumstances statistical code (418 or 444) to the appropriate crime's statistical code. As a rule, LARCIS will not allow "suspect" or "subject" codes to be entered for suspicious circumstances (non-criminal) reports.

SEARCH OPERATIONS

These requirements are in addition to the requirements outlined within the Search Operations Section of the Manual of Policy and Procedures (starting at section 5-09/465.00).

Each room inside a location shall be filmed from opposing angles, with the camera held in a stable position while panning slowly. Contents of closets or other storage areas shall be documented on videotape. A pre-

warrant interior diagram sketch shall be sought through Department resources, in the event another team has previously conducted a search inside a location. A post-warrant sketch (interior diagrams of the location) are mandated for all "location" warrants and shall be retained in the search package. Video tapes and audiotapes retained in search warrant files shall be clearly labeled with the complete Uniform Report Number (URN). Detective commanders shall ensure that search packages at station-level detective bureaus are stored securely in the detective bureau.

SEX REGISTRANT FILES

Field Operations Directive 04-08 details the Sex Offender Registration and Tracking Program, including detective responsibilities, and the specific documents that shall be contained in each registrant's file. The Sex Registrant File Checklist shall be pre-printed on the file folder cover or affixed to the left inside section of the file. It may be obtained from the Department's intranet E-Forms library or by clicking the following link:

<https://lasd.sharepoint.com/sites/forms/Shared%20Documents/Sex%20Registrant%20File%20Checklis>

An investigator's summary, preliminary review or "work-up," including cover sheet and photo (when available), shall be completed by station detectives prior to a home verification and/or field investigation. Completed home verification forms shall be entered in the Department tracking system in a timely manner. The sex registrant's personal vehicle description and identifying information shall be acquired at each annual registration. This shall also be entered into the Department tracking system.

DETECTIVE UNIT ORIENTATION

Training

The detective commander shall assign a supervisor in the detective unit to oversee the newly-assigned member's orientation and training. All sworn personnel entering a detective unit assignment shall be trained in all the areas contained on the attached Detective Mentoring/Training Program worksheets. The Detective Mentoring/Training Program is designed to ensure that all newly assigned personnel have received appropriate training specifically designed for them to become proficient in their duties.

The completed Detective Mentoring/Training Program memorandum shall be retained in the detective's personnel folder. A detective ribbon may only be awarded upon successful completion of the Detective Mentoring/Training Program, with concurrence of the designated supervisor and approval from the Detective Bureau commander. All stations shall utilize this uniform training/mentoring protocol.

Supervisors shall maintain a training matrix that indicates detective's training compliance and attendance at specialized training, relevant to investigative work. The latest version of the mentoring package and training program matrix is available on the Department's intranet E-forms library or by clicking the following link:

C:\Users\l2heredi\Downloads\Detective Bureau Mentoring Program (2).xls

Newly-assigned detectives and supervisors shall complete the "Basic Investigator" course during their initial year assigned to detective bureau. Detectives assigned to the detective bureau for over two years, prior to the implementation of this directive, are exempt from this requirement, provided they have completed the Department-approved search warrant training course. Every reasonable (documented) effort shall be made for newly assigned detectives to complete the "Analytical Interviewing" during the initial year assigned to

detective bureau and shall attend LARCIS “investigator level” course at the first available opportunity.

Detectives shall attend recurrent “tactical entry” training at least once per year, with training at the Tactics and Survival (TAS) training facility at least biennially. On alternating years, teams may develop comparable scenario-based entry training with guidance from Advanced Officer Training (AOT), Special Enforcement Bureau (SEB), or other qualified instructors. Ideally, teams should attend and train together. Detectives attending training shall be listed on an approved APIS roster for documentation of the training in the Learning Management System (LMS).

Newly-assigned detective supervisors shall attend the LARCIS “supervisory level” course at the first available opportunity.

Detective supervisors shall also provide appropriate weekly briefings on subjects pertinent to investigators’ duties. Supervisors shall keep a record of all topics discussed throughout the year. The list of covered topics shall be reviewed during the annual inspection process.

ANNUAL INSPECTIONS

Annual inspections shall include a random review of investigators’ case files. Supervisors’ case management practices shall be scrutinized regarding all aspects of this directive. A listing of each assigned supervisor and detective’s training compliance (percentage) and the detective bureau training matrix shall be reviewed during the annual inspection process. Where applicable, the quantity of search warrants authored, court orders served, annual registrations, and home address verifications completed during “periodic sweeps” shall be thoroughly audited. Station detective bureau registrant files for each offender shall be checked for compliance with Department regulations. Special attention will focus on enforcement activities for those registrants listed as “in violation” on the Department of Justice’s (DOJ) Megan’s Law Website.

CITES/REFERENCES

State Law

Penal Code § 1054.1

Department Policy

Manual of Policy and Procedures, section 5-09/465.60, Search Operations Procedures

Manual of Policy and Procedures, volume 5, Chapter 4, Property and Evidence Procedures

Field Operations Directive 98-3

Field Operations Directive 04-08

RESOURCES

Department Forms

Case File/Search Package Archival Report Form

LARCIS Case Management Case Closure Reference Guide

LARCIS Case Status Dispo Code Cheater (Updated 02/11/21)

Detective Bureau Mentoring/Training Program

District Attorney Special Directive 20-07

District Attorney Special Directive 20-09

For all other DA Directives:

<https://da.lacounty.gov/about/policies>

Note: All DA Directives are subject to change at any time without notice.

- **10-005 Domestic Violence Incident Reporting Procedures**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



DOMESTIC VIOLENCE INCIDENT REPORTING PROCEDURES

PURPOSE

The purpose of this Field Operations Directive is to establish uniform reporting procedures for the handling and documenting of incidents involving domestic violence.

BACKGROUND

Penal Code Section 13700, enacted in 1984, mandates specific training for law enforcement officers and requires compilation, maintenance, and reporting of domestic violence incidents. Since this enactment, numerous amendments and updates have been made to the domestic violence Penal Code sections.

DEFINITIONS

Abuse - Intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to themselves, or another.

Domestic Violence - Abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship.

Criminal Domestic Violence - Domestic violence involving an arrestable violation of the law.

Noncriminal Domestic Violence - Domestic violence where a specific crime has not been committed, but there is apprehension of imminent serious bodily injury.

Domestic Dispute - Any familiar cohabitant or dating relationship incident absent of abuse or apprehension of imminent serious bodily injury.

Weapon - Any object capable of inflicting injury, including personal weapons such as hands, feet, and other body parts.

Dominant Aggressor - The person determined to be the most significant rather than the first aggressor.

POLICY

In all incidents involving domestic violence, including those when the victim is non-desirous of a report or prosecution, a report shall be written and an URN obtained. Domestic disputes shall be documented in a definitive log entry.

PROCEDURES

All calls reporting threatened, imminent, or on-going family violence and/or the violation of any protective order or restraining order shall be dispatched as priority calls. Family violence calls of an emergent nature shall be dispatched as such.

Field Deputy's Responsibilities

Deputies receiving family violence calls for service shall handle them without delay. If during the investigation of a domestic violence incident, it is determined that a crime has been committed, the suspect (dominant aggressor) shall be arrested. Deputies shall make a reasonable effort to identify the dominant aggressor in any domestic violence incident. Section 836(d) P.C. permits an officer to make an arrest without a warrant for a misdemeanor not committed in the officer's presence when the officer has probable cause to believe that the suspect has committed an assault or battery against those described under "Domestic Violence" above.

Deputies shall interview the children at the scene of the incident, if practical, and all other family members and/or witnesses regarding the incident. When practical, interviews should occur in a venue separate from the alleged suspect and with appropriate sound barriers to prevent the conversation from being overheard.

Upon responding to the location of a domestic violence incident, deputies shall include the following notations

in their report and take the following actions to ensure the safety of all persons:

- Deputies shall document any observed signs that the alleged abuser was under the influence of alcohol and/or a controlled substance;
- Deputies shall document if any law enforcement agency (including LASD) has previously responded to a domestic violence call at the same address involving the same suspect and victim;
- Deputies at the scene of domestic violence incidents shall inquire whether firearms or other deadly weapons are present at the location and if they were used or threatened to be used. Include the results of the inquiry and any injuries in the narrative of their domestic violence report;
- Inquire if the victim was strangled or suffocated by the alleged abuser during the incident and document the results of the inquiry;
- If firearms or other deadly weapons are present at the location, a reasonable attempt (plain sight, consent search, or other lawful search) shall be made to confiscate the weapons pursuant to Penal Code Section 12028.5. If both parties are present at the residence and have the right to give legal consent to search the residence, one party may object to the search and the consensual search would be illegal (*Georgia v Randolph* (546 US 932));
- Upon taking custody of a firearm or weapon, deputy personnel shall issue a receipt to the owner or person who possessed the weapon;
- If mere possession of the weapon is a criminal offense and ownership is clearly established, deputy personnel shall take appropriate enforcement action;
- Deputies shall document the name and date of birth of all children living at the location and/or all children who were present at the location during the incident; and
- Contact the Department of Children and Family Services (DCFS) and initiate a suspected child abuse report (SCAR) if the child is a witness, a victim, or is potentially at risk. The SCAR number provided is to be noted in the report.

Incident Reports

Domestic Violence Generally

It shall be the handling deputy's responsibility to identify those situations involving reportable domestic violence (criminal and noncriminal domestic violence). All reportable domestic violence incidents shall be documented on an incident report, using a zero (0) retention and the appropriate stat code (discussed below).

Noncriminal Domestic Violence

For the purpose of reporting incidents involving non-criminal domestic violence, the codes Reporting Party-R and Party-P shall be used. These codes will only identify participants actually engaged in the act of

noncriminal domestic violence. If a domestic violence non-criminal action is brought to the attention of this Department by a person other than those involved in the domestic violence incident, that person would be referred to as the Informant-I and the participants as Parties-P. If the action is reported by a participant, that participant will be identified as the Reporting Party-R and the other participant will be identified as Party-P.

Non-criminal domestic violence incidents shall be reported on the classification line of the incident report as follows:

Domestic Violence/Non-Criminal/13700 P.C. /449

Retention Code 0

Criminal Domestic Violence

Criminal domestic violence incidents shall be reported on the classification line as follows:

Spousal Assault/273.5 P.C./F/050

Spousal Battery/243(e) (1) P.C./M/146

Statistical codes for cases of criminal domestic violence shall conform to the FBI Uniform Crime Reporting Guidelines and may not necessarily reflect the charging level of the offense (felony v. misdemeanor). The Uniform Crime Reporting Guidelines define serious or aggravated injuries as broken bones, internal injuries, or those injuries requiring sutures. Minor or simple injuries are defined as abrasions, minor lacerations, and contusions, and require no more than usual first aid treatment. Strangulation may appear to be a minor or simple injury when it should be treated as a serious or aggravated injury.

Statistical Code 050 - Use in cases of "aggravated assault" where a weapon (other than a personal weapon) is used regardless of the degree of injury sustained, or in cases where serious injuries are sustained regardless of the types of weapon used (including personal weapons).

Example: If a man swings an axe at his wife but misses, the report will reflect a 050 stat code. Likewise, if a wife punches her husband in the face and breaks his jaw, the report will also reflect a 050 stat code.

Statistical Code 146 - Use in cases of "non-aggravated assault" where the victim sustains no more than minor injuries and no weapon (other than hands and feet) is used. Bear in mind that any visible injury or trauma constitutes reasonable cause for a felony arrest under 273.5 P.C. Where a battery is committed but there are no injuries, the appropriate booking section is 243(e) (1) P.C.

Example: If a man pushes his wife to the floor but she does not sustain a visible injury the report will reflect a 146 stat code. Likewise, if a wife kicks her husband in the shin and leaves a bruise, the report will reflect a 146 stat code, but will be reported as Spousal Assault, 273.5 P.C.

Statistical Code 175 - Use in all cases of criminal domestic violence where no weapon was used and there is no physical injury to the victim.

Example: Crimes which may fall into this category include:

Criminal Threats - 422 P.C.

Stalking - 646.9 P.C.

Kidnaping - 207 P.C.

Witness Intimidation - 136.2 P.C.

Telephone Annoyance 653 (m) P.C.

Vandalism - 594 P.C.

False Imprisonment - 236 P.C.

Preventing Victim/Witness from notifying police - 136.1 (c) (1) P.C.

The handling deputy at a domestic violence incident shall provide the victim with a Family Abuse Intervention Resource (FAIR) brochure, Report Information brochure, and the Victim Information Notification Everyday (VINE) brochure. The deputy shall document in the incident report that the FAIR, Report Information, and VINE brochures were given to the victim.

The Penal Code mandates that an Emergency Protective Order (EPO) be offered and obtained if requested by the victim. The deputy shall attempt to obtain the EPO. If the victim refuses an EPO, the deputy has the discretion to obtain an EPO on the victim's behalf without the victim's consent if the deputy believes the victim is still in danger. The offer of an EPO, the victim's or reporting party's reply to the offer, and the result shall be documented in the incident report.

Example: "An EPO signed by Commissioner Smith, was issued to the victim at 1230 hours," or "The victim declined an EPO and stated she would be moving to her mother's residence tomorrow."

Watch Sergeant's Responsibilities

It shall be the watch sergeant's responsibility to ensure that domestic violence reports conform to the provisions of this directive.

Detective's Responsibilities

In all cases of criminal domestic violence, the investigating detective shall present the case to the District Attorney's Office for filing, including those where the victim declines prosecution. If the District Attorney declines prosecution, the handling detective shall request a formal rejection notice.

REFERENCES

[Newsletter 10-12 Domestic Violence Guide](#)

- **10-004 Family and Children's Index**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



FAMILY AND CHILDREN'S INDEX

PURPOSE

The purpose of this Field Operations Directive is to establish policy and procedures for the use of the Family and Children's Index.

BACKGROUND

On November 28, 2001, Sheriff Baca signed a Memorandum of Understanding (MOU) along with the Department of Children and Family Services (DCFS), the Department of Public Social Services (DPSS), the Probation Department, the Department of Mental Health (DMH), the District Attorney's Office (DA), and the Department of Health Services (DHS) regarding the Family and Children's Index (FCI). The FCI is a computerized interagency data information system which is designed to better identify children and families who are at-risk of child abuse and neglect. The data is gathered from existing computer systems within participating County agencies and placed in the FCI data system. The FCI data system ties together basic data about families and children who have had relevant contacts with public agencies and have been identified as at-risk for abuse and neglect. It allows professionals to know when other agencies may have pertinent information about a child or family with whom they are involved. Information may be shared with participating entities through the establishment of Multi-Disciplinary Teams (MDT). An MDT is three or more persons who are trained in the prevention, identification, and treatment of child abuse and neglect case, as defined in section 18951(d) of the Welfare and Institutions Code.

SPECIAL VICTIMS BUREAU'S RESPONSIBILITIES

Special Victims Bureau (SVB) shall be the Sheriff's Department's central contact for agencies listed in the MOU. SVB shall identify the unit that is handling or has handled the incident and provide the caller with the handling unit's liaison's name and telephone number. SVB shall be responsible for processing all documentation for users of the FCI.

UNIT'S RESPONSIBILITIES

Each unit will designate their Detective Bureau Lieutenant as their FCI liaison. If the unit does not have a Detective Bureau Lieutenant, a unit lieutenant will be designated as their FCI liaison.

The liaison shall determine which employees shall have access to the FCI and shall ensure that all users of the FCI assigned to their unit understand that the information discussed is confidential and shall not be discussed unless pertinent to the case.

The liaison shall be responsible for ensuring that all users at their unit are using the program in accordance with the MOU. A copy of the MOU is available from SVB or on FOSS' website.

The liaison shall receive all routine requests referred by SVB. The liaison shall provide either the requested information themselves, or they may designate someone else to provide the information.

If a DCFS Case Worker contacts a station during regular business hours, the DCFS Case Worker shall be referred to the FCI liaison. During all other hours, the DCFS Case Worker shall be referred to the watch deputy. The DCFS Case Worker shall provide an URN that he/she received from the FCI system. The watch deputy shall enter the URN into LARCIS and provide the information which is indicated on the FCI Response & Contact Sheet form. The watch deputy shall complete the FCI Response & Contact Sheet form and forward it to their station's FCI liaison. The FCI Response & Contact form can be obtained by contacting SVB or on FOSS' website.

USER'S RESPONSIBILITIES

Each user of the FCI shall understand that the information discussed is confidential and shall not be discussed unless pertinent to the case. Each user shall use the FCI program in accordance with the MOU.

RELEASE/RECEIPT OF INFORMATION

The unit's FCI liaison, or their designee, shall release information to any individual caller from the DCFS or the DA's Office without forming an MDT. Also, Sheriff's Department personnel should be able to receive information from these agencies as an individual caller without forming an MDT. An inquiry by either DCFS or the DA's Office does not constitute a formation of an MDT and does not require an FCI Response & Contact Sheet form.

If the Sheriff's Department is requesting information from DPSS, the Probation Department, DMH, or DHS, personnel must establish an MDT prior to sharing information.

If another agency requests information from Sheriff's Department personnel, it is that agency's responsibility to determine whether they need an MDT and to provide the personnel necessary for the MDT. When an MDT is formed, an FCI Response & Contact Sheet form shall be completed.

The FCI Response & Contact Sheet form shall be maintained by the unit's FCI liaison.

The MOU states "LASD information will be made available to FCI under the following circumstances: A child or a child's sibling has been named in a suspected child abuse report."

AFFECTED DIRECTIVES/PUBLICATIONS

MPP §2-05/060.00, Special Victims Bureau

MPP §4-28/000.00, Form Numbers and Titles

CITES/REFERENCES

Family and Children's Index Memorandum of Understanding

ATTACHMENTS

FCI Response & Contact Sheet

• **10-003 Maintenance, Retention and Archive Procedures for Detective Bureau Files**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



MAINTENANCE, RETENTION AND ARCHIVE PROCEDURES FOR DETECTIVE BUREAU FILES

PURPOSE

The purpose of this Field Operations Directive is to establish the proper protocol for maintenance and electronic archiving of station detective bureau case files and search documentation packages.

POLICY AND PROCEDURES

Station detective bureaus shall maintain every search documentation package and individual case files, at the unit of assignment, for a period of two years after the case has had a clearance code entered in LARCIS. Thereafter, search documentation packages and cleared case files shall be sent to Records and Identification Bureau (RIB) for electronic imaging and archiving of the paper documents and text files. Search documentation packages and case files will have the same retention value as the incident's retention assigned in Los Angeles Regional Crime Information Systems (LARCIS).

Discoverable notes shall be kept in the case files, as outlined in California Penal Code §1054.1 and Field Operations Directive 98-3. All documents sent for scanning and archiving shall be clearly labeled with the case URN. Only paper documents or text files may be sent to RIB for electronic archiving. If further retention of compact discs, DVD(s), audio or video tapes is deemed necessary by the detective bureau commander, those items shall be entered into evidence, per volume 5-04 of the Manual of Policy and Procedures.

Case files and search documentation packages shall be maintained within the station's detective bureau, or

other appropriate storage area within the station as approved by the unit commander. Files shall not be stored offsite. The case file(s) and/or search documentation package(s) shall be maintained at the unit where the case originated until archived by RIB. Any exception shall be approved by the unit commander of the station where the case originated.

If a cross reference URN is needed for investigators' purposes, and the number is not a master file URN, detectives shall exclusively write the cross referenced URN within the narrative section of the report.

Supervisors shall ensure the case file does not contain any copies of other crime reports using a different URN, unless all copies have been master filed and clearly labeled as such.

RIB shall not accept individual case files or search documentation packages through the regular county mail. Questions or requests for additional instructions about indexing, packaging and scheduled delivery of case files to RIB shall be directed to the RIB Supervising Records System Clerk.

CITES / REFERENCES

Manual of Policy and Procedures (MPP) 5-09/465.60 Post Search Operations Procedures

MPP Volume 5, Chapter 4, Property and Evidence Procedures

Field Operations Directive 98-3

Penal Code §1054.1

ATTACHMENTS

Case File / Search Package Archival Supplemental Report Form

• 10-002 eSubpoena System

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



eSUBPOENA SYSTEM

PURPOSE

The purpose of this Field Operations Directive is to establish policy for the Electronic Subpoena Service System (eSubpoena) and the procedure for the service and acknowledgment of all subpoenas issued by the Los Angeles County District Attorney's Office (DA) to Department personnel.

BACKGROUND

The eSubpoena system was established in an effort to ensure employees are served subpoenas in a timely manner and to reduce unnecessary court overtime. All subpoenas issued by the DA will be distributed to and acknowledged by employees via the Sheriff's Data Network (SDN) email system.

POLICY AND PROCEDURES

The Los Angeles County District Attorney's Office will electronically forward all subpoenas to the eSubpoena system. The subpoenas will then be automatically forwarded to the subpoenaed employee via their SDN email account. The Subpoena Control Officer (SCO) will be able to monitor the subpoena service status by utilizing the eSubpoena system.

Department Subpoena Service via Email Distribution:

All subpoenas issued by the DA will be electronically delivered to the Department's eSubpoena system and served to each employee via their SDN email account. Upon receiving an eSubpoena, employees **shall** immediately open and acknowledge receipt of the electronic subpoena by clicking the appropriate "**ACKNOWLEDGE**" hyperlink.

Electronic subpoenas convey the same responsibilities as a personally served (paper) subpoena.

The eSubpoena system will document the service of subpoenas. Subpoena Control Officers (SCO) and designated supervisors will have access to the eSubpoena system and be able to monitor the issuance and service of electronic subpoenas.

NOTE: The eSubpoena system does not currently apply to subpoenas issued by the Public Defender's Office, Traffic Court, or any other judicial agency or Administrative office. Therefore, all subpoenas not issued by the DA will continue to be served via personal service of a paper original. As the eSubpoena programs technology and resources continue to evolve, it is the intention of the Department to eventually establish an eSubpoena link with all other agencies that currently serve subpoenas to our personnel

Subpoena Cancellations:

If it is determined that an employee is not needed for a court proceeding and the employee can be cancelled, the SCO shall change the status of the eSubpoena to "called-off" and cause a notification to be sent to the employee via their SDN email account. Subpoena cancellations will be delivered to employees in the same manner as required by the original subpoena. An employee opening and acknowledging the electronic subpoena cancellation constitutes service of the cancellation to that employee and supersedes the sent subpoena. The DA also has the ability to directly initiate the cancellation or "call-off" of a subpoenaed employee.

Employee's Responsibilities:

Employees receiving electronic subpoenas are subject to the same responsibilities as with a personal subpoena service. The employee will be considered personally served via e-mail when the eSubpoena

appears in their inbox. Employees shall appear in court or be placed on-call for court, as directed by the eSubpoena.

Employees subject to electronic subpoena service shall:

- Log on to their SDN email account at least once during each workday* and open all electronic subpoenas and subpoena cancellations; employees shall acknowledge the electronic subpoena, modification, or cancellation by clicking the appropriate reply link;

Note: Refer to Manual of Policy and Procedures, Section 3- 07/210.10 (System Use). This section requires all employees to read their e-mail on a daily basis.

- If for any reason, an employee is unable to access their SDN email account during a workday, the employee shall contact their SCO or supervisor to ensure that they are served with subpoenas that have been sent to their SDN email account;

Note: Employees are required to notify their SCO if they will be on vacation or absent

- Immediately advise the SCO and a supervisor if he or she does not have SDN email account access;
- Notify the SCO if the DA notifies him or her directly of a change in the status of the court proceeding (e.g., placed on-call, excused, etc.) and provides the SCO with the case number and the District Attorney's name and contact information;
- Immediately notify the SCO upon receiving a subpoena that was sent to them in error;
- Responsibly maintain their SDN email account and ensure that it does not exceed maximum storage capacity (i.e. shall move and/or delete email files from their inbox to ensure they stay under the basic 10MB storage limit). Repeated occurrences of this may constitute a violation of this directive;
- Refer to the Manual of Policy and Procedures, Section 5-07/250.00 (Criminal Subpoena and Court Appearances).

eSubpoena Administrator

Personnel from Data Systems Bureau and Field Operations Support Services will have Administrator access and oversee the proper functioning of the eSubpoena system.

Field Operations Support Services shall be responsible for development of the eSubpoena system training required by the Department.

Division Master Subpoena Control Officer

Each Division shall designate at least one Master Subpoena Control Officer (MSCO). The MSCO shall have supervisory oversight of the duties and training of all SCO's, oversee the operations of the eSubpoena system for their division, and be responsible for generating reports for command staff.

Subpoena Control Officer's Responsibilities

In addition to the duties delineated in Manual of Policy and Procedures, Section 5- 07/250.00 (Criminal Subpoena and Court Appearances), Subpoena Control Officers shall:

- Monitor the status of subpoenas in the eSubpoena system throughout the workday to ensure that employees are opening them in a timely manner;
- Check the eSubpoena system for employees who request assistance in accessing electronic subpoenas;
- Print subpoenas for Department members who do not have SDN email account access;
- Cause any employee without SDN email account access to be personally served with a paper subpoena and record this in the eSubpoena system remark's section;
- Ensure employees are notified of changes in the status of a court proceeding (e.g. "Must Appear" changed to "On-Call");

Note: To ensure prompt service, notification of employees shall be made in person, telephonically, or via e-mail, as appropriate.

- Contact the DA when multiple officers are subpoenaed for the same case and attempt to obtain a cancellation for employees who are not needed for the court proceeding;
- Ensure the status of cancelled employees is changed in the eSubpoena system from "served" to "called-off," and the employee is subsequently notified;
- Ensure that an eSubpoena sent to an employee in error is immediately re-sent to the correct employee;
- Cause employees without SDN email account access to be notified of any cancellation in a court proceeding;
- Notify the employee's supervisor if the employee does not have SDN email account access;
- Notify the employee's supervisor if the employee has not opened a "sent" subpoena within (2) working days;
- Notify the employee's supervisor when a subpoena is sent less than (5) working days prior to the date of the court proceeding;
- Notify the DA, as required by the Court, when an employee cannot be served (e.g. vacation, RDO's, IOD, etc.);
- Forward subpoenas from the DA to the appropriate unit via the eSubpoena system when a subpoena is received for an employee assigned to another unit.

Supervisor's Responsibilities

Supervisors shall ensure the following:

- Employees are regularly briefed to check their email daily;
- Employees who are sent eSubpoenas within (5) days of the court proceeding are appropriately notified;
- New employees or employees who do not have SDN email account access obtain access as soon as practicable;
- Employees who do not have SDN email account access shall be personally served with a paper subpoena, and;
- The Subpoena Control Officer is maintaining records for service of those employees without SDN email account access.

Watch Commander's Responsibilities

Watch Commanders shall ensure the following:

- Employees access their SDN email account and acknowledge subpoenas and/or cancellations at least once per workday;
- New employees and employees without SDN email account access, obtain access as soon as practicable;
- Subpoena Control Officers or supervisors personally serve DA subpoenas to Department personnel without SDN email account access.

Unit Commander's Responsibilities

Unit Commanders, or other person designated by them, shall ensure the following:

- Employees are aware of Department policy regarding court overtime;
- Subpoena Control Officers and employees utilize the eSubpoena system and SDN email account for the delivery, service, and cancellation of DA subpoenas;
- New employees and employees without SDN email account access are able to obtain access as soon as practicable;
- Ensure all SCOs have access to a designated Local Area Network computer;
- Supervisors are appropriately trained to access the eSubpoena system and able to assist employees in the absence of the SCO;
- Master Subpoena Control Officer is advised immediately via email of the name and employee number of the SCO, alternate SCO, and replacement SCO in the event of a reassignment;
- Subpoena Control Officers and alternates receive training on the eSubpoena system;
- Alternate SCO and/or supervisors are appropriately designated to obtain full access to the eSubpoena system during the absence of the SCO (e.g. holidays, vacations, etc.).

AFFECTED DIRECTIVES/PUBLICATIONS

Manual of Policy and Procedures, Section 5-07/250.00 (Criminal Subpoena and Court Appearances) - This directive modifies the responsibilities of Department personnel in regard to the acceptance and supervision of the subpoena process.

- **10-001 Gang Injunctions**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



GANG INJUNCTIONS

Purpose

The purpose of this Field Operations Directive is to establish policy and procedures for the application, maintenance, enforcement, and management of Gang Injunctions.

Background

When members of a gang commit crimes and claim a geographic area as their sole territory, law-abiding citizens within that neighborhood lose their sense of community and live in constant fear. This environment of fear and intimidation causes entire communities to submit to the will of the gang while allowing the gang complete freedom to carry out their criminal enterprise. A court-ordered Gang Injunction is a tool that can motivate gang members to improve their lives and allow the citizens in the community to take back their neighborhood and improve the quality of life.

Definition - Gang Injunction: A "Gang Injunction" is a court order issued from a civil court that is directed at a criminal street gang that engages in a pattern of criminal gang activity. The purpose of a gang injunction is designed to eliminate gang activity, which is a public nuisance, caused by the targeted gang within a designated "Safety Zone."

Policy and Procedures

Management of all Gang Injunctions shall be the responsibility of the Area Commander responsible for Operation Safe Streets Bureau (OSS). Operational management and record keeping shall be the responsibility of OSS. Enforcement of Gang Injunctions shall be the responsibility of the Unit Commander who has jurisdiction for the safety zone.

Obtaining a Gang Injunction

Operation Safe Streets Bureau, with approval of the OSS Area Commander and in conjunction with the Los Angeles County District Attorney's Hardcore Gang Division (HGD), shall determine the necessity of seeking a Gang Injunction. The OSS Area Commander shall compose and send a memorandum requesting a gang injunction to the Sheriff. The Sheriff has the sole authority to request a Gang Injunction from the Los Angeles County District Attorney.

Guidelines for Obtaining an Injunction

It is the policy of this Department that a Gang Injunction may only be sought when:

- There is clear and convincing evidence that an identifiable criminal street gang is engaged in an ongoing public nuisance within a defined geographic area (the proposed "Safety Zone"); and
- There is substantial reason to conclude that the Gang Injunction is likely to succeed to a significant degree in abating the nuisance activity.
- For the purpose of this directive, a "public nuisance" consists of anything that simultaneously affects an entire community or neighborhood or any considerable number of persons, *and* is:
 - Injurious to health, including but not limited to the illegal sale of controlled substances so as to interfere with the comfortable enjoyment of life or property; or
 - Indecent or offensive to the senses so as to interfere with the comfortable enjoyment of life or property; or

- An obstruction to the free use of property so as to interfere with the comfortable enjoyment of life or property; or
- Unlawfully obstructing the free passage or use in the customary manner of any public park, square, street or highway; or
- A nuisance per se.

Gang Injunction Service and Enforcement

Training

Department personnel shall receive Gang Injunction “service and arrest” training prior to serving or enforcing any Gang Injunction.

Training will consist of viewing the “Gang Injunction Service & Arrest” video and issuance of a “Law Enforcement Officer’s Guide for the Gang Injunction.” The video training will only be facilitated by a member of OSS or the District Attorney’s Hardcore Gang Division.

Note: All personnel who complete the above training shall complete an APIS roster and be entered into the Training Record System.

Criteria to Serve an Individual

Sworn Department members shall only serve a gang member from the enjoined gang with a court-ordered Gang Injunction when that person qualifies as a gang member by the established criteria in Field Operations Directive 00-10 cited below:

- If the individual admits to being a gang member while in-custody, or;

If the individual has two of the following qualifiers, they may also be considered a gang member. The individual is/has:

- Required to register as a gang member pursuant to section 186.30 of the California Penal Code.
- Admitted gang membership in a non-custodial situation.
- Identified as a gang member by a reliable informant or source.
- Identified as a gang member by an untested informant or source with corroborative evidence.
- Seen wearing gang-type clothing.
- Seen displaying gang symbols and/or hand signs.
- Identifiable gang tattoos.
- Frequents gang areas.
- Seen affiliating with documented gang members.
- Arrested with known gang members for offenses consistent with usual gang activity.

Service

When sworn Department members serve a Gang Injunction to a person whom they believe to be a member of the enjoined gang, they shall:

- Verify gang identification criteria (FOD 00-10)
- Complete a Field Identification Record;
- Issue a copy of the Gang Injunction;
- Issue a copy of the Gang Injunction Information tri-fold;
- Complete a Proof of Service;
- Submit all documentation to the station OSS team.

***NO PERSON SHALL BE SERVED UNLESS THEY MEET THE GANG IDENTIFICATION CRITERIA OUTLINED IN FOD 00-10.**

Verification

When an OSS team receives a Gang Injunction Proof of Service, the OSS Area Lieutenant shall be the only person authorized to approve the entry of persons into the California Restraining and Protective Order System (CARPOS) as a restrained gang member. In making a determination that an individual is suitable for inclusion in a Gang Injunction, the OSS Lieutenant shall be guided by the following:

- Review all source documents supporting gang membership;
- Ensure those documents are complete and qualify under Field Operations Directive 00-10;
- Consult with the identified OSS expert investigator.

When a person is determined to be suitable for inclusion in a Gang Injunction, the OSS Lieutenant will direct the entry of that person into the CARPOS. The unit commander shall be notified of all persons who reside within the unit commander's area of responsibility that are included in a Gang Injunction and entered in CARPOS.

When a person is determined NOT to be suitable for inclusion in a gang injunction, the OSS Lieutenant will cause Department correspondence to be sent to that individual, advising them that the service has been reviewed and they are no longer subject to enforcement.

The OSS Lieutenant shall maintain a current list of all persons served with a Gang Injunction and the status of the services. The lieutenant shall ensure the list is readily available to the concerned station commander and supervisors. The OSS Lieutenant shall ensure that the privacy interests of persons served on the list are protected.

Enforcement

Only sworn personnel who have been trained shall enforce the Gang Injunction.

Arrest Procedure

When a deputy intends to arrest a person for violating a Gang Injunction, the deputy must verify the person is entered into CARPOS and is within the Safety Zone area of the enjoined gang. **An arrest shall not be made unless the person has been entered into the CARPOS as a served gang member.**

Arrest Documentation

When a deputy arrests a person for violating a Gang Injunction, the deputy must document that:

- The suspect is a gang member;
- The suspect has been served with the Gang Injunction;
- The suspect violated a provision of the court order;
- The violation occurred in the Safety Zone.

Gang members arrested for a violation of the Gang Injunction should be charged with violating Penal Code Section 166(a)(4), Criminal Contempt of a Court Order, a misdemeanor. A copy of the Proof of Service must be attached to the Incident Report (SH-R-49).

Gang Injunction Removal Procedures

Gang Injunction Request for Removal

In order for an enjoined gang member to qualify for removal from Gang Injunction enforcement, he/she must contact a Sheriff's Station watch commander and request removal from the Gang Injunction.

Upon receipt of a removal request, a "Watch Commander's Service Comment Report" (WCSCR) shall be completed as a "Service Complaint, Other." The person requesting removal shall be advised he/she is still subject to Gang Injunction enforcement during the review period. The Watch Commander Service Comment Report shall immediately be forwarded to Operation Safe Streets Bureau Headquarters.

All gang injunction removal requests will be reviewed by the responsible OSS Lieutenant. The OSS Lieutenant will ensure the following steps are completed in the review process:

- The person requesting removal has been interviewed
- A Removal Application Form has been completed
- All relevant and reliable information has been reviewed
- Character witnesses have been interviewed
- Expert OSS investigators have been consulted
- HGD has been consulted for a recommendation

The completed WCSCR will be forwarded to the OSS Area Commander for final determination. The OSS Area Commander shall communicate the final determination regarding the removal request to OSS and the requesting person. All persons whom the OSS Area Commander approves for removal from the Gang Injunction shall be immediately removed from the CARPOS system.

Gang Injunction Removal Criteria

To be eligible for removal from a Gang Injunction and exempt from enforcement, a person must provide sufficient, relevant, and reliable information for the OSS Area Commander, in consultation with the HGD, to positively confirm that:

38. They no longer are or never were a member of the enjoined gang; and
39. They are not now acting and will not in the future act to promote, further, or assist any of the activities

prohibited by the Gang Injunction on behalf of the enjoined gang; and
40. They are not a member of any other criminal street gang.

Community Intervention/Prevention

Unit commanders shall hold semi-annual "town-hall-style" meetings in order to discuss the Gang Injunction and gang-related issues within the community. Unit commanders are also encouraged to procure the attendance of an HGD Deputy District Attorney to address legal questions. Unit commanders will also be required to create the Gang Injunction Enforcement Information tri-fold, which provides information regarding local prevention or intervention programs that may assist gang members in their jurisdiction. The tri-fold shall be approved by the OSS Area Commander.

Responsibility and Records Management

All Proof of Service records and original supporting documentation shall be maintained by OSS.

All Gang Injunction arrests shall be assigned to OSS.

A Gang Injunction list of persons who have been served with the Gang Injunction shall be kept and managed by OSS. Proof of Service forms shall be made available to patrol personnel for submission with arrest reports.

Although not required by law, in an effort to offer an avenue of communication to those served, OSS will send correspondence via U.S. mail to the parents of all juveniles served with a Gang Injunction. Additionally, those parties who are determined not to be subject to enforcement by the OSS Lieutenant will also receive correspondence via U.S. mail advising them of their status.

Gang Injunctions that share Safety Zones with other police agencies will be enforced in a collaborative manner. OSS will only be responsible for records, arrests, and requests for removal that were initiated by LASD personnel. All other services, entries into CARPOS, and arrests will be handled by the initiating agency. The OSS Lieutenant shall approve any exception.

OSS Area Commander

The OSS Area Commander will assess the viability of each Gang Injunction annually and perform periodic audits of each Gang Injunction by querying the injunction entry process and records.

Affected Directives/Publications

FOD 89-06 Gang Member Release Policy

FOD 89-07 Prosecution of Street Gangs

FOD 00-10 LARGIN/CALGANG Procedures and Tracking Gang-Related Crimes

FOD 01-03 Proposition 21 Gang Release

FOSS Newsletter 08-05 Gang-Related Crimes (Statistical Code "860")

Cites/References

CA Penal Code Section 186.22

FOD 89-06 Gang Member Release Policy

FOD 89-07 Prosecution of Street Gangs

FOD 00-10 LARGIN/CALGANG Procedures and Tracking Gang-Related Crimes

FOD 01-03 Proposition 21 Gang Release

FOSS Newsletter 08-05 Gang-Related Crimes (Statistical Code "860")

Glossary

OSS - Operation Safe Streets Bureau

HGD - Los Angeles County District Attorney's Hardcore Gang Division

CARPOS - California Restraining and Protective Order System

WCSCR - Watch Commander Service Comment Report

• 09-006 Parolee Management Program

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PAROLEE MANAGEMENT PROGRAM

Purpose

The purpose of this Field Operations Directive is to establish a station-level Parolee Management Program.

Policy and Procedures

To ensure the safety of the communities we serve, every station shall create and implement a Parolee Management Program (PMP) in order to effectively monitor parolees within their jurisdiction. This will require

unit commanders to identify at least one dedicated investigator, and other sworn personnel as necessary, to be assigned to the PMP. Specific duties of assigned personnel include:

- Establish working relationships with local parole agents and Parole and Community Team (PACT) Meeting coordinators.
- Attend all local PACT meetings at local Parole Offices in order to interview, photograph, and gather intelligence on every parolee being released to the station's jurisdiction.
- Utilize local, state, and federal databases to review and update parolee information.
- Actively identify, target, and apprehend "Parolees at Large" (PAL's) who were released to the station's jurisdiction.
- Interact with station detectives and crime analysts to identify crime trends and compare information of known parolees.
- Conduct routine and target specific searches of parolee residences to combat crime and ensure compliance with parole conditions (All search operations will comply with existing Department policy and directives).
- Conduct regular joint meetings with neighboring agencies and stations to share information on crime trends and parolee information.
- Collaborate with local Sheriff's stations, police departments and state parole to conduct regional, multi-agency parolee compliance checks and Parolee-at-Large operations.
- An Operations Plan along with a Risk Assessment sheet shall be written and completed for any search operation involving a parolee.
- All personnel involved in any operation shall attend an operation briefing prior to the search operation.
- Records shall be maintained for five years from the completion of each operation by the unit conducting the operation. The records shall be tracked by unique URN numbers with a statistical code of 810.

After an Operations Plan is approved, a notification shall be made to the L.A.S.D. watch commander or the watch commander at the Local Law Enforcement Agency which has jurisdiction for the location to be searched.

The parolee compliance check or search shall be conducted as required by policy, including but not limited to MPP Sections 5-09/465.00 through 5-09/465.60 (Search Operations).

An incident report (SH-R-49) shall be used to document the search along with a search operation preparation checklist (SH-R-461).

Statistical code 810 shall be used to draw an URN for a search operation in lieu of the old RIB number. This search operation URN will be different from a traditional URN. For example, a search operation conducted in Carson in 2012 would be: 12-109-1615. The format is xx-xxx-xxxx, a 2 digit year followed by a sequential number (does not require digit filling zeros as in a traditional URN number), and 4 digit reporting district. No statistical code will be at the end of the URN since this format is unique for only the 810 statistical code.

If a crime report is written as a result of the search operation, an additional URN will be obtained for the crime or incident and cross referenced with the 810 URN.

In the event nothing illegal was found or seized, statistical code 810 shall be used to document the search on an Incident Report (SH-R-49) with the classification line stating "Parole Compliance Search /NC/ 810" (NC =

No Crime). A Search Operation Preparation Checklist (SH-R-461) shall be attached.

The pre/post search video recording and all pertinent documentation shall be included in the search package with the search documentation checklist (SH-AD-689) attached to the outside of the envelope.

This Field Operations Directive shall apply to those parolees who were paroled prior to the implementation of AB109 (October 1, 2011). Unless they are one of the specified exceptions, those who are paroled after October 1, 2011, are assigned to a County Parole Compliance Team (PCT) which is described in F.O.D. 12-04 Parole Compliance Teams (PCT) and Supervision of Post-Release Supervised Persons (PSP) Program.

- **09-004 Automated License Plate Recognition (ALPR) System**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM

PURPOSE

The purpose of this directive is to establish basic procedural guidelines and responsibilities of personnel and units utilizing the Automated License Plate Recognition (ALPR) system. As with any technical system, adherence to standards and procedures is a key element to the success of the system.

BACKGROUND

ALPR technology is a camera-based system that utilizes specially designed cameras to capture license plate and color images of vehicles as they pass by the camera. The ALPR camera is normally "triggered" or "activated" by any vehicle and/or license plate as it passes through its field of view. The captured images from the cameras are processed to provide textual and image data for export to databases. The data may include, a color overview and infrared images, date/time, location data, and/or other data elements. ALPR data can also be automatically compared against hotlist(s) files where users are notified of any wanted licenses plates/vehicles such as Amber Alert, Missing Person, Stolen vehicles, Felony Wanted, Warrants, and others, through various user interfaces.

Currently, LASD is using the following hotlists for ALPR systems to provide alerts:

- Stolen Vehicles (SVS);
- Lost or Stolen License Plates (SLR);
- Felony Wanted Vehicles (SFR);
- County Warrants System (CWS) - all “no bail”, misdemeanors over \$26,000, and felonies;
- Amber Alerts;
- Missing and Unidentified Persons (MUPS) via NCIC;
- California Sex and Arson Registrants (CSAR); and
- Custom or user defined hotlist(s) or license plate.

All hotlists are updated at specific intervals throughout the day. Due to these intervals and delays in providing “real time” updated hotlist(s), ALPR users should take into account the possibility of being alerted on outdated information.

It is imperative that users of the ALPR system verify and confirm any alerts provided by the ALPR system, either through the Sheriff’s Communication Center (SCC) or via the Mobile Data Computer (MDC), *prior* to taking any action. Confirmation can be deferred in *rare* circumstances (i.e., special investigative units) when compelling situations may exist that, if SCC is contacted, could jeopardize the investigation and/or officer safety.

POLICY AND PROCEDURES

Department members and staff will use ALPR in accordance with the procedures and guidelines set forth. All data captured from ALPR systems will be used in accordance with Department policies and directives.

Mobile ALPR unit users receiving an alert that a vehicle is stolen, wanted, or has a warrant associated with it shall immediately confirm the status of the vehicle by running the license plate either manually via the MDC/CAD or over the radio via SCC, unless compelling circumstances are present or officer safety issues make it unsafe to do so. In such cases, deputies shall confirm the status of the wanted vehicle as soon as possible. When requesting SCC to confirm the status of an ALPR alert, the deputy shall advise SCC the request is for an ALPR alert on a vehicle.

In the case of a stolen vehicle alert, personnel may regard the vehicle as a known stolen vehicle while awaiting a secondary confirmation. If the decision is made to initiate a “Code-9” due to an ALPR alert on a stolen vehicle, deputies shall advise SCC they are following a vehicle due to an ALPR stolen vehicle alert (i.e. “212A is Code-9 on a 10-29V ALPR hit”) prior to receiving a secondary confirmation via MDC/SCC.

Deputies shall adhere to the Department’s pursuit policy as described in the Manual of Policy and Procedures, section 5-09/210.00. SCC shall immediately provide secondary confirmation or advise the unit that the vehicle is not reported as stolen.

When desk personnel receive an alert from a fixed ALPR system, which is the result of license plate data taken from a fixed camera, they shall confirm the current status of the vehicle via their CAD terminal or via SCC. While waiting for confirmation, desk personnel will advise field patrol units of the ALPR alert, the location, the vehicle description, request an Aero Bureau unit, and coordinate responding field units.

Any incident associated with the ALPR system shall be documented using a secondary ALPR statistical

code. The statistical code shall go on the classification line of the Incident Report (SH-49) and in the MDC clearance. Additionally, any vehicle recovered using the ALPR system shall have "ALPR Recovery" written across the top of the CHP-180 report and the secondary ALPR statistical clearance code will be entered into the MDC clearance log. ALPR statistical codes cannot be used for the issuance of an URN but shall be entered as a secondary statistical clearance code when clearing the TAG.

Please ensure the following stat codes are used:

834 – No ALPR Detection

835 – ALPR-Mobile

836 – ALPR-Fixed

837 – ALPR-CCTV

838 – ALPR-Gunshot Detection

839 – ALPR-Miscellaneous

When recovering a vehicle or boat using statistical code "732" or "733", the CAD system will not accept the entry without the use of a secondary ALPR statistical code entered.

Examples:

Personnel making an arrest due to an ALPR alert shall enter "835" or "836" as a secondary statistical clearance code in their MDC Log Clearance and on the Classification line of the SH-R-49 report form.

Personnel recovering a stolen vehicle with no suspect in custody shall write "ALPR VEHICLE RECOVERY" on the top of the CHP-180 report as well as use the "835" stat code in the secondary MDC Log Clearance.

Access to ALPR information is restricted to approved personnel. Access to ALPR data is for law enforcement purposes only. Any other use of this data is strictly forbidden. Employees using ALPR data for non-law enforcement purposes may be subject to discipline under Manual of Policy and Procedures as well as all other applicable Department policies, state and federal laws.

Whenever personnel create a manual hotlist/hotplate, they shall include at minimum the reason, file number, and contact information of the investigator.

All ALPR alert(s) provided to personnel shall be verified PRIOR to any detention activity. An ALPR vehicle alert from a hot list does not automatically provide the ALPR users sufficient justification to initiate a traffic stop or detain vehicle occupants. Oftentimes, these hot lists will identify a "vehicle of interest" which is not necessarily wanted for a crime (ex: sex or arson registrant's vehicle). Personnel must use discretion and have independent information to justify a traffic stop.

Amber Alert hotlist/hotplate are entered/deleted by SCC personnel as needed for the Amber Alert period.

Questions regarding the use of ALPR equipment or accessing ALPR database information should be directed to the Advanced Surveillance and Protection Unit at [REDACTED TEXT]

Questions regarding the content of this Field Operations Directive may be directed to Field Operations Support Services at [REDACTED TEXT]

AFFECTED DIRECTIVES/PUBLICATIONS

Manual of Policy and Procedures (MPP) section 5-09/210.00 Pursuits

Manual of Policy and Procedures (MPP) section 5-09/550.00 Automated License Plate Recognition (ALPR)

Manual of Policy and Procedures (MPP) section 5-09/550.10 General Administration

Manual of Policy and Procedures (MPP) section 5-09/550.20 Rules Applicable to All Capture, Access, and Use of ALPRs Data

Manual of Policy and Procedures (MPP) section 5-09/550.30 Field Protocols - Patrol

Manual of Policy and Procedures (MPP) section 5-09/550.40 Audit Protocols
Manual of Policy and Procedures (MPP) section 5-09/550.50 Data

• 09-003 Use of Crime Scene Barriers

Los Angeles County Sheriff's Department **FIELD OPERATIONS DIRECTIVE** Field Operations Support Services



USE OF CRIME SCENE BARRIERS

Purpose

This directive establishes procedures for the use of crime scene barriers.

Background

Homicide scenes are often contained for extended periods of time as homicide investigators gather the necessary information for the preparation of their case. Often the victim and/or victims have been left at the scene of the crime pending the completion of the investigation and the recovery of the body by the Coroner's Office. In these cases the victim(s) may be in an area that is visible to the general public for an extended

period of time. In order to preserve the dignity of the victim(s), crime scene barriers should be considered in order to help eliminate the view of the victim(s) from the general public.

Policy and Procedures

At the scene of a dead body or homicide, the responsibility for preliminary investigation lies with the initial responding deputy sheriff. Once emergency services have responded and concluded that the victim is deceased and will be left at the scene for further investigation by Homicide Bureau detectives and the ultimate recovery of the body by the Coroner's Office, the following procedures should be followed:

The initial responding deputy shall be responsible for establishing, protecting, and preserving the crime scene until relieved by Homicide Bureau detectives. The scene shall be secured, contained, and sectorized (separate areas for homicide investigators, command staff, media, and general public). A Major Incident Log (SH-CR-620) shall be maintained by the handling deputy until all Department personnel have left the scene and the containment is discontinued.

In cases wherein the remains are visible to the general public and/or the media, and the scene cannot be sufficiently contained using conventional methods, (complete closure of the area, crime scene tape, or the use of radio cars) crime scene barriers should be considered in order to preserve the dignity of the deceased.

Crime scene barriers shall be maintained at each station/unit within Field Operations Regions, and all stations shall have the ability to deploy them at any time. Once it has been determined by the handling deputy that a crime scene barrier is necessary, the handling unit (handling deputy, field supervisor, or watch commander) shall contact the Homicide Bureau lieutenant and obtain concurrence prior to deploying the crime scene barrier. The contact person should get an ETA for Homicide Bureau's response to the crime scene. Should Homicide Bureau have an extended ETA, the contact person should request deployment of the crime scene barrier. Only after obtaining the concurrence of the Homicide Bureau lieutenant should the crime scene barrier be erected.

The unit should request deployment of the barrier via desk personnel (preferably via the MDT/MDC system). Desk personnel will assign an uninvolved unit to respond to the station, or barrier storage location, to pick-up the crime scene barrier for deployment.

Placement of the barrier shall be done so as not to interfere with any potential evidence (i.e., do not place the support post over the flow of bodily fluid). All reasonable efforts shall be made to ensure that the crime scene is maintained intact pending the arrival of Homicide Bureau detectives.

The crime scene barrier shall remain in place, unless otherwise directed by Homicide Bureau detectives to have it removed. Upon conclusion of the investigation and recovery of the body by the Coroner's Office, the crime scene barrier shall be returned to the original storage location. In the event the crime scene barrier becomes contaminated while at a crime scene, it shall be cleaned prior to storage.

Decontamination of the crime scene barrier shall be done as follows: If the barrier comes into contact with any biological evidence at the scene, they shall be cleaned with a 20% bleach solution (household chlorine bleach will suffice). There are also cleaners available from forensic supply companies that can be purchased for use.

Cites/References

FOD 93-7	Handling of a Crime Scene Involving a Person Dead and an Unruly or Hostile Crowd
Newsletter #80	Homicide Scene Preservation
Newsletter #94	Crime Scene Secondary Perimeter Containment

• **09-002 Procedures for Law Enforcement Certification for U Nonimmigrant Status**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



FIELD OPERATIONS DIRECTIVE: 09-002

2026

DATE: January 14,

PROCEDURES FOR LAW ENFORCEMENT CERTIFICATION FOR U-NONIMMIGRANT STATUS

BACKGROUND

The "U-Visa" was created by federal law to help curtail criminal activity, protect victims, and encourage victims to fully cooperate in the investigation and/or prosecution of a crime. California Penal Code section 679.10 (Victims of Crime Equity Act) mandates law enforcement to certify U-Visa certification requests when certain conditions are met.

U-VISA RULES

A person must be the victim of one or more of the following (or any similar) crimes:

- Rape.
- Torture.
- Human trafficking.
- Incest.

- Domestic violence.
- Sexual assault.
- Abusive sexual conduct.
- Prostitution.
- Sexual exploitation.
- Female genital mutilation.
- Being held hostage.
- Peonage (holding persons in servitude or partial slavery to work off a debt or to serve a penal sentence).
- Perjury.
- Involuntary servitude (condition of being forced to labor against one's will, typically through coercion, threats, or abuse of power).
- Slavery.
- Kidnapping.
- Abduction.
- Unlawful criminal restraint.
- False imprisonment.
- Blackmail.
- Extortion.
- Manslaughter.
- Murder.
- Felonious assault.
- Witness tampering.
- Obstruction of justice.
- Fraud in foreign labor contracting.

- Stalking.

U Visa certifications may be provided to direct victims, indirect victims and bystander or witness victims. These terms are defined as follows:

Direct victim: A person who has suffered direct harm or is directly and proximately harmed as a result of the crime.

Indirect victim: A qualifying family member of a direct victim who is incompetent, incapacitated or deceased. If the direct victim is age 21 or over, an indirect victim includes a spouse and unmarried children under age 21. If the direct victim is under the age of 21, an indirect victim includes a spouse, unmarried children under the age of 21, parents, and siblings under the age of 18.

Bystander or witness victim: Is an individual who was not the direct target of a crime but suffered unusually direct injury as a result of the crime.

DETECTIVE BUREAU RESPONSIBILITIES

A request for U-Visa certification shall be reviewed, and certified or denied by the unit which investigated the qualifying crime. Investigations handled by a specialized unit (e.g., Special Victims Bureau, Homicide Bureau, Human Trafficking Task Force, etc.) shall be reviewed, and certified or denied by the specialized unit.

The detective supervisor, or their designee, shall review the request for U-Visa certification based on federal and state law. Each request for U-Visa certification shall be reviewed on an individual basis by confirming the following:

- There was a qualifying crime committed against the victim.
- If the victim reasonably asserts they were unaware of a request for cooperation, their failure to cooperate does not rebut the presumption of helpfulness.
- Indirect victim cooperation includes parents who make their children available to communicate with the Department.

The following examples are not reasons to deny a certification:

- The reported incident is still being investigated.
- Charges were not filed as a result of the incident.
- There was not a prosecution or conviction as a result of the incident.
- The petitioner has a criminal history; or
- There were no injuries to the petitioner.
- The victim's immigration history, gang membership or affiliation.

- The certifier's belief that the U-Visa will not be approved.
- The extent of the harm suffered.
- The victim's open case with another certifying agency.
- The victim's inability to produce a crime report.
- The victim's cooperation or refusal to cooperate in a separate case.

The victim does not have to be present in the United States at the time of submitting a request for certification.

If a unit determines that certification is warranted, the USCIS I-918 Supplement B form shall be completed. The victim's harm or injuries, if any, shall be documented in the I-918 Supplement B form. The certification form shall be submitted to the station unit commander for review and signature along with the Sheriff's Agency Designation letter. Both the Sheriff's Agency Designation letter and I-918 form can be found by following the links in the attachments section below.

If the unit determines that the applicant does not qualify, the unit will prepare a denial letter. The letter shall include a brief explanation regarding the facts that led to the denial. The letter shall include specific details of any reasonable requests for cooperation and a detailed description of how the victim refused to cooperate. The unit will provide the denial letter to the applicant.

A request for U-Visa certification shall be certified or denied within 30 days of receiving the request by the Department. Certification or denial shall occur within seven days of the Department's receipt of the request if the victim is in removal proceedings or asserts that a derivative family member will lose U-Visa eligibility within 60 days due to the victim's sibling reaching the age of 18, the victim's child reaching the age of 21, or the victim reaching the age of 21.

After certification has been completed, if the victim refuses to assist in the investigation when reasonably requested, the unit may notify USCIS in writing of the victim's refusal to cooperate. The information for the written notification is available on the I-918 Supplement B form.

When a U-Visa request is made, the detective supervisor, or their designee, shall complete the U-Visa Tracking Sheet (see link in attachments section below). A digital copy of the tracking sheet shall be forwarded to Field Operations Support Services via email.

UNIT COMMANDER'S RESPONSIBILITIES

If the person is a qualifying petitioner, the unit commander shall review and sign the I-918 Supplemental B form and Sheriff's Agency Designation letter. The I-918 form and letter shall be sent to the petitioner and/or the petitioner's legal representative.

The Department shall return the certification without requiring the victim or their representative to come in person or requiring the victim to provide a government-issued identification.

If the person is not a qualifying petitioner, the unit commander shall review and sign a denial letter which

explains that the request will not be certified because the petitioner does not qualify. The letter shall include specific details of any reasonable requests for cooperation and a detailed description of how the victim refused to cooperate or other reasons for denying the request for certification.

Once the appropriate letter and I-918 form, if applicable, has been signed by the unit commander, the document(s) shall be returned to the petitioner and/or their legal representative.

REFERENCES

8 CFR Parts 103, 212, 214, 248, 274a and 299

Penal Code section 679.10

ATTACHMENT

Victims of Criminal Activity: U Nonimmigrant Status | USCIS

Form I-918 Supplement B, U Nonimmigrant Status Certification

Form I-918, Petition for U Nonimmigrant Status

Form I-918, Supplement A, Petition for Qualifying Family Member of U-1 Recipient

Sheriff's Designation Letter.docx

U Visa Denial Letter.docx

U-Visa Tracking Sheet

• 09-001 Station Jail Cell Extractions - Rescinded

Rescinded 06/28/2023

Refer to Custody Division Manual 6-08/010.00 Station Jail Cell Extractions and the Station Jail Manual.

• 08-002 Temporary Restraining Orders Web Base Database (CARPOS Confirmation System)

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



TEMPORARY RESTRAINING ORDERS WEB BASE DATABASE (CARPOS CONFIRMATION SYSTEM)

PURPOSE

The Court Services Division, Civil Management Bureau has created an online database to track protective orders entered into the California Restraining and Protective Order System (CARPOS) by our Department personnel. This database known as the CARPOS Confirmation System will track domestic violence, civil harassment, workplace violence, elder abuse, juvenile, and criminal protective orders. The database will not track Emergency Protective Orders (EPO), but will provide Department personnel with the ability to view protective orders and proofs of service via the internet.

PROCEDURES

The CARPOS Confirmation System provides a chronological listing of all orders related to a specific File Control Number (FCN), including current orders and proofs of service. The database will help personnel determine if an order is valid and/or if the order had been served. It will also assist personnel when more than one order has been produced by either one or both of the parties involved.

The CARPOS Confirmation System may be accessed through the Court Services Division's internet website. See the attached instructions for use. The database may be accessed through any computer with an internet connection. The thirteen (13) digit, CARPOS FCN, issued by the Department of Justice (DOJ), is required to search the database. The FCN starting with the first three digits of "232" indicate that those orders were entered into CARPOS by our Department. Only those orders entered by our Department are currently available to view in the database. Personnel may run either party's name on the MDC or JDIC under the Restraining Order System Inquiry screen to obtain the FCN.

The California courts are mandated by state law to inform a protected party to provide a copy of the protective order to their local law enforcement agency. Therefore, stations will continue to receive protective orders. When a station receives a protective order, the station personnel shall:

- Accept the order from the protected party;
- Determine if the order has been entered in both CARPOS and CARPOS Confirmation System;
- If the order has not been entered in both systems, a copy of the order shall be forwarded to the station's nearest Civil Management Bureau office for data entry in either one or both systems;
- The station's court deputy(s) and/or other predesignated detective personnel shall be tasked with delivering protective orders and proofs of service to the station's nearest Civil Management Bureau office;
- These documents shall be delivered daily by the designated personnel, excluding weekends, holidays,

and time off (scheduled and unscheduled);

- If the designated delivery personnel has scheduled or unscheduled time off (excluding weekends and holidays), it is the station's responsibility to contact the station's nearest Civil Management Bureau office to arrange for Court Services Division's personnel to pick-up the documentation.
- Station clerical staff will no longer make CARPOS entries of protective orders with the exception of Emergency Protective Orders (EPO).
- EPOs will remain a station responsibility.

At the present, all orders entered directly into the CARPOS system by an outside agency will not be available on the CARPOS Confirmation System.

For information regarding the CARPOS Confirmation System, contact Court Services Division, Civil Management Bureau, at [REDACTED TEXT]

• 08-001 Use of Departmental Aircraft

Los Angeles County Sheriff's Department **FIELD OPERATIONS DIRECTIVE** Field Operations Support Services



USE OF DEPARTMENTAL AIRCRAFT

PURPOSE

This directive outlines appropriate uses for departmental aircraft and establishes a process for the evaluation of non-routine requests for the use of aircraft.

POLICY AND PROCEDURES

This directive applies to all aircraft owned, or operated by, the Los Angeles County Sheriff's Department.

The following uses of departmental aircraft are considered "routine." The assignment of aircraft and personnel to meet these requirements is governed by Aero Bureau Manual:

- Aerial patrol and surveillance operations in support of ground Law Enforcement operations in Los Angeles County or required Mutual Aid situations.
- Search and rescue operations. Medical evacuation and transportation missions.
- Transportation of personnel, performing official duties, using in-service aircraft.
- Transportation of prisoners

- Emergency transportation of county employees
- Transporting family members of critically injured department members
- Orientation training provided to members of law enforcement agencies
- Training of Aero Bureau personnel
- Aircraft Maintenance
- Public Relations Displays
- Funeral “fly-overs”
- Flight requests initiated by the Sheriff

Requests for the use of departmental aircraft, not addressed above, shall be directed to the Aero Bureau Unit Commander. Such requests shall describe the services requested and must contain a statement of justification specifying the departmental benefit to be gained. Approved requests shall require notification to the Chief, Office of Homeland Security (OHS) and a notation made on Aero Bureau Shift Summary Log. Aero Bureau shall maintain copies of all requests for a period of two years.

Requests for the use of departmental aircraft made by other County and Government agencies, not addressed above, must be made according to the procedures established by the County of Los Angeles, Chief Executive Office.

Requests to transport a passenger, whether or not a Department member, from one destination to another, requires prior approval from the Aero Bureau Unit Commander.

Persons who are not being transported on official government business shall complete a “Waiver of Liability” form before boarding a departmental aircraft. Waivers will not be sought from persons being transported under rescue and/or emergency conditions.

AFFECTED DIRECTIVES

Manual of Policy and Procedure 2-06/060.05 (Aero Bureau) - Additional duties are added.

Manual of Policy and Procedure 3-05/030.35 (Transportation to/from Catalina Island) - Additional policy guidance is provided.

CITES/REFERENCES

Correspondence of the Los Angeles County Chief Administrative Officer, dated 12-19-1991 (County Aircraft Policy).

ATTACHMENTS

“Waiver of Liability” form

• 07-007 Solicitation on Private Property

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



SOLICITATION ON PRIVATE PROPERTY

PURPOSE

The purpose of this Field Operations Directive is to establish procedures and guidelines for handling incidents of solicitation on private property. These incidents commonly occur when person(s) seek to solicit on the property of a store, shopping center, or other commercial establishment. Often, the manager/owner of the property has asked the solicitor to leave the premises but they refuse to do so based on their First Amendment rights of free speech and petition.

BACKGROUND

Solicitation for political, financial or religious reasons (signatures, protest, voting registration, donations or contributions) is covered by Article I, Sections 2 and 3 of the California Constitution (*Right to Free Speech and Petition*).

California law permits free speech activity on certain commercial property. In *Pruneyard Shopping Center v Robins*, the U.S. Supreme Court held that the California Constitution protects "speech and petitioning, reasonably exercised, in shopping centers, even when the centers are privately owned." The central theme of the court's ruling was that Pruneyard shopping center, because of its open public gathering areas, had become the modern equivalent of the "Town Square." The court gave commercial property owners the right to establish regulations regarding reasonable "time, place and manner" restrictions on expressive activity, and allowed owners of "modest retail establishments" (smaller stand alone stores not having the "Town Square" characteristics of *Pruneyard*) to prohibit all expressive activity on their premises.

The California Court of Appeal has held that if a "modest retail establishment" sets up time, place and manner restrictions on the use of its premises, it does not make the location the equivalent of a traditional public forum, nor does that give solicitors a constitutional right to use the property in disregard of the establishment's restrictions.

The reasonableness of a time, place and manner restriction depends on the problem the owner seeks to correct, not on the extent to which it furthers the owner's interest in an individual case. Personnel should try to determine the reasonableness of the restriction prior to taking any enforcement action.

Determining what type or kind of establishment is very important when dealing with solicitation. In considering whether a particular business or business area is impressed with a public character for purposes of expressive activity, no single factor is determinative. The following descriptions are examples of some of the types of locations that may be subject to solicitors:

- A large retail facility (large mall or shopping center) which has areas designated for the public to meet, talk and spend time together (plazas, walkways or courtyards for people to congregate) it may be considered to be the functional equivalent of a traditional public forum and be subject to expressive activity.
- A large strip mall that does not contain any areas for the public to congregate (courtyards, picnic areas, gardens, health clubs, gyms, etc.) or has restrictions on certain types of businesses (theaters, bowling alleys, pool halls, skating rinks, etc.) from being located in the center may not be subject to expressive activity.
- Stand-alone stores or modest retail establishments, while popular and open to the public, are not public forums which require that their owners permit expressive activity.

Any location, including malls, may prohibit expressive activity on certain days of the year within reason, (i.e., a narrowly tailored ban on those days when its legitimate interest were most vulnerable to disruption). They can also limit the number of days/times a group may solicit in a given period to time (e.g., no individual or organization could use store property for more than five days within any 30 day period). The courts have determined that an owner may impose reasonable restrictions provided the restrictions are justified without reference to the content, that they are narrowly tailored and that they leave open ample alternative channels for communication.

While there have not been any court decisions regarding the direct solicitation of funds for personal gain, on private property, common sense and prudence should be your guide for enforcing trespassing, solicitation and loitering violations.

POLICY AND PROCEDURES

The possible infringement of a person's First Amendment rights in the exercise of free speech and petition should not be taken lightly, especially when dealing with someone who is uncooperative. If the solicitation does not meet the legal criteria listed below or violates the time, place or manner restrictions, the manager/owner of the location would need to be advised of private person arrest procedures if an arrest was requested. If there is probable cause for the arrest, the manager/owner may place the disturbing party under arrest as described in FOD 02-06 (*Private Person Arrest Procedures*).

DEPUTY'S RESPONSIBILITIES

Upon arriving at the location where someone is soliciting, you should determine:

- If the location is subject to the right of free expression (malls vs smaller free standing stores).
- Is the kind of activity considered free speech or petition of government for redress of grievances (soliciting signatures, donations and distributing leaflets).
- What kind of reasonable time, place and manner regulations have been established.

The right of access is imposed usually on large malls and shopping centers. It is limited to relatively quiet activity and it can be regulated by reasonable, fact based regulations to prevent disruption and disorder.

After determining the type of location, contact the manager or property owner to determine if they have a written policy which governs the activities allowed and time, place and manner restrictions. If a policy exists, ask which rule(s) or regulation(s) the disturbing party is violating. The policy of the location should then be reviewed to determine if the rules and restrictions are reasonable and how the disturbing party is in violation

of one or more of the rules. If the disturbing party is within the guidelines set forth by the location, no enforcement action should be taken.

If the disturbing party is violating any of the restrictions set forth by the location, the manager/owner may request to make a private person arrest. Deputies shall conduct a through investigation to determine if probable cause exists for the arrest before accepting custody of an individual in a private person arrest situation.

If the location has a restriction on all solicitation and the location can be considered a functional equivalent of a town center, deputies shall advise the location's representative of this evaluation, refer them to seek the advise of their legal counsel, and shall decline to take enforcement action.

Deputies may recommend that the owner/manager seek a restraining order against a solicitor in cases where the existing case law cannot be clearly applied. This avenue allows for a judicial evaluation of the specific facts of the case prior to enforcement action being taken.

Affected Directives/Publications

Field Operations Directive 02-06 (*Private Person Arrest Procedures*) - Provides supplemental guidance

Cites/References

California Constitution, Article I, Sections 2 and 3 (*Right to free speech and assembly*)

Pruneyard Shopping Center V. Robins (447 U.S. 74) - Requires access to shopping center for exercise of expression and petition rights under the California Constitution, held not to violate center owner's rights under First, Fifth and Fourteenth Amendments.

Costco Companies, Inc. v. Don Gallant (96 Cal. App 4th 740) - Allows a location to prohibit expressive activity on certain days or the number of days/times in a given period.

Albertson's Inc. v. James Young (107 Cal. App. 4th 106) - When a "modest retail

establishment" sets up time, place and manner restrictions, it does not make the location the equivalent of a traditional public forum nor does this does not give solicitors a right to use the property.

Trader Joe's Co. v. Progressive Campaigns (73 Cal. App. 4th 425)- Modest retail establishments, are not public forums which require that their owners permit expressive activity.

• 07-006 Crime Guns

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



CRIME GUNS

PURPOSE

The purpose of this Field Operations Directive is to provide policy, guidelines and procedures for entering crime guns into the California Law Enforcement Telecommunication System (CLETS).

BACKGROUND

Penal Code §11108.3(a) requires the Sheriff's Department to report to the Department of Justice (DOJ) all information necessary to identify and trace the history of all recovered firearms that are illegally possessed, have been used in a crime or are suspected of having been used in a crime. All firearms classified as "Crime Guns" shall be entered into CLETS via the Justice Data Interface Controller (JDIC). This only applies to firearms that are in our physical custody (i.e. recovered, found or evidence) and does not apply to those being held solely for safekeeping.

A found firearm should be entered as a "Found-Crime Gun" when there is a reasonable belief that the firearm may have been discarded by a criminal or attached to possible criminal activity.

Crime gun information can be utilized by investigators by accessing the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) "eTrace" firearms tracing system. "eTrace" is an internet based application of the National Tracing Center Division (NTC) and is managed by the ATF. "eTrace" allows instant web access to NTC's searchable database containing information regarding nationwide "Crime Gun" records. "eTrace" can track the movement of a firearm from its first sale by the manufacturer or importer through the distribution chain to the first retail purchaser.

The "eTrace" application provides utilities for submitting, retrieving, storing and querying all firearm trace related information. The data can be obtained as text documents or can be used within the website to generate maps which can reveal gun crime trends such as crimes related to certain gangs or illegal firearms trafficking.

Investigators wishing to access this database should call the Sheriff's Department's contact person at the Southern California Regional Crime Gun Center at [REDACTED TEXT] or contact the NTC "eTrace" Customer Service Group, Law Enforcement Support Branch at [REDACTED TEXT]

POLICY AND PROCEDURES

When a firearm is recovered and has been used in a crime or is suspected of being used in a crime, a crime gun entry shall be made via CLETS. The following fields are mandatory for a gun entry and should be found on the firearm:

- Manufacturer of the firearm
- Type of firearm (pistol-semi auto, shotgun-pump, rifle-bolt action, etc.)
- Model
- Serial number
- Caliber
- Barrel length
- Finish (stainless steel, blued steel, etc.)
- Importer (required if firearm is a foreign make)

If the firearm was obtained during the arrest or detention of a suspect, the following possessor information shall be obtained prior to the crime gun entry into CLETS:

- Name
- Date of birth
- Driver's license or identification number
- Complete address
- Recovery location (complete address or intersection)
- Was the firearm reported stolen and/or illegally possessed
- Crime involved (Code violation)

The following additional information for the possessor shall be included if applicable:

- Any gang affiliation (Full gang name, no abbreviations)
- Associate information (if detained with the possessor)
- Name, DOB, sex, race, address, CDL or ID #, gang affiliation.

Note: Gang affiliation, associate information, additional firearm descriptors and crime involved must be entered into the miscellaneous section on the bottom of the "GUN1" form, as there are no specific entry areas for these details. There are only three lines available in this field.

Patrol Deputies' Responsibility

When deputy personnel seize, confiscate or take possession of a firearm during the course of an investigation, they must ascertain if the weapon should be classified as a crime gun.

A firearm would be considered a crime gun under the following circumstances:

- Illegally possessed
- Used in a crime
- Suspected of being used in a crime
- Any found firearm suspected to be connected to possible criminal activity

If the firearm meets the criteria as a crime gun, the deputy shall complete a Crime Gun Supplemental Information form. The form has the fields necessary to complete the GUN1 screen in accordance with PC § 11108.3 (a). Station evidence programs have also been updated to include these fields for the data entry

process.

Prior to booking the firearm into the station evidence/property room, the deputy should input the above information onto the GUN1 screen of the JDIC. After obtaining a return on the firearm, conduct an inquiry on the return to verify the information is correctly entered (Evidence-Crime Gun, Found-Crime Gun, etc.). The firearm should then be entered into evidence via CLETS. A copy of the Automated Firearm System (AFS) printout, a copy of the evidence entry for the firearm and a copy of the crime gun supplemental information or an evidence computer firearm entry form shall be included with the firearm when placed in evidence.

Watch Sergeant / Field Sergeant Responsibility

In any incident where a firearm is seized, confiscated or found, the Watch Sgt/Field Sgt., shall review the report to ensure that the firearm has been correctly identified as a crime gun. The report shall include a printout reflecting that the crime gun was entered into CLETS as a Crime Gun. A copy of a Crime Gun Supplemental form or an evidence computer generated Firearm Entry Form shall be attached to the report.

Affected Directives/Publication

FOSS Newsletter 02-01 - Crime Gun/Firearm Entries

Cites/References

U.S. DOJ, Bureau of Alcohol, Tobacco, Firearms and Explosives, National Tracing Center Division-eTrace - Internet based firearms tracing system.

Attachment

NCIC Crime Codes, Crime Gun Supplemental Form, and Crime Gun Supplemental Continuation Form

• 07-005 3SI Electronic Satellite Pursuit GPS Tracking Procedures

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



3SI ELECTRONIC SATELLITE PURSUIT GPS TRACKING PROCEDURES

PURPOSE

The 3SI Security Systems' (3SI) electronic satellite pursuit currency and property tracking system is being used by many banking and commercial establishments throughout the Los Angeles County area to track money and property taken in a robbery. The device is additionally being used by law enforcement in

property theft operations or “bait property stings.” A GPS device is hidden within “bait money or bait property,” and, when activated, the 3SI tracking device sends out a signal to cell towers and satellites and utilizes GPS and cellular data to track the device. This information is then displayed on the 3SI web page.

Under optimal conditions, the suspect’s location is updated on the website using the GPS data with 6 to 15 second delay, although the delay can be longer due to poor reception coverage in some areas. It will locate the device to within 35 feet as well as indicate current speed and direction of travel. As with any technical system, there is a need to define procedural guidelines and responsibilities of involved personnel and units, which is the purpose of this directive.

POLICY AND PROCEDURES FOR MONITORING COMMERCIAL ROBBERIES

The watch deputy or dispatcher at each station shall log in to the 3SI website (<http://www.3SITracking.com>) at the beginning of each shift via their desktop computer. The browser window **shall not be minimized to the bottom of your desktop**, as this will disable the website’s audible alert. The screen may be viewed with a full screen or may be reduced by utilizing the “*restore down*” button on the upper right-hand corner of the screen.

When a bank robbery or other type of commercial robbery occurs and the “bait money” or “bait device” is activated, 3SI, the Sheriff’s Communication Center (SCC), and the affected sheriff’s station’s computer will receive an audible alert. After being alerted of the activation, the station and SCC personnel shall maximize the 3SI webpage in order to view the following information: the name of the business, the address of the business, and the exact location where “bait money” or “bait property” was taken from (e.g., what teller, the vault, etc.) or type of “bait device” (such as cell phones, prescription medication bottles, etc).

After reviewing the information provided from the 3SI webpage, the SCC dispatcher will enter the call for service with an “E” priority and send it to the corresponding station’s dispatcher. The affected station shall not enter the alert as a call for service. SCC will utilize the radio code “211E.” The “E” represents an electronic activation. The terms “GPS” or “tracker” shall **not** be mentioned anywhere in the call or over the radio, as suspects may monitor our radio traffic. We do not wish to compromise our ability to apprehend them by mentioning the GPS device during any radio communications.

The call for service shall therefore be entered in the following format:

Location: 12345 Stop Street, Lyn Bank of America

Code: 211E

Inf: Pennsylvania

Rmk: (Track 72261), Teller one activated and Vault, FTF

The handling deputy shall coordinate the call for service on their dispatch frequency as a “Robbery-In-Progress” until confirmation that the suspect(s) have fled the scene, becomes available. The SCC dispatcher will verbally update the station personnel on any and every change of position of the GPS device and will preface each update by stating the amount of time that has passed since the location was updated. The SCC dispatcher will utilize the 3SI webpage for the updated information. The affected station’s

personnel will be able to simultaneously monitor the movement of the device along with SCC via the website.

If the suspect's vehicle has been identified and is still traveling, deputies shall adhere to Code-9 and pursuit procedures as outlined in the MPP §5-09/200.00 - §5-09/210.30. If the suspect is tracked to a location and appears to be stationary, deputies shall adhere to the tactical incident procedures as outlined in the MPP §3-10/150.00 and the foot pursuit policies as outlined in the MPP §5-09/220.50. Responsibility, control, and the decision to terminate the tracking of a signal rests with the watch commander of the jurisdictional station.

If the signal is narrowed to within a small area, e.g., containment, building, apartment complex, etc., where a foot search will be conducted, a portable tracking device (handheld radio frequency beacon) may be used by the field deputies. Deputies may use the portable device without having to wait for SCC to give the updates. This portable device shall be kept in the Watch Commander's office at the station until it is needed. The tracking of a signal (suspect) is a tactical response to a felony crime that has just occurred, and, as such, all principles of officer safety are to be employed.

POLICY AND PROCEDURES FOR BAIT OPERATIONS

In any situation where a GPS tracking device is deployed in the field for the purposes of conducting a "bait operation" and/or training on the use of the device, personnel shall immediately notify station dispatch personnel, the on-duty watch commander, and the Advanced Surveillance and Protection (ASAP) unit. This applies to any type of deployment or training, as the 3SI devices will automatically alert station dispatch and any person(s) on the "alerts notification list" when a device is activated, regardless of the reason for deployment.

In situations where a GPS device is deployed in a bait operation at the station, the affected sheriff's station's dispatch computer will receive an audible alert for activations from the website. Alerts may also be sent to predesignated parties such as station detectives, field deputies and supervisors via text message or email. After being alerted of the activation, station dispatch personnel shall maximize the 3SI webpage in order to view the following information: the name of the device and bait item, description of the bait item, and the current location and direction of travel of the device and bait item. Alerts may be delayed due to poor GPS and/or cellular signals. Dispatch will then generate a call for service using the appropriate radio code 487E, 488E. The "E" will represent an electric activation, and nowhere in the call or on the radio shall the phrase "GPS" be mentioned, since suspects may monitor our radio traffic (we do not wish to compromise our ability to apprehend them by mentioning the GPS device during any radio communications). Dispatch will provide field units with a description of the baited item and provide updates on the device location and direction of travel, if moving. The affected station's personnel will be able to simultaneously monitor the movement of the device along with station dispatch by logging into the 3SI website via their MDC.

If the suspect is in a vehicle which has been identified and is still traveling, deputies shall adhere to Code-9 and pursuit procedures as outlined in MPP §§5-09/200.00 - 5-09/210.30. If the suspect is tracked to a location and appears to be stationary, deputies shall adhere to the tactical incident procedures as outlined in the MPP §3-10/150.00 and the foot pursuit policies as outlined in MPP §5-09/220.50. Responsibility, control, and the decision to terminate the tracking of a signal rests with the watch commander of the jurisdictional station.

If the signal is narrowed to within a small area, e.g., containment, building, apartment complex, etc., where a foot search will be conducted, a portable tracking device (handheld radio frequency beacon) may be used by the field deputies. Deputies can use the portable device to further narrow down the scope of the search to identify specific areas where the device may be located (such as a specific vehicles' trunk or specific apartment in an apartment complex). This portable device shall be kept in the Watch Commander's office at the station until it is needed. The tracking of a signal (suspect) is a tactical response to a property crime, and, as such, all principles of officer safety are to be employed. In cases where a search warrant is required to recover a device/bait item from a residence, locked vehicle or other private property, field deputies shall contact a supervisor and/or the Station Detective Bureau and adhere to procedures outlined in MPP §§5-09/465.00 – 5-09/465.60.

In instances where the device/bait item is abandoned by the suspect and recoverable, deputies will retrieve the device/bait item and return it to the station for storage or redeploy the device in the field. If the device/bait item appears to be damaged or altered in any way from its original condition (after the bait operation has been completed), deputies shall complete a Damage to County Property (SH-R-49), and report the damage to the Watch Commander, ASAP Unit, and adhere to MPP §3-01/040.15.

Any incident associated with a GPS arrest shall be documented using a secondary ASAP statistical code. The statistical code shall go on the classification line of the Incident Report (SH-R-49) and in the MDC clearance. ASAP statistical codes "only" cannot be used for the issuance of an URN number but shall be used as a secondary statistical clearance code.

Please ensure the following stat codes are used:

837 - ASAP – 3SI/GPS Tracking Examples:

Personnel making an arrest due to a GPS tracking alert shall enter "837" as a secondary statistical clearance code in their MDC Log Clearance and on the Classification line of the SH-R-49 report form.

If the system is required to be referred to for the probable cause in an arrest report, the details of how the system operates shall not be documented. Incident reports may include verbiage similar to the following: "We were led to the suspect (or the suspect's vehicle) by utilizing a confidential law enforcement tracking device." The report shall only make reference to a "device" which led to the location of the suspect. GPS technology and the 3SI company should not be mentioned in the report or mentioned in any court testimony. For this reason, when an electronic robbery call is typed in, the informant's information will display "Pennsylvania." Pennsylvania is where 3SI's home office is located and where all electronic activations are monitored. The California Evidence Code §1040(b)(2) grants law enforcement the privilege of not disclosing any official information if there is a necessity for preserving the confidentiality of that information. Detectives and those personnel testifying in a case involving the use of this device should consult with the prosecutor on the case prior to any testimony.

Field Operation Support Services will maintain a training outline and procedures on the use of the portable devices and the use of the 3SI website on their intranet website. All station desk personnel shall view this training prior to logging on to the 3SI webpage and prior to implementing any information provided by the GPS tracker. It will be up to each individual station's Unit Commander to determine whether desk personnel shall be trained on the 3SI technology and the use of their website prior to being assigned to the dispatch area. Field supervisors and field deputies shall also be trained on the use of the portable devices prior to deploying them in the field.

AFFECTED DIRECTIVES/PUBLICATIONS

Manual of Policy and Procedures §§5-09/200.00 - 5-09/210.30 (Pursuit Policy)

CITES/REFERENCES

Evidence Code §1040(b)(2)

3SI Webpage - <http://www.3sittracking.com/>

• 07-004 Patrol Trainee Minutes Compliance in Contract Cities

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PATROL TRAINEE MINUTES COMPLIANCE IN CONTRACT CITIES

POLICY AND PROCEDURES

Historically, any minutes worked by patrol trainees assigned to work contract cities during patrol training did not count towards the compliance of that city's contract. This past practice shall be discontinued and replaced with the following procedures:

- Newly assigned patrol trainees assigned to a contract city will log onto the MDT/MDC using the alpha classification code "G" for the first two phases of training. Use of this code will capture only the training officer's minutes for purposes of tracking contract minutes.
- Once a patrol trainee has completed the second phase of training, the trainee will begin accounting for his/her minutes while working in a contract city. The trainee and his/her training officer will begin utilizing the alpha classification code "H" when logging onto the MDT/MDC. This will allow for the accounting of both deputies' minutes during their shift.
- The patrol trainee will continue to account for his/her patrol minutes during the remaining phases of his/her patrol training. It is within the unit commander's discretion whether the patrol trainee accounts for minutes worked within a contract city. This affords the unit commander a contract city minute compliance management tool.
- Once the patrol trainees have completed their patrol training, unit commanders shall make every attempt to assign those patrol trainees to contract cities in which they were trained.
- Contract Law Enforcement Bureau (CLEB) shall be responsible for the oversight and tracking of all patrol trainee minutes within the contract city minute program. CLEB will continue to advise patrol station

unit commanders and their staff when compliance levels fall below acceptable ranges.

Patrol trainees working in unincorporated areas shall continue to account for all of their patrol minutes from the beginning of their training.

CITES/REFERENCES

None

• 07-002 Loud Party Disturbances

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



LOUD PARTY DISTURBANCES

PURPOSE

This directive establishes policy and procedure for handling "Loud Party Disturbances." It replaces FOD 86-30 which previously provided guidance for the handling of residential disturbances only. This directive provides expanded guidance for disturbances inside commercial locations and those occurring on unenclosed lands.

BACKGROUND

In 2005, our Department received over 56,000 calls for service regarding party disturbances. Whether lawfully or unlawfully located in a private residence, commercial settings, or open areas, these incidents are often dangerous to approach and difficult to disperse when necessary. Although appropriate enforcement action may be undertaken when violations of the law are observed, deputies must be lawfully present to detain and/or arrest violators. Consideration must be given to both statutory law and case law which may limit the circumstances permitting lawful entry into a location or area.

This policy was significantly influenced by the case of *Talamaivao v. County of Los Angeles*. In this case several deputies responded to a loud party call and ultimately dispersed that party. While the exact facts of the case are disputed, the case resulted in a judgement against the County for \$15.9 million. Jurors in the case explained that they did not believe there was sufficient urgency to the disturbance to warrant its termination.

POLICY AND PROCEDURE

This directive places Loud Parties/Disturbances into three categories:

- Residential Parties - These occur within a private residence. The occupants possess the highest level of privacy interests within their residence.
- Commercial Location Parties - These occur within a non-residential structure owned by a responsible person/entity. They may also occur on unenclosed lands that are under the control of a responsible party. These present a wide range of licensing, legal, and public safety issues. Privacy issues are also present.
- Open-Assembly Parties - These occur on unenclosed lands, or within abandoned structures that are not under the control of a responsible person/entity. These often present public safety issues, and do not possess the same level of privacy concerns held by residential or commercial location parties.

Loud Party Disturbances (Residential or Commercial Location) - First Complaint

Desk Operations

Desk personnel shall attempt to obtain the name of the complainant, their address and telephone number. They shall determine the nature of the complaint and create an MDCS Incident Record (Tag). Every additional call for service on a particular incident, not including those from the same complainant, shall be entered as a separate Incident Record and referenced to the incident number of the original call.

Action of Handling Unit

A complainant who requests to remain anonymous shall not be contacted by a field unit. Observe the disturbance, specifically identifying the following factors:

- Noise level at the street and neighboring residences
- Size and location of the crowd
- Age group of participants
- Observable violations of law
- Condition of participants (drunk, disorderly, etc.)
- The capacity of the facility to accommodate the number of participants
- Time of day and day of week
- Parking and traffic considerations

Contact the host or person in charge of the party/gathering and request cooperation in ending the disturbance. Advise the host of the complaints received, and of any applicable violations of the law. If the host cannot be located, proceed to Second Response procedures.

If the location is within the unincorporated area of the County, advise the host of Los Angeles County Code 13.42.010 and issue a "Loud Party" Disturbance Violation if appropriate (See Handling Parties in the Unincorporated Area of the County, on page #8).

If personnel note the potential for significant problems, the field sergeant shall be notified and, if available, assist with the first contact with the host. In these situations, the first contact with the host should be video

and/or audio taped.

Continued Disturbance (Residential or Commercial location) - Second or Subsequent Responses

Desk Operations Procedures

Desk personnel shall ascertain if the complainant(s) desires to be named as a victim in a Complaint Report. This information shall be entered into the remarks section of the call format. Calls from additional complainants shall be entered as separate calls for service and referenced to the incident number of the original call for service. A field supervisor shall be assigned to all subsequent calls.

Action of Handling Unit

Every effort shall be made to videotape the contact with the *host* and/or complainant on all “return-to”, second or subsequent responses. At a minimum, the contact with the *host and complainant* should be audio taped. Should the complainant wish to sign a private person’s arrest complaint, deputy personnel shall contact the complainant. A private person’s arrest for disturbing the peace should be discouraged to prevent hostilities between the parties. If a complainant insists on making a private person’s arrest and the handling deputy determines there is probable cause for the arrest, the deputy shall take custody of the person(s) arrested (Refer to FOD 02-06).

Entry into Residential or Commercial Party Locations

Consent

If a host requests Department assistance to disperse a party, we will render that assistance which is objectively reasonable to abate the disturbance.

Search Warrant

As a tool to facilitate the dispersal of a loud party, if a host refuses to cooperate and will not allow deputy personnel entry into the home or grounds (or other structure housing the disturbance), deputy personnel may seek a search warrant. The prior approval of the watch commander is required. The purpose of the search warrant is to authorize entry by deputies to seize specified property (i.e., stereos, amplifiers, speakers, instruments) that are being used to commit the offense. Warrants shall be processed according to MPP Section 5-09/465.50. A warrant is not a judicial order to disperse the party, nor is it an order to arrest the host or participants.

Personnel are not restricted from seeking arrest (Ramey or Steagald) warrants in these matters.

Refusal by Magistrate to Issue a Warrant

Should a magistrate refuse to issue a search warrant, *the party/disturbance must be allowed to continue*, and a comprehensive Complaint Report prepared on the incident. In those rare instances where the situation later deteriorates to the point that “exigent circumstances,” as defined below, are present, the section on warrantless entries applies. In cases where department personnel take action subsequent to the

magistrate's refusal to issue a warrant, the watch commander must give prior approval to affect a warrantless entry and must ensure that the situation is markedly different and significantly more aggravated from that earlier presented to the magistrate. This significant change in circumstances must be explained in detail in the Complaint Report resulting from the incident.

Warrantless Entry

Department personnel are charged with the responsibility to preserve the peace and have a positive duty to do so. This duty must necessarily be balanced against the privacy rights of the involved parties. In most cases the harm resulting from a loud party is insufficient to permit a warrantless entry. In particularly extreme cases, this balance may shift in favor of a warrantless entry.

In cases where the elements of a crime have not been established, either through a victim's complaint or a deputy's observation, deputies shall not make uninvited entry into private locations. In cases where the elements of a crime are present, uninvited entry may only be made where justified by the circumstances. The degree of the criminal violation must be balanced against the privacy rights of the locations occupants.

In an unpublished opinion, the California Court of Appeal (4th District) held that officers were justified in making a warrantless entry where music was so loud that "the neighbors could not bear it." Prior to making entry, the officers had attempted to contact the occupants by "pounding on the door" and by having their desk attempt a telephone call to the location. The officers then formed an opinion that the occupants may have been in danger and the officers forced entry to check on their welfare. (*People v. Weise*)

In a Sixth Circuit Court of Appeals case, the court upheld the actions of officers who made entry into the location of an extremely loud noise. The officers arrived in the early morning hours and were greeted by "between four and eight pajama-clad neighbors." The court stated its strong preference for a search warrant. It noted that the officers warrantless search did not fall into any traditionally recognized exception to the warrant requirement. The court did recognize that "the governmental interest in immediately abating an ongoing nuisance by quelling loud and disruptive noise in a residential neighborhood is sufficiently compelling to justify warrantless intrusions under some circumstances." (*People v Rohrig*) Departmental members may make warrantless entry into "loud noise" locations only as a last resort and only in particularly egregious cases.

The following specific policies apply:

- The entry must be specifically authorized by the watch commander. The watch commander must make a determination that a warrant could not be timely obtained.
- The field sergeant shall respond to the location, supervise the entry, and ensure the event is video recorded.
- Warrantless entries shall be considered only when less intrusive methods to quell a disturbance and bring peace have failed.
- Warrantless entries to end a disturbance shall be considered only when the location emanates a noise so loud and disruptive that it substantially interferes with the community's peaceful enjoyment of their homes and neighborhood, e.g., numerous verifiable complaints, neighbors outside their homes in night clothes, observed continual violations of law, etc.
- Warrantless entries in these situations shall be conducted with the limited intent of terminating loud and unreasonable disturbances and only when significant time delays make it impractical or unreasonable to

obtain a warrant.

Response to Open-Assembly Parties/Disturbances:

Deputies shall determine the right of the participants to be present at the location. In cases where the participants have committed an act of trespassing, the party shall normally be dispersed. Where participants are lawfully present at the location, deputies shall balance the rights of the community members with those of the participants prior to taking enforcement action.

Dispersal Procedures

Tactical Control of the Immediate Area

When personnel are actively involved in dispersing a large party/disturbance, seeking a search warrant for a large party, etc., consideration should be given to denying additional arriving party goers the ability to enter the location and preventing vehicles containing prospective participants from entering the location.

Considerations During Dispersals of Unlawful Assemblies

In situations where the host of a large gathering and/or those persons attending the gathering have refused to cooperate with Department personnel and have demonstrated a clear, hostile and unlawful intent, personnel may elect to declare an unlawful assembly using the format indicated on SH-CR-551 (Refer to Penal Code Sections 726 and 727). All large party unlawful assembly dispersals shall be videotaped. Prior to dispersing a large gathering, deputy personnel shall develop an operations plan including:

- Sufficient manpower
- Alternatives to mass arrests
- Use of aero unit whenever possible
- Sufficient notice for people to leave the location
- Described exit routes - this may entail some form of traffic control
- Park radio cars off of street, if possible, to allow flow of traffic out of area

Code Violations

Fire Department regulations impose a limit on the number of persons who may be present in a given structure at a given time. Many contract cities also maintain ordinances limiting the manner in which various properties may be used. Because these vary considerably throughout the County, units are required to establish local protocols for their enforcement (see "Unit Commander's Responsibilities" below).

Los Angeles County Ordinances

Los Angeles County Ordinances can only be utilized within unincorporated areas of the county and within incorporated cities which adopt the County Ordinances to be used within their specific city. Los Angeles County Code 13.42.010, Loud Party Disturbance Violation, provides for the recovery of funds for law enforcement officers responding to loud party incidents after the party provider has been admonished. To facilitate any court action, deputy personnel shall complete and issue a copy of the "Loud Party Disturbance

Violation Notice” (SH-CR-623) to the host or person in charge of the disturbance. These forms may be issued for any disturbance (minor or major) within the unincorporated area of the County on the first response to the incident. A copy of the “Loud Party Disturbance Violation Notice” shall be retained at the unit of assignment for at least two years.

Pay Parties

Los Angeles County Code section 13.41.020, Pay Party, prohibits charging an admission fee to parties held in a residential zone. The county ordinance only addresses parties where an admission fee for entry to the party can be established through evidence or admission of the host or party-goers. Violation of this ordinance may be enforced through citation and/or arrest of the host. This violation alone does not authorize our personnel to order the remaining guests to disperse.

Unit Commander Responsibilities

Unit Commanders are responsible for establishing liaison with their local magistrates and District Attorney’s Offices, explaining the Department’s loud party policy, and, where possible, gaining their support for the issuance of search warrants to abate loud parties/neighborhood disturbances, when such warrants are legally appropriate.

Unit Commanders are responsible for establishing unit orders which shall include the following content:

- Establish local protocols for the enforcement of relevant city ordinances. A reference document shall be created containing the names and contact numbers necessary to locate and request their assistance. Due to the days/times these incidents typically occur, it will be necessary to include contact information for on-call personnel who may be required to respond after business hours or on weekends.
- Guidelines shall be established to assist personnel in making decisions to call outside agencies for assistance and determining which agency(s) would be appropriate for the circumstances.
- Unit orders shall be created with the policies and procedures of the Fire Department(s) and Building & Safety (or their equivalent) in mind to ensure we are not in conflict with their regulations and/or capabilities.

AFFECTED DIRECTIVES/PUBLICATIONS

Field Operations Directive 86-30, “Policing Neighborhood Parties/Disturbances” is rescinded.

Manual of Policy and Procedure, Section 4-07/030.00 (Disturbance of Peace) - Provides supplemental guidance for the handling of party related events.

Manual of Policy and Procedure, Section 5-07/080.00 (Warrantless Arrests inside Dwellings) - Provides supplemental definition of “exigency”

CITES/REFERENCES

Fea Talamaivao v. County of Los Angeles (#CV91-5763) - Commonly referred to as the “Cerritos Bridal Shower” incident.

U.S. v. Donald P. Rohrig (98 F.3d 1506 (1996)) - Decision of the Sixth Circuit Court of Appeals upholding the warrantless entry of police officers into the location of a disturbance.

People v. Christopher Michael Weise (87 Cal. App. 4th 1265 (2001)) - Decision of the California Court of Appeal, Fourth District upholding the warrantless entry of police officers into the location of an egregiously loud disturbance and where the officers had concern for the safety of occupants.

• 06-004 Equitable Distribution of Patrol Deputy Resources

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



EQUITABLE DISTRIBUTION OF PATROL DEPUTY RESOURCES

PURPOSE

The importance of the Sheriff's Department radio car patrol services will continue to be our highest priority. The issue of equitable staffing will also continue to be a priority.

POLICY AND PROCEDURES

Due to personnel vacancies of radio car assigned deputies, this policy requires that the impact of patrol radio car deputy vacancies be equitably shared between the contract cities and unincorporated communities

The following assignment and overtime policies apply:

- Radio car deputy vacancies will be equitably shared between contract city communities and unincorporated communities.
- Overtime expenditure to fill vacancies will be equitably shared between contract city communities and unincorporated communities.
- Contract Law Enforcement Bureau will provide a monthly vacancy equity report to the Board of Supervisors.

AFFECTED DIRECTIVES/PUBLICATIONS

MPP §3-02/290.00 (Overtime Guidelines) - Adds requirements for county/contract city assignment equity.

CITES/REFERENCES

None

- **06-003 Procedures for Contacting Informants on Calls for Service**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



PROCEDURES FOR CONTACTING INFORMANTS ON CALLS FOR SERVICE

PURPOSE

The purpose of this Field Operations Directive is to establish procedures for field deputies who contact informants requesting the services of the Los Angeles County Sheriff's Department.

BACKGROUND

Communication with people who report incidents and request service from the Sheriff's Department is vital to public safety and service. Such communication improves relations between the communities we serve and the Department. In addition, contacting an informant before units arrive and upon conclusion of the call may be the critical step needed to obtain the best possible outcome for an incident. The informant is usually in the best position to direct us to possible suspects. They can also provide the probable cause needed to support our actions, including detentions and arrests. Informants generally expect communication from the Department following an incident. Every effort should be made to notify and communicate with informants when we have responded to their requests for service.

When an informant requests not to be contacted, we must also make every effort to honor their request to remain anonymous. We must remain cognizant that they may have legitimate and personal reasons for not being identified and afford them the maximum protection of their identity.

POLICY AND PROCEDURES

Complaint Person's Responsibilities

Desk personnel taking calls for service shall ask the informant whether or not they would like to be contacted. If the informant does not want to be contacted, desk personnel shall enter "911N" (Do Not Contact the Informant) in the "CODE" section of the "INC" incident input screen. If the informant would like to be contacted, personnel shall enter "911A" or other appropriate contact-related code into the "CODE" section. The caller's name, address, and telephone number shall also be entered into the input screen. If the caller's location is different than the "LOC," the caller's location information shall be entered into the "ADDR" line.

If the informant does not wish to be contacted, desk personnel should still attempt to obtain the informant's name, address, and telephone number. This information may be of vital importance to the Department at a later time. The informant should be reassured that unless it is absolutely necessary, they WILL NOT be

contacted by field units.

Field Personnel's Responsibility

Field personnel shall attempt to contact the informant on all calls for service except when the call is designated "Do Not Contact the Informant" (911N) or the informant is listed as "Anonymous."

If field personnel have a question about whether an informant should be contacted, they shall request additional information from the dispatcher or watch deputy. They may also ask desk personnel to contact the informant by telephone, especially if they determine that personal contact with the informant may jeopardize the informant's safety. If field personnel believe that contact with the informant is necessary the watch deputy shall advise the watch commander of the situation.

Field personnel shall log the informant's name, age, and the method used to contact the informant by noting, "IJONES, 02/29/70, CONTACTED BY TELEPHONE" or "IN PERSON," in the narrative of the tag or call clearance.

If the informant is not contacted, that fact shall also be noted by either listing the reason or writing "911N" in the clearance narrative, whichever is applicable.

If after a brief search and a request for the desk to "call back" the informant the informant still cannot be located, "Unable to locate the informant" or "UTL INF" shall be entered into the narrative section of the tag clearance.

Watch Deputy's Responsibility

The watch deputy shall ensure that the above information is included in the incident clearance before approving ("O.K.I.") the incident.

Watch Sergeant's Responsibility

The watch sergeant shall periodically monitor desk personnel and Deputy Daily Worksheets to ensure that they are complying with this order.

Any worksheet which fails to include the proper information shall be reviewed with the responsible deputy(s) in order to ensure their compliance with this directive.

Field Sergeant's Responsibility

Field sergeants shall monitor and conduct "field audits" of calls for service to ensure that informants are being contacted by field personnel when appropriate.

Watch Commander's Responsibility

If it becomes necessary to contact an informant who has requested to remain anonymous, the watch commander shall be notified and will evaluate the situation. If the watch commander determines that contact is not necessary, the watch commander shall ensure that all efforts to contact the informant are

discontinued.

If the watch commander determines that contact is absolutely necessary, the watch commander shall try to arrange contact with the informant in a manner which will satisfactorily protect the informant's identity.

If attempts to telephonically contact the informant are unsuccessful and no acceptable alternative can be arranged, the watch commander may authorize field personnel to personally contact the informant, even if the contact is made against the informant's wishes. Such a contact should only be directed if it is deemed to be absolutely necessary.

Under such circumstances, the watch commander shall make an entry in the Watch Commander's log explaining this action.

AFFECTED DIRECTIVES/PUBLICATIONS

None

CITES/REFERENCES

Field Operations Directive #04-003 Station Desk and Front Counter Operations

ATTACHMENTS

None

• 06-002 Handling of Lewd Conduct Complaints

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



HANDLING OF LEWD CONDUCT COMPLAINTS

PURPOSE

This Field Operations Directive provides supplemental guidance to ensure fair and consistent suppression, intervention, training, and education for the public and deputies in the prevention of lewd conduct, public sexual conduct and/or indecent exposure complaints. The prevention efforts outlined within this policy are the responsibility of the patrol unit commanders, and allow for prevention efforts to be tailored to the unique needs of an individual station area.

The Sheriff's Department's primary goal in responding to complaints of public sexual activity is not only to

handle the specific incident, but more importantly, to prevent future and ongoing incidents from occurring. Each station should work with various affected parties and agencies, including local government, LASD Parks Bureau, parks and recreation authorities, business owners and community members, to make problem areas frequented for this type of activity, such as public malls, parks, restrooms, parking areas, rest stops and alleys, **less conducive** to these behaviors.

Station management should work with and encourage local businesses and landlords to take responsibility and ensure that their premises do not create a nuisance by encouraging or being conducive to acts of lewd conduct. Stations shall complete a comprehensive operational plan to document the nature of the complaints and detail the station's prevention, intervention and suppression efforts.

POLICY

The policy for the handling of lewd conduct includes the following components:

- The Department's primary enforcement strategy is prevention. If we successfully prevent lewd conduct from occurring, we create a condition where there is no victim and no suspect. The preventative measures listed on the following pages of this directive offer some options for patrol station commanders.
- Where preventative efforts by a patrol station unit commander fail, we will not discriminate in our enforcement efforts on the basis of gender and/or sexual orientation.
- All coordinated enforcement efforts require the development of an "Operations Plan" and the approval of the concerned unit commander. Major Crimes Bureau has the responsibility for conducting undercover operations for the purpose of arresting lewd conduct violators. This provision does not restrict the actions of individual deputies responding to calls for service or in taking action in immediate response to unplanned observations.

PROCEDURES

The primary unit responsible for handling complaints of public sexual activity shall be the patrol station who has the responsibility over the area where the complaints are received. If a pattern of lewd conduct behavior emerges (i.e. continuous complaints), the station patrol commander is responsible for the development of a community- involved education, prevention, and suppression plan to help curb the conduct.

The following steps should be taken when addressing complaints of public sexual activity:

- The Unit Commander shall be notified and briefed of the situation. A detailed record of lewd conduct complaints can be accessed via the CAD system.
- The Unit Commander shall assign station personnel to assess the problem (Community Relations Deputies, Special Problem Units, COPS Team members, et cetera.) This assessment should review environmental issues, patrol levels, deployment options, and any other pertinent issues
- Assigned personnel should also contact and work with other affected and responsible parties, including local government officials, business owners, residents, appropriate community members, et cetera.
- An "Operations Plan" using the principles of education, prevention, and suppression should be drafted and reviewed by the Unit Commander.

The following preventative measures should be considered in the development of the Operations Plan, in making areas less conducive to lewd conduct activity:

- **Post Notices and/or Signs** - The posting of signs warning offenders that public sexual activity is a crime that can lead to arrest serves as a deterrent.
- **Improve Lighting** - Lewd behavior is rarely conducted in well-lit areas. Improved lighting reduces the perceived level of privacy. It increases the possibility of being seen or caught.
- **Cut Back Bushes and Trees** - Eliminating the physical cover of overgrown areas in parks or rest areas reduces the level of perceived privacy and can improve surveillance abilities.
- **Create the Illusion of Surveillance** - Installing video cameras (whether operable or not) and parking decoy patrol cars in the problem area should be considered.
- **Establish Highly Visible Patrols** - Uniformed deputies, station volunteers and foot patrol should be encouraged or assigned to make regular visible patrols through problem areas.
- **Shift Enforcement to Private Security** - Uniformed security employed by the problem location or surrounding businesses should be encouraged to conduct regular patrol checks.
- **Limit the Location's Hours of Operation** - Problems in parks or restrooms can often be eliminated by simply locking the gates or restroom doors after closing hours.

As stated, Patrol Unit Commanders have the overall responsibility for the implementation of any operations plan designed to address the issue of lewd conduct in their station's jurisdiction. Following the execution of the operations plan, an after-action report shall be prepared to fully document and critique the impact and effectiveness of enforcement efforts. The report shall include a summary of the steps taken to mitigate the illicit activity along with an assessment of the results.

Upon review of the after-action report, if it is apparent that all station resources have been exhausted and the station's actions have failed to alleviate the problem, the unit commander should contact Major Crimes Bureau and request the assistance and/or advice of their Vice Unit. In circumstances where special enforcement is required, patrol station commanders are encouraged to consult Major Crimes Bureau.

Detective Division/Major Crimes Bureau may initiate lewd conduct operations/investigations in any station area based upon complaints or information received directly from the public, Department members, confidential informants, or other sources who commonly provide information on criminal conduct. Absent extenuating circumstances, prior notification from Major Crimes Bureau to the Unit Commander will accompany any lewd conduct operation/investigation in that station area.

LEGAL CONSIDERATIONS

In the case of *Pryor v. Municipal Court* (25 Cal.3d 238), the California Supreme Court ruled that four factors must be present to establish a "Disorderly Conduct" violation of Penal Code section 647(a):

- A person *engages* in or solicits another person to engage in conduct that involves touching of the genitals, buttocks or female breasts.
- The *conduct* is for the purpose of either sexual arousal or gratification, or annoyance or offense to others.
- The *conduct takes place* in a public place or a place open to the public or exposed to public view.
- The person who *engages in* or solicits the conduct knows or should know that other people are present

who may be offended.

In the case of *In re Chad Smith* (7 Cal. 3d 362), the California Supreme Court ruled that “Indecent Exposure” (314 PC) required that:

- The person intends to expose his or her genitals for purposes of sexual arousal or gratification.
- The person knows or should know that other people are present who may be offended.

The *Smith* case involved a defendant who was sunbathing in the nude on an isolated public beach. He was subsequently arrested and convicted of violation Penal Code section 314. In overturning the conviction, the State Supreme Court distinguished “nude” from “lewd.” No evidence had been admitted showing that *Smith’s* conduct had been lewd.

The same principle was also addressed by the California Court of Appeal, Second District in the case of *In re Dallas W.* (85 Cal. App. 4th 937). This case involved a juvenile subject who “moonied” oncoming traffic and was subsequently convicted of violating Penal Code section 314. In overturning the conviction, the Appellate Court observed that the subject’s purpose in “moonie” traffic was to offend. The purpose was not for “sexual arousal or gratification.” Therefore, the elements of the offense were not present.

AFFECTED DIRECTIVES / PUBLICATIONS

Manual of Policy and Procedures, Section 2-05/090.00 - Adds responsibility for the conduct of lewd conduct undercover operations to Major Crimes Bureau.

Manual of Policy and Procedures, Section 4-22/015.00 - Adds supplemental policy for the handling of lewd conduct offenses.

REFERENCES

Field Operations Support Services Newsletter 04-23 (*Elements of 314 PC*) California State Supreme Court Decision, *Pryor v. Municipal Court* (25 Cal.3d 238) California State Supreme Court Decision, *In re Chad Merrill Smith* (7 Cal. 3d 362)

Court of Appeal of California, Second District Decision, *In re Dallas W.* (85 Cal. App. 4th 937)

• 06-001 Radiation Pager

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



RADIATION PAGER

PURPOSE

The purpose of this Field Operations Directive is to provide policy, guidelines, and procedures to field personnel who will be trained and equipped with the radiation pager during normal patrol duties.

BACKGROUND

In a continual effort to prepare for terrorist incidents involving chemical, biological, radiological, and nuclear weapons (CBRN), the Department has purchased radiation pagers for field personnel to provide early detection of unexpected potential-radiation involved situations.

The radiation pager is an x-ray and gamma radiation detector specifically designed for use in the detection and location of radiological materials. Radiation is not detectable by human senses. The source of radiation can come in liquid, powder, or solid forms but are generally metallic. They come in all shapes and sizes and are not recognizable unless marked as such.

POLICY AND PROCEDURES

The Department provides standardized training for patrol personnel in the use of the radiation pager. This training includes a DVD video on the use and functions of the radiation pager. Each station has been provided with a DVD video and shall make it available to their personnel. Department personnel shall not use, operate, or deploy the radiation pager without having first viewed the DVD video.

Department personnel shall not change the alarm setting on the radiation pager. The radiation pager is already set to the highest possible alarm setting to avoid unnecessary alarms. The radiation pager is very sensitive and will detect extremely low levels of radiation long before it is harmful to a deputy.

Department personnel should avoid getting any closer to a radioactive source that triggers a radiation pager reading of "8" (radiation intensity of approximately 2 milli R/Hr), even though a sustained "8" is well below a harmful level.

Patrol Deputy's Responsibility

Each patrol unit shall deploy one radiation pager as their routine daily equipment. Only one deputy per patrol unit shall deploy the radiation pager. The radiation pager may be worn on the belt, carried in a pocket, or deployed in the passenger compartment of the radio car.

If the alarm sounds on the radiation pager, the deputy shall do the following:

- ☐ Determine if the source of the radiation is static or mobile. If the radiation level on the pager continues at a sustained level, the source is likely to be static. If the radiation level rapidly decreases, the source is likely to be mobile (e.g., source of radiation is in a passing vehicle).
- ☐ If the radiation pager reads a sustained "8":
 - Establish a containment. The size of the containment will be dependent on the sustained radiation level. The perimeter of the containment should be at the point where the sustained radiation level changes from "8" to "7."

- DO NOT TOUCH the source. The deputy shall utilize time, distance, and shielding to protect themselves and others until specialized resources arrive.
- Contact Emergency Operations Bureau's CBRN HAZMAT Detail and follow their instructions. This detail will send specialized personnel to the scene to assist in locating and identifying the source as well as coordinating its collection for evidentiary purposes.
- ☐ If the radiation pager reads a sustained number below "8":
 - Attempt to find the specific area where the source is emitting from
 - Determine if a threat exists or if there is an innocent reason for the radiation pager reading (e.g., a person who has received nuclear medical treatment within the past couple of weeks may cause the alarm to activate - see Attachment A for possible sources)
 - If a deputy believes the source of the radiation is suspicious or illicit (i.e., terrorism), Emergency Operations Bureau's CBRN HAZMAT Detail shall be notified.
 - Contain the scene and DO NOT TOUCH the source. The deputy shall utilize time, distance, and shielding to protect themselves and others until specialized resources arrive.
- ☐ If the radiation pager alarm sounds but the radiation level rapidly decreases (unsustained), the source is likely to be mobile:
 - Attempt to identify the source of the radiation (e.g., vehicle passed by)
 - Determine if a threat exists or if there is an innocent reason for the radiation pager reading
 - If a deputy believes the source of the radiation is suspicious or illicit (i.e., terrorism):
 - Each situation is unique and should be assessed based on the circumstances. Deputies shall consider officer safety, public safety, and other risk factors in determining whether to stop, follow, or conduct surveillance of the vehicle
 - Obtain as much identifying information as possible (e.g., license plate number, vehicle description, unique markings, or placards)
 - Notify Emergency Operations Bureau's CBRN HAZMAT Detail
- ☐ If a deputy is at the scene of a traffic collision or any incident where life safety is an issue and the alarm on the radiation pager activates, the deputy shall request the fire department and specify that there is radiation present and the circumstances.

Field Sergeant's Responsibility

The field sergeant shall ensure that a radiation pager is deployed with each unit and that personnel are familiar with the contents of this directive.

Unit's Responsibility

Each unit shall ensure that only trained personnel are deployed with radiation pagers. Units shall be responsible for supplying batteries for the pagers. Damaged radiation pagers shall be returned to Emergency Operations Bureau.

ATTACHMENTS

Attachment "A" Operation of the Radiation Pager

AFFECTED DIRECTIVES/PUBLICATIONS

MPP §2-11/040.00 Emergency Operations Bureau (added responsibility to EOB)

CITES/REFERENCES

MPP §4-26/011.50 Weapons of Mass Destruction MPP §5-06/070.15 Weapons of Mass Destruction

MPP §5-06/070.20 Weapons of Mass Destruction, Definitions MPP §5-06/070.25 CBRN Evacuation Considerations

MPP §5-06/070.30 CBRN Coordination Requirements MPP §5-06/080.15 CBRN Hazmat Detail

EOP §4-3, Weapons of Mass Destruction

• 05-008 Court Services Division and Custody Services Divisions Personnel Patrol Ride-Along Programs

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



COURT SERVICES DIVISION AND CUSTODY SERVICES DIVISIONS

PERSONNEL PATROL RIDE-ALONG PROGRAMS

PURPOSE

The purpose of this directive is to re-establish policies and procedures to allow non-patrol-trained personnel assigned to Custody Services Division General Population, Custody Services Division Specialized Programs, Custody Services Administration Command, and Court Services Division (custody/court divisions) to participate in voluntary patrol ride-along programs at patrol stations/units while on-duty and in uniform.

These programs permit the custody/court division's deputy the opportunity to participate on a **voluntary basis** to gain familiarity with patrol procedures and requirements before transferring to a patrol operations unit.

At the conclusion of a ride-along shift, the participant (non-patrol trained deputy) will have a better understanding of basic patrol operations. The more the participant takes part in the ride-along program, the more depth and breadth of knowledge they will have. As they develop proficiency in basic skills, they will be able to move on to other, more complex skills and knowledge.

BACKGROUND

The sworn ride-along programs are designed for custody/court division's deputies who have no restrictions to participate in a **voluntary** ride-along program. Deputies who have successfully completed their respective training programs and are in good standing are encouraged to participate. Custody/court division's deputies on probationary status are NOT prohibited from participating in the patrol ride-along programs.

There are currently three programs which allow custody/court division's non-patrol trained deputy personnel to **voluntarily** work patrol assignments:

- **Radio Car Procedures for First Responder Correction Staff** allows deputies assigned to Custody Services Division General Population, Custody Services Division Specialized Programs, and Custody Services Administrative Command to participate in a ride-along as part of the Standards and Training for Corrections (STC) training;
- **The Ambassador Program** provides the unit commanders of custody/court divisions and patrol stations/units the ability to mutually and temporarily loan personnel to one another for the benefit of both units; and
- **Volunteer Off-Duty Ride-Along Program** provides sworn personnel the opportunity to participate in this program during their off-duty hours. These ride-alongs shall occur during the deputy's off-duty hours and shall not interfere with his or her regular duties.

The intent of the sworn ride-along programs are not to provide patrol training, but rather to allow non-patrol trained deputy personnel to gain valuable insight into their future assignments. When a deputy transfers from a custody/court division assignment to a patrol assignment for training, the Department does not consider if the deputy has participated in these programs.

POLICY AND PROCEDURES

In compliance with the Fair Labor Standards Act (FLSA) and applicable Memorandum of Understanding (MOU) provisions, employees who participate in the Radio Car Procedures for First Responder Corrections Staff or the Ambassador Program shall be compensated with overtime, when the employee is held over their prescribed ride-along shift hours.

Employees who participate in the Volunteer Off-Duty Ride-Along Program, shall have prior approval from their immediate supervisor and the host station before scheduling the ride-along. Supervisors approving the voluntary off-duty ride-along shall ensure that the deputy is compensated in accordance with FLSA standards, and applicable MOU provisions.

This policy does not alter voluntary and pre-assigned overtime procedures. Stations/units shall continue to offer overtime to their personnel in accordance with current Department, division, and unit policies prior to offering overtime to personnel from other units.

When participating in any of these programs, the participant shall wear a Class A or Class B uniform as prescribed by the host station/unit along with a complete gun belt as specified in the MPP, section 3-03/070.40. The participant shall also have his or her Department-issued helmet, protective vest, high visibility reflective vest, and side-handle baton immediately available.

Participants in these programs shall work as a second deputy under the approved direct supervision of a deputy from the host station/unit. The determination of allocation of minutes to either unincorporated area or contract city will be determined by the host station/unit. No one-person assignments/posts will be permitted for the participants.

Participant Responsibilities

The custody/court division's deputy who is interested in scheduling a ride-along must initiate the ride-along process. Custody/court division's deputy personnel who participate in the sworn ride-along programs shall comply with all overtime regulations and policies while participating on a voluntary ride-along.

Sworn ride-along program participants shall complete an Authorization for Outside Overtime memorandum and receive the endorsement of their unit commander. A separate memorandum must be completed for each station/unit the participant would like to participate in a ride-along. A current copy of the participant's Performance Recording and Mentoring System's (PRMS) Profile Report shall be attached to the memorandum and the participant must also obtain an endorsement from the unit commander of the host station/unit prior to scheduling a ride-along. After the approval of both unit commanders has been obtained, a ride-along may be scheduled as described in this directive.

The participant will be responsible for contacting the scheduling office at each station/unit in which they seek to schedule a ride-along and provide them with a copy of the completed Authorization for Outside Overtime memorandum. The participant shall indicate to the scheduling office which ride-along program they are participating in so the scheduling office will know if the participant is to be compensated with overtime (paid or saved) or their regular work hours.

The participant in the Volunteer Off-Duty Ride-Along Program shall have prior approval from his or her immediate supervisor and the host station (training/scheduling office or watch sergeant) to obtain authorization of overtime for the ride-along.

Host Station Responsibilities

Scheduling Office:

- Station/unit scheduling offices shall be responsible for maintaining copies of the Authorization for Outside Overtime memorandum for all participants desiring to work at their station/unit. The scheduling office shall prepare a monthly approved participant list which shall be kept in the watch commander's office;
- At the discretion of each station/unit, participants may schedule less than the normal eight and ten hour patrol shifts, when applicable; and
- If possible, participants should be assigned to an available training officer or highly motivated deputy.

Watch Sergeant:

- Watch commanders and the scheduling sergeant shall be notified of any changes to an in-service roster for a previously scheduled ride-along.

Watch Commanders:

- Watch commanders shall ensure that participants are not assigned to work alone;
- Watch commanders have the discretion to cancel or reschedule a ride-along based on any reason they deem to be unsafe, or based upon the needs of the station/unit; and

Host Deputy:

- The assigned station/unit patrol deputy working with a participant shall determine the participant's skill and knowledge level, and assign tasks accordingly;
- The host deputy shall be the functional supervisor of the participant; and
- For patrol units assigned to unincorporated areas, the host deputy shall log on as a two-deputy unit in accordance with existing procedures. The host deputy may also be logged on as a two-person unit in a contract city with the approval of the unit commander of the station/unit.

Unit Commander Responsibilities

The participant's unit commander, as well as the unit commander of the host station/unit, shall have the authority to prohibit deputies from participating in any of the sworn ride-along programs. The participant's unit commander shall ensure the participant is compliant with overtime policies and procedures delineated in the Manual of Policy and Procedures, FLSA, and applicable MOU provisions.

AFFECTED DIRECTIVES

MPP section 3-02/010.19 – This directive imposes supplemental overtime reporting procedures.

MPP section 3-02/290.10 – This directive defines an addition "specific guideline" for overtime

MPP section 3-02/010.16 – This directive defines filing vacancies with overtime

CITES/REFERENCES

United States Code, Title 29, Section 201 (Fair Labor Standards Act)

ATTACHMENTS

Custody Facility Outside Overtime Approval Request Memo (SH-AD-691, Rev 05/2016)

• 05-007 Sexual Assault Victims' DNA Bill of Rights

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



SEXUAL ASSAULT VICTIMS' DNA BILL OF RIGHTS

PURPOSE

This directive establishes procedures for compliance with the Sexual Assault Victims' DNA Bill of Rights (Penal Code section 680).

BACKGROUND

The Sexual Assault Victims' DNA Bill of Rights provides victims of Penal Code sections 261, 261.5, 262, 286, 287, former 288a and 289 the right to know if a suspect DNA profile was obtained, if the profile was entered into a database, and if there was a DNA match. It also requires law enforcement agencies to notify victims of specified offenses if the agency elects not to analyze possible DNA evidence and/or if the agency intends to destroy or dispose of possible DNA evidence.

PROCEDURES

The provisions of this directive apply only to victims of Penal Code sections 261, 261.5, 262, 286, 287, former 288a and 289 offenses.

Station/Unit

Tested Sexual Assault Kits

If contacted by the victim, the assigned detective shall document the information provided to the victim or the victim's designee on the Sexual Assault Victims' DNA Bill of Rights Supplemental Report.

Should a victim request DNA test result information, the handling detective shall:

- Complete a "Sexual Assault Victims' DNA Bill of Rights" Supplemental Report (revised 10/2009);
- Query Property Evidence Laboratory Information Management System (PRELIMS) to retrieve sexual assault kit (SAK) results;
- Indicate on the supplemental report whether the victim or the victim's designee is to be informed. Should the victim request a designee to be informed, the victim must provide a name, address, and telephone number, and an email address if available;
- Verbally notify the victim or their designee whether a DNA profile meeting the requirements for uploading to the national DNA offender database, Combined DNA Index System (CODIS), was obtained, whether the DNA profile was uploaded to CODIS, and whether a match in CODIS was reported. (If disclosure of a match would impede or compromise an ongoing investigation, disclosure

may be delayed); and

If no match has been reported, advise the victim/designee the DNA profile will continue to be automatically run through CODIS on a weekly basis.

Time Limits Regarding the Testing of Sexual Assault Kits

DNA evidence associated with one of the previously listed sex crimes where the identity of the perpetrator is an issue shall require the victim to be informed in writing if the evidence has not been analyzed six months prior to the statutory time limits set forth in penal code section 803(g).

The letter is to be placed on Department letterhead and signed by the station/unit's captain or designee.

CITES/REFERENCES

Field Operations Directive (FOD) 05-01 - Collection of DNA Samples from Arrestees
Manual of Policy and Procedures (MPP) 5-04/010.20 - Items Requiring Special Handling
Manual of Policy and Procedures (MPP) 5-04/160.20 - Submission of Sexual Assault Kits to Scientific Services Bureau
Manual of Policy and Procedures (MPP) 5-09/350.00 - Policy and Procedure for Sex Related Crimes
Manual of Policy and Procedures (MPP) 5-09/350.05 - Responsibilities of Station Personnel and Special Victims Bureau Personnel on Rape and Sexual Assault Cases
Penal Code section 680 - Sexual Assault Victims' DNA Bill of Rights
Penal Code section 803 - Time Limitations on Criminal Prosecutions

ATTACHMENTS

Sexual Assault Victims' DNA Bill of Rights Supplemental Report

• 05-006 Bears

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



BEARS

PURPOSE

The purpose of this Directive is to provide procedures for dispatching, responding to, and the handling of bear incidents. This directive was prepared with consideration given to the unique behavioral characteristics of bears. The provisions of this directive are not applicable to other forms of wildlife.

BACKGROUND

Deputies must always be aware that their primary responsibility is the protection of human life. Encroachment of wildlife into inhabited areas requires that deputies must exercise sound judgement in determining the threat level that exists with the bear's presence in relation to humans occupying the same area.

JURISDICTION

The California Department of Fish and Game (DFG) has the legal responsibility for overseeing wildlife issues; however, DFG relies upon assistance from local law enforcement, humane societies, and animal control officers. Once a DFG officer has arrived on scene, he or she will assume responsibility for the tracking, capturing, or destruction of a bear. Deputy personnel shall have authority to take immediate action, including destruction of the bear, if the bear's behavior has caused the death or injury to a human or is about to inflict injury upon a human.

POLICY

It will be the policy of the Department to respond to bear incidents with the goal of protecting human life and returning the bear to its natural habitat. A deputy's actions shall be based on the bear's behavior and level of threat or injury to human life. Absent any threat, our primary focus/involvement should be locating, monitoring, and observing

the bear from a safe distance, and avoid placing ourselves in a position that may provoke the bear.

PROCEDURE

Responsibility of the Desk Personnel

The DFG shall be contacted by the desk for bear sightings wherein a bear is encroaching upon an area inhabited by people. Appropriate city/county animal control agencies should also be notified to provide assistance if necessary.

Desk personnel shall contact DFG at their Los Angeles County 24 hours dispatch at (951)443-2944.

The field sergeant shall be assigned the assist on a bear call for service wherein a bear is encroaching upon an area inhabited by people.

The desk shall notify the watch commander of the call-for-service.

Responsibility of the Responding Unit

The responding deputy shall be responsible for observing the bear's behavior and determining the level of threat to human life. The deputy's action shall be based on these observations and determinations.

NO APPARENT THREAT TO HUMANS, examples:

- It is 0200 hours and the bear is walking down a residential street and no residents are outside of their homes or in the bear's path.
- A bear is sitting in a hot tub/pool in a backyard and no people are present in the backyard.
- A bear is in a campground area with no people in the area.

If a bear is not posing any apparent threat to humans, a deputy shall:

- Maintain observation of the bear at a safe distance and contain the area. Do not attempt to capture, chase or corral the bear. Always allow an avenue for escape.
- Confirm with the desk that DFG was contacted and obtain DFG's estimated time of arrival.
- Assist the DFG officer as needed while remaining consistent with Department policy.

THREAT TO HUMANS, examples:

- A bear is walking towards a parking lot/campground inhabited by people.
- It is 1000 hours on a school day and a bear is walking down a street towards the school.
- A bear is at a docking area on a waterway and people are on the docking area.

If a bear poses a threat to humans, a deputy shall:

- Maintain observation of the bear at a safe distance. Do not attempt to capture, chase or corral the bear. Always allow an avenue for escape.
- Confirm with the desk that DFG was contacted and obtain DFG's estimated time of arrival.
- Evacuate and contain the area if possible.
- **When evacuation and containment are impossible or impractical and the bear's presence or direction of travel, if allowed to continue, will place humans in danger, the use of less lethal weapons may be appropriate. The deputy should consider the totality of the situation before deciding on the use of any weapons to stop the bear's movement or alter its direction. NOTE: THE BEAR'S REACTION TO ANY USE OF WEAPONS IS UNPREDICTABLE. WHEN USING LESS LETHAL WEAPONS, ADDITIONAL PERSONNEL SHOULD BE STANDING BY ARMED AND READY TO USE DEADLY FORCE (SHOTGUN WITH RIFLED SLUGS).**
 - **Arwen/SL-1/SL-6 (baton launching weapon)** - Use the standard energy round. This round should be used at a distance of at least sixty (60) feet when possible. A deputy shall attempt to strike the bear in the shoulder or buttock area. Striking the bear in the head or underbelly may cause internal injuries and ultimately death.
 - **12 gauge StunBag (Bean Bag) shotgun** - If an Arwen is not available, a deputy should consider the StunBag, keeping in mind the danger the close distance required for an accurate shot creates. A deputy shall attempt to strike the bear in the shoulder or buttock area. Striking the bear in the head or underbelly may cause internal injuries and ultimately death. The Bean Bag has been known to penetrate the bear's skin, causing infection and death.
 - **Other less lethal weapons** - The following less lethal weapons are not recommended for use on bears due to their ineffectiveness and/or the close distance required for deployment:
 - Oleoresin Capsicum spray (O.C.)
 - Taser stun gun
 - Pepperball system

- When feasible, deputy personnel encountering a bear situation which may require the use of a less lethal weapon shall notify a supervisor prior to the use of the weapon. If the deputy is unable to notify a supervisor prior to the use of the less lethal weapon, then the deputy shall immediately notify a supervisor after using the weapon.
- Assist the DFG officer as needed while remaining consistent with Department policy.

IMMEDIATE THREAT TO HUMANS, examples:

- A bear is charging at a person.
- A bear is mauling a person.
- A bear has caused the death of a person.

If a bear has killed or has caused injury to a human, DFG advises they will destroy the bear. A deputy shall evacuate and contain the area and wait for DFG to arrive. Deputies shall maintain observation of the bear at a safe distance, never attempting to capture, chase or corral the bear. Deputies may have to move, shift, or enlarge the containment based on the bear's movement and/or behavior. If the bear breaks the containment, deputies shall notify DFG.

- If a bear is about to cause death or serious injury upon a human, a deputy shall, as tactically safe as possible, utilize deadly force to protect human life. When a deputy uses deadly force on a bear, they should shoot the bear broadside in the shoulder/chest area. If possible, do not shoot the bear in the skull. The skull of a bear is constructed of heavy bone and is sloped at sharp angles, thus penetration is unlikely and the possibility of ricocheting exists. Also, the neck area is relatively short and not the best target. A deputy shall consider which weapon would be most appropriate given the totality of the situation (deputy's location, assisting unit's location, victim's location, bear's actions, etc.).
 - **Rifled slugs** used in the shotgun are the best choice and should be used if available. Consideration must be given to the area behind the bear (background) due to a rifled slug's capability of going through the bear and hitting unintended targets.
 - **Buckshot** from the shotgun is capable of killing a bear; however, the shot should be taken within 15 yards.
 - **Handguns** are the least effective weapons against bears.
 - **AR-15 rifle** may be used, however, the velocity and distance in which an AR- 15 rifle round may travel, shall be considered. Over penetration is the greatest concern.
- When feasible, deputy personnel encountering a bear situation which may require the use of deadly force shall notify a supervisor prior to using deadly force. If the deputy is unable to notify a supervisor prior to using the deadly force, then the deputy shall immediately notify a supervisor after using the deadly force.
- Assist the DFG officer as needed while remaining consistent with Department policy.
- Whenever possible the DFG officer should handle the destruction of the bear. However, deputy personnel must be prepared to destroy the bear as directed by the DFG officer or when the deputy believes that death or serious physical injury is about to be inflicted upon themselves or others. Department personnel shall not use firearms to shoot animals fighting with other animals. Refer to MPP §3- 01/025.35, Use of Firearms on Animals.

Reporting Requirements

All incidents where lethal, or less lethal, force is applied to a bear are documented on a Department of Fish and Game "Wildlife Incident Report." Electronic copies of this form are maintained in Outlook under "All Forms." No URN number is required. The original WIR shall be sent to the Department of Fish and Game. Only one WIR should be submitted per incident. If a WIR is completed by DFG personnel, none should be completed by assisting deputies.

A Chief's memorandum is required when deadly force or less lethal weapons are used against a bear or the incident is otherwise significant.

If deadly force was used by deputy personnel, immediate notification to the on-call IAB lieutenant is required in accordance with MPP §5-09/434.05 Activation of Force/Shooting Response Teams.

Enforcement

Bears are on a continuous hunt for food. When they are able to obtain food, at a campground or a residence, they continue to intrude on populated areas. People feeding bears cause great danger to themselves and to the bears. Los Angeles County Code, Section 10.84.010 Providing Food for Certain Rodents or Predator Animals Prohibited, states it is an infraction for a person to feed or in any manner provide food for a non- domesticated animal such as a bear. Deputies may issue citations for this County Code as appropriate.

AFFECTED DIRECTIVES/PUBLICATIONS

MPP §3-01/025.35 Use of Firearms on Animals - Provides supplemental guidance concerning the use of firearms on bears.

MPP §4-28/000.00 Form Numbers and Titles - Adds reference to the "Wildlife Information Form."

CITES/REFERENCES

MPP §4-09/032.00 Use of Force

MPP §5-09/430.00 Use of Force Reporting and Review Procedures MPP §5-09/433.00 Deputy - Involved Shootings - No One Hit

MPP §5-09/434.05 Activation of Force/Shooting Response Team

Los Angeles County Code §10.84.010 Proving Food for Certain Rodents or Predator Animals is Prohibited

• 05-005 Weapons of Mass Destruction (Chemical, Biological, Radiological, and Nuclear) Guidelines

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



WEAPONS OF MASS DESTRUCTION

(CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR) GUIDELINES

PURPOSE

The purpose of this Field Operations Directive is to provide policy, guidelines and procedures to field personnel who will be responding to incidents involving chemical, biological, radiological, and nuclear (CBRN) hazards.

BACKGROUND

When responding to CBRN incidents, Department personnel will be responsible for handling law enforcement functions (e.g., traffic control, containment, investigations). Fire department personnel will be responsible for conducting victim rescues.

Due to the unique hazards associated with CBRN, the Department has set guidelines that are intended to protect Department personnel and the community.

CBRN agents come in many forms and have different effects:

- Chemical – Chemical agents are generally liquids, often aerosolized, and most have immediate effects or are delayed for a few hours. Many chemical agents have a unique odor and color.
- Biological – Biological agents often have no odor or color and can be either in liquid or powder form. The effects from a biological agent are usually delayed, often for days.
- Radiological – A radiological dispersal device (RDD) is a conventional explosive dispersing radiological sources. Radiation cannot be seen, smelled, felt, or tasted.
- Nuclear – A nuclear weapon is a device that releases nuclear energy in an explosive manner as the result of nuclear chain reactions involving the fission or fusion or both, of atomic nuclei.

DEFINITION

Emergency Response Guidebook (ERG) – A guidebook published by the Department of Transportation that identifies evacuation distances for hazardous materials.

Personal Protective Equipment (PPE) – PPE is the ensemble of specialized protective clothing and respiratory protection that is required to make an entry into a hazardous environment. There are four levels of PPE:

- Level A PPE (Level I) – Consists of a fully-encapsulated vapor protective suit with the self-contained breathing apparatus worn on the inside of the suit.
- Level B PPE (Level II) – Encompasses the highest level of respiratory protection, but a lesser level of skin protection for liquid splash protection. In this configuration, the self-contained breathing apparatus is worn outside the suit.
- Level C PPE (Level III) – A lesser level of respiratory and skin protection, which consists of a liquid splash protective suit, air-purifying respirator mask, inner and outer gloves, and boots.
- Level D PPE (Level IV) – The uniform that personnel wear to work on a daily basis affording minimal protection.

Hot Zone – The hot zone is the **exclusion zone** where hazardous material may have been released and is unsafe to enter without specialized training and equipment.

Warm Zone – The warm zone is defined as the **decontamination reduction zone** and surrounds the hot zone.

Cold Zone – The cold zone is the **support zone** and is safe from contamination. This zone surrounds the warm zone. This is where the command post, staging area, traffic control posts, etc., are located.

Force Protection – Sworn personnel providing security for public safety responders and critical locations.

Shelter In-Place – Seeking shelter inside a building and remaining inside until the danger passes

POLICY

Station Responsibilities

Each station will be provided with Level C PPE to outfit a squad (12 personnel). This equipment is to be cached inside the station armory in the gear bags provided (see Attachment “A” for description of contents). With the exception of the respirator mask, PPE shall only be deployed during a CBRN incident.

Stations shall be responsible for sending field personnel to Weapons of Mass Destruction (WMD) training. Personnel who have attended the WMD training course may be required to don Level C PPE and enter the warm zone during CBRN incidents.

Stations shall ensure that emergency response personnel who have completed the WMD training are appropriately reflected on their in-service sheets in accordance with FOD #90-08, Standardized Symbols Used for Daily In-Service Sheets.

During an incident involving CBRN, the affected station shall have the primary responsibility for providing outer perimeter containment, traffic control and initial investigation activities (field interviewing witnesses, victims, etc.). If necessary and safe to do so, the affected station may be required to deploy a squad into the warm zone with concurrence from the on-scene fire department incident commander. This squad will be relieved and the incident sustained by the patrol divisions’ Mobile Field Forces (MFF) and the Sheriff’s Response Team (SRT) (see Attachment “B” for information on decontamination operations - squad responsibilities).

Upon request, unaffected stations shall respond to the incident with 50 percent of their on-duty field personnel. The unaffected stations shall send a sufficient supply of PPE to outfit all of their responding personnel. Responding personnel must have completed the Department approved WMD training.

First Responding Units' Responsibilities:

First responding units must immediately take steps to protect themselves, during incidents involving suspected release of CBRN agents.

- If Department personnel are in a CBRN contaminated area or a suspected CBRN contaminated area, they shall immediately don their issued respirator mask and exit the contaminated or suspected contaminated area.
 - Establish an initial containment. The outside perimeter of this containment shall be outside the suspected hazardous/contaminated area. Once the fire department and/or HazMat Detail personnel arrive, this containment area may increase or decrease and the hot, warm, and cold zones will be established.
 - Isolate for **660 feet minimum** in all directions, which meets or exceeds ERG guideline distances for toxic inhalation hazards, chemical weapons, and radiological sources. If a hazardous material is placarded or identified, utilize the ERG recommendations for evacuation distances. Once established, the evacuation and isolation distances should not be decreased by anyone other than a fire department incident commander.
 - Wind direction and conditions need to be taken into consideration when determining the size of the containment. If a shelter in-place is necessary, sworn personnel shall direct people to seek shelter inside a building and to close all doors and windows and to shut off all ventilating, heating, and cooling systems. From a safe vantage point, reassure victims that assistance is on the way.
 - Deny entry into the contaminated area and wait for properly-trained and equipped resources.
 - Provide as much of the following information as practical to the desk:
 - Exact location
 - Observed CBRN indicators
 - Wind direction/weather conditions
 - Plume direction
 - Number of victims
 - Orientation of victims (direction, position, pattern)
 - Types of injuries
 - Safe access routes
 - Containment posts (crime scene)
 - Traffic control points
 - Establish a command post and staging area
 - Obtain witness statements
- Station Desk Responsibilities:

The station desk shall ensure that the following notifications are made:

- Fire Department

- Special Enforcement Bureau
 - Arson/Explosives Detail
 - HazMat Detail
- Emergency Operations Bureau
 - Joint Regional Intelligence Center (JRIC)
- Aero Bureau
- Sheriff's Information Bureau

Emergency Operations Bureau's Responsibility

Emergency Operations Bureau (EOB) shall ensure that the following units are notified and will coordinate their response as necessary:

- Special Enforcement Bureau
- HazMat Detail
- Arson/Explosives Detail
- Joint Regional Intelligence Center (JRIC)

Special Enforcement Bureau's Responsibility

Special Enforcement Bureau (SEB) maintains a cache of equipment and supplies, which contain additional PPE for field personnel. SEB will coordinate delivery of this cached equipment to the location when necessary.

Incident Command/Operation

A unified command (among law enforcement, fire and health) will be established for all CBRN incidents within Los Angeles County. Exclusion (hot) and contamination reduction (warm) zone management at a CBRN incident is the responsibility of the fire department; therefore, entry into either the warm or hot zones shall be with the approval of the fire incident commander and/or HazMat Detail personnel. The following units are exempt from this policy: All Special Enforcement Bureau details and Transit Services Bureau's Threat Interdiction Unit.

Field personnel shall not act contrary to recommendations/determinations made by on- scene fire department personnel and/or HazMat Detail personnel.

AFFECTED DIRECTIVES/PUBLICATIONS

FOD #90-08 Standardized Symbols Used for Daily In-Service Sheets (adds WMD to the list of symbols)

CITES/REFERENCES

MPP §5-06/040.85 Respirator Masks

MPP §5-06/070.15 Weapons of Mass Destruction, Responding To MPP §5-

06/070.20 Weapons of Mass Destruction, Definitions MPP §5-06/070.25 CBRN Evacuation Considerations

MPP §5-06/070.30 CBRN Coordination Requirements MPP §5-06/080.50 CBRN HazMat Detail

EOP §4-3, Weapons of Mass Destruction

ATTACHMENT “A”

PERSONAL PROTECTIVE EQUIPMENT

Each station will be issued the following Departmentally approved PPE to be secured in the station's armory and deployed when necessary. Each station PPE cache will also contain 12 replacement respirator canisters so that squad personnel who use their issued canister will immediately have functional respiratory protection after their mission is complete.

- One gear bag containing:
 - 12 suits (XRT Suit: attached hood, integrated gloves and oversock, boot cuffs, and two-way zipper with storm flap)
 - filter/canister
- One gear bag containing:
 - 12 pairs overboots (rubber, 12" height, quick tab closures)

Personnel are authorized to use only their Departmentally-issued Avon model #FM-12 or C50 air-purifying respirator and the aforementioned Departmentally-approved PPE. Personnel wearing PPE will be monitored for heat stress and may be required to re- enter the warm zone to complete their missions.

Suits, overboots, and respirator mask canisters shall be disposed of after each entry. At a CBRN incident, SEB will have additional suits and overboots for use by field personnel.

The respirator mask may be decontaminated and used again. When decontaminated, the respirator mask will be returned to the individual to whom it was issued.

All station PPE gear bags will be restocked by SEB as soon as possible after the conclusion of an incident.

ATTACHMENT “B” DECONTAMINATION OPERATION

The decontamination and protection operation requires four squads. Each squad shall be designated numerically one through four and shall perform specific duties as described below:

- Squad Responsibilities - As personnel arrive at scene, they shall be directed to fill in and rotate forward

so that Squad 1 is always complete. Subsequent squads should be filled in the numbered order. It may be necessary to divide squads to fill multiple key positions.

- Squad sergeants shall keep in continuous communication with fire personnel for conditions and rotation of personnel and/or adjustment of responsibilities.
- **Squad 1** - Responsible for forming a skirmish line and preventing persons from exiting the hot zone without going through the decontamination process.
- **Squad 2** - Responsible for escorting victims who do not require decontamination through the warm zone to the “Law Enforcement Investigation Area” to be interviewed.
- **Squad 3** - Responsible for providing security and escorting victims who need decontamination through the medical decontamination corridor. Responsible for custody of the evidence bags in the warm zone until investigators are able to take custody of them. Responsible for providing security for law enforcement equipment left at the public safety decontamination corridor.
- **Squad 4** - Responsible for escorting victims to the “Law Enforcement Investigation Area” who have been cleared of any contamination and are not in need of medical attention. Those victims who have gone through the decontamination corridor and are still contaminated shall be escorted back to the front of Squad 3 for additional decontamination.

• 05-003 Human Trafficking

Los Angeles County Sheriff's Department **FIELD OPERATIONS DIRECTIVE** Field Operations Support Services



HUMAN TRAFFICKING

PURPOSE

The purpose of this Field Operations Directive is to provide policy and procedures for handling incidents of human trafficking encountered by, or reported to, Departmental personnel.

BACKGROUND

In 2003, Congress passed the Trafficking Victims Protection Reauthorization Act of 2003. This Act renewed the federal government's efforts, under the original Trafficking Victims Protection Act of 2000, to identify and assist victims exploited through labor and sex trafficking in the United States. In 2005, the California legislature passed Penal Code Section 236.1, making human trafficking illegal at a state level.

Federal agencies estimate that 18,000 - 20,000 victims of human trafficking enter the United States each year. Although actual data is sparse, these agencies believe that the greater Los Angeles area is one of the nation's primary trafficking areas.

Human trafficking is usually an “underground” crime. It can be difficult for law enforcement personnel, the public, or service providers to readily identify circumstances of human trafficking. There have been cases of victims escaping and reporting the situation to the police. However, many are physically unable to leave their work sites without an escort and are not free to contact family, friends, or members of the public.

Department personnel should recognize that these people are primarily victims of crimes and should be afforded appropriate victim services. Oftentimes trafficking victims are afraid to contact police or make truthful statements to police because traffickers convince them that they or their family members back home will be victimized by police. Frequently, it is only after contact with victim services providers that trafficking victims are willing to tell the truth to investigators.

Human trafficking is a violation of federal and state law. Penal Code statutes related to false imprisonment, kidnapping, assaults, and sex crimes may also apply.

The federal human trafficking statutes found in the United States Code, 18 USC 1581 - 1595, deal with trafficking involving peonage, involuntary servitude, and forced labor and sex trafficking of adults and children. 18 USC 2421-2427 deals with interstate or foreign transportation for illegal sexual activity and related crimes. In short, persons knowingly involved in any commercial aspect of such ventures violate federal statutes.

It is important to differentiate between human trafficking and immigrant smuggling. While there is often some overlap, they differ primarily as follows:

- **Immigrant smuggling** involves the entry into the United States of a person unauthorized to enter. The immigrant willingly seeks illegal entry and usually agrees to pay a smuggler for assistance entering the country. When such illegal immigrants are held against their will and extorted for additional payments, they are generally held in a so-called “safe house” rather than forced to work to pay their debt.
- **Human trafficking** generally involves the fraudulent enticement of an immigrant to come to the United States, often with the promise of high-paying or prestigious employment opportunities. The immigrants may or may not have legal documents for entry into this country. Often, traffickers collect and “hold” the immigrant’s legal documents pending payment of their alleged debts. Upon arrival in the United States, the immigrants learn that they will be forced to work for the traffickers to pay off alleged debts. Often such labor involves prostitution and illegal sexual activity, but it may also involve physical labor in sweat shops, farm labor, or household service.

POLICY AND PROCEDURES

Duties and Responsibilities

Department personnel who receive information only about human trafficking in circumstances wherein a field response is not warranted shall refer the information directly to Major Crimes Bureau, Metro Detail.

Responding Deputy’s Responsibilities:

Assure appropriate emergency medical services are provided as needed. Secure the crime scene and detain potential suspects.

Safely secure and provide appropriate care for potential victims pending the arrival of investigators. Deputies should note that there is no authority to involuntarily detain victims who are not suspected of a criminal offense.

The following list of questions is a guideline to help deputies determine if human trafficking elements are present in the situation. This is only a guideline. Deputies should consider the totality of the situation to determine if human trafficking has occurred.

- Is the person free to leave the work site?
- Is the person physically, sexually, or psychologically abused?
- Does the person have a passport or valid ID card, and is he/she in possession of such documents?
- What are the pay and conditions of employment?
- Does the person live at home or at/near the work site?
- How did the individual arrive to this destination if the suspected victim is a foreign national?
- Has the person or a family member of this person been threatened?
- Does the person fear retribution to him or her or to a family member if he/she leaves the job?

Immediately notify Major Crimes Bureau, Metro Detail, and follow their directions. If after business hours, the on-call Metro Detail lieutenant can be reached through Sheriff's Headquarters Bureau. If a deputy has any doubt whether the incident is or is not a human trafficking incident, the deputy should contact Major Crimes Bureau, Metro Detail.

The deputy shall create a first incident report (SH-R-49) using the statistical code of 339 (All Other Felonies).

Watch Sergeant's Responsibility:

Ensure that Major Crimes Bureau, Metro Detail, has been notified.

Major Crimes Bureau's (MCB) Responsibilities:

Assess the information to ensure that the incident is a potential human trafficking incident. If the incident is determined to be human trafficking, an appropriate number of investigators and a supervisor shall immediately respond to the scene to conduct the investigation and coordinate and communicate with federal agencies and victim services providers.

If there is any question as to whether the incident is human trafficking, it shall be resolved by immediately responding to the scene.

MCB investigators shall immediately notify the appropriate federal agency(s) and the appropriate victim assistance personnel and governmental or community-based organizations.

Ensure that the Law Enforcement Agency endorsement (LEA) Form I-914, Supplement B, "Declaration of Law Enforcement Officer for Victim of Trafficking in Persons" is provided to the victim within 15 business days of the first encounter with the victim. If personnel believe providing the LEA form to the victim is inappropriate, they shall provide the victim with a letter explaining the grounds of the denial of the LEA

endorsement within 15 days.

Coordinate with federal investigators regarding media inquiries on any case jointly investigated by our Department and federal investigators.

The MCB commander shall ensure there is an ongoing relationship and communication between the Department, federal agencies, and community-based victim services providers.

AFFECTED DIRECTIVES/PUBLICATIONS

MPP §4-11/020.00 Human Trafficking (submitted to Manuals & Orders)

CITES/REFERENCES

Penal Code §236.1 Human Trafficking

Penal Code §236.2 Law Enforcement Agency Endorsement 18 USC 1581 - 1595

18 USC 2421 - 2427

Victims of Trafficking and Violence Protection Act of 2000 (Public Law 106-386-October 28, 2000, 106th Congress)

Trafficking Victims Protection Reauthorization Act of 2003 (Public Law 108-193- December 19, 2003, 108th Congress)

The U. S. State Department's Office to Monitor and Combat Trafficking in Persons - Tips for Recognizing Victims of Trafficking in Persons - Fact Sheet - July 28, 2004

• 05-001 Collection of DNA Samples From Arrestees

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



COLLECTION OF DNA SAMPLES FROM ARRESTEES

PURPOSE

This Field Operations Directive establishes procedures regarding the collection of DNA samples by Department personnel pursuant to the DNA and Forensic Identification Database and Databank Act (Proposition 69).

BACKGROUND

In November 2004, Proposition 69, a ballot initiative, was voted into law by the citizens of California. The law amended Penal Code sections 295-300 and added Government Code Section 76104.6. It expands the DNA collection categories to include adults and juveniles previously convicted of any felony, adults arrested for certain felonies, and in January 1, 2009, adults arrested for any felony.

On August 4, 2011, the California Appellate Court issued a ruling declaring that the blanketed DNA collection of all felony arrestees per Proposition 69 is unconstitutional. This court ruling prohibited collection unless justified by other legal grounds such as: consent, a search warrant, or prior judicial determination of probable cause. The Attorney General's Office has appealed this case, and the California Supreme Court has since agreed to review it. This effectively suspends the Appellate Court ruling until a decision has been passed down from the Supreme Court.

The DNA samples are submitted to the California Department of Justice DNA laboratory for analysis, and the DNA profiles are then stored in the California DNA databank. The profiles are also submitted to the Combined DNA Index System (CODIS), a national repository maintained by the FBI. The information in the DNA databank is compared to evidence collected from crime scenes for possible matches.

POLICY AND PROCEDURES

DNA collection by LASD personnel shall conform to the provisions of Proposition

69. DNA shall again be taken based on the fact that the person was arrested on a felony charge. Any collection conducted pursuant to consent or other court order is still valid. DNA samples shall be collected when one of the following conditions or documents exist:

- An adult is arrested for a felony offense
 - An adult is arrested who is currently on felony probation or parole
 - An adult is arrested who is currently on any type of probation (i.e. informal, summary or misdemeanor) with a previous felony conviction
 - Any person who is required to register under 290 PC (sex offender) or 457.1 PC (arsonist) or any other provisions of 296(a)(3)PC
 - Court order for a collection
 - Search warrant requiring collection
 - Judicially signed PCD for a felony arrest
 - Felony arrest warrant
- Jailer Responsibilities

The collection of DNA samples is part of the booking process. DNA may be collected using the LiveScan or the manual methods.

LiveScan Collection

New Bookings

On every CRIM/DNA booking, the LiveScan will query the DOJ's DNA Databank to check on the prisoner's collection status. Once the jailer reaches the DNA page during the booking process, they shall read the response and opt to collect DNA at that time or defer it. If the jailer decides to collect DNA after receiving the collection status, they shall use a LiveScan specific buccal swab kit (small envelope) and enter the appropriate data into the LiveScan. The directions inside the kit shall be followed when collecting the sample. If DNA collection is deferred, the Jailer may transform the original transaction into a DNA Submission. Once DNA has been collected and the appropriate information is entered into the LiveScan and submitted, all appropriate downstream systems are updated including DOTS.

Prisoners in Custody

For a prisoner that is still in custody and may need to have DNA collected, use the LiveScan to perform an "ID4" transaction. This will query the DOJ, and the jailer can then decide if they wish to continue collecting DNA or not. If the jailer chooses to collect, they shall follow the listed procedures for a standard CRIM/DNA booking.

LiveScan Down (Inoperable)

If the LiveScan is inoperable for any reason, DNA should be collected using the manual method.

Manual Collections

Station jailers shall:

- Ensure that all arrestees are properly booked and identified via LiveScan.
- Determine if a booked arrestee is required to provide a DNA sample based on the arrestee's probation/parole status and a review of his/her criminal history.
- Initiate an inquiry of the DNA Tracking Database (DOTS) to determine if a DNA sample has been previously collected.

If a DNA sample has not been previously collected or if it cannot be determined that a DNA sample has been previously collected, station jailers shall collect a DNA sample utilizing the following procedures:

- Explain the collection process to the arrestee. The Watch Sergeant shall be notified of a refusal.
- Complete the "DOJ Specimen Information Card," including placing the arrestee's "Right Thumb" print on the front and back of the card. Have the arrestee sign the back of the card.
- Complete the label on the buccal swab "DNA Collector." Move the Slider Cover back to fully expose the Collection Paper.
- Provide the buccal swab "DNA Collector" to the arrestee, who will administer the swab to himself/herself under the direct supervision of the jailer.

NOTE: The use of a new set of latex gloves by the jailer for EACH arrestee swab is imperative to prevent cross-contamination of the DNA samples.

- Instruct the arrestee to hold the buccal DNA Collector with their thumb on the area marked “thumb” located on the back of the Collector. Instruct the arrestee to open his or her mouth and place the collection paper portion of the “DNA Collector” flat against the inside of their cheek and drag it firmly toward the lips and out of the mouth. Have the arrestee repeat this action SEVEN more times, verifying that the arrestee’s cheek bulges outward during the collection process. Retrieve the “DNA Collector” from the arrestee and close the Slider Cover towards the tip of the Collector, covering the collection paper. Do not touch the Collection Paper with your hand.
- Place the buccal swab “DNA Collector” in the unsealed “Transport Pouch” and deposit it into the unsealed collection kit envelope.
- Enter the appropriate identifying information of the arrestee into the DNA Tracking Database (DOTS), which may be accessed by any computer which is connected to the internet.
- Place the completed DOJ Specimen Information Card into the unsealed collection kit envelope.
- Submit the unsealed collection kit envelope with the completed booking package to the watch sergeant for approval.

NOTE: LiveScan collections using bar-coded buccal swabs do not require a DOJ Specimen Information Card. The collection information will be sent via LiveScan to DOJ and linked to the sample through the scanned bar code on the buccal swab.

Administrative Jailers shall periodically (at least once a week) send approved, sealed DNA collection kits to the “Inmate Reception Center, DNA Unit” via County Mail or other internal delivery process accompanied by a memo indicating the number of kits being sent in the package.

DNA collection from arrestees booked into LASD station jails by outside agencies shall be the responsibility of the station jailers.

Watch Sergeant Responsibilities

The Watch Sergeant shall:

- Verify that all components of a DNA collection kit are complete and accurately labeled.
 - Ensure that both sides of the “DOJ Specimen Information Card” are filled out and complete.
 - Verify that there is a legible thumbprint on the front and back of the “DOJ Specimen Information Card.”
 - Compare “DNA Collector” label with “DOJ Specimen Information Card” prior to sealing the “DNA Collector” into the “Transport Pouch.”
- Ensure that all components of a DNA collection kit are present within the collection kit envelope prior to sealing the envelope, utilizing the permanent adhesive of the envelope.
- Print name and employee number on the outer flap of the collection kit envelope and return it to the jailer.

In the case of a refusal to provide a required DNA sample, the Watch Sergeant shall:

- Obtain the assistance of the jailer or other personnel to make a video recording of the refusal.
- For the camera, state:
 - The date, time, and location of the incident.

- The arrestee's full name, date of birth, and booking number.
 - The interviewing sergeant's name and employee number.
 - The name and employee number of any other personnel present, and
 - If an interpreter is necessary, name the interpreter.
- Attempt to obtain compliance by fully explaining the requirements of 296.1(a)PC to the arrestee by reading the following admonishment:

"It is a violation of Penal Code Section 298.1 if you refuse to provide a DNA sample, fingerprints, and palm prints per Penal Code Section 296(a). You may be arrested and booked for this new crime. Refusal to provide these samples may result in increased time in custody. In addition, pursuant to Penal Code Section 298.1, reasonable force may be employed to collect DNA samples and print impressions from individuals who refuse to voluntarily provide those samples or impressions."

- Ask the arrestee if he/she will provide the required DNA sample. Try to elicit a verbal response from the suspect.
- Ensure that a report (SH-R-49) is written for violation of 298.1 PC (misdemeanor).
 - Include the arrestee's admonishment and refusal on tape within the narrative of the report (SH-R-49).
- Ensure that the video recording of the arrestee's refusal is labeled and properly processed as evidence.
- Assign the case to station detectives.
- Complete the "Use of Force to Obtain DNA" form authorizing the use of force to obtain a sample. (See attached example.) The form shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.
- The arrestee shall be transported, along with the signed "Use of Force to Obtain DNA" form, to the Inmate Reception Center for a DNA sample (blood) to be taken.
- Inmate Reception Center personnel will collect the DNA sample following the policies and procedures of Correctional Services Division.

IRC Supervising Sergeant's Responsibilities

The IRC Supervising Sergeant shall review and complete the "Use of Force to Obtain

DNA" form authorizing the use of force to obtain a sample. Additional information on the form shall document:

- A refusal to voluntarily submit the requisite specimen, sample, or impression occurred
- The use of reasonable force to take the sample (if necessary)
- The type of force used
- The efforts undertaken to obtain voluntary compliance
- And whether medical attention was needed by the prisoner or other person as a result of reasonable force being used.

This form will be attached to a letter from IRC Operations to the Board of Corrections within 10 days of the use of reasonable force. (Sample Letterhead attached.)

Training

All jailers shall be trained in taking DNA samples utilizing the buccal swab process. This training shall be documented on an APIS roster [class "DNA (DOTS)" TRS #09588].

The APIS roster shall be sent to the Education Training and Records office to be included in the employee's electronic training records file. Administrative jailers will be responsible for the training of other jailers at their respective units of assignment.

Supplies

Logistics/Central Supply shall be responsible for obtaining and maintaining an adequate supply of DNA kits from the California Department of Justice. Stations may obtain additional DNA kits (stock # SHDNAKT) from Logistics/Central Supply utilizing existing procedures for ordering supplies.

AFFECTED DIRECTIVES

MPP Section 5-03/030.10 - Adds additional booking processes in cases where DNA samples are required.

CITES/REFERENCES

Station Jail Manual, Booking Procedures

MPP 05-03/030.00, Booking Procedures

Penal Code, Sections 290-298, 457.1

California Department of Justice Buccal DNA Collection Kit Instructions (10/21/04) (12/20/2006)

California Code of Regulations (CCR) Title 15 - Section 1059

California Code of Regulations (CCR) Title 15 - Section 1363

California Code of Regulations (CCR) Title 15 - Section 3025

ATTACHMENTS

"Use of Force to Obtain DNA" Form

Department Letterhead Sample letter to CDCR-CSA reporting refusal

• 04-009 Volunteers on Patrol

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



VOLUNTEERS ON PATROL

PURPOSE

This Directive will establish procedures regarding the monitoring and supervision of Volunteers on Patrol (VOP) as they perform their duties in the field.

BACKGROUND

VOPs are citizens of the community who provide a minimum of 16 hours of their personal time, per month, to assist the Los Angeles County Sheriff's Department by performing non-hazardous patrol duties. VOPs represent the Department while conducting these tasks and perform their duties in volunteer uniforms. As such, it is necessary to provide them with resources and proper monitoring to ensure their safety.

POLICY AND PROCEDURES

All VOPs shall be issued a portable radio, assigned a call-sign, and be included on the station's "Daily In-Service" for the purposes of being monitored and supervised by Department supervisory personnel. Prior to beginning their shift duties, all VOPs shall provide station desk personnel with vehicle information (when applicable), portable radio information, and expected areas of patrol during their shift. VOPs shall utilize the "X" MDT Alpha Personnel Classification code, when applicable.

Volunteers on Patrol have various responsibilities, primarily non-hazardous duties, which are currently being performed by patrol deputies. The program allows patrol deputies to perform the more hazardous duties they have been trained to do, thus helping our Department better achieve its goal of serving the community. Listed below are some examples of VOP duties:

- Patrolling the community for criminal activity or safety hazards;
- Residential Vacation Checks;
- Business Safety Checks;
- Assisting Disabled Persons;
- Park and School Safety Checks;
- Graffiti Watch;
- Non-Hazardous Directed Patrol Assignments;
- Requests from City/County Services;
- Search for Missing Children;

- Exterior Shopping Mall Check;
- Fire Watch;
- Traffic Control;
- Writing Disabled Parking Citations;
- Phone/Welfare Checks on residents confined to their homes; and
- Transit Watch - Foot/Vehicle Patrol.

VOPs shall not engage in any enforcement duties. VOPs can assist field units with traffic control by blocking lanes and monitoring traffic, however, **shall not direct traffic**.

WATCH SERGEANT'S RESPONSIBILITIES

Watch Sergeants are responsible for ensuring that VOPs are properly monitored and supervised throughout the shift as well as accounted for on the station's "Daily In-Service."

UNIT COMMANDER'S RESPONSIBILITIES

Unit commanders are responsible for developing and implementing training and review processes to ensure strict compliance with this Directive.

REFERENCES

Manual of Policies and Procedures (MPP) 3-09/270.00 Civilian Volunteer Program

• 04-008 Sex Offender Registration and Tracking

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



SEX OFFENDER REGISTRATION AND TRACKING

Purpose

This directive updates procedures regarding the registration and tracking of sex offender registrants by station sex offender registration detectives/designees.

Background

California's sex offender registration law, first enacted in 1947, is tailored to facilitate the tracking of sex offenders, assist law enforcement investigations, and to promote protection for the public with minimal intrusion upon the registrants.

Sex offenders were originally tracked using the Violent Crime Information Network (VCIN). VCIN has since been replaced with the California Sex and Arson Registry (CSAR).

Persons convicted of sex crimes listed in Penal Code Section 290 are required to register with the local law enforcement agency having jurisdiction over their residence. Juveniles convicted of certain offenses are also required to register as sex offenders upon release from the California Youth Authority (CYA) per Penal Code 290.008. However, registrants whose offenses were adjudicated in juvenile court cannot be publicly disclosed, either on the internet website or by public notification by a law enforcement agency.

1. On January 1, 2021, all new and current registered sex offenders were placed into tiers pursuant to SB384. There are three tiers: Tier 1, 10 years; Tier 2, 20 years; and Tier 3, lifetime. All registrants will be assigned a tier by the California Department of Justice. Once a registrant in either Tier 1 or Tier 2 has completed their registration requirements, they can petition to be removed from CSAR. Removal from CSAR is not automatic. Registrants must serve the law enforcement agency and district attorney in the county where the petition is filed and on the law enforcement agency and district attorney in the county of conviction, if different.

The court may deny the registrant's petition and the District Attorney can request a hearing to oppose the petition. If they fail to petition the court, the registrant will remain on the CSAR list.

All registrants must register annually within five working days of their birthday.

In addition:

- Registrants who have no residential address are considered *transient* and are required to update their registration once every 30 days;
- Registrants who have been designated by a court as *sexually violent predators (SVP)* are required to update their registration once every 90 days;
- A person may be ordered by a court to register if their offense was sexually motivated, even if they are convicted of an offense which is not enumerated in section 290 PC;
- Registrants who are enrolled, employed, located, or reside on the campus of a university, college, community college, or any other institute of higher learning must register with the campus police or law enforcement agency having responsibility over that campus;
 - This is in addition to registering with the local law enforcement agency having jurisdiction over their residence or housing location;
- Registrants who change the location of their residence are required to provide written notice to the law enforcement agency with whom they have been registered within five working days of the change;
- Registrants who have more than one residential address, or location at which they regularly reside, must register all addresses/locations with the appropriate agency for each address;
- Registrants who have changed their name must re-register within five working days; and
- Parolees who are required to register as a sex offender must provide proof of registration to their parole officer within six working days of their release on parole.

Policy and Procedures

Each station commander shall assign the responsibility of managing the sex offender registration function for that station to a specific station detective. In addition, station detective lieutenants shall authorize additional personnel (law enforcement technicians, reserve deputy sheriffs, etc.) to assist registration detectives with CSAR data entry, registrant monitoring and tracking, obtaining court orders, follow-up duties related to completed registrations, completing forms, or creating correspondence. These additional authorized personnel are referred to as designees. Non-sworn designees shall not conduct law enforcement field activities.

Station Sex Offender Registration Detective/Designee

The sex offender registration detective or designee shall be responsible for:

- Scheduling sex registration appointments to be conducted at the station;
- Registering all sex offenders within their jurisdiction who are required to register;

- Management of sex registrant files;
- Maintaining a registration folder for each registrant;
- Ensuring registrants have provided a DNA sample;
- Updating CSAR;
- Updating the Sheriff's Department 290 Tracker;
- Being the station liaison for registration-related matters;
- Verifying the residence provided by each registrant;
- Conducting 290 home verification checks;
- Arresting 290 violators;
- Filing 290 cases;
- Obtaining arrest warrants for sex offenders who are in violation;
- Monthly identification of all sex offenders who are within the station's jurisdiction as reported on the Department of Justice (DOJ) Megan's Law web site;
- Make, or cause to be made, an "in the field" residence check during each registration period to confirm the offender still resides at the reported location; and
- Documentation of these efforts shall be archived in the registrant's file.

Registration Procedures

All law enforcement agencies are required to enter sex offender registrations, annual updates, changes of address, and name changes directly into CSAR within three days of completing the forms and/or receiving the information.

New Registrants

Detectives/designees registering a person for the first time in their station area shall:

- Interview the registrant and complete the 290 Interview form (SH-R-443-A);
- Complete the Registration Change of Address form (SS-8102S); and
- Complete the registration checklist.

Personnel conducting registrations should review each requirement with the sex offender and ask if they

understand it. If the sex offender is of limited English proficiency, an interpreter may be required. Spanish language forms can be downloaded from the California Law Enforcement Web (CLEW) or CSAR Web Site. If the sex offender is illiterate, make a notation in the comments section. If the registrant's preferred first language is Spanish, use a Spanish interpreter and the Spanish forms. The interview form and the registration form shall be placed into the registrant's file.

Once the interview form is completed and placed in the file, it is not necessary to complete this form again during updates and/or reported changes in information.

Livescan registration and one photograph shall be taken when registering sex offenders. A copy of each shall be placed in the registrant's file. Only first-time registrants or those persons whose identity is in question require fingerprinting. A DNA sample shall also be taken from registrants who do not currently have a sample on file.

DOJ accepts photographs by entering them into CalPhoto. Each photograph must contain the registrant's identifying information specified below for acceptance into CSAR. Identifying information may be written on the back side of the hard copy photograph:

- California Information Index (CII) Number;
- Last name, first name, middle initial;
- Date of birth (DOB);
- Date of photograph; and
- Type of registration (sex).

Detectives should contact the Special Victims Bureau for the criminal history background and any other relevant information on a new registrant who was convicted for a sex offense involving a child when the case was handled by the Special Victims Bureau.

Annual and Updated Registrations

The registration detective/designee shall complete the Annual Update Registration form (SS-8102S), give the registrant a Registration Receipt (SS-8072), take one photograph (photographs shall be handled as previously described), and attach the photograph to the SS-8102. The Annual Update Registration form shall be kept in the registrant's file (to document their knowledge of their duty to register).

Change of Address Registration

Registrants are required to re-register anytime they change their residential address (either within the station area or outside of the station area). The registration detective/designee shall complete the Registration Change of Address form, give the registrant a Registration Receipt, and take two photographs. The detective/designee shall complete an interview form if the registrant is new to the station area and/or one is not in the file.

A registrant who changes their residential address or location is required to notify the last registering law enforcement agency in writing within five working days of the change. If the new address is out of the station's jurisdiction, the detective/designee shall update the new address in CSAR and the 290 Tracker. DOJ will advise the law enforcement agency the registrant is intending to relocate within their jurisdiction and give them the new address.

Proof of Residence

The registration detective/designee shall ensure that each registrant provides proof of residency as required by law. As stated in 290.015(a)(7) PC, written proof is limited to a California driver's license or identification card, a recent rent or utility receipt, printed personalized checks or other recent banking documents showing the registrant's name and address, or any other information that the registering official believes is reliable. If the person claims that they have a residence but do not have proof of that residence at the time of the initial registration, they shall furnish that information within 30 days. Failure to furnish proof of residency is a misdemeanor violation per section 290.018(h) of the Penal Code.

Registration detectives/designees shall verify residences via "in-person" checks at least once per calendar year to confirm that registrants live at the address they have provided. These "in-person" residency checks may be done by the detective, patrol deputies, reserve deputies, or any other available sworn law enforcement resource. The residency checks shall be documented in the registrant's file (date/time, whether or not residency was verified, and the name of the person who conducted the check), as well as in the Department's 290 tracker system.

Name Change

A registrant who changes their name is required to appear in person to inform the registering law enforcement agency of the change within five working days.

Transient Registrants

Registration detectives/designees shall attempt to determine if a registrant representing themselves as being transient is, in fact, living at a stable or permanent address. This may be accomplished by using various databases such as, CDC, CCHRS, CAL DMV, US DMV, PAROLE LEADS, LEXIS/NEXIS, etc. Any effort to establish this fact shall be documented in the registrant's file.

Sexually Violent Predators (SVP)

When any Sheriff's Department station receives notice that a Sexually Violent Predator (SVP) is expected to be placed by the California Department of State Hospitals on a "Conditional Release Program" into any LASD jurisdiction, the 290 detective or station operations shall immediately notify the Special Victims Bureau – Sexual Assault Felony Enforcement (SAFE) Team and the Sheriff's Information Bureau.

Sex Offender Registry Termination

Registrants who meet the mandated minimum requirements established by SB384 (Tiered Sex Offender Registry) may petition the superior court in the county in which they reside and the court of conviction, if different for registry termination. First, they must obtain a verification of proof of registration and tier notification letter from their registering station. Second, they bring this verification of registration to the

superior court in the county in which they reside and court of conviction, if different. The superior court will then send a notice to CSAR requesting law enforcement and district attorney verification whether the person meets the requirements for termination from the registry. Each station detective responsible for overseeing their station's registered sex offender population shall log into CSAR at least once per week to check for any petitions filed with the court.

Verification process

LASD jurisdiction registrant:

- Verify registration is current;
- Complete SS-8102;
- Issue proof of registry verification and Tier Notification Letter to registrant (available on CSAR);
- Check databases (CCHRS, JDIC, etc.) for disqualifying convictions;
 - Failure to register;
 - New sex offenses requiring registration; and
- Complete CSAR Petition Checklist on CSAR website within 60 days.

Note: CSAR will send out verification requests to both registering and convicting agency via CSAR web site.

Out of county registrant no action required per CA DOJ

- If the station detective determines the person should not be granted termination;
 - Verify registrant has conviction from Los Angeles County;
 - Check databases (CCHRS, JDIC, etc.) for disqualifying convictions;
 - Failure to register;
 - New sex offenses requiring registration;
 - Complete check within 60 days of receipt; and
 - Advise the requesting, registering county's DA of results.

For technical assistance, contact the California Department of Justice CSAR Help Desk at [REDACTED TEXT] or the Special Victims Bureau – SAFE Team at [REDACTED TEXT]

Sex Registrant Files

Sex Registrant files should consist of:

- Sex Registration/Change of Address/Annual or other Update form (SS-8102S);
- 290 Interview form (SH-R-443-A);
- Livescan;
- Photograph;
- Sex Registrant's criminal history: Consolidated Criminal History Reporting System (CCHRS), Personal History Index (PHI), and DOJ RAP sheet;
- Copy of the Sex Registrant's California Driver License or Identification (CDL or CA ID);
- All vehicle information (any vehicle the registrant has access to);
- Any documentation provided by the registrant involving conviction or court finding;
- Probation or Parole information;
- Copy of the registrant's proof of residence; and
- Notice of Sex Offender Registration Requirement form (SS-8047), if available.

Note: All records and files maintained at stations pertaining to sex registrants are classified as "confidential" by Civil Code 1798.40(a) and Penal Code section 290.021, Sex Offender Registration Information. These files are exempt from public disclosure pursuant to Government Code section 6254. Only representatives of agencies who demonstrate a right to know and a need to know status may obtain information from these files.

Identifying, Monitoring, and Tracking of Sex Registrants

Identifying Registrants

Each station's registration detective/designee is responsible for identifying, monitoring and tracking sex registrants who are assigned to their station. Sex registrants are assigned to a station through the Originating Agency Identifier (ORI) or to the generic ORI, if the zip code and/or city/unincorporated area of their residence falls within the station's jurisdiction. The registrant will remain assigned to the station until such time that the registrant is removed from the station ORI or generic ORI.

In order to identify all registrants within the station's jurisdiction, the detective shall run the DOJ CSAR database using the investigative search function each month.

The registration detective/designee shall create a spreadsheet listing all registrants within the station's

jurisdiction, including any previously unidentified registrant(s). This spreadsheet database shall be updated monthly in order to identify those registrants who are out of compliance. At a minimum, the spreadsheet shall include:

- Registration date;
- Last name;
- First name;
- Address;
- DOB (month and day);
- Year of birth;
- FCN (File Control Number);
- Classification (Full Address, ZIP Code Only, Non-disclosure, Excluded/Exempt, Sexually Violent Predator); and
- CII number.

The registration detective/designee shall notify DOJ, through CSAR, of those registrants who are deported, incarcerated with a sentence that exceeds 90 days, who have moved out of state, or whose whereabouts are unknown. The original form shall be kept in the sex registrant's file along with the supporting documentation.

NOTE: For those registrants who are incarcerated in state prison or CYA, DOJ conducts monthly file comparisons between CSAR and the California Department of Corrections and Rehabilitation (CDCR) and CYA databases. Following the comparison CSAR is updated to indicate the status of an incarcerated registrant.

When a detective/designee has valid information that a registrant is deceased, the detective shall complete an 8086A or 8086B Request for Death Verification. The detective shall then email a copy of the form to DOJ. The original 8086A or 8086B shall be kept in the sex registrant's file along with the supporting documentation.

Monitoring Registrant Files

The registration detective/designee shall review their files and make a determination and note each registrant is in compliance with their registration requirements at least once a month. The detective/designee shall pay particular attention to those who must also register every 30 days (transients) and every 90 days (sexually violent predators).

Tracking "Out of Compliance" Registrants

The registration detective/designee shall check the following leads/information:

- Call the last known telephone number of the registrant;
- Go to the registrant's last known address;
- Contact residents surrounding the registrant's last known address;
- Contact the registrant's last known employer;
- Check computer databases (CDC, CCHRS, CAL DMV, US DMV, PAROLE LEADS, LEXIS/NEXIS, etc.); and
- Request assistance from the Los Angeles County Regional SAFE (Sexual Assault Felony Enforcement) Team through Special Victim's Bureau.

The registration detective/designee may utilize patrol deputies, special assignment officers, Special Victim's Bureau SAFE Team, or reserve deputies to assist in tracking and locating "out of compliance" registrants. The Registrant Information Form shall be used to document their efforts. The registration detective/designee should seek an arrest warrant for those individuals who are "out of compliance" over fourteen (14) days. After a warrant has been obtained for a registrant, that registrant's status in CSAR should be updated to "ABSCONDED".

Some sex offenders were convicted years ago and may not be aware that their responsibility to register is an annual lifetime requirement. If these individuals are contacted, they shall be informed of their duty to register by providing them with the Notice of Sex Offender Registration Requirement form (SS-8047). They may be allowed to report to the station to register, if appropriate. The detective/designee shall send the form to DOJ. If they are not contacted, but their address is known, on a case-by-case basis, the registration detective/designee may send a letter informing the person of their responsibility to register.

Note: CSAR generates an automated notice to the concerned law enforcement agency when registrants are deemed to have violated their annual and/or transient registration requirements. The messages are transmitted via CLETS in the form of a JDIC message.

290 Sweeps

Registration detectives/designees shall conduct periodic sweeps of their registrants to confirm residency, locate registrants who have failed to register, and/or arrest them for violations. Detectives/designees may utilize all available resources, such as patrol deputies, Community Oriented Policing Services (COPS) deputies, special assignment officers, and reserve deputies to assist them in performing these duties. Detectives/designees may also utilize the Los Angeles County Regional SAFE Team for assistance. They may be contacted at [REDACTED TEXT] In addition to the station 290 sweeps, the SAFE Team will conduct periodic home verification sweeps within various station locations. The 290 home verification sweeps are conducted in addition to the annual residence verification checks required for each registrant.

Arresting Sex Registrants

Registrants who fail to register according to the statute are out of compliance and may be subject to arrest. The registrant should be charged with the specific subdivision of 290 PC which has been violated. Sex

registrants may be arrested with or without a warrant. In 2001, the California Supreme Court ruled that the term “willful” in section 290 PC requires a showing of actual knowledge of the registration requirement (People v. Garcia, 25 Cal.4th 744).

Filing of 290 PC Violation Cases

Registration detectives/designees shall follow up on “out of compliance” registrants by filing cases and obtaining warrants when appropriate.

The following documents are required in order to file a 290 PC violation:

- Prior conviction: DOJ RAP sheet and certified court document;
- Evidence of notification to the convicted sex offender:
 - The Registration Notification Statement, which is part of both the Notice of Sex Offender Registration Requirement (SS-8047) and the Registration Change of Address/Annual Update (SS-8102S) shows knowledge of the duty to register;
- Evidence of the sex offender’s residence (if available); and
- Evidence that the sex offender failed to register in accordance with the specific subdivision for which they are being charged.

NOTE: The registration detective/designee is the “keeper of records” and will be required to testify in court that, during a specific time period, they were the only detective/designee who managed the sex registrant files at the station. This testimony is, in many cases, necessary for the successful prosecution of sex registrant violators.

California Law Enforcement Web (CLEW)

Registration detectives/designees shall obtain access to CLEW which contains registration information, including, but not limited to, CSAR Information Bulletins and the CSAR Terminal Operator’s Guide. The website address is: <http://clew.doj.ca.gov/>.

The Megan’s Law Unit’s phone number is [REDACTED TEXT]

Forms

The following forms are available in CSAR:

- Sex Registration/Change of Address/Annual or other Update (SS-8102S);
- Notice of Sex Offender Registration Requirement form (SS-8047); and
- Request for Death Verification (SS-8086).

The following forms are available in the eForms Library of the Department's Intranet site:

- 290 Interview form (SH-R-443-A); and
- Registrant Information Form.

The Special Victims Bureau – SAFE Team is responsible for providing centralized oversight of the Department 290 sex offender registration program. The SAFE Team responsibilities include:

- Ensuring all protocols and changes in relevant laws are updated, disseminated, and implemented in a timely fashion;
- Creating, disseminating, and routinely updating a directory of names and telephone numbers of all relevant parties;
- Coordinating training for the station registration detectives/designees; and
- Monitoring the number of registrants who are out of compliance on a Department-wide basis.

The Special Victims Bureau – SAFE Team staff may be reached at [REDACTED TEXT]

References

Penal Code, Sections 290 - 290.85

• 04-006 Deputy Daily Worksheet Redacting Juvenile Information

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



DEPUTY DAILY WORKSHEETS REDACTING JUVENILE INFORMATION

PURPOSE

The purpose of this Field Operations Directive is to direct all units who receive a court-ordered subpoena for a Deputy Daily Worksheet, or any other document which supplies juvenile information, to redact all juvenile information with the exception of juvenile information that is directly related to the case in question. All policies, Field Operations Directives, Unit Orders, or any other document previously written which contradicts procedures set forth in this Directive shall be void. Procedures set forth in this Directive shall remain in effect

until the Manual of Policy and Procedures is amended and/or this Directive is rescinded.

BACKGROUND

With the implementation of the new Suspected Child Abuse Report (SCAR) procedures at patrol stations, deputies are documenting their contacts with juveniles in their Mobile Digital Terminal (MDT) logs. This results in the juvenile's name and personal information appearing in the Deputy Daily Worksheet. To ensure that this information is not erroneously released, it is important that it be properly redacted from the Deputy Daily Worksheet or any other requested documentation.

UNIT'S RESPONSIBILITIES

It is the unit's responsibility to ensure that when responding to a court-ordered subpoena for a Deputy Daily Worksheet or other documentation, the unit thoroughly reviews the document for juvenile information. If juvenile information is present on the document, the juvenile's name and personal information shall be redacted before releasing the document. The only exception to this rule is if the subpoena specifically requests information about a named juvenile(s). In such a case, the juvenile's information shall be provided.

UNIT COMMANDER RESPONSIBILITIES

Unit Commanders, or their designee(s), shall ensure compliance with this directive.

• 04-004 Patrol Area Integrity

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PATROL AREA INTEGRITY

PURPOSE

The purpose of this Field Operations Directive is to establish guidelines for police activity initiated outside assigned reporting districts and/or jurisdictional boundaries of the station area by uniformed Sheriff's Department personnel. It does not apply to those arrests/citizen contacts made out of the area where the police activity began in the assigned area.

POLICY

Deputy personnel assigned to a Patrol Division in a uniformed patrol capacity shall devote their full attention to their assigned reporting district(s) unless one of the following situations exists:

- Dispatched to another reporting district or non-contract city.
- An exigency (e.g., assistance, back-up or mutual aid request) requires their response to a non-assigned reporting district or non-contract city.
- Traversing another reporting district or non-contract city en route to or from authorized Sheriff's Department business (e.g., court, transportation of prisoner, etc).
- Involved in an authorized pursuit, Code 9 or surveillance activity.
- Law enforcement activity, such as a traffic stop which begins in the unit's reporting district, but concludes in another reporting district or non-contract city.
- Deputy personnel who observe criminal, or suspicious activity that requires **immediate** law enforcement intervention (such as a felony in progress; a fleeing suspect; or a situation involving a potential threat of death or serious bodily injury).
- Citizen flagdowns where immediate law enforcement intervention is required. In the event the matter is routine in nature, the appropriate agency shall be notified to handle the matter.

Deputy personnel who are absent from their assigned reporting district(s) and unable to justify the necessity of their "out of area" activity are in violation of this policy.

Additionally, deputies who routinely initiate "out of area" activities are in violation of this policy.

Each patrol station Unit Commander shall ensure the routine review of the Deputy Daily Worksheets and monitoring of the frequency of arrests and/or activities that occur outside assigned reporting districts and/or jurisdictional boundaries of the station area.

Problematic areas shall be addressed promptly by the concerned employee's supervisor and actions taken shall be documented by the supervisor in a written memorandum to the Unit Commander.

• 04-003 Station Desk and Front Counter Operations

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



STATION DESK AND FRONT COUNTER OPERATIONS

PURPOSE

The purpose of this Field Operations Directive is to establish guidelines to ensure that personnel assigned to the station desk and front counter provide quality service. Contact with station desk and front counter personnel shall be a positive experience that leaves an impression of professionalism. FOD 93-2, Desk Operations, Training, shall be rescinded forthwith.

PROCEDURES

Station Desk Operations

The patrol station desk is a pivotal point for station operations. It is the communications and information center from which all operational activities are facilitated, or at the very least, coordinated. Desk personnel receive and evaluate the public's request for service and have available to them the vast resources of the Department, other public agencies, and many private entities with which to fulfill the law enforcement missions of the Department.

Establishing and maintaining good public relations shall be a primary concern of all desk personnel both at the counter and over the telephone. Courtesy is the polite manner in which you speak with people. Courtesy is needed to obtain the acceptance and support of the public and supports our Core Value of "respect for the dignity of all people."

It is important that desk personnel be knowledgeable and have appropriate resources available to them in order to provide the public with a high level of service. Therefore, every station shall have a desk reference book easily accessible to all desk personnel. This reference book shall contain, but not be limited to: phone numbers and addresses of important locations such as hospitals, tow companies, fire stations, utility companies, animal control, city halls and schools; information highlighting the special needs, interests and concerns of each city or area within the station's jurisdiction; and any reference or resource material unique to that individual station. This book shall assist desk personnel with providing the public with commonly requested information.

Front Counter

The front counter shall be staffed with friendly, helpful personnel who will professionally greet and assist persons seeking assistance. All stations shall have someone available at the station's front counter on a daily basis from 0800 to 2200 hours (including weekends). From the hours of 2200 to 0800, as well as holidays, the Watch Deputy shall ensure that any person seeking service will be helped in a timely manner. Station Commanders have the flexibility to staff the counter in any manner they deem appropriate, including using explorers, CSO's, reserves, and civilian volunteers.

Front lobby areas should be kept well lighted and display a professional, businesslike appearance. The lobby should be in good repair and not be cluttered with papers. All signs required by Department policy shall be appropriately displayed and maintained.

Telephone Demeanor

The public's perception of our organization is influenced by our demeanor and thoroughness during daily telephone contacts. All personnel shall use the basics of effective telephone communication:

- Greet the caller with a pleasant tone
- Listen closely
- Be helpful
- Empathize
- Avoid Department/police jargon
- End call by asking the caller, "Is there anything else I can help you with?"

By using these basics, the Department will present a professional image and will promote better customer service.

Refer: MPP Sections 3-01/080.05 Public Relations and 3-07/090.25 Incoming Calls

Standard Greetings

Refer to Field Operations Directive 90-03 (Handling Routine Incoming Calls) which specifies how incoming calls shall be answered.

9-1-1 Calls

Refer to Field Operations Directive 92-07 (Handling 9-1-1 Calls) which specifies how 9-1-1 calls shall be answered.

Delayed Response Policy

Field Operations Directive 90-12 (Delayed Response Policy) outlines the policy requiring a caller to be contacted and advised of a delay if units have not been dispatched or are unable to arrive within the station's specified time limit. In the absence of a Station Order, the specified time limit shall be 30 minutes.

Training

All employees assigned to a desk position shall attend Desk Operations Training given by the Mobile Digital Communication System (MDCS) staff as soon as possible. The employee will also be required to read the Desk Operations Manual, as well as take and pass the associated test, within the first 30 days of assignment. The completed test will then be placed into the employee's training file.

Any employee scheduled to work a desk position on a temporary or relief basis shall meet with the watch commander prior to the employee's first shift to be briefed on the expected performance while assigned to the desk. The employee is required to read the Desk Operations Handout and sign a receipt acknowledging that they have received the handout prior to their assignment to the desk. The receipt will then be placed into the employee's training file.

Unit Commanders shall designate a lieutenant to be responsible for managing the training program and record keeping.

Unit Commanders are encouraged to identify outside training (public or private sector) in the area of customer service for desk operations personnel.

Supervisor Responsibilities

Audits of the desk and front counter shall be done on a daily basis. The watch commander and the watch sergeant shall each listen to two phone calls per shift. Additionally, the watch commander must contact one caller per week. Both types of audits shall be documented on the attached forms which will be retained in a folder for the duty commander to peruse during their station visits. The audits shall be reviewed quarterly by the Station Commander. The audits shall be retained for two years.

Relevant Field Operation Directives

86-30 - Policing Large Neighborhood Parties

86-36 - Domestic Violence

90-03 - Handling Routine Incoming Calls

90-07 - Service Audit Program

90-12 - Delayed Response Policy

92-01 - At&T Language Service Line

92-07 - Handling 9-1-1 Calls

94-03 - Dispatching Emergency Calls

97-03 - Disclosure of Public Information

97-04 - Press Interviews

01-08 - Hearing Impaired Text Telephone Devices

Relevant Newsletters

#9 - Robbery Alarm Calls

#20 - 911 Calls Open Line-Unknown Problem

#48 - New Telephone Services Technologies

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

TELEPHONE SERVICE AUDIT FORM - PART I

Field Operations Directives (FODs)

EACH WATCH SERGEANT AND WATCH COMMANDER SHALL LISTEN TO TWO (2) TELEPHONE CALLS PER SHIFT AND DOCUMENT THEIR AUDIT ON THIS FORM, PURSUANT TO FOD 04-03.

DATE: _____ SHIFT: _____

NAME OF WATCH COMMANDER LISTENING TO THE CALLS: _____

NAME OF WATCH SERGEANT LISTENING TO THE CALLS: _____

PHONE CALL #1

TIME: _____

EMPLOYEE: _____

WAS THE PHONE ANSWERED PROMPTLY? _____

Field Operations Directives (FODs)

DID THE EMPLOYEE IDENTIFY THEMSELVES AND THE STATION PROPERLY? WAS THE
PURPOSE OF THE CALL ADDRESSED PROMPTLY AND COURTEOUSLY?
EMPLOYEE HELPFUL? _____

COMMENTS: (Include corrective action taken for any question answered "no")

PHONE CALL #2

TIME: _____

EMPLOYEE: _____

WAS THE PHONE ANSWERED PROMPTLY? _____
DID THE EMPLOYEE IDENTIFY THEMSELVES AND THE
STATION PROPERLY? _____ WAS THE PURPOSE OF THE CALL ADDRESSED PROMPTLY AND
COURTEOUSLY?
_____ WAS THE
EMPLOYEE HELPFUL? _____

COMMENTS: (Include corrective action taken for any question answered "no")

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

TELEPHONE SERVICE AUDIT FORM - PART II

EACH WATCH COMMANDER SHALL CONTACT ONE (1) TELEPHONE CALLER PER WEEK AND DOCUMENT THEIR AUDIT ON THIS FORM PURSUANT TO FOD 04-03.

DATE: _____ SHIFT: _____

NAME OF WATCH COMMANDER CONDUCTING AUDIT: _____ CALLER'S NAME: _____

EMPLOYEE'S NAME: _____

WAS THE TELEPHONE ANSWERED PROMPTLY? _____ WAS THE
EMPLOYEE POLITE? _____ WAS THE
EMPLOYEE HELPFUL? _____ WERE YOUR
SERVICE NEEDS MET? _____

COMMENT S: (Include corrective action taken for any question answered “no”)

- **04-002 Elder and Dependent Adult Abuse**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



ELDER AND DEPENDENT ADULT ABUSE

PURPOSE

The purpose of this directive is to establish procedures for the handling of actual or suspected incidents of elder and dependent adult abuse or neglect. Additionally, this Field Operations Directive (FOD) implements the provisions of a Memorandum of Understanding (MOU) between the Sheriff's Department and other county and state agencies.

BACKGROUND

Penal Code (PC) section 368(a) states in part that, “elders, adults whose physical or mental disabilities or other limitations restrict their ability to carry out normal activities or to protect their rights, and adults admitted as inpatients to a 24-hour health facility deserve special consideration and protection.”

Definitions:

Abuse of an Elder or a Dependent Adult - Any physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment resulting in physical harm, pain, or mental suffering by anyone. Also included is the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering, Welfare Institutions Code (WIC) section 15610.07.

Elder - Any person residing in this state, 65 years of age or older [PC section 368(g) and WIC section 15610.27].

Dependent Adult - Any person residing in this state, between the ages of 18 and 64, who has physical or mental limitations, which restrict his or her ability to carry out normal activities, or to protect his or her own rights. "Dependent adult" also includes any person between the ages of 18 and 64 who is admitted as an inpatient to a 24-hour health care facility [PC section 368(h) and WIC section 15610.23].

Physical Abuse - Assault, battery, assault with a deadly weapon or force likely to produce great bodily injury, unreasonable physical constraint, or prolonged or continual deprivation of food or water, sexual battery, rape, rape in concert, spousal rape, incest, sodomy, oral copulation, sexual penetration, lewd or lascivious acts. Also the use of a physical or chemical restraint, or psychotropic medication for punishment, or for a time period or purposes not authorized by a physician or surgeon (WIC section 15610.63).

Financial Abuse - When a person or entity takes or assists in taking, secreting, appropriating, obtaining, or retaining real or personal property to a wrongful use or with intent to defraud, or both, or by undue influence (WIC section 5610.30).

Mental Suffering - Fear, agitation, confusion, severe depression, or other forms of serious emotional distress that is brought about by forms of intimidating behavior, threats, harassment, or by deceptive acts performed, or false or misleading statements made with malicious intent to agitate, confuse, frighten, or cause severe depression or serious emotional distress (WIC section 15610.53).

Neglect - Negligent failure of any person having the care or custody of an elder/dependent adult to exercise that degree of care that a reasonable person in a like position would exercise (e.g., failure to assist in personal hygiene or in the provision of food, clothing, or shelter, failure to provide medical care, failure to protect an elder/dependent adult from health and safety hazards, and failure to prevent malnutrition or dehydration) (WIC section 15610.57).

Self-Neglect - Negligent failure to exercise that degree of self-care that a reasonable person in a like position would exercise (same as neglect when they fail to satisfy their needs as a result of poor cognitive functioning, mental limitations, substance abuse, or chronic poor health) (WIC section 15610.57).

Mandated Reporter - Certain individuals are mandated to report all incidents of actual or suspected elder/dependent adult abuse and neglect [WIC section 15630(a)]. Law enforcement must report to various social service and state licensing agencies. Failure to report actual or suspected abuse of an elder/dependent adult is a misdemeanor (WIC section 15630(h)).

Report of Suspected Dependent Adult/Elder Abuse form (SOC 341) - A mandated California Department of Social Services form. Station/units may have a supply of these forms, or the form can be downloaded from the Department's electronic document library.

Suspected Elder Abuse Reporting System (SEAR) - The computer RightFax system in which the station/units receive the SOC 341 form and distribute it as a call for service.

Non-Criminal Elder/Dependent Adult Abuse Check-off Report - A Department check-off report for a non-criminal elder/dependent adult abuse call for service. This report can be located in the Department's electronic document library.

In 2005, the Department entered into an MOU with other county and state agencies. The purpose of the MOU is the mutual understanding and commitment of the involved departments and agencies to cooperatively work together to have clear lines of communication in the event of possible elder/dependent adult abuse or neglect.

POLICY AND PROCEDURES

Department personnel who receive information where elder/dependent adult abuse or neglect is suspected shall arrange for a call for service. If the location of the suspected abuse, with the exception of financial abuse, is serviced by an agency other than our Department, the call shall be referred to the appropriate agency. If the abuse is financial, the station/unit that has jurisdiction over the elder/dependent adult's actual residence shall begin an investigation of the facts. This applies to stations/units and individual Department members receiving information by any means including a SOC 341 form by mail, fax, RightFax, or other means.

In the event personnel receive the information by means other than a SOC 341 form, they have the added responsibility to immediately contact the appropriate social services agencies by telephone or as soon as practically possible. Personnel shall complete a SOC 341 form and forward it to the appropriate social services agency within two working days.

All reports regarding actual or suspected elder/dependent adult abuse or neglect **are confidential**. The identity of any person who reports actual or suspected elder/dependent adult abuse or neglect **shall be confidential and shall not be given to the victim, family members, caregivers, et cetera except when they are identified as a "trusted contact person" previously designated by the elder, unless that person is the individual suspected of engaging in abuse**. A violation of confidentiality is a misdemeanor crime [WIC section 15633(a)].

All incidents of elder/dependent adult abuse or neglect will be assigned by following the procedures in the Manual of Policy and Procedures (MPP section 4-04/012.00, Abuse). The primary assignment lies with the station/unit's detective bureau. Elder Fraud Detail, Fraud and Cyber Crimes Bureau, will assist field personnel and station/unit detectives with financial abuse cases by providing guidance. Complex cases of financial abuse may be reassigned to the Elder Fraud Detail with the prior approval of the Elder Fraud Detail supervisor.

Many times allegations of elder/dependent adult abuse may appear to be civil **but are actually criminal based on the fact that the victim is an elder/dependent adult**.

Watch Deputy's Responsibilities

The watch deputy shall assign all suspected elder/dependent adult abuse or neglect incidents as a call for service. These calls for service may be generated by a phone call, station walk-in, or SOC 341 form. The watch deputy is responsible the following:

- The watch deputy shall check the station/unit SEAR system folder and process the SOC 341 form as described in Attachment "A".
- The watch deputy shall check the station/unit SEAR system folder at the beginning of each shift and periodically thereafter throughout the shift.
- Every SOC 341 form received through the station/unit SEAR system folder shall be entered into the Computer Aided Dispatch (CAD) system as a call for service.
- If the SOC 341 form clearly fails to establish a basis for a criminal investigation, the watch deputy shall confer with the watch commander. If the watch commander determines no call for service shall be issued, the watch deputy shall ensure a Uniform Report Number (URN) is drawn and clear the tag. The watch deputy shall ensure that a Non-Criminal Elder/Dependent Adult Abuse check-off report is completed. Only the box titled, "No Law Enforcement response required" need be completed and the form emailed to the appropriate social services agency, as per Attachment "A."
- When determining whether to dispatch a call as routine or emergent, the watch deputy shall take into consideration the degree of urgency of the information detailed in the SOC 341 form.
- Except in cases that clearly dictate otherwise, all elder/dependent adult abuse calls for service shall be handled and cleared from the station/unit SEAR system folder in a timely manner, generally within 24 hours. (Example/exceptions: A SOC 341 form is received on the weekend, and the informant is a financial institution or doctor's office, which is closed on weekends, or a catastrophic emergency.)

If a SOC 341 form is received by any means other than the station/unit SEAR system folder, including a SOC 341 form generated by field deputies, the watch deputy shall enter the SOC 341 form into the SEAR System by emailing/faxing the SOC 341 form to the station/unit's respective SEAR RightFax number. The watch deputy shall process the SOC 341 form as described above as either a call for service to be investigated by a field deputy or a SOC 341 form that does not establish a basis for criminal investigation.

Responding Deputy's Responsibilities

Field deputies may receive information of actual or suspected elder/dependent adult abuse or neglect through their own observations, field contacts, or from a SOC 341 form dispatched from the watch deputy.

The responding deputy shall thoroughly investigate the suspected abuse or neglect. Deputies shall attempt to confirm the abuse or neglect with the victim. In some forms of abuse, such as financial abuse or self-neglect, contacting the victim may not be the most appropriate initial response; checking with neighbors, bank managers, social agency worker, or the victim's doctor may provide more accurate information.

In all actual or suspected incidents of elder/dependent adult abuse or neglect, an incident report is required even if the victim is non-desirous of prosecution. The incident report must contain the following information:

- In the case of physical abuse, neglect, abandonment, isolation, or mental suffering, the classification line of the incident report shall reflect the criminal violation of 368 PC (with the appropriate subsection) and the statement "Elder Abuse - 'type of abuse'," or "Dependent Adult Abuse - 'type of abuse'," whichever is appropriate.
- In the case of financial abuse, the classification line of the incident report shall reflect the criminal violation of 368(d) P.C. and the statement "Elder Abuse - Financial" or "Dependent Adult Abuse - Financial," whichever is appropriate.
- When a specific violation cannot be substantiated either by the informant, the victim, or other facts, and the handling deputy believes (or circumstances dictate) that something has occurred, an incident report

is still required. The classification line should read, "Suspicious Circumstances-Possible Elder Abuse," or "Suspicious Circumstances-Possible Dependent Adult Abuse."

- The social services agency and licensing agency name and case number.
- Notifications to the appropriate social services agency and licensing agency, including the name of the agency, contact phone number, date, time, and name of the person contacted.

In the event an incident report is generated as a result of information other than a SOC 341 form, the handling deputy must complete a SOC 341 form and contact the appropriate social services agency and licensing agency by telephone immediately, or as soon as practically possible, and shall forward the SOC 341 form to the appropriate social services agency and licensing agency.

If the SOC 341 form has been previously completed by a mandated reporter, the handling deputy does not have to duplicate the form, but shall ensure:

- If the abuse or neglect occurred in a facility, the name and full address of the facility must be listed on the SOC 341 form and the incident report.
- The URN shall be printed at the top of the SOC 341 form next to "Law Enforcement Case/File Number" in the space provided.
- The original or a copy of the SOC 341 form shall be attached to the incident report.

After the handling deputy investigates a suspected incident of elder/dependent abuse which has been generated by a SOC 341 form, and the handling deputy can articulate beyond a reasonable doubt that no abuse or neglect has occurred, no incident report is necessary; however, the handling deputy shall complete a Non-Criminal Elder/Dependent Adult Abuse Check-Off report, and ensure the following tasks are completed:

- When the handling deputy completes a Non-Criminal Elder/Dependent Adult Abuse Check-off report, the handling deputy shall obtain an URN with a statistical code of 715. A copy of the SOC 341 form shall be attached to the Non-Criminal Elder/Dependent Adult Abuse Check-Off report.
- The handling deputy shall email both the approved Non-Criminal Elder/Dependent Adult Abuse Check-Off report and the SOC 341 form to the appropriate social services agency and licensing agency, according to Attachment "A."

Self-neglect is not a crime, but must be documented on a Non-Criminal Elder/Dependent Adult Abuse Check-Off report, as noted above, pending further investigation of its cause.

WIC section 15630 identifies employees of law enforcement agencies as mandated reporters of actual or suspected elder/dependent adult abuse. This section mandates that specified agencies be notified in cases of actual or suspected elder/dependent adult abuse or neglect. If the deputy's incident report was the result of a SOC 341 form received by the Department, the deputy need not notify the social services agency and licensing agency by telephone, since they already possess the information. However, the deputy must email, as described in Attachment A, the completed Non-Criminal Elder/Dependent Adult Abuse Check-Off report and existing SOC 341 form to the social services agency and licensing agency.

In the event of an elder/dependent adult abuse investigation where there is no existing SOC 341 form (such as a deputy's self-initiated investigation or a traditional call for service, via telephone), the appropriate social services agency and licensing agency must be notified, as directed in Attachment "B."

The statistical codes for elder/dependent adult abuse and neglect are as follows:

- 174 - Elder Physical Abuse/Neglect
- 176 - Elder Mental Abuse
- 177 - Elder Fiduciary (financial) Abuse
- 178 - Dependent Adult Abuse (physical, mental, and fiduciary abuse)
- 707 - Suspicious Circumstances - Possible Elder Abuse
- 715 - Elder/Dependent Adult Abuse, Allegation Only

The Penal Code and Welfare and Institution Code sections which may be used for elder/dependent adult abuse (physical abuse, neglect, abandonment, isolation, or mental suffering) are as follows:

- 368 (b) PC - Abuse/Neglect - felony/misdemeanor
- 664/368(b) PC - Attempt Abuse/ Neglect - felony/misdemeanor
- 368(c) PC - Abuse/Neglect – misdemeanor
- 368(f) PC - False Imprisonment – felony
- 15656 WIC - same as Penal Code 368(a) - felony/misdemeanor

Penal Code and Welfare and Institution Code sections which may be used for elder/dependent adult financial abuse are as follows (for the below sections, \$950 and above is a felony and less than \$950 is a misdemeanor):

- 368(d) PC - Not a caretaker, theft from elder/dependent adult
- 664/368(d) PC - Not a caretaker, attempted theft from elder/dependent adult
- 368(e) PC - Caretaker, theft from elder/dependent adult
- 664/368(e) PC - Caretaker, attempted theft from elder/dependent adult
- 15656(c) WIC - Caretaker, same as Penal Code 368 - felony/misdemeanor

When assistance is requested by an adult social services agency or licensing agency to enter a residence or dwelling to conduct an elder/dependent adult abuse or neglect investigation, a deputy may enter the residence or dwelling only under the following conditions:

- Consent by person competent to authorize consent;
- Exigent circumstances exist; and/or
- Warrant.

If a deputy has questions regarding the validity of the situation or the entry, the deputy shall contact their supervisor.

Upon entering a residence in support of a social services agency or licensing agency investigation, the role of the deputy is to ensure a safe environment for all parties involved. If the deputy identifies any violations of law, the deputy shall take appropriate law enforcement action.

Watch Sergeant's Responsibilities

When reviewing reports, the watch sergeant shall ensure the reports contain the information as described above, and the SOC 341 form is attached to the incident report.

If the handling deputy submits a Non-Criminal Elder/Dependent Adult Abuse Check-Off form, the watch sergeant shall:

- Ensure an URN was obtained using a statistical code of 715;
- Ensure the SOC 341 form is attached;
- Complete the "Approved By" box of the form; and
- Ensure the handling deputy faxes the approved report and SOC 341 form to the appropriate social services agency and licensing agency, and the email information requested at the bottom of the form has been completed.

Watch Commander's Responsibilities

Watch commanders shall check the station/unit SEAR system folder during each shift and ensure that all outstanding SOC 341 forms are handled and cleared from the SEAR system in a timely manner, generally within 24 hours. The watch commander shall note the check of the station/unit SEAR system folder in the Watch Commander's Shift Log.

Station Unit Detective Bureau Responsibilities

All reports of actual or suspected elder/dependent adult abuse will be assigned to station/unit detectives (refer to MPP section 4-04/012.00).

Station detectives shall ensure the handling deputy has emailed all deputy-generated SOC 341 forms to the appropriate social services agency and licensing agency within two working days of the SOC 341 report.

The handling detective shall work in conjunction with county and/or state departments, or agencies listed in the MOU, as well as any other state or county agency having authority to investigate elder/dependent adult abuse, either as a criminal, social service, or licensing matter. If additional county or state agencies have reports related to a criminal investigation, the handling detective shall obtain the reports to assist in the filing of criminal charges.

The handling detective is required to notify the appropriate social services agency and licensing agency of the outcome of the criminal investigation.

If the handling detective receives an incident report, usually for financial abuse, and the crime was committed in a different jurisdiction, the handling detective may refer the matter to the law enforcement agency where the suspected crime was committed for further investigation of the facts.

Fraud and Cyber Crimes Bureau's (FCCB) Responsibility

FCCB acts as the liaisons between Department members, social services agencies, and law enforcement agencies. FCCB also assists station/unit personnel with advice, directions, and necessary contacts outside the Department.

If Department personnel need access to the SEAR public folder, they may create a service ticket via the help desk at [REDACTED TEXT]

If you have any questions, please call or email Field Operations Support Services (FOSS) at [REDACTED TEXT]

REFERENCE/CITES

368 PC - Abuse of Elder or Dependent Adult

15610.07 WIC - Abuse of an Elder or Dependent Adult WIC-15610.23 WIC - Dependent Adult Defined

15610.27 WIC - Elder Defined

15610.30 WIC - Financial Abuse Defined

15610.53 WIC - Mental Suffering Defined

15610.57 WIC - Neglect Defined

15610.63 WIC - Physical Abuse Defined

15630 WIC - Mandated Reporter of Abuse

15633.5 WIC - Confidentiality

15656 WIC - Abuse of Elder or Dependent Adult

SOC 341 Report of Suspected Dependent Adult/Elder Abuse MPP section 4-04/012.00 Abuse

ATTACHMENTS

Attachment "A" - Watch Deputy Computer Instructions for the SEAR (Suspect Elder Abuse Reports) System

Attachment "B" - Suspected Elder and Dependent Adult Abuse Reporting Matrix

ATTACHMENT "A"

WATCH DEPUTY COMPUTER INSTRUCTIONS FOR PROCESSING SEAR REPORTS (SUSPECTED ELDER ABUSE REPORTS)

Location of Folders with SOC 341

Adult Protective Services (APS) will send SOC 341 form by RightFax to the appropriate station. The station SEAR folder will be based on the address of the location of incident or for financial abuse, the location where the victim resides. Each station will have a folder which will receive SOC 341 forms, 24-hours a day, seven

days a week. The station folders are located in Outlook at:

Outlook\Public Folders\All Public Folders\Bureaus\ (station name) \SEARS Reports

In this folder will be an e-mail file with an attachment entitled "Fax Image.TIF." This TIF document is the SOC 341 form.

Opening, Printing, Renaming (Station Name), and Closing of SOC 341 E-mails

The watch deputy shall open, print, and rename (station name) the SOC 341 e-mail: To open SEARS:

1. Double click on the e-mail file - the e-mail will open.
2. Right click the mouse on the TIF document.
3. To print the SOC 341 form, follow the below directions or to close the SOC 341 form, click on the "X" in the upper right-hand corner.

To print the SOC 341 form:

1. Open the e-mail.
2. Click on "Print" and follow the directions to print.
3. Click on the "X" in the upper right-hand corner to close the TIF document.

To rename (station name) SOC 341 e-mail:

Rename the "subject" line of the e-mail by using the station's three alpha mnemonic, the six digit date the SOC 341 e-mail was received, the three digit tag for the call for service, and the victim's full last name. The e-mail name will not include spaces, hyphens, or other identifiers. Below is an example of an e-mail received by Temple Station on April 30, 2006, regarding victim Jones:

Example: TEM043006005JONES

1. Open the e-mail.
2. Highlight the text in the "subject" line ("A new fax has arrived from ...").
3. Right click the mouse.
4. Click on "cut" in the drop-down menu.
5. Type in the new name as described above.
6. Click on "File" in the upper left-hand corner.
7. Click on "Save" in the drop-down menu.

To close the SOC 341 e-mail:

1. Click on "File" in the upper left-hand corner; and
2. Click on "Close" in the drop-down menu.

Renaming the SOC 341 E-mail After Completed

After a SOC 341 has been handled to completion by the responding deputy, the watch deputy shall rename the “subject” line of the e-mail containing the SOC 341. The designated statistical code for the call for services will be added to the immediate right of the victim’s last name. No spaces, hyphens or other identifiers will be included. See the below example for a SOC 341 e-mail that had been completed:

Example: TEM043006005JONES715

(715 always used for Check-Off Form)

TEM043006005JONES176(URN statistical code to be used for Incident Reports)

To rename the SOC 341 e-mail (including statistical code):

1. Open the e-mail.
2. Highlight the text in the “subject” line (as shown in the previous example “TEM043006005JONES”).
3. Right click the mouse.
4. Click on “Cut” in the drop-down menu.
5. Type in the new name as described above.
6. Click on “File” in the upper left-hand corner.
7. Click on “Save” in the drop-down menu.

To close the SOC 341 e-mail:

1. Click on “File” in the upper left-hand corner.
2. Click on “Close” in the drop-down menu.

Returning a SOC 341 Via Email to APS

If APS forwards an e-mail containing a SOC 341 to a patrol station wherein the incident did not occur within the station’s jurisdiction, except in financial abuse, the watch deputy shall return the SOC 341 form to APS, via email to aps-reports@lacounty.onmicrosoft.com. COMPLETED Non–Criminal Elder/Dependent Adult Abuse Check-Off Report Forms are to be emailed to [REDACTED TEXT] APS Elder Abuse Hotline (877) 477-3646.

1. Include the name of the correct station or police agency of jurisdiction.
2. Include an addressee and the reason for the return on the cover sheet.

Rename SOC 341 E-mail After Returned to APS

The watch deputy shall rename the “subject” line of the e-mail containing the SOC 341 to indicate that the SOC 341 was returned. Rename the “subject” line of the e-mail containing the SOC 341 with the text “Return to APS on (date).”

Example: RETURN TO APS ON 043006

1. Open the e-mail.
2. Highlight the text in the “subject” line (“A new fax has arrived from ...”).

3. Right click the mouse.
4. Click on “cut” in the drop-down menu.
5. Type in the new name as described above.
6. Click on “File” in the upper left-hand corner.
7. Click on “Save” in the drop-down menu.

To close the SOC 341 e-mail:

1. Click on “File” in the upper left-hand corner.
2. Click on “Close” in the drop-down menu.

Retention of Documentation of Returned SOC 341s

The watch deputy shall print the SOC 341 as indicated above. Include:

- Name of APS worker;
- Date;
- Time; and
- APS Case Number.

The SOC 341 form and printed email copy shall be placed in a file and retained at the station for future reference.

For APS case questions or assistance, Department Personnel may contact:

[REDACTED TEXT]

Law Enforcement Liaison

Adult Protective Services

Los Angeles County

[REDACTED TEXT]

[REDACTED TEXT]

SEAR Attachment “B”

MANDATED REPORTING FOR LAW ENFORCEMENT

Section 15630 WIC

WIC section 15630(b)(1): Any mandated reporter who, in their professional capacity, or within the scope of

Field Operations Directives (FODs)

their employment, has observed or has knowledge of an incident that reasonably appears to be physical abuse, financial abuse, or neglect, or is told by an elder or dependent adult that they experienced behavior, including an act or omission, constituting physical abuse, financial abuse, or neglect, or reasonably suspects that abuse, shall report the known or suspected instance of abuse by telephone immediately or as soon as practicably possible, and by written report sent within two working days, as follows:

Location of abuse or suspected abuse	Agency to report to	Contact phone number	WIC citation
Long-Term Health Care Facility	County Ombudsperson	(800) 334-9473	15630 (A) WIC
	State Department of Health Services	(800) 822-6222	15630 (A)(i) WIC
Adult Day Care Facility	State Department of Social Services	(323) 980-4934	15630(A)(ii) WIC
Residential Care Facility for the Elderly	State Department of Social Services	(323) 980-4934	15630(A)(ii) WIC
Adult Day Health Care Center	State Department of Health Services	(800) 822-6222	15630(A)(ii) WIC
	California Department of Aging	(916) 414-7500	
Any known or suspected criminal activity related to elder or dependent adult abuse	Bureau of Medi-Cal Fraud and Elder Abuse	(800) 722-0432	15630 (A)(iv) WIC
			15630 (B) WIC

Field Operations Directives (FODs)

State Mental Hospital	State Department of Mental Health	(916) 322-7445	15630 (B) WIC
	State Department of Developmental Services	(916) 654-1690	
	Bureau of Medi-Cal Fraud and Elder Abuse	(800) 722-0432	
State Developmental Center	State Department of Mental Health	(916) 322-7445	15630 (B) WIC
	State Department of Developmental Services	(916) 654-1690	
	Bureau of Medi-Cal Fraud and Elder Abuse	(800) 722-0432	
Anywhere else	Adult Protective Services	(833) 401-0832	15630 (C) WIC

• 04-001 Cash Register Operations

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



CASH REGISTER OPERATIONS

PURPOSE

This Directive will establish procedures regarding the use of cash registers and the acceptance of funds at Sheriff's stations and storefronts. All policies, Field Operations Directives, Unit Orders, or any other document previously written which contradicts procedures set forth in this Directive shall be void. Procedures set forth in this Directive shall remain in effect until the Manual of Policy and Procedures is amended and/or this Directive is rescinded.

CASH REGISTER OPERATIONS

Many patrol stations have been issued cash registers to be used in lieu of the traditional lock box. The procedures described below shall apply to the use of the cash registers. Only those personnel designated by the watch deputy shall be authorized to use the cash register. The watch deputy shall authorize only one employee at a time to use the cash register. The watch deputy shall account for all monies in the cash register before authorizing another employee to use the cash register.

When a citizen requests services for which fees are applicable:

- Have the citizen fill out a "Request for Information" form
- Provide the service for which the fee was paid (e.g., fingerprints, repossession fees, reports, etc.)
- Collect payment and enter transaction in the cash register
- Give the citizen the register receipt
- Put the form in the slip printer to print the transaction
- "Request for Information" forms are to be maintained in a station file for a minimum of three years in accordance with receipt procedures described in MPP §3- 09/290.00

At the end of **each shift**, the watch deputy shall:

- Gather all "Request for Information" forms
- Perform a cash count of the money in the register
- Run the "X" (read only) report on the right-hand side of the cash count sheet
- Total the receipts as printed on the "Request for Information" forms
- Compare the amount shown on the "X" report with the actual cash count
- Verify the amount carried over to the next shift with the on-coming watch deputy
- File the "X" reports in a station file and retain for a minimum of three years

The watch deputy, at the end of PM shift, shall perform the “Z” report function on the register to zero the machine.

Any cash overages or shortages shall be handled in accordance with MPP §3-05/080.00.

After a deposit is made, submit the following documents to Financial Programs Bureau - Special Accounts Unit:

- The original “Z” report (Transmittal of Miscellaneous Fees)
- Pink certified copy of the bank deposit ticket
- Original white bank transaction record
- Original void receipts (if any)
- Supporting documents for witness fees, trust fund and miscellaneous items

VOIDS

In the event of a voided transaction, the person conducting the transaction shall:

- Obtain watch sergeant approval and print “VOID” on the receipt normally given to the citizen
- The watch sergeant shall review, approve, and void any incorrect or inaccurate transaction using their access key
- Original copies of voided receipts are sent together with the Transmittal of Miscellaneous Fees to Financial Programs Bureau - Special Accounts Unit.
- Photocopies are to be maintained in a station file for a minimum of three years in accordance with MPP §3-09/290.00

REFUNDS

In the event that a citizen requests a refund, the following procedures shall be followed:

- Have the person requesting the refund present the original register receipt
- Verify the authenticity of the receipt against the archived “Request for Information” form
- Have the citizen present identification that will verify the data on the “Request for Information” form
- Have the citizen complete a refund request form
- The watch commander will prepare a memo from the station commander to the manager of Financial Programs Bureau - Special Accounts Unit requesting a refund check for the citizen
- Attach copies of the “Z” report and “Request for Information” forms to the memo

TRAINING

Stations shall be responsible for ensuring that all personnel operating cash registers are properly trained in their usage and familiar with Department policies governing the use of cash registers and the handling of miscellaneous fees. Assistance in training may be obtained through Financial Programs Bureau - Special Accounts Unit.

STOREFRONT OPERATIONS

No monies shall be accepted by Sheriff's personnel at storefront locations. Persons desiring to pay for services referenced in MPP §3-05/060.15 (Miscellaneous Fees Account Bank Deposits) shall be directed to the local Sheriff's Station. Persons desiring to pay for any city services shall be referred to the appropriate city employee and/or location.

• 03-007 Respirator Masks

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



RESPIRATOR MASKS

PURPOSE

This directive establishes procedures for compliance with California Code of Regulations (CCR), Title 8, section 5144, regarding the Department issued Avon FM-12 or CF50 respirator mask.

BACKGROUND

Pursuant to California State Assembly Bill 1127 (enacted January 1, 2000), local government is no longer exempt from Cal-OSHA's regulations (CCR, Title 8, section 5144) regarding respiratory equipment. Therefore, the Department must comply by providing at-risk personnel with respirator masks. The respirator mask must meet Cal-OSHA and NIOSH (National Institute of Occupational Safety and Health) requirements.

There are four facets of CCR, Title 8, section 5144, which require the Department's compliance. The facets are:

- Medical evaluation form;
- Issuance of the respirator mask;
- Fit testing at the time of issuance and annually thereafter; and
- Training at the time of issuance and annually thereafter.

PROCEDURES

Each lieutenant, sergeant, and deputy who has the potential to be a "first responder" to an incident necessitating the use of a respirator mask is considered medically qualified to use respiratory protective equipment after completing the Los Angeles County's Medical History Statement (OHS-1) and successfully

passing the physical examination that occurs **as a condition of employment.**

An employee and/or the employee's supervisor may request the employee be medically re-evaluated due to a change in medical status which would influence the wearing of a respirator mask. The supervisor and employee shall complete an Employee Medical Evaluation Clearance form for Respirator Use (medical form) as follows:

Supervisor Responsibilities

- It is the responsibility of the supervisor to initiate the form for the employee;
- Complete the employee's name, department/unit location, job title, and hire date on the cover page of the form;
- Complete sections one through eight immediately under the employee's information box;
- Sign, print the supervisor's name, title, phone number, and date on the cover page; and
- When the supervisor has completed the cover page, give the form and cover page to the employee along with an envelope with the employee's name on the outside.

Employee Responsibilities

- Ensure the cover page was completed by the supervisor;
- Complete the four page OSHA Respirator Medical Evaluation Questionnaire attached to the cover page;
- After the employee completes the questionnaire portion of the form, place the entire form in the provided envelope;
- Seal the envelope containing the form; and
- Return the sealed envelope to the supervisor.

The medical form is a confidential document. Employees are not required to show their completed form to anyone on the Department, and supervisors shall not review the completed forms.

The supervisor shall ensure the envelope containing the form is delivered to the Los Angeles County Department of Human Resources Occupational Health Programs (OHP). OHP's physician will review the questionnaire and complete the bottom portion of the cover page indicating whether or not an employee is medically able to wear a respirator mask. Only the cover page will be returned by OHP to the employee's unit of assignment.

When the cover page is returned to the Department from OHP, a supervisor shall:

- Give a copy of the cover page to the employee;
- Complete the bottom portion of the cover page indicating the date the employee received a copy of the cover page; and
- Sign the cover page.

If the reviewing physician indicates the employee is medically able to wear a respirator mask, the process will continue for the employee.

If the reviewing physician indicates the employee is not medically able to wear a respirator mask, the

employee will be restricted from participating in any incident that would require the wearing of a respirator mask. If the medical clearance is denied, the employee may contact OHP for further information or direction.

Fit Test Kits

Each employee who has been determined to be medically able to use the respirator mask shall be fit tested with a Cal-OSHA approved fit test kit to evaluate the proper fit of the mask. After the initial fit test and once an employee has been issued a respirator mask, the employee shall be fit tested annually.

Each unit's trainer(s) shall strictly adhere to the procedures for administering and caring for the fit test equipment. Any variance from the prescribed instructions will cause the test to become invalid and the Department will be out of compliance with Cal-OSHA regulations. The unit coordinator shall ensure each fit test and its result is completely and accurately documented on the Fit Test Form.

Respirator Masks

Each employee who has met all the requirements for being issued a respirator mask shall be issued an appropriately sized respirator mask, one filter canister, and one carrying bag. The procedure for distribution is as follows:

- After fit tests are conducted, the unit coordinator shall contact Logistics/Central Supply (Logistics) in writing, via e-mail or memorandum, and request the appropriate quantity and sizes of respirator masks, filter canisters, and carrying bags;
- Logistics will contact the unit coordinator when the respirator masks, filter canisters, and carrying bags are ready for pick-up;
- The unit coordinator shall pick up the requested respirator masks, filter canisters, and carrying bags from Logistics. Logistics and the unit coordinator shall complete the Respirator Distribution form;
- The unit coordinator shall provide to Logistics a copy of a completed Fit Test Form for each respirator mask picked up by that unit;
- The unit coordinator shall issue the correct size respirator mask, one filter canister, and one carrying bag to the employee. The unit coordinator and the employee shall complete the Issuance of Respirator form;
- The unit coordinator shall return the original Issuance of Respirator form to Logistics and retain a copy for the unit's records; and
- Logistics shall file the original Issuance of Respirator form in the employee's equipment issued file.

If an employee's issued respirator mask, filter canister, or carrying bag becomes damaged, unusable, lost, or stolen, it is the responsibility of the employee to contact their unit coordinator. If the unit coordinator determines that the equipment is damaged, unusable, lost, or stolen, the unit coordinator shall contact Logistics to arrange for replacement or an exchange of said equipment. If the items are damaged, the unit coordinator shall ensure that all necessary reports pursuant to Department policy for damage to County property have been completed (MPP section 4-19/060.00). If the items are lost or stolen, the unit coordinator shall ensure that all necessary reports pursuant to Department policy for lost or stolen County property have been completed (MPP section 4-19/055.00).

Filter Canisters

The Department issues the following canisters:

- Riot Agent Only canisters are strictly for OC, CN, or CS. This canister is used by custody, SEB, etc. The canisters are approximately two inches in height with a color code band of purple and black or all black. The operational effectiveness of the filter is dependent upon many factors, such as the environment of use and the length of time of its use. An indicator of a severely contaminated canister will be how easily a wearer can breathe through it. Newer versions have a performance degradation indicator which signals when a canister should be replaced. The shelf life of this filter is 5 years. The current model number for a Riot Agent Only canister from Avon is CTCF50.
- Canisters issued for field deployment are the multi-agent (CBRN) canister. These canisters protect the wearer against the same Riot Agents listed above, as well as against a wide range of chemical, biological, radiological, and nuclear warfare agents. It is approximately three inches in height with a color code band of pink and brown or all black. Old canister models are hermetically sealed in a silver foil bag. New canisters issued are sealed in a rugged plastic container with a plastic safety seal. The canisters can be used up to one year after opening and have a shelf life of five years. Any filter used in a chemical, industrial, biological, radiological, or nuclear environment should be correctly disposed of and replaced. An indicator of a severely contaminated canister will be how easily a wearer can breathe through it. New canister models have a performance degradation indicator which signals when a canister should be replaced. The current model number for a CBRN filter from Avon is CBRNCF50.

The canister will be issued in either a sealed foil bag or sealed container. Employees shall not open or break the seal except when responding or deploying to an incident. If an employee breaks the seal, the employee must write a memorandum to their unit coordinator advising the sealed container was opened, the date, and an explanation. The unit coordinator or their designee shall keep records of the employee's name, date the sealed bag or container was opened, and the reason why it was opened.

Sealed canisters containers have a shelf life of approximately five years. If the canister container was opened, but was not used in a chemical, biological, radiological, or nuclear environment, the unit coordinator shall replace the employee's unsealed canister within the prescribed life expectancy (approximately one year). If the canister has been contaminated, the employee shall contact the unit coordinator to exchange it without delay.

Document Retention

Each unit shall be responsible for maintaining the following records in a three-ring binder that would be accessible for an inspection by the Department and/or Cal-OSHA. The binder shall have four sections

- One section for a copy of an employee's medical form cover page which has been returned from OHP, if applicable;
- One section for a copy of the employee's Fit Test Form;
- One section for the employee's training documentation; and
- One section containing the Unit's Respiratory Protection Program per CCR, Title 8, section 5144.

If an employee has a medical form cover page, the original shall be maintained in the employee's medical file. The Fit Test Form and the training documentation shall be replaced annually with the updated form and documentation.

Unit Coordinator

Each unit/bureau/division having a fit test kit will select a unit coordinator. The unit coordinator will be

responsible for the fit testing, issuing, and training for all fit tests, respirator masks, filter canisters, and carrying bags at their unit/bureau/division.

Respiratory Protection Program

Each unit shall maintain a Respiratory Protection Program specific for their unit. The program shall include information regarding the respirator mask specifications, training, fit testing, and shall be in compliance with CCR, Title 8, section 5144. The program shall be updated annually. This program shall be made available to all employees and accessible for inspection by the Department and/or Cal-OSHA.

Annual Training and Fit Testing

After issuance of a respirator mask, each employee shall receive annual fit testing and training in the use and care of the respirator mask. Trainers shall use the Respirator Training Outline and video provided by the Field Operations Support Services unit for respirator mask training. During this training session, trainers shall give personnel the opportunity for a question and answer period.

The unit coordinator shall be responsible for ensuring that each employee's training is documented. The unit coordinator shall also ensure that each employee's training is entered into the Learning Management System (LMS). Trainers shall use the following LMS numbers to record their facility's annual training and fit testing:

- Respirator Mask Training 51.22.06.0062
- Respirator Mask Testing 51.22.06.0063

Inspections

The Department shall include respirator mask compliance into each unit's annual command inspection.

Health & Safety Unit will be responsible for the annual inspection of each unit's Respiratory Protection Program and documenting the results of the inspection.

Units who conduct annual pre-inspections of training for stations and facilities will be responsible for inspecting the fit testing and respirator mask training records and documenting the results of the inspection.

CITES/REFERENCES

MPP section 3-01-040.15, Care of County Property and Equipment

MPP section 4-19/055.00, Property

MPP section 4-19/060.00, Property Damage - Accidental - Non-Traffic Accident Connected

MPP section 5-06/040.50, Respirator Masks

FOD 05-05, Weapons of Mass Destruction (Chemical, Biological, Radiological, and Nuclear) Guidelines

Los Angeles County's Medical History Statement (OHS-1)

Annual Fit Test Form

Fit Test Procedures

Respirator Video

- **03-004 Child Abuse and Neglect Reporting Act**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



CHILD ABUSE AND NEGLECT REPORTING ACT

PURPOSE

The purpose of this Field Operations Directive is to define policies to ensure compliance with the mandates of the Child Abuse and Neglect Reporting Act, Penal Code §11164.

BACKGROUND

The intent and purpose of the Child Abuse and Neglect Reporting Act is to protect children from abuse and neglect. It will also ensure that law enforcement and county welfare agencies (Department of Children and Family Services - DCFS) cross-report, investigate, and protect children from abuse and neglect. The Child Abuse and Neglect Reporting Act sets forth specific requirements for the reporting of child abuse incidents as well as cross-reporting requirements for law enforcement and DCFS.

Law enforcement and DCFS conduct two separate types of investigations. Law enforcement conducts a criminal investigation and DCFS investigates the social aspect of the case. Deputies should not rely on DCFS to conduct any part of their investigation. This is not to say that a deputy should not confer with DCFS to ensure a smooth investigation.

DEFINITIONS

Child - A person under the age of 18 years.

Child Abuse or Neglect - Includes physical injury inflicted by other than accidental means upon a child, sexual abuse of a child, neglect (as defined in section 11165.2 P.C.), willful harming or injuring of a child, endangering of the person or health of a child, and unlawful corporal punishment or injury of a child (see Penal Code §11165.6).

Mandated Cross Reporting - A system where law enforcement and DCFS must notify each other of suspected child abuse or neglect to ensure that each agency is aware of reports made by the other agency.

Mandated Reporter - Penal Code §11165.7 defines those persons who are required to report suspected child abuse or neglect to any law enforcement agency (excluding school district police or security and probation department) or DCFS. Mandated reporters include, but are not limited to, school employees, doctors, clergy, firemen, and Department personnel (both sworn and non-sworn).

SCAR - Suspected Child Abuse Report Form (DOJ Form SS 8572).

Referral Number - The 19-digit number issued by DCFS for the tracking of SCAR forms. This number is located in the upper right-hand corner of the SCAR form.

PROCEDURE

The identity of all persons who report child abuse or neglect is confidential. Department personnel shall not release the name of the person who reported the alleged abuse or neglect to any person, including the child or the child's parents/guardians. Release of this information to DCFS, other law enforcement agencies, district attorney, or others as listed in Penal Code, §11167(d) is permitted.

If it is determined that the abuse or neglect occurred in another jurisdiction, Department personnel shall take a courtesy report (per MPP §4-01/020.35). The exception to this policy is when a station receives a SCAR from DCFS via E-SCARs wherein the incident's address written on the SCAR is not within that station's jurisdiction. In this instance, the SCAR shall be returned to DCFS for routing to the appropriate agency (see instructions in E-SCARS procedures attachment).

DCFS shall immediately, or as soon as practically possible, cross-report any suspected child abuse or neglect by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case. Law enforcement agencies shall immediately, or as soon as practically possible, cross-report any suspected child abuse or neglect by telephone to DCFS [see Penal Code §11166(i) and §11166(j)].

Pursuant to Penal Code §11165.9, school police personnel, including sworn, may not accept a cross report for a SCAR. When Department personnel receive a call for service from a school or school police personnel, a call for service shall be dispatched and the call for service handled as described below.

Watch Deputy's Responsibilities

When a watch deputy receives a prompt on the computer aided dispatch (CAD) system that a new SCAR has been received by the dispatcher, the watch deputy shall process a call for service as described in the E-SCARS attachment.

If the SCAR clearly fails to establish a basis for investigation, the watch deputy may present the SCAR to the watch commander. If the watch commander determines that no call for service shall be dispatched, the watch deputy shall clear the call for service in the CAD system with all appropriate information and complete the top portion of the SCAR Clearance Narrative/Checkoff Report. The watch deputy shall obtain an URN with a statistical code of 419. The watch deputy shall have the watch commander sign and date the watch commander's approval section. All other SCARs shall be dispatched as a call for service.

NOTE: Rerouted SCARs do not require a SCAR Clearance Narrative/Checkoff Report or URN.

When determining whether to dispatch a child abuse or neglect call as a routine, priority, or emergent, the watch deputy shall take into consideration the degree of urgency of the SCAR or call for service, the time of day, and the age of the child.

Responding Deputy's Responsibilities

The responding deputy shall thoroughly investigate the alleged abuse or neglect.

When interviewing a child at school, Department personnel must advise the child that they have a right to have a school staff member (adult) with them while being interviewed. For further information refer to Penal Code §11174.3.

Upon suspicion that a child has been abused or neglected, the responding deputy shall complete an incident report (SH-R-49). The incident report must contain the following information:

- The SCAR referral number;
- The names and dates of birth of all siblings and the names and dates of birth of persons residing at the location;
- If another person(s) is present during the child's interview, the name of the person(s) present;
- In all cases of actual, suspected, or alleged family abuse incidents, clearance code 831 shall be used in conjunction with other appropriate codes to clear the call in CAD (see FOD 02-002, Tracking Family Abuse Crimes);
- The responding deputy must attach the SCAR to the incident report and write the URN number on the upper right-hand corner of the SCAR;
- If the responding deputy can articulate, beyond a reasonable doubt, that no child abuse occurred, no incident report (SH-R-49) is necessary; however, the deputy shall complete the SCAR Clearance Narrative/Checkoff Report stating, in detail, their findings including the names and dates of birth of all persons at the location;
 - If the responding deputy completes a SCAR Clearance Narrative/Checkoff Report, the deputy shall obtain an URN with a statistical code of 419. The deputy shall place the URN on the upper right-hand corner of the SCAR and submit it to the watch sergeant with the completed SCAR Clearance Narrative/Checkoff Report.
- If the call for service is generated by another source, such as a call made directly to the station or by observation, and the allegation of child abuse is physical or sexual abuse, the responding deputy shall contact the DCFS Hotline [REDACTED TEXT] as soon as possible. If the deputy determines suspected or actual child abuse has occurred, the deputy shall write an incident report (SH-R-49). If the deputy determines no abuse occurred, the deputy shall complete a SCAR Clearance Narrative/Checkoff Report. If the deputy determines that general neglect or emotional abuse exists or the deputy believes

the children would benefit from services offered by DCFS, the deputy may contact the DCFS Hotline;

- When calling the DCFS Hotline, the deputy should be prepared to answer the questions in the “DCFS Hotline Questions” form. The “DCFS Hotline Questions” form can also be found on the Special Victim's Bureau intranet website. Upon completion of the call, the DCFS Hotline will provide the deputy with a SCAR referral number.
- The responding deputy must include the following additional information in the incident report or SCAR Clearance Narrative/Checkoff Report:
 - Date and time the DCFS Hotline was notified by the deputy;
 - The name of the person at DCFS the deputy spoke with; and
 - If the receiving DCFS Hotline worker refuses to take the information and does not issue a SCAR referral number, the name of the person the responding deputy spoke with at the DCFS Hotline and the reason the person refused to take the information;
- The responding deputy shall have desk personnel print the SCAR from the E-SCAR system and attach it to the incident report or SCAR Clearance Narrative/Checkoff Report.
- If the call for service is generated by a mandated reporter, the responding deputy shall ascertain if the mandated reporter has contacted DCFS and, if so, obtain the SCAR referral number. If the mandated reporter has not contacted DCFS, the Deputy shall notify DCFS and obtain a SCAR referral number.

NOTE: DCFS worker's personal information (home address, personal phone number, date of birth) are not necessary to complete a SCAR or Incident Report (SH-R-49).

Watch Sergeant's Responsibilities

- When reviewing reports, the watch sergeant shall ensure that the reports contain the information as described above and that the SCAR is attached to the incident report (SH-R-49); and
- If a deputy submits a SCAR Clearance Narrative/Checkoff Report and SCAR, the watch sergeant shall ensure an URN was obtained using a statistical code of 419 and the URN is on the upper right-hand corner of the SCAR. The watch sergeant shall check the appropriate “Action” box on the SCAR Clearance Narrative/Checkoff Report.

Watch Commander's Responsibilities

- The watch commander shall review the E-SCAR system which contains the SCARs at least once during their shift and ensure that all SCARs are handled in a timely and complete manner; and
- If the SCAR clearly fails to establish a basis for investigation, the watch commander may determine that no call for service needs to be dispatched. The watch commander shall sign and date the SCAR Clearance Narrative/Checkoff Report in the watch commander's approval section.

Additional Information

If Department personnel need help or assistance with the E-SCARs system, they may contact Special Victims Bureau via the [REDACTED TEXT]

Personnel may also contact the Special Victims Bureau by calling [REDACTED TEXT] Monday – Friday during regular business hours or [REDACTED TEXT] after hours. In addition, the above e-mail address may be used for non-emergent assistance with questions regarding child abuse laws or policies.

AFFECTED DIRECTIVES/PUBLICATIONS

MPP 4-06/023.00 (Child Abuse) – This directive provides supplemental information and protocols to the referenced MPP section.

CITES/REFERENCES

Penal Code §11164, Child Abuse and Neglect Reporting Act

Penal Code §11165.6, Child Abuse or Neglect

Penal Code §11165.7, Mandated Reporter

Penal Code §11165.9 Mandated Reporting

Penal Code §11166(i), Cross Mandated Reporting - DCFS to Law Enforcement

Penal Code §11166(j), Cross Mandated Reporting - Law Enforcement to DCFS

Penal Code §11167(d), Confidentiality for Reporters

Penal Code §11174.3, School Staff Member Present

MPP 4-01/020.35, Courtesy Report

Field Operations Directive 02-002, Tracking Family Abuse Crimes

ATTACHMENTS

[E-SCARs Procedures](#)

[Intake Questions for the Child Protection Hotline](#)

[Suspected Child Abuse Report \(DOJ Form SS 8572\)](#)

• 03-002 Access to LexisNexis Online

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



Access to LexisNexis Online

PURPOSE

The purpose of this Field Operations Directive is to establish policies and procedures involving Department access to LexisNexis Online. All policies, Field Operations Directives, Unit Orders, or any other document previously written which contradicts procedures set forth in this Directive shall be void. Procedures set forth in this Directive shall remain in effect until the Manual of Policy and Procedures is amended and/or this Directive is rescinded.

OVERVIEW

LexisNexis provides authoritative, comprehensive and accurate legal information; access to news, business and public records information; and access to tax and regulatory publications in online formats. The Information Systems Advisory Board of the County of Los Angeles (ISAB) has contracted usage of the LexisNexis web site for Los Angeles County employees. ISAB's contract allows Internet web access to the LexisNexis database for qualified Sheriff's Department personnel. Qualified personnel are those persons who have been approved by their Unit Commander for Internet access to the LexisNexis database and who have received any necessary training from LexisNexis company representatives.

Managing each Sheriff's Department user's Internet access will be the responsibility of the Unit Commander where the individual is assigned.

There will be a Department LexisNexis Liaison who will be responsible for maintaining the list of eligible users for this access. The liaison can be contacted through the global address book in Microsoft Outlook under "Lexis Liaison." The Unit Commander of the Detective Information Resource Center (DIRC) will be responsible for the creation and upkeep of the liaison address.

UNIT COMMANDER'S RESPONSIBILITIES

- Determine which members of their units have a legitimate need for access to the LexisNexis database, and prepare a list of employees they approve for LexisNexis access. The list should include each employee's First Name, Last Name, Employee Number, Rank, Unit of Assignment and Work Phone Number.
- E-mail the approved list of unit personnel to the Department's LexisNexis Liaison.
- Determine how many of the approved personnel will require LexisNexis training to properly access and use the LexisNexis database. Each Unit Commander will be contacted by LexisNexis account representatives to arrange for no-cost, on-site training which lasts about one hour.
- Notification to the LexisNexis Liaison by e-mail when personnel are added or deleted from the unit's

LexisNexis access list. This notification shall occur to the LexisNexis liaison no later than **three business days** after any personnel change.

- Unit Commanders, at their discretion, may allow, restrict or remove LexisNexis access for any user within their unit.

LEXISNEXIS LIAISON RESPONSIBILITIES

The Unit Commander of the Detective Information Resource Center (DIRC) will serve as a liaison between the LexisNexis company's account representatives and Sheriff's Department Unit Commanders requesting access to the LexisNexis database for their respective unit personnel. The liaison shall be listed within the global addresses in Microsoft Outlook as "Lexis Liaison."

- The Liaison shall maintain a record of all approved Department personnel with LexisNexis access.
- The Liaison shall be responsible for contacting the LexisNexis account representatives and arranging access and or removal from access for Department personnel based on the lists submitted by Department Unit Commanders.
- The Liaison shall provide the LexisNexis account representatives with the Unit Commander's telephone number so the account representatives can arrange for any LexisNexis training that may be necessary for new users with LexisNexis Internet web access.
- The Unit Commander of the Detective Information Resource Center (DIRC) shall be responsible for creating and maintaining the liaison listing within Outlook.

All users are responsible for adhering to the Los Angeles County Sheriff's Department's electronic communications policy, as set forth in the Manual of Policy and Procedures, section 3-07/200.10 through section 3-07/250.00 inclusive.

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• 03-001 Code 5 Paul - Vehicle Pursuit Broadcasts

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



CODE 5 PAUL - VEHICLE PURSUIT BROADCASTS

PURPOSE

This Directive will establish procedures regarding the use of the duplex patch and the duties of field personnel during vehicle pursuits which enter the jurisdiction of another Sheriff's station. All procedures established by this Directive will remain in effect until the Manual of Policy and Procedures is amended and/or this Directive is rescinded.

BACKGROUND

On past occasions, Sheriff's patrol units involved in pursuits have attempted to use the duplex patch to advise Sheriff's patrol units assigned to another station that the pursuit was entering their jurisdiction. Because of the lack of a definitive policy regarding such notifications, valuable information was not always dispersed in a timely manner, if at all.

Even if assistance is not requested, the need for this information for both officer and public safety reasons is of the utmost importance. When units are informed of pursuits entering their area, they are able to avoid traffic collisions with the pursuit vehicles and may react to the information by keeping civilians out of roadways to ensure their safety when pursuits pass their location.

PROCEDURES

The radio code "Code 5 Paul" shall be used when requesting the patch to broadcast information to LASD field units assigned to another station when a pursuit is approaching or has entered that station's patrol area. Code 5 Paul shall be defined as, **"Information only, an LASD vehicle pursuit is approaching or in the station area. Response is not requested nor authorized at this time."** The mere request to relay information shall not be construed as an assistance request. A Code 5 Paul request may be made by the handling deputy, the watch commander in command of the pursuit, Aero units, or by an assisting deputy if circumstances demand.

An example of a Code 5 Paul request would be similar to the following: "SCC, 216A is requesting a Code 5 Paul broadcast with Lennox Station."

An example of the radio traffic Lennox field units would hear from SCC preceding a broadcast, would be similar to the following: "Attention Lennox units for the following Code 5 Paul broadcast. Century units are in pursuit of a 211 vehicle heading west on Imperial Hwy. This is a Code 5 Paul broadcast for information only."

The handling deputy's pursuit broadcast will then be broadcasted on the effected station's duplex patch.

FIELD DEPUTY RESPONSIBILITIES

Code 5 Paul does not authorize additional LASD field units to become involved in the pursuit.

Pursuing Units

Units involved in the pursuit shall adhere to all policies regarding Code 3 and pursuit driving (§5-09/200.15 - 210.25 MPP). The Code 5 Paul broadcast shall not be used to request assistance or back-up. If assistance or back-up is needed, the appropriate request should be made via the radio. Personnel closest to the location of the request shall be dispatched to respond.

Monitoring Units

Field units shall continue to adhere to their assigned duties pending a formal request for assistance or back-up. When assistance or back-up requests are made by an LASD patrol unit or handling station watch commander, units shall adhere to all orders given by their watch commander, as well as policies governing

assistance requests, Code-3 driving, and pursuits.

Field units monitoring the broadcast may also use the Code 5 Paul broadcast to relay pertinent safety information to the units in the pursuit. Examples of such broadcasts are below.

“Attention Century units, you are approaching a major road construction area and heavy traffic on Imperial Hwy. and Normandie Ave.”

“Attention Century units, you are approaching an elementary school and there are children crossing the street. I am directing the children back onto the sidewalk.”

Units monitoring the pursuit broadcast may take action to enhance public safety during the pursuit. Keeping pedestrians out of roadways or blocking intersections to prevent traffic collisions may be done if duties permit. At no time should the deputy exercising these options violate policies governing Code 3 driving, nor shall safety standards be compromised.

STATION WATCH COMMANDER RESPONSIBILITIES

This Directive does not alter watch commander duties during pursuits (MPP §5-09/210.10). *Inter-Jurisdictional Pursuits* as described in MPP §5-09/210.25 are pursuits conducted by law enforcement agencies other than the Los Angeles County Sheriff's Department and shall not apply to the procedures set forth in this Directive. In order to avoid misinterpretation of the policy and conflict with the procedures described in this Directive, a manual revision for this section is pending.

Watch commanders may also request a Code 5 Paul broadcast or assistance/back-up when their station units enter another LASD patrol area if a field deputy has not made the request.

The Code 5 Paul broadcast shall be terminated when any of the following circumstances has occurred:

- Emergent or station radio traffic requires the broadcast be terminated.
- The pursuit has left the station area and its imminent return is not apparent.
- The pursuit has ended and there is no need for assistance.
- There is no need for the broadcast to continue.

SCC, RADIO ROOM WATCH COMMANDER RESPONSIBILITIES

Upon receiving a Code 5 Paul request from a field deputy or the controlling station watch commander, the SCC dispatcher shall put concerned Sheriff's stations on the duplex patch following the Code 5 Paul announcement. The SCC watch commander shall be responsible for communications coordination of the Code 5 Paul broadcast. In addition to monitoring the radio traffic, the SCC watch commander shall keep the concerned station watch commander informed and relay all orders to the field units, as well as assist in notifying other law enforcement agencies if requested or authorized by that station watch commander.

When the Code 5 Paul broadcast is no longer needed, the dispatcher shall drop the duplex patch and standard operating procedures shall resume.

• **02-011 Bicycle Patrol Assignments**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



BICYCLE PATROL ASSIGNMENTS

PURPOSE

The purpose of this Field Operations Directive is to establish policy for personnel assigned to ride bicycles in the course of their duties.

POLICY

The selection of personnel for bicycle patrol shall be at the discretion of the individual unit commander. Upon selection, all deputies will be required to attend bicycle training as outlined below.

REQUIRED TRAINING

All personnel assigned to ride bicycles in the course of their duties shall complete a

P.O.S.T. certified Bicycle Patrol Tactics Course prior to their deployment on bicycles.

- Eight-Hour Bicycle Patrol Tactics Course
 - This eight-hour course, designed for the part-time/occasional rider, is a condensed version of the P.O.S.T. certified forty-hour course. The eight-hour course is designed to give the participant an understanding of bicycle mechanics, rules of the road, safe cycling techniques, limited patrol tactics, and bike riding techniques.
 - Units desiring to utilize bicycle patrol shall be responsible for coordinating and conducting this training course. The course may be conducted off-site and must be conducted by a Department-Certified Bicycle Patrol Tactics course instructor. A list of Department-Certified Bicycle Patrol Tactics Course instructors may be requested through the Advanced Officer Training Unit (AOT). The student-to-instructor ratio shall not exceed 6 to 1. AOT must be contacted a minimum of 30 days prior to the start of the scheduled course to assist units in this process.
- Forty-Hour Bicycle Patrol Tactics Course
 - The forty-hour course, designed for the full-time rider, is inclusive of the above eight-hour course. However, in addition to the eight-hour curriculum, the forty-hour course includes conditioning rides, additional patrol tactics, multiple terrain training, firearms training, and a patrol ride. The forty-hour course shall be conducted by AOT. Any unit desiring to send their personnel through the forty-hour course should contact AOT to enroll their personnel.
 - Any full-time rider may attend an eight-hour course initially in order to begin bicycle patrol on a

part-time basis until they can attend the mandated forty-hour course. However, all deputies assigned to a full-time rider position shall attend and pass the forty-hour course within 120 days of being assigned to the position.

ELECTRIC BICYCLES

Due to the many types of electric bicycles, it is impractical to dictate what type of training personnel should receive prior to riding an electric bicycle. It shall be left to each unit commander to decide if any additional training is required based on the complexity or ease of operation of the bicycle.

BICYCLE ENFORCEMENT UNIFORMS

The Los Angeles County Sheriff's Department Uniform Committee has designated a uniform and helmet to be worn by deputies who are deployed on bicycles. Units conducting the eight-hour training course shall submit a roster of scheduled participants to AOT at least 20 days before the course begins. AOT shall submit the approved list of participants to Logistics. Each participant shall report to Logistics for issuance of a uniform and bicycle helmet prior to the start of either course

Participants in the eight-hour course shall be issued a bicycle helmet, one white Sheriff's polo shirt, and one pair of the uniform short pants. Participants in the forty-hour course shall be issued a bicycle helmet, one white Sheriff's polo shirt, one pair of the uniform short pants, one pair of the uniform long pants, and one bicycle jacket.

Cites/References

Manual of Policy and Procedures (MPP) Sections:

3-03/020.00 SPECIAL UNIFORM NEEDS

3-03/260.00 HELMETS

3-03/300.40 BICYCLE JACKET (OPTIONAL)

3-03/410.20 PULLOVER SHIRT WITH LASD LOGO

3-03/070.25 DEPUTY SHERIFF SPECIAL OPERATIONS CLOTHING

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• 02-009 Station Feeding and Inmate Hygiene Procedures

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



STATION FEEDING AND INMATE HYGIENE PROCEDURE

PURPOSE

The purpose of this Directive is to reinforce consistent and safe food handling practices by inmate food handlers at station jails.

BACKGROUND

A critical factor in preventing the outbreak of food borne illness is the ongoing supervision of inmate workers who are assigned to food handling duties. Title 15, Article 10, Section 1230, requires written procedures for the education and ongoing monitoring of acceptable sanitary practices and supervision of inmate workers at station jails.

The Department has developed a basic food handling training program for inmate workers assigned to food handling duties and staff whose duties include supervising the station jail operation. The Food Services Unit of the Correctional Services Division has produced a training video tape which is to be incorporated into this training program.

The training video contains two five-minute segments entitled: "*Station Feeding and Hygiene for Inmates*" and "*Station Feeding and Hygiene for Staff*." There is a one- minute "gap" between segments. The training video provides step-by-step instructions in the areas of proper food handling procedures and personal hygiene. The Food Services Unit also authored an instructional brochure, "*The Safe Food Handler - A Guide for Inmates*," for inmate workers assigned to food handling duties at the station jails. The intent of this brochure is to reinforce the importance of inmate workers maintaining proper hygiene and instilling procedures for safe food handling.

POLICY

The following procedures shall be effective immediately and shall remain in effect until the Station Jail Manual is amended and/or this directive is rescinded.

The "*Station Feeding and Hygiene for Inmates*" training video shall be viewed by inmate workers assigned to food handling duties during their initial jail orientation. The inmate workers shall also receive the instructional brochure entitled: "*The Safe Food Handler- A Guide for Inmates*." Written documentation indicating that the inmate workers viewed the video tape and received an instructional brochure shall be detailed on the Food Temperature and Food Handler Hygiene Log. On the first day of every month, all inmate workers assigned to food handling duties shall again view the training video. Written documentation indicating that the workers viewed the video tape shall be detailed on the Food Temperature and Food Handler Hygiene Log. This log shall be kept for two years.

Station jail personnel shall review the “*Station Feeding and Hygiene for Staff*” training video annually and upon assignment to the station jail. Written documentation shall be maintained in the employee’s training records.

Inspections

The Food Temperature and Food Handler and Hygiene Log will be reviewed by the Environmental Health Evaluator during the bi-annual inspection of the station jail.

Documentation practices will also be reviewed yearly by the Field Operations Support Services Unit as part of the Command Inspection process for all station jails.

• 02-006 Private Person Arrest Procedures

Los Angeles County Sheriff’s Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PRIVATE PERSON ARREST PROCEDURES

PURPOSE

The purpose of this Field Operations Directive is to establish procedures relating to private person arrests and to ensure that such procedures comply with federal court decisions and changes in California law.

BACKGROUND

Prior to 2003, Penal Code Section 142 made it a felony offense for a peace officer to refuse to accept a private person’s arrest. During this time, several Federal Ninth Circuit court rulings held that it is a violation of an individual’s Fourth Amendment right against unreasonable seizure when a peace officer takes custody of an individual, pursuant to a private person’s arrest, when no probable cause exists.

Based on the Federal court rulings, the State Legislature amended 142 P.C., effective January 1, 2003, so that it does not apply to private person arrests.

POLICY AND PROCEDURES

Because 142 P.C. no longer applies to private person arrests, peace officers are not compelled to accept them. Therefore, in order to determine whether a particular private person’s arrest should be accepted, deputies now must determine if probable cause exists before accepting that arrest. Deputies shall conduct a thorough investigation to determine if probable cause exists for the arrest before accepting custody of an individual in a private person arrest situation.

DEPUTY'S RESPONSIBILITIES

When an individual requests to make a private person's arrest, and the handling deputy determines there is probable cause for the arrest, the deputy shall:

- Have the person making the arrest inform the arrestee of their intention to arrest them, the cause of the arrest, and the authority to make (in accordance with California Penal Code Section 841).
- Have the private person making the arrest sign a "Private Person's Arrest" form (SH-CR-202 - Rev.10/09).
- Have the private person making the arrest sign the "Booking and Property Record" (B&PR) in the space entitled "NAME OF ARRESTING OFFICER."
- Accept custody of the arrestee.
- If the arrestee is not released in the field or from the station on a citation, the deputy shall complete and sign the Probable Cause Declaration (PCD).

When an individual requests to make a private person's arrest and the handling deputy determines there is inadequate probable cause for the arrest, the deputy shall:

- **Do not** accept custody of the alleged suspect.
- Confidentially advise the individual desiring the private person arrest that such an arrest would be unlawful and that we will not take custody of the alleged suspect. Complete a detailed log entry regarding the incident.
- **Do not** obtain a booking number or complete a "Booking and Property Record" (B&PR).

Private Person Arrest of Juvenile

All of the steps listed above for the arrest of an adult by a private person apply to a juvenile arrest by a private person. In addition, the deputy shall advise the juvenile of his/her constitutional rights at the time the deputy accepts the juvenile into custody.

AFFECTED DIRECTIVES/PUBLICATIONS

MPP §4-04/080.00 Arrests - Provides supplemental guidance

REFERENCES

Fuller v. M.G. Jewelry (950 F.2d 1437, 1444) (9th Cir. 1991) Penal Code §142

MPP §5-03/005.50 Probable Cause Declaration

• 02-003 Off Road Motorcycle Enforcement

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



OFF ROAD MOTORCYCLE ENFORCEMENT

PURPOSE

The purpose of this directive is to provide procedures for units establishing and maintaining Off Road Motorcycle Enforcement programs. These programs augment a patrol station's ability to address off road nuisance problems and special enforcement

OPERATION AND DEPLOYMENT

The goal of the Off Road Motorcycle Enforcement program is to deter off road nuisance problems by deploying personnel to issue citations and deter violators who ride off road vehicles in unapproved areas. Their ability to drive in areas normally not associated with vehicles makes them useful in directed patrol and special operations requiring their special adaptability and maneuverability.

MOTORCYCLE PROGRAM REQUIRED TRAINING-BEGINNING PROGRAM

Personnel selected/assigned to perform off road motorcycle enforcement shall attend an eighty hour Department sponsored, P.O.S.T. approved, Dual Purpose Motorcycle Course.

SELECTION

To be considered for the program, a deputy:

- Must be able to place both feet on the ground while sitting on a Department motorcycle (27801(a) C.V.C.).
- Must be able to right a fallen Department motorcycle weighing approximately 350- 400 pounds.
- Must have successfully completed patrol training.
- Must have received a competent or better evaluation for the previous two years.
- Must possess a valid class "4" or "M1" driver's license.
- Must be able to competently and safely perform all skills required by the position.

RECURRENT/ RE-CERTIFICATION TRAINING

Quarterly, all deputies assigned to off road motorcycle enforcement duties shall be required to complete recurrent training exercises as determined by the Department Motorcycle Sergeant.

Deputies failing to successfully complete a quarterly training course shall be placed with an instructor for a period of eight hours. The deputy shall be given recurrent training to enable them to pass re-

certification. If the deputy is still unable to pass the re-certification course, an individual course of action shall be developed at the direction of the Unit Commander and coordinated with the Department Motorcycle Sergeant.

DEPARTMENT MOTORCYCLE SERGEANT

The Department Motorcycle Sergeant shall be responsible for training, supervision, records, emergency mobilizations, and expertise with regard to off road motorcycle enforcement. The Department Motorcycle Sergeant shall have limited functional supervision over all personnel assigned to motorcycle duties. The Department Motorcycle Sergeant shall maintain a Motorcycle Guidelines Manual. Deputies shall be provided with a copy of this manual upon completion on the Dual Purpose Motorcycle Course.

• 02-002 Tracking Family Abuse Crimes

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



TRACKING FAMILY ABUSE CRIMES

PURPOSE

The purpose of this directive is to define policy regarding the Department's collection of family abuse data and the availability of such data to patrol personnel when responding to family abuse calls for service.

BACKGROUND

It is often difficult for patrol personnel to identify and investigate family abuse. Fear of the abuser, reluctance to implicate a loved one, and the social stigma attached to such crimes have kept victims and witnesses from coming forward and reporting these crimes to law enforcement agencies. In many cases, our personnel are alerted to suspicious activity by neighbors, school officials, and health care professionals, but when they attempt to investigate the crime, the victims deny the allegations or minimize the injury.

Many times, deputies respond to a location unaware of previous calls to the same location. If the deputies were aware of previous activity at a given location, they would be in a position to broaden their investigation and possibly uncover evidence of abuse that might otherwise go unnoticed. In addition, due to a lack of specific family abuse statistical codes, deputies were routinely using statistical code "212" to clear calls in which evidence of abuse was not readily apparent. The use of "212" made it difficult to identify family abuse or escalating behavior which might lead to violence. Also, limitations of the CAD system did not allow for effective tracking of family abuse crimes because calls over seven days were dropped from the system.

As a result, the following policies and procedures were developed to effectively track family abuse incidents. In those cases where law enforcement action is not warranted, the appropriate protective services agency may elect to intervene with counseling or other appropriate action in order to de-escalate the situation and prevent violence, injury, or death.

Definitions

Family Abuse Crime:

- Child Abuse
- Domestic Violence
- Elder Abuse

Protective Services Agency

- Department of Children and Family Services (DCFS)/Child Abuse
- Adult Protective Services (APS)/Elder Abuse

POLICY

Los Angeles County Sheriff's Department gathers statistical information regarding all actual, suspected, and alleged family abuse crimes and reports those statistics to the appropriate protective services agency having jurisdiction in the matter. Deputies responding to the scene of an actual, suspected, or alleged family abuse incident shall ensure that a complete investigation is made. Any indication of criminal activity shall be documented in an incident report, and, when appropriate, arrests shall be made.

All actual or suspected family abuse calls shall be cleared using the appropriate stat code and include a clearance code of 831.

PROCEDURES

Stat Code 831

Stat Code 831 is a secondary statistical code and cannot be used alone. In all cases of actual, suspected, and alleged family abuse incidents, clearance code 831 shall be used in conjunction with other appropriate codes to clear the call. This clearance code is used to generate the statistics we use to cross-report to other social services/protective agencies. It is also the key that generates the hazard hit associated with family abuse incidents.

For example, deputies are dispatched to a location regarding a SCAR indicating possible child abuse where the informant is the neighbor. The informant reported hearing a parent yelling and the child screaming "bloody murder." Upon arrival, the deputies conduct a thorough investigation and determine that the incident appears to be nothing more than a child's temper tantrum. Instead of clearing the call using stat codes "212/ 415F," the call should be cleared using "419/831."

In other words, any time abuse is alleged or suspected, regardless of whether there is evidence of wrong doing, the clearance code 831 should be used.

Clearance Code 831 shall be used with the following stat codes:

050 – Domestic Violence (Aggravated)

059 – Child Assault (Aggravated)

123 – Incest

146 – Domestic Violence (Non-Aggravated)

149 – Child Assault (Non-Aggravated)

171 – Child Abandonment

172 – Child Neglect

173 – Failure to Protect

174 – Elder Physical Abuse/Neglect

175 – Domestic Violence (No Weapons Used and No Physical Injuries)

176 – Elder Mental Abuse

177 – Elder Fiduciary (Financial) Abuse

178 – Dependent Adult Abuse (Physical, Mental, and Fiduciary Abuse)

327 – Child Stealing

410 – Juvenile Dependent Child of Court (WIC 300(a)-(j))

413 – Juvenile Transient, Out of State

414 – Juvenile, Incurable (WIC 601)

415 – Juvenile School Laws, Habitual Truancy (WIC 601b)

418 – Suspicious Circumstances, Possible Child Abuse

419 – Suspected Child Abuse Report (SCAR) – Any SCAR that alleges a case of child abuse or neglect; however, upon investigation, no crime is substantiated due to the lack of elements

449 – Domestic Violence, Non-Criminal

707 – Suspicious Circumstances, Possible Elder Abuse

708 – Suspicious Circumstances, Possible Domestic Violence

If one of the following offenses is committed by one family member against another family member or cohabitant, the incident qualifies as a family abuse crime, and 831 shall be used as part of the clearance:

01X – Homicide

02X – Rape

12X – Sex Felonies

13X – Sex Misdemeanors

Hazard Hits

Whenever 831 is used to clear a call, the CAD system will automatically generate a hazard hit for that location. When a hazard hit appears on a deputy's dispatch screen, he or she need only to depress the "HITS" key to read the summary line on all previous family abuse calls, which will look something similar to the example below:

INCIDENT HITS SUMMARY

05/03/00 1256

LCS124-0016

/RECENT LCS122-0176 459R

/HAZARD LCS118-0542 DOM VIOL-NON CRIM

Deputies may obtain the narrative of the previous clearance, the names of the handling deputies, and information regarding the contact by typing "Haz" on a blank screen.

When the mask appears, enter either the address or the complete incident number in the appropriate field to obtain the "Full Location Record," which will resemble the following display:

SAMPLE LOCATION INQUIRY

45502 CORKWOOD CITY LAN TYPE S RECORD
NUMBER: 02 LAST: JOHNSON FIRST: FRED M W
03/06/50

SUMMARY: NON-CRIM DOM VIOL HUSBAND DRUNK AND VERBALLY ABUSIVE TO DEPS///GUNS AT LOC ///SEND 2 UNITS

TAG LCS118-0542 CLEAR 449 DEP #1: 21234 (FREDERICKSON) DEP #2: 94834 (HUTCHINSON)

AUDIT: 04/27/00 1330 BY: 01931 PURGE: 04/27/02

Hazard hits remain in the system for two years, and each location can support up to 99 hits. While hazard hits are location specific, victims or suspected victims of family abuse crimes can be cross-checked in RAPS by name in the event the abuser moves his family.

Audit System

It shall be the responsibility of each unit to develop an audit system to ensure compliance with this Field Operations Directive.

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• 02-001 Assisting LASD Detective Units or Other Law Enforcement Agencies in Tactical and Non-Tactical Operations

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



ASSISTING LASD DETECTIVE UNITS OR OTHER LAW ENFORCEMENT AGENCIES IN TACTICAL AND NON-TACTICAL OPERATIONS

BACKGROUND

On occasion, patrol personnel may be requested to assist LASD detective units or other law enforcement agencies in tactical and non-tactical operations or vehicle stops. Examples of such requests include:

- A request for uniform presence during arrest/search operations;
- A request to conduct a traffic stop to make an arrest (i.e., a tactical "felony stop");
- A request to conduct a traffic stop in order to identify the driver or a passenger to gather intelligence (i.e., a non-tactical stop known as a "cool stop"); and/or
- An advisement that a vehicle/occupant may be involved in criminal activity (for a deputy to investigate on their own volition in order to detect crime, prevent crime, or arrest a violator without further involvement of the "informant" agency or officer) (i.e., a non-tactical stop known as a "wall" or "whisper" stop).

Deputy personnel involved in these types of situations are generally unfamiliar with the protocols, procedures, and practices of the requesting law enforcement agency or unfamiliar with the dangers associated with the actions they are requested to perform.

PURPOSE

This directive establishes procedures for deputy personnel who are called or assigned to assist LASD detectives or other law enforcement agencies with a criminal investigation or an arrest/search operation within a station's primary enforcement jurisdiction. This directive shall not apply to LASD personnel assigned to joint task forces performing operations with other agencies associated with the duties of the task force.

The procedures set forth in this directive are intended to provide a safe and controlled response to requests from LASD detective units or other law enforcement agencies. It is not the intention of this directive to dissuade another law enforcement agency from conducting a lawful police function within LASD jurisdiction and in accordance to that agency's policies and procedures.

POLICY

Arrest/Search Operations

When any law enforcement agency, including LASD detective units, notifies a sheriff's station desk of its intent to execute a search or arrest warrant, or some other tactical operation within the Sheriff Department's jurisdiction and requests patrol assistance, the watch commander shall be immediately notified. The field sergeant, along with the area car(s), shall respond to meet and confer with the requesting agency's officer-in-charge and request a briefing of the situation.

Watch Commander's Responsibilities

The watch commander shall be responsible for ensuring that all Department policies and procedures, including those outlined in this directive, are followed. In addition, the watch commander shall:

- Ensure a field sergeant and all assisting personnel are briefed regarding the operation by the officer-in-charge of the requesting agency;
- Request an operations plan, if available, from the requesting agency;
- Review the Search Warrant Preparation Checklist (SH-R-461) and determine the risk level of the operation;
- Ensure the requestor's plan and the deployment of personnel to fulfill the requestor's mission are tactically sound before authorizing the deployment of LASD patrol personnel;
- Respond to the location of any planned "high" or "highest risk" level tactical entry operation involving other agencies prior to deployment of any LASD personnel;
- Confer with the LASD field sergeant and requesting agency or unit. If the operation is of a planned "high" or "highest risk" assessment, the watch commander shall decline to have patrol personnel participate in the operation or limit patrol personnel's role (e.g. perimeter traffic control). If the situation requires Special Enforcement Bureau's Special Weapons Team/Tactical Entry Team (SWT/TET) deployment or better tactics than those presented to the watch commander and the requestor intends to proceed under the existing circumstances, the watch commander shall order patrol personnel to refrain from being directly involved in the operation. The watch commander may exercise his/her discretion and allow patrol units to remain in the area in order to maintain traffic control and keep the general public away from the operation; and
- It may also be appropriate to stand by away from the scene. Have the field sergeant identify a command post, and pre-plan coordination should an emergency response to the operation be necessary.

Field Sergeant's Responsibilities

After receiving watch commander approval, it is the field sergeant's responsibility to tactically deploy patrol personnel to assist in the execution of the arrest/search operation. In addition, the sergeant shall ensure the following:

- If the requestor has a written operations plan, review it and any applicable search or arrest warrant to determine any known relevant suspect information including suspect(s) description, weapons availability, criminal history, associates in the area, etc.:
- Complete a Search Warrant Preparation Checklist (SH-R-461) and confer with the watch commander to determine the risk level of the operation:
- If the operation meets a "highest risk" level according to the Search Warrant Preparation Checklist (SH-R-461) criteria, the field sergeant shall recommend to the requesting agency that an alternative to a tactical entry be considered (e.g., surveillance and detention outside of the location, containment and order to exit, etc.), or that a fully trained and equipped SWT make the entry:
- The SWT may be called for the requesting agency within our primary jurisdiction if they do not have a SWT available:
- Similarly, for "high risk" level operations, it is recommended the SWT be consulted per the checklist criteria:
- Advise the watch commander of the need for a SWT, the requesting agency's agreement to proceed with a SWT entry, or their refusal to use a SWT or an alternative method to a tactical entry:
- Appropriate tactical considerations are addressed employing the standards of the Five "C"s (Command, Control, Coordinate, Communicate, and Contain):
- Determine the handling officer/detective's intent to pursue or not pursue the suspects should they flee or barricade themselves:
- Do not assume the requestor will go to any lengths to apprehend the suspect(s), and determine at what point, if any, they intend to withdraw:
- Determine a specific mission for patrol personnel (e.g., outer perimeter control, inner perimeter control, traffic control, visible uniform presence to the suspect or public, etc.):
- Ensure that a confidential Mobile Digital Computer (MDC) entry is made advising other units of the warrant service location prior to deployment; and
- Tactically deploy patrol personnel to accomplish the specific mission.
 - The tactics used shall consider avenues for approach and escape from the target location, as well as a rallying point for deputies should the situation dictate a need to regroup:
 - An adequately sized and safe location for a command post shall be identified with consideration given to acquiring a tactical radio frequency; and
 - A written tactical plan by the LASD sergeant is not required.

For search or arrest warrant service inside a building, patrol personnel's function should generally be limited to a tactically deployed exterior "uniform presence." "Presence" may be the display of uniform personnel or marked vehicles which demonstrate clear identification of authority to the public or to the suspect(s). Exterior personnel deployment should use concealment, cover, containment, and communications appropriate to the circumstances.

Absent an emergency, LASD patrol personnel should not be assigned to make the initial entry and clearance of locations in combination with other law enforcement agency personnel. It may be more appropriate for LASD patrol personnel to secure the perimeter behind the entry team and take temporary control and custody

of persons detained by the entry team.

In the event a request for emergency assistance occurs at the location, the field sergeant or handling unit shall coordinate the tactical response of all LASD units. Special Enforcement Bureau shall be requested for barricaded suspects.

Tactical or Unknown Risk Vehicle Stops/Contacts

Many agencies are primarily investigative in nature and are not as experienced or properly equipped with marked patrol vehicles and safety equipment to conduct vehicle stops. Station patrol personnel receiving a request from another law enforcement agency or another LASD investigative unit to make a tactical or an unknown risk vehicle stop shall immediately notify the field sergeant and the watch commander.

“Wall” or “Whisper” Stops/Contacts and “Cool” Stops/Contacts

When a law enforcement agency or LASD detective unit requests patrol personnel to conduct a stop of a vehicle, the responding deputies shall:

- Prior to a vehicle stop, patrol personnel shall notify the field sergeant and the watch commander of the request to conduct the stop. All personnel, including the field sergeant, shall be briefed by the requesting law enforcement agency or the handling LASD detective;
- Vehicle stops shall only be made if reasonable suspicion to stop the vehicle exists **prior** to the stop. Reasonable suspicion is present when a deputy has sufficient facts and information to make it reasonable to suspect that criminal activity is about to be, is being, or has been committed and the person to be detained is connected to that activity. The initial observation that forms the basis for reasonable suspicion for the detention and probable cause that may lead to an arrest, needs to be clearly articulated in subsequent criminal complaint reports.
- Often, the requesting agency, in order to protect a confidential source, will not be able to supply patrol personnel with the overt reasonable suspicion needed to make an investigative stop or an investigative contact not involving a vehicle stop (i.e., a “wall” or “whisper” stop/contact). The intent is to prevent the existence of an on-going investigation and use of confidential sources from being prematurely revealed. This shall be clarified with the investigator before the stop is initiated;
 - Under these circumstances, the patrol deputy should not stop the vehicle unless he observes independent reasonable suspicion to make the stop. A traffic stop is lawful if based on reasonable suspicion that the motorist has violated the vehicle code or other law. Probable cause is not required. The patrol deputy should not conduct a search unless he/she observes independent probable cause to make an arrest, or conduct a search, or obtains written consent to conduct a search. If the request is for contact of a person not involving a vehicle stop, the deputy shall develop independent, reasonable suspicion for a detention or shall make a strictly consensual contact;
 - “Wall” stop arrests are handled by the patrol deputy and the normal case assignment detective unit. If the deputy makes an arrest as a result of a “wall” or “whisper” stop/contact, the deputy shall advise the detective assigned to handle the case of the informant agency and investigator’s name. The deputy shall complete the arrest report without reference to the investigating agency that requested the stop/contact. The arrest report shall detail the independent probable cause that resulted in the arrest. In no case shall the deputy write two arrest reports, a practice which leads to conflicting reports and a significant potential for problems, and

- The handling detective shall confer with that investigator prior to the filing of a criminal case. The informant agency may request that the case be filed; the filing be delayed and the suspects be released; or that the agency requests reassignment of the case to them for proceedings at a later date. The detective shall also confer with the filing Deputy District Attorney at the time of any case filing and fully advise the D.D.A. of the identity of the requesting agency and the reason for the “wall” stop/contact.
- Similarly, a “cool” stop/contact is that where an investigator may only desire to have persons or a vehicle’s occupants confidentially identified via Field Interview Report (FIR) or citation based upon observations by a patrol deputy for future follow-up investigation; and
- Deputy personnel shall maintain command and control until the activity is completed (e.g., investigation and arrest, cite or identification and release).

Tactical Vehicle Stops

For tactical vehicle stops made by LASD patrol, deputy personnel shall maintain complete command and control of the conduct of the stop according to LASD standard operating procedures (e.g., felony stop) until the suspect is taken into custody.

In cases of “high” or “highest risk” stops, consideration shall be given to requesting SEB, if possible (e.g., known automatic weapons, history of or threatened armed assaults on police, hostages, etc.). A field sergeant shall be dispatched to the scene of tactical felony stops and monitor coordination by the handling unit. In situations where the suspect is already mobile, there is often no possibility to physically meet and confer to plan a tactical stop. Time may be of the essence to prevent a vehicle or suspect from escaping or entering a secure location. Planning and coordination are still necessary; however, rapidly unfolding events may preclude the ability to make detailed tactical plans prior to the stop. In these instances, the watch commander **shall** be notified and responding deputies shall:

- Obtain from the requesting agency the specific request and justification for the stop;
- Follow Department procedures for conducting **felony vehicle stops**; and
- Coordinate the stop via radio for monitoring by the desk, field sergeant, and watch commander.

Any questions regarding this Field Operations Directive should be referred to the Advanced Officer Training Unit at [REDACTED TEXT]

• 01-016 Witness Detention or Transportation

Los Angeles County Sheriff’s Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



WITNESS DETENTION OR TRANSPORTATION

PURPOSE

The purpose of this directive is to reaffirm the Department's existing policy and practice and to establish a procedure for the proper detention or transportation of a witness from the scene of a crime to a patrol station or other location, pending further investigation (e.g. transporting potential homicide witnesses to the station for homicide investigations).

OVERVIEW

In the past, law enforcement agencies have been sued for the involuntary transportation of a witness from a crime scene to a patrol station for investigative questioning. The Supreme Court has indicated its view that the line between detention and arrest is crossed when the police act without probable cause or a warrant, and forcibly remove a person from a location and transport him or her to a patrol station, where he or she is detained, although briefly, for investigative purposes. [*Michigan v. Summers*, 452 U.S. 692 (1981); *Orozco v. County of Yolo*, 814 F. Supp. 885 (1993)].

POLICY

Upon arriving at a crime scene, deputies may conduct a brief investigatory detention of persons who may have been in the immediate vicinity to determine their involvement in the crime, if any (i.e. persons may be suspects, aiders, or abettors).

Once a person is determined to be a witness only, deputies cannot detain the witness involuntarily. In the event that a witness possesses valuable information but will not consent to voluntarily remain at the scene or await interview by the handling detective or investigator, patrol deputies should attempt to do the following:

- Briefly determine the nature of the witness's information;
- Obtain valid identification;
- Determine when and where the witness can be contacted.

However, no individual believed only to be a witness may be forced to remain at the scene or provide identifying information. In these cases, deputies should attempt to document identifying information [e.g. vehicle license numbers, photographs (see below)].

Photographing Witnesses

No individual believed only to be a witness may be forced to **pose** for a photograph without their consent. Area photographs, including individuals in plain view, may be taken without consent. Personnel equipped with "cop-cams" or vehicles equipped with "in-car video systems", may record information, including a witness' refusal to cooperate or provide information.

Written Consent to Transport Witness for Interview

The Fourth Amendment is violated when the line between detention and arrest is crossed once a witness is involuntarily transported to a patrol station and detained for investigative purposes.

Therefore, it shall be the policy of this Department that a consent waiver authorizing the voluntary transportation of the witness shall be signed by the witness, or by a person authorized to give consent, prior to transporting the witness to the patrol station for investigative or other purposes. The consent waiver may be typed or hand written and should contain language similar to that in the attached sample consent waiver form.

At the Station

Witnesses should be separated and/or monitored to prevent information contamination or witness intimidation. Treat witnesses as guests and not as suspects. Witnesses should be allowed to use the telephone to notify a friend/family as to their whereabouts, and they should have access to restrooms, food, and drinks.

Upon request, the witnesses should be promptly transported back to their home or desired reasonable location.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

WITNESS TRANSPORTATION CONSENT FORM

-

File No. _____

CONSENT

I, _____, understand that I am being asked by deputies from
the Los Angeles County Sheriff's Department to go to the

_____ station for an interview.

Transportation to be by _____ my own personal means.

_____ police vehicle, for transportation only.

-

I hereby freely consent to this voluntary trip to the station, with the understanding that I have the right to refuse to consent. I acknowledge that I am not under arrest, that I am free to leave the station at any time I choose, and that return transportation will be provided for me, if requested.

-

Date: _____ Signed: _____

PARENTAL CONSENT FOR MINORS

I, _____, am the parent or guardian of the minor named
above. I understand my rights as mentioned above and hereby consent to my
child's voluntary transportation to the station.

Date: _____

Name: _____

(Print Name)

Signature: _____

Deputy Witness: _____ Emp. No: _____

• **01-014 Handling Suspicious Packages/Letters Re: Biological Hazard**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



HANDLING SUSPICIOUS PACKAGES/LETTERS RE: BIOLOGICAL HAZARD

PURPOSE

Numerous years after the Anthrax incidents, patrol personnel continue to respond to incidents involving suspicious powders being sent through the mail. Although not related to terrorism, these powders are generally sent intentionally and, as such, constitute both federal and state crimes with or without a written threat accompanying them.

This directive focuses on procedures for handling suspicious powder letters/packages of a potential biohazard nature and not incidents of suspected explosive devices.

Refer to Manual of Policy and Procedures, section 5-06/080.15, Patrol Unit's Responsibilities – Notifications – Safety Precautions, when dealing with suspected explosive device situations. **It should be noted that an improvised explosive device can be hidden in something as small as a greeting card envelope. Do not assume you are dealing with a suspicious powder just because the informant used the term anthrax when they reported the incident.**

Additionally, this directive does not address traditional hazardous materials incidents (refer to Emergency Operations Procedures 2-4, Hazardous Materials Incidents) or weapons of mass destruction (WMD) incidents involving victims with signs and symptoms (refer to Field Operations Directive 05-05, Weapons of Mass Destruction Guidelines and Emergency Operations Procedures 4-3, Weapons of Mass Destruction). **In all incidents where victims exhibit signs or complain of symptoms of exposure, the Fire Department must be requested immediately.**

Indicators of Suspicious Letters/Packages

One or more of the following characteristics may not be indicative of an actual threat, however, these indicators should be used in conjunction with the totality of the circumstances to assess the viability of the threat. Some characteristics of suspicious letters/packages may include, but are not limited to, the following:

- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Presence of residue powder or granular substance
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Content makes noise when tipped like sand inside
- Excessive security material (i.e., masking tape, string, etc.)
- Return address fake or unfamiliar to addressee
- Marked with restrictive endorsements (i.e., "Personal," "Confidential")
- City or state in postmark does not match return address

Keep in mind that these characteristics historically indicate the presence of an explosive device in which

case the Arson Explosives Detail should be requested. If the letter/package has already been opened revealing a suspicious powder, follow the policy below.

POLICY

When a patrol unit is assigned to handle a call involving a suspicious letter/package, the following procedures should be utilized. Under no circumstances should patrol personnel handle the letter/package.

If a letter/package is unopened and determined to be suspicious, do not open it. Notify the Arson Explosives Detail to conduct a threat assessment. If necessary, the Arson Explosives Detail will contact HazMat Detail to bring the incident to conclusion.

Suspicious Powder Letter and/or Threatening Letter

If a package or letter has been opened and contains a written biohazard threat **and/or** a suspicious powder or material, notify the HazMat Detail. Do not reopen any suspicious item. The HazMat Detail will notify the FBI and conduct a threat assessment, respond, conduct public safety testing, and collect the evidence. The lack of a written threat does not mean that a crime has not been committed or that the material is not hazardous. A biological agent can be present even if it is not visible.

Evacuate and contain the area, isolating the suspicious package or letter. Depending on the size of the building, a floor or specific section of a floor (i.e., the mail room) may be all that is necessary to evacuate. If unsure, evacuate the entire building. In all circumstances, the HVAC system should be immediately turned off. The handling unit should write an Incident Report (SH-R-49) utilizing a WMD statistical code of 154 and one or more of the Penal Code or United States Code sections listed in Appendix A – Weapons of Mass Destruction Federal and State Laws.

Suspicious Material

If a suspicious material is reported, but has not been mailed or delivered to the location, contact the HazMat Detail to conduct a joint threat assessment. If deemed a crime or potentially hazardous, the HazMat Detail will respond. If so, evacuate and contain the area, isolating the suspicious package or letter. Depending on the size of the building, a floor or specific section of a floor (i.e., the mail room) may be all that is necessary to evacuate. If unsure, evacuate the entire building. In all circumstances, the HVAC system should be immediately turned off. If the incident is determined not to be a threat, HazMat Detail personnel will assist the handling deputy in determining the best method to conclude the incident.

Telephonic Biohazard Threat

If a telephonic biological threat has been reported, it should be handled in a similar method as a telephonic bomb threat:

Determine and Document:

- Source of the call (i.e., 911, cell phone, direct dial) – exact wording of threat
- Exact wording of what was said

- Prior warning or post release (going to occur or has already occurred?)
- Exact location
- Agent dispersed
- Method of dispersal
- Quantity dispersed

The handling unit should respond to the location and contact the manager/owner or head of security. Any information regarding the incident should be obtained (i.e., disturbance with customer, disgruntled employee, etc.). If the handling unit feels the threat is legitimate, contact the HazMat Detail to conduct a joint threat assessment. Otherwise:

- Conduct a visual search for anything suspicious (i.e., suspect package, dispersal device, etc.)
- Assist manager in limiting potentially exposed persons
- If 911 call is from a nearby payphone, secure phone and request prints

If a suspicious package is located, follow the same procedures as above under Suspicious Material. If a threat is determined to not be credible, the handling unit should write an Incident Report (SH-R-49) utilizing a WMD statistical code of 154 and Penal Code section 11418.5(a), WMD Threats.

The HazMat Detail can be contacted 24/7 via the Special Enforcement Bureau at

[REDACTED TEXT] For routine questions, the HazMat Detail main office number is [REDACTED TEXT]

APPENDIX A

WEAPONS OF MASS DESTRUCTION FEDERAL AND STATE LAWS

United States Code Sections

Title 18, USC §175 Biological Weapons Anti-Terrorism Statute

Title 18, USC §229 Chemical Weapons Convention Implementation Act Title 18, USC §831 Prohibited Transactions Involving Nuclear Weapons Title 42, USC §842(p) Teaching WMD

Title 18, USC §876 Mailing Threatening Communications Title 18, USC §1038 False Information and Hoaxes

Title 18, USC §2332a Use of WMD (Bio) Penal Code Sections (Abridged)

375. (a) – It shall be unlawful to throw, drop, pour, deposit, release, discharge or expose, or to attempt to throw, drop, pour, deposit, release, discharge or expose in, upon or about any theater, restaurant, place of business, place of amusement or any place of public assemblage, any liquid,

gaseous or solid substance or matter of any kind which is injurious to person or property, or is nauseous, sickening, irritating or offensive to any of the senses.

- b. It shall be unlawful to manufacture or prepare, or to possess any liquid, gaseous, or solid substance or matter of any kind which is injurious to person or property, or is nauseous, sickening, irritating or offensive to any of the senses with intent to throw, drop, pour, deposit, release, discharge or expose the same in, upon or about any theater, restaurant, place of business, place of amusement, or any other place of public assemblage.
- c. Any person violating any of the provisions hereof shall be punished by imprisonment in the county jail for not less than three months and not more than one year, or by a fine of not less than five hundred dollars (\$500) and not more than two thousand dollars (\$2,000), or by both such fine and imprisonment.
- d. Any person who, in violating any of the provisions of subdivision (a), willfully employs or uses any liquid, gaseous or solid substance which may produce serious illness or permanent injury through being vaporized or otherwise dispersed in the air or who, in violating any of the provisions of subdivision (a), willfully employs or uses any tear gas, mustard gas or any of the combinations or compounds thereof, or willfully employs or uses acid or explosives, shall be guilty of a felony and shall be punished by imprisonment in the state prison.

11418. (a) Any person who possesses, develops, manufactures, produces, transfers, acquires, or retains any WMD.

(b)(1) – Any person who uses against another person a WMD.

(b)(2) – Any person who uses a WMD in a form that may cause widespread damage to and disruption of the water or food supply.

(b)(3) – Any person who maliciously uses against animals or crops a WMD.

(c) – Any person who uses a WMD in a form that may cause widespread and significant damage to public natural resources, including coastal waterways and beaches, public parkland, surface waters, ground water, and wildlife.

11418.1 Any person who gives, mails, sends, or causes to be sent any false or facsimile of a WMD to another person, or places, causes to be placed, or possesses any false or facsimile of a WMD, with the intent to cause another person to fear for his or her own safety, or for the personal safety of others, is guilty of a misdemeanor. It is a felony if the person's conduct causes another person to be placed in sustained fear. For purposes of this section, "sustained fear" has the same meaning as in section 11418.5.

11418.5. (a) – Any person who knowingly threatens to use a WMD.

11419. (a) – Any person possessing any of the restricted biological agents.

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• 01-008 Deaf or Hard of Hearing Text Telephone Communications

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



DEAF OR HARD OF HEARING TEXT TELEPHONE COMMUNICATIONS

Purpose

The purpose of this Field Operations Directive is to provide direction and training to station telephone operators and desk personnel receiving incoming text telephone calls from deaf or hard of hearing individuals and placing text telephone calls to deaf or hard of hearing individuals. This directive will also provide direction to personnel responsible for providing court mandated telephone calls for deaf or hard of hearing individuals in custody.

Background

The Americans with Disabilities Act (ADA) mandates that the Department take necessary measures to receive both routine and emergency telephone calls from the deaf or hard of hearing, and to provide access to a text telephone device to deaf or hard of hearing individuals in custody.

Policy and Procedures

Answering Incoming Emergency and Routine Text Telephone Calls and Placing Text Telephone Calls:

All personnel assigned to station telephone operator and desk duties shall be cognizant of the unique tones emitted by text telephone devices. The tones are similar to those emitted by a fax machine.

When station telephone operators receive a text telephone call they shall immediately transfer the call to the station desk.

The "Vesta" telephone systems in place in all station desk areas are programmed to recognize incoming text telephone calls. When such a call is received the computer will automatically display a text screen that will allow the individual receiving the call to communicate with the caller either using pre-programmed text messages or typed messages.

On occasion, there may be a few seconds delay before the computer displays the text telephone screen.

Station desk personnel receiving a text telephone call, either via 9-1-1 or the station business line, must be aware of this possible delay and not disconnect the caller.

Outgoing calls to a text telephone may also be placed from a "Vesta" telephone system. To place a telephone call to a text telephone device, dial the requested number and when the call connects, listen for the distinctive text telephone tones. Within a few seconds the "Vesta" telephone system text screen should activate. Should

you hear the tones and the screen not automatically activate, the screen can be manually activated by utilizing the following steps:

- Click “Vesta” tool bar
- Click “TTY” button
- Click “TTY Disabled” button (this will activate the “TTY” screen).

Training

All Deputy and Law Enforcement Technician personnel regularly assigned to desk operations duties shall be trained in the answering, handling, and placing of text telephone calls utilizing the “Vesta” telephone systems.

This training shall be conducted at a station level and include the answering and handling of a 9-1-1 test call, the transferring of a 9-1-1 test call to the fire department, CHP, etc., and the answering and handling of a business line test call.

Concerted efforts shall be made to provide this training to all personnel temporarily assigned to desk duties.

All station operator personnel shall be trained to recognize the tones of an incoming text telephone call. This training shall include receiving a test call placed from the station text telephone device and transferring it to the desk.

All test calls can be placed from the station text telephone device. This training shall be recurrent to ensure personnel maintain their proficiency.

Providing Text Telephone Device Calls to deaf or hard of hearing Prisoners:

Those stations operating jails shall have their station text telephone device located in the jail available for use by the deaf or hard of hearing prisoners.

The device may be used in the “acoustic mode” with any phone. The device can only be directly wired to an analog telephone line, such as a fax line. It cannot be wired into a digital telephone system without a special adaptor.

Training

All station personnel permanently or routinely assigned to jail duties shall be trained in the use of the text telephone device. This training shall be conducted at a station level and be recurrent to ensure personnel maintain their proficiency.

California Relay Service and Other Uses of the Text Telephone Device:

The California Relay Service (CRS) enables a person using a text telephone device to communicate by phone with a person who does not use a text telephone device. The service also works in reverse, allowing a non-text

telephone user to call a person utilizing such a device.

To reach a toll-free California Relay System operator, dial 711.

More detailed information on the services provided by the California Relay System is available on-line at <https://caconnect.org/>.

Should the need arise for station personnel to communicate telephonically with a hearing impaired individual, or during the course of business should a deaf or hard of hearing individual, other than a prisoner, need assistance in placing a telephone call, the station text telephone device, the desk "Vesta" telephone system or the California Relay System may be used.

INSPECTIONS

Station telephone operator and desk personnel proficiency in handling incoming text telephone calls will be inspected by personnel from Communications and Fleet Management Bureau as part of the yearly desk operations command inspection process.

Availability of a text telephone device in station jails and personnel proficiency will be inspected by personnel from Field Operations Support Services as part of the yearly jail operations command inspection process.

REFERRAL INFORMATION

Questions regarding the requirements of the Americans with Disabilities Act can be referred to the Department ADA Unit at (323) 526-5671.

Questions regarding the use of the text telephone device and the "Vesta" telephone systems can be referred to the Department Telecommunications Coordinator, or Sheriff's Information Bureau at (213) 229-1850.

Questions regarding this directive can be referred to Field Operations Support Services at (323) 890-5411.

AFFECTED DIRECTIVES/PUBLICATIONS

None

CITES/REFERENCES

Americans with Disabilities Act

• 01-003 Proposition 21 Gang Registration

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



PROPOSITION 21 GANG REGISTRATION

Purpose

The purpose of this Directive is to provide departmental procedures for handling court-ordered street gang member registration.

Background

With the passage of Proposition 21 on March 8, 2000, street gang members may be ordered by the court to register with local law enforcement as criminal street gang members if they are found guilty of violations of Sections (a) or (b) of 186.22 of the Penal Code or on order of the court if found guilty of any crime the court determines to be gang-related.

Penal Code Section 186.30 provides that any person convicted of the above sections shall register with the Chief of Police of the city in which he or she resides or the Sheriff of the county in which he or she resides within 10 days of release from custody or within 10 days of his or her taking residence in any city or county, whichever event occurs first. This process requires that if the subject is a juvenile, he/she shall appear at the required law enforcement agency with a parent or guardian and that both shall be served with a copy of the California Street Terrorism Enforcement and Prevention (STEP) Act which establishes the subject as a member of a criminal street gang, if applicable.

The registrant is required by law to furnish all the necessary information required to complete the attached court-ordered registration form and to sign the form. If the subject is a juvenile, both the subject and the parent or guardian shall sign the court-ordered registration form. The registrant is also required to submit to a photograph and a complete set of fingerprints to be attached to the form.

If a person subject to this court-ordered registration relocates to a new residence, that person must notify the law enforcement agency within the residential jurisdiction in writing of his new location and submit the required documentation. The registration requirement in this article shall terminate five years after the last imposition of a registration requirement pursuant to 186.30 P.C.

The statements, photographs, and fingerprints required under this section shall not be open to inspection by any person other than a regularly employed peace officer or other law enforcement officer.

Intake Personnel Responsibilities

When applicants present themselves at a Sheriff's station for registration in compliance with Section 186.30 of the Penal Code, desk personnel shall contact Safe Streets Bureau personnel (an OSS detective) at the station in order to have the registrant complete a Gang Registration Form. If an OSS team

is not assigned to the station, a trained Gang Deputy may register the individual. If neither is available, a detective assigned to the unit shall complete the registration package. The Unit Commander may designate an employee (sworn or civilian) trained in registration procedures to handle intake responsibilities.

The intake person registering the gang member must take a digital photograph of the individual, obtain two complete sets of fingerprints, and attach the print cards to the completed registration form. The deputy shall mark the appropriate entry on the registration form reflecting the person has registered then furnish a photo copy of the completed registration form to the gang member registrant. The registrant shall be reminded that by law it is his/her responsibility to contact his/her parole or probation officer and furnish proof of registration.

If the registrant is a juvenile, his parent or legal guardian must accompany the subject during the registration process. Both the subject and the parent/guardian shall be served with the registration requirements, and both shall sign the registration form.

Once the registration process has been completed, the OSS detective or Gang Deputy shall enter the registrant into CalGang if the registrant meets the qualifications. The registration package will then be forwarded to Safe Streets Bureau Headquarters for retention. If no OSS team or Gang Deputy is assigned to the station, the intake person completing the registration shall immediately forward the original package to Safe Streets Bureau Headquarters where it will be examined for possible CalGang entry then filed for the retention period. The digital photograph of the registrant shall be e-mailed to the **Gang Member Registration Desk** for processing.

Personnel performing the registration process shall attempt to gather as many of the evident criteria of gang membership that the registrant demonstrates at the time of registration in order to input the subject into CalGang (see list below and on registration form). This would include all verbal and/or physical manifestations of gang membership the subject displays such as scars, marks, tattoos, and gang-style clothing. Any verbal admissions of gang membership by the registrant or companions shall be noted on the registration form.

Entry into CalGang is dependent on the subject meeting the first criterion or any two criteria following the first.

- **Subject admits being a gang member during the incarceration classification procedure. (This is the only criteria that will stand alone for entry into CalGang. If this criterion is not met, any two of the following criteria must be met).**
- Subject admits gang membership in a non-custodial situation.
- Subject has been identified as a gang member by a reliable informant or source or is required to register with law enforcement as a gang member per 186.30 PC.
- Subject has been identified as a gang member by an untested informant or source with corroborative evidence.
- Subject has been seen wearing gang-type clothing.
- Subject has been seen displaying gang symbols and/or hand signs.
- Subject has identifiable gang tattoos.
- Subject has been seen frequenting gang areas.

- Subject has been seen affiliating with documented gang members.
- Subject has been arrested with known gang members for offenses consistent with usual gang activity.

Safe Streets Bureau Headquarters shall be responsible for maintaining the Gang Registrant Database and shall adhere to all instructions regarding storage, maintenance, and destruction of records which are mandated by the applicable Penal Code sections.

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• 00-010 Calgang Procedures And Tracking Of Gang-Related Crimes In LARCIS/Juvenile Entry In CalGang Pursuant To 186.34 P.C.

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



CALGANG PROCEDURES AND TRACKING OF GANG-RELATED CRIMES

IN LARCIS/JUVENILE ENTRY IN CALGANG PURSUANT TO 186.34 P.C.

PURPOSE

This directive establishes policy, procedures, and accountability for CalGang network. This directive also defines the required criteria and procedures for entering all gang-related crime data into LARCIS. Notification to the Los Angeles County Regional Criminal Information Clearinghouse (LA CLEAR) of all gang search operations and surveillance is required.

BACKGROUND

CalGang is a statewide network of integrated computers in various counties that forms a gang intelligence system. This system is a statewide database which contains intelligence and case information on identified street gangs and gang members. It is managed through a cooperative agreement between the California Department of Justice (CALDOJ), the Los Angeles County Sheriff's Department, the Los Angeles Police Department, and other California law enforcement agencies. There are ten nodes or areas that operate throughout the state. Operation Safe Streets Bureau (OSS) serves as the administrator for the Los Angeles County node.

LA CLEAR provides the ability for de-confliction on all pending gang-related operations.

Gang Intelligence Files

Federal law requires that there is an established criminal predicate for an individual before that person's

information may be placed into an intelligence file. The California Department of Justice governs the proper maintenance of intelligence files.

- Criminal predicate is established when a law enforcement officer can demonstrate a reasonable suspicion that the concerned subject is involved in criminal behavior or criminal enterprises.
- Street gangs, by definition, engage in a pattern of criminal activity and may be considered criminal enterprises due to the propensity of its members to commit criminal acts.
- CalGang files are subject to audit by the California Department of Justice.

Gang Defined

A group of three or more persons who have a common identifying sign, symbol, or name, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity, creating an atmosphere of fear and intimidation within the community.

POLICY AND PROCEDURE

Department personnel who are handling gang-related investigations are required to:

- Utilize the standard "Gang-related Crime" definition.
- Input data on required gang-related crimes into CalGang or specific record management systems such as LARCIS.
- Notify LA CLEAR regarding all pending gang-related search operations and surveillance.
- Confer with other entities having concurrent investigative interests.

Input of Information into CalGang / LARCIS

The input of gang-related crime data into LARCIS is critical to accurately report gang crimes. Gang intelligence information used to identify individuals for CalGang files generally consists of data extracted from Field Interview Reports (FIR) and/or incident reports.

If the individual admits to being a gang member during the incarceration classification procedure, they may be entered into CalGang. If the individual has two of the following qualifiers, they may also be entered into CalGang. The individual is/was/has:

- Required to register as a gang member per Section 186.30 of the California Penal Code.
- Admitted gang membership in a non-custodial situation.
- Identified as a gang member by a reliable informant or source.
- Identified as a gang member by an untested informant or source with corroborative evidence.
- Seen wearing gang-type clothing.
- Seen displaying gang symbols and/or hand signs.
- Identifiable gang tattoos.
- Frequents gang areas.
- Seen affiliating with documented gang members.
- Arrested with known gang members for offenses consistent with usual gang activity.

Personnel may be authorized to input CalGang information only upon completion of the Department-approved CalGang training course. In order to safeguard the integrity of the CalGang system, information shall only be entered after the required qualifying criteria have been verified and reviewed by a “qualified” reviewer. The qualified reviewer shall initial the source document to indicate his or her approval of the information prior to input into CalGang. Information included in CalGang shall be pertinent to the identification of the individual’s gang membership, and/or criminal gang activity. A sergeant or a sworn designee who has completed the Department-approved CalGang training course provided by OSS will be considered a “qualified” reviewer.

When a CalGang record is created, the person inputting the information shall:

- Clearly indicate what source documents were used to create the file.
- Maintain an initialed copy of the source document (FIR or incident report) in a central location at the originating unit for not less than five years.
- Include the file or URN number (if applicable).

The OSS CalGang Node Administrator will conduct periodic audits of the CalGang system. Specific source documents will be checked and verified to ensure compliance with this policy.

- The interval between audits shall not exceed six months.
- The unit commander also has the responsibility for authorizing CalGang access with the following restrictions:
 - No person shall be authorized to access the CalGang system until he or she has completed a Departmentally approved CalGang training course provided by OSS, and they have been approved for access by the CalGang Node Administrator.
CalGang information shall be treated as confidential criminal intelligence information and with limited dissemination for the purpose of enhancing public safety. It is important to emphasize that there are major responsibilities which accompany the operation of a criminal intelligence system, specifically the protection of the privacy of the persons or entities whose names are entered into the system.
CalGang information may be released only to law enforcement employees authorized to receive criminal intelligence information, and only to those employees who have a “right to know” as well as a “need to know” regarding the information. CALGANG is a confidential source only for law enforcement use. The terms “CalGang” shall not be referenced in reports, memoranda, correspondence, Statements of Facts, etc.
CalGang information shall not be relied upon to form an opinion on gang membership or substitute actual expertise regarding criminal street gangs. When a reference is necessary, such documents shall only reflect that the information was obtained from a law enforcement resource.
If there is a compelling need to have a printed record, the user can contact CalGang Help Desk at [REDACTED TEXT] or [REDACTED TEXT] to obtain a copy of a record. Copies of printouts shall be treated as confidential criminal intelligence information. Any records or listings that are printed shall be maintained in a manner that prevents casual observation by non-authorized parties. Copies shall not be provided to third parties.
Convenience does not constitute a compelling need.

Juvenile Records

When a juvenile is about to be entered into an intelligence database, such as CalGang, Penal Code Section-186.34 requires CalGang users to check a validation box that the juvenile's parent/guardian has been mailed a written notice of the entry into the intelligence database unless providing that notification would compromise an active criminal investigation or compromise the health and safety of the minor. This applies to new subject juvenile records when the entry is dated January 1, 2014 or after. The letter is only required one time on new juveniles. The law does not apply to juveniles who have previously been entered into CalGang prior to January 1, 2014.

According to the statute, the juvenile or his/her parent or guardian can contest the designation into the intelligence database. That would require the Department to provide written verification of its decision within 60 days.

Juvenile Removal Procedures

In order for a juvenile to qualify for removal from CalGang, the juvenile or his/her parent or guardian must contact a Sheriff's station. They will be transferred to the station Watch Commander and request removal from the entry into the intelligence database.

Upon receipt of the removal request, a "Watch Commander's Service Comment Report" (WCSCR) shall be completed as a "Service Complaint, Other." The Watch Commander Service Comment Report shall immediately be forwarded to OSS Bureau Headquarters.

All removal requests will be reviewed by the responsible OSS Lieutenant or Detective Lieutenant. The lieutenant will ensure the following steps are completed in the review process:

- The person requesting removal has been interviewed
- A Removal Application Form has been completed
- All relevant and reliable information has been reviewed
- Character witnesses have been interviewed
- Expert OSS investigators have been consulted

The completed WCSCR will be forwarded to the OSS Captain for final determination. The OSS Captain shall communicate the final determination regarding the removal request to OSS and the requesting person.

CalGang Removal Criteria

To be eligible for removal from the CalGang database, a person must provide sufficient, relevant, and reliable information for the OSS Captain to positively confirm the following:

- They no longer are or never were a member or associate of the listed gang; and
- They are not now acting and will not in the future act to promote, further, or assist any of the activities of the gang; and
- They are not a member or associate of any other criminal street gang.

The statute states that within sixty (60) days of the removal request, a letter must be sent to the juvenile or his/her parent or guardian that their request was approved or denied. The letter of approval or denial can be

obtained by contacting the CalGang Help Desk at [REDACTED TEXT]

Record Retention

An individual's record will be purged from the CalGang system after five years from the date of its creation unless there is a new qualifying incident within that time. The purge date will be reset with each new qualifying incident.

A purge of the gang file completely removes the individual's record from the active, searchable gang database.

Non-Custodial Photographs of Street Gang Members

The procedures for including gang member photographs in CalGang is detailed in MPP Section 5-09/440.00.

Subpoena Duces Tecum or Court Order - Criminal Cases

CalGang information is classified as "intelligence" and is afforded limited protection from discovery.

- The OSS CalGang Node Administrator shall be notified immediately whenever a subpoena duces tecum or court order asking for or pertaining to CalGang information is served at a station or bureau.
- A copy of the subpoena duces tecum or court order shall be forwarded to OSS Headquarters.
- If a unit is served with a subpoena duces tecum or court order pertaining to CalGang records, MPP Section 5-07/240.00 shall apply.

New Statistical Code for Gang-related Crimes

860 - Gang-related Crime

This statistical code can only be used as a secondary statistical code. It cannot be used alone for the issuance of an URN number, but shall be used in conjunction with another primary statistical code for any gang-related incident.

The purpose of the 860 statistical code is to assist in compiling statistics on gang-related crime in the County of Los Angeles through tracked entries in LARCIS.

GANG-RELATED CRIME

All crimes should be considered gang-related when the suspects or victims, acting individually or collectively, are believed to be gang members or gang affiliates. When the suspects are unknown, a crime should be considered gang-related when:

- There are strong indications a crime is gang-related such as the nature of the offense or the fact the participants were wearing/using common identifying signs, symbols, or colors.
- There are indications that a crime is gang-related based upon the circumstances of the crime or the expert opinion of a gang investigator.

The definition of a gang-related crime should not be confused with a gang-motivated crime. Motivation is used for investigative and prosecutorial purposes only.

AFFECTED DIRECTIVES/PUBLICATIONS

MPP section 2-11/030.00 - Operation Safe Streets Bureau, Operation Safe Streets Detail responsibilities.

CITES/REFERENCES

Code of Federal Regulations, Title 28, Chapter 1 Part 23.

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• 00-006 Court Appearance Policy

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



COURT APPEARANCE POLICY

Purpose

The purpose of this order is to provide for the establishment of a unit-level plan which will ensure:

- Proper management of overtime related to court appearances;
- Strict compliance with subpoenas;
- Professional testimony and dress code;
- Standardized court liaison practices and procedures;
- Accountability for any non-compliance with unit or Department court policies.

The following procedures supplement Department policy stated in the Manual of Policy and Procedures with respect to subpoenas and court appearances. They shall apply to all Field Operations patrol stations, Special Enforcement Bureau, Transit Services Bureau and Safe Streets Bureau.

Court Liaison Plan

All patrol stations and bureaus listed above shall establish a court liaison plan in the form of a unit order, as specified in MPP 5-07/250.00. While conforming to Department policies governing court liaison and service functions, the unit plan shall recognize the unique circumstances and needs of the unit's local courts, District Attorney's offices and Public Defender's offices.

The plan shall emphasize the importance of court appearance by unit personnel, and shall include provisions which will:

- Ensure an effective and timely means of serving subpoenas to unit personnel;
- Ensure that a signed proof-of-service is returned to, and maintained by, the unit's court liaison staff;
- Ensure the automated subpoena tracking system, maintained by Data Systems
- Bureau, is used to track the receipt and service status of subpoenas for station personnel;
- Ensure that subpoenas received at the station are updated in the tracking system within one court day after receipt. This system may also be used to generate a blank proof of service for each subpoena;
- Ensure that proofs of service are returned to the court liaison staff after service, with the concerned deputy's signature affixed, and then updated in the tracking system;
- Provide for the daily posting of a list of all currently subpoenaed employees for the following five court days. The list shall be posted in a conspicuous location where it can be viewed by all personnel;
- Ensure that the tracking system is queried each business day to produce a list of subpoenaed employees without a proof of service on file for cases scheduled within the following five court days. Any deputy not having a proof of service on file shall be personally contacted and served or notified by the court liaison sergeant, or the on-duty watch commander. Subpoenas requiring service in this manner shall be documented by an entry in the Watch Commander's Summary Report;
- Ensure that subpoenaed personnel fully comply with all instructions on any subpoena served to them, including appearing at the specified time and date, with all required evidence;
- Ensure that unit personnel adhere to Department dress and grooming standards when appearing before any court;
- Hold each employee accountable for any non-compliance with either unit or Department court appearance policies;
- Provide for supervision and training of station personnel regarding court appearance standards and expectations specified in unit and Department policies,
- Ensure the testimony of unit personnel is professional and credible;
- Provide strict controls for managing and verifying court-generated overtime;
- Require that a Court Liaison Log be established and maintained which will provide a record of the following:
 - Communications to and from the District Attorney's Office regarding changes in case information (e.g. rescheduled cases, cancellations, status changes from "must appear" to "on-call," witness unavailability, etc.) as well as any notifications to or from subpoenaed employees regarding those changes,
 - Reports or inquiries regarding the non-appearance of personnel in any case wherein a subpoena has been issued. The court liaison sergeant shall conduct an inquiry in each such case, and shall document his findings. A recap of all such entries shall be included in the Monthly Activity Report,
 - Any inquiries or reports of problems from the District Attorney's Office. All such inquiries and problems shall require follow up by the court liaison sergeant, who shall communicate the outcome to the District Attorney's Office, when appropriate. A recap of all such entries shall be included in the Monthly Activity Report.

The unit commander shall appoint a court liaison lieutenant, as specified in MPP 5-07/250.00. Whether a collateral or full-time assignment, the lieutenant shall be responsible for managing the unit's court liaison operation. In addition to the duties specified elsewhere, the lieutenant shall:

Field Operations Directives (FODs)

- Be responsible for the ongoing management of the court liaison operation, and for overseeing the daily performance of the court liaison sergeant and staff. The lieutenant shall be responsible for ensuring that all unit personnel comply with the provisions of this directive, as well as any and all related Departmental policy;
- Ensure that patrol sergeants are trained to scrutinize crime reports in an effort to minimize the number of personnel who may be required to testify;
- Submit a monthly activity report to his unit commander which shall minimally include:
 - Monthly overtime expenditures (on-call, "must appear" and combined total),
 - A synopsis and status of any district attorney inquiries and/or complaints,
 - Court audits conducted and documentation of issues that arose from them,
 - Training issues and training provided (including trainee orientation),
 - Court liaison staffing and personnel issues,
 - Subpoena compliance issues (court attendance & punctuality, etc.),
 - Contacts and meetings attended,
 - Noteworthy cases (high profile or causing an unusual amount of overtime).

The report shall identify the people contacted during the inquiries and audits, and shall indicate the action taken to resolve problems and complaints. Monthly reports shall be retained by the unit for a period of at least two years.

The unit commander shall appoint a court liaison sergeant, as specified in MPP section 5-07/250.00. Whether a collateral or full-time assignment, the court liaison sergeant shall be directly responsible for actively supervising the unit's court liaison operation, and for ensuring compliance with this directive and all related policy. The sergeant shall directly supervise the daily activities of the court liaison staff, and shall be available for liaison purposes Monday through Friday, from 0830 to 1630 hours. Additionally, it shall be the responsibility of the court liaison sergeant to:

- Oversee the activities of station personnel with respect to all court appearances;
- Establish and maintain effective liaison with key personnel in the courts, including judicial officers, members of the District Attorney's Office, and members of the Public Defender's Office. The sergeant shall meet at frequent intervals with head deputy district attorneys, identifying and resolving any actual or potential problems related to court appearances and/or credibility of testimony;
- Regularly monitor daily court appearances to (1) ensure subpoena compliance and verify attendance and (2) audit the testimony of unit personnel to ensure that it is credible and professional. Any problems encountered in this area shall be documented and followed up on, and shall be reflected in the Monthly Court Liaison Report. Any training related issues will be promptly communicated, through channels, to the training staff;
- Approve all court overtime and ensure that the subpoena compensation system is effectively administered. Any discrepancies in the reporting of court overtime shall be identified and appropriate corrective action taken;
- Ensure that station personnel receive training regarding court appearance standards and expectations, and ensure that each member is aware of their responsibilities as specified in this plan;
- Assist the court liaison lieutenant with the preparation of the Monthly Court Liaison Report;
- Ensure that the following systems are being maintained and properly utilized:
 - Court Liaison Log,

- Subpoena tracking system.
- Compiling, printing and posting of the five-day court list.
- Five-day list for verification of service & acknowledgment.
- Be familiar with all court procedures and initiate or recommend changes when appropriate.

Each member of the court liaison staff shall be familiar with their individual responsibilities as stated in MPP sections 5-07/250.00 and 5-07/270.00, et seq, as well as the responsibilities of any subordinate personnel.

Safe Streets Bureau and Other Specialized Units

All patrol stations hosting Safe Streets Bureau personnel shall provide court liaison services to them through the station's court liaison staff. Safe Streets Bureau personnel assigned as such shall adhere to the Court Liaison Plan of their host station. All subpoenas for hosted SSB personnel shall be routed to the court liaison officer (CLO) of the host station for processing and tracking.

On-call cases shall be monitored by the host CLO and, if on-call compensation is involved, the CLO shall certify the on-call times by signing the Overtime Worked Report (SH-R-251) in the space labeled "Supervisor Pre-Approving O.T. and Briefing." The slip shall then be forwarded to the SSB team sergeant for final approval (Ref. MPP sections 5-07/270.10 and 3-02/300.05).

The station court liaison sergeant and the SSB sergeant shall work closely together to ensure that SSB personnel receive their subpoenas in a timely manner, that they fully comply with subpoenas served to them, and that all court overtime is properly managed and verified. The SSB sergeant shall ensure that the host CLO is provided with all necessary rosters, phone numbers, vacation schedules, training schedules and information regarding extended I.O.D.'s.

When specialized units other than Safe Streets Bureau (e.g. NORSAT, Narcotics Bureau, etc) are housed at a patrol station, that station may, by mutual agreement with the other unit, provide court liaison services to the hosted unit. In all such cases, both units shall adhere to the same policies set forth for Safe Streets Bureau.

Questions regarding court appearance and court overtime policy may be directed to the Field Operations Support Services unit at [REDACTED TEXT]

• 00-004 Deputy's Daily Worksheet and Logging Public Contacts

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



DEPUTY'S DAILY WORKSHEET AND LOGGING PUBLIC CONTACTS

BACKGROUND

As a public law enforcement agency, the Los Angeles County Sheriff's Department is obligated to create comprehensive records of its internal processes and the activities of its field personnel. In so far as field activity is concerned, the reason for compiling complete data is twofold:

1. The Department is required to maintain records of all public contacts, including who was contacted and the disposition of those contacts.
2. A complete record of activities will greatly assist when it is necessary to justify a request for additional field personnel based on workload.

PURPOSE

The purpose of this Directive is to define policy and procedure for logging public contacts on the Deputy's Daily Work Sheet (DDWS) through the Mobile Digital Communications System (MDCS).

POLICY AND PROCEDURES

Creation of MDCS Deputy's Daily Work Sheet

It is the policy of the Field Operations Regions and the Community Oriented Policing Services Bureau, that all individual field units performing regular field law enforcement duties, shall create a DDWS through the MDCS Computer-Aided Dispatch system.

For the purposes of this Directive, "regular field law enforcement duties" are defined as responding to calls for service, conducting traffic and pedestrian stops for enforcement/investigatory purposes, and assisting members of the public.

Units included in this classification include, but are not limited to, general law patrol, traffic law patrol, motorcycle patrol, COPS teams, Special Assignment Officers, Gang Enforcement Team patrol units, Special Enforcement Bureau directed patrol units, bicycle patrol, foot patrol and beach patrol units, and associated field supervisors.

The requirement to create a DDWS extends to units not equipped with Mobile Digital Terminals (MDT). When a unit is not equipped with an MDT, the DDWS shall be created at the beginning of the shift via a station MDCS terminal.

Preparation and completion of the DDWS shall occur either during the course of the shift or prior to its conclusion.

Logging Field Activity

It is the policy of the Field Operations Regions and the Community Oriented Policing Services Bureau, that all significant public contacts and activity shall be appropriately logged on the MDCS DDWS.

For the purposes of this Directive, "significant public contacts and activity" are defined as:

- Calls for service.
- Self-initiated activity that results in arrest or citation.

- Self-initiated activity, which is enforcement/investigative in nature, but does not result in arrest or citation.
- Self-initiated activity which is not enforcement/investigative in nature, but results in Department personnel taking some form of constructive action, i.e., requesting a tow truck for a stranded motorist.

Each field incident shall be logged separately, with its own unique "Tag" number. (In the past, it has been standard practice to log multiple citations/traffic stops under a single tag number. This generally happened when the enforcement action occurred in the same place over a period of time. An example is a radar traffic unit working a specific location over a two-hour period and issuing multiple citations). Under the new policy as defined in this Directive, the practice of including multiple unconnected incidents under one "Tag" number, is no longer allowed.

Multiple activities resulting from the same incident, shall be logged under the same "Tag" number. As an example, deputies stop a vehicle containing a driver and two passengers, and issue separate citations to each. A single "Tag" would be created, listing all three persons in the appropriate manner.

On the other hand, if only the driver is issued a citation and the passengers are merely present in the vehicle, only the driver need be listed in the logged incident narrative. These concepts are equally applicable to pedestrian contacts.

The narrative portion of the logged incident shall include the name, sex, race, age/D.O.B. of the involved person, reason for the contact and a brief description of the action taken by deputies.

Newly Created Statistical Codes for Traffic and Pedestrian Stops

To allow more effective measurement of field activity, two new statistical codes have been created and shall be used by personnel when clearing field incidents on the DDWS:

- 840 Traffic Stop
- 841 Pedestrian Stop

The statistical codes 840 and/or 841 shall be used when field personnel effect traffic or pedestrian stops, based on probable cause, reasonable suspicion, or for other investigative purposes or to follow-up on leads from prior incidents. The codes shall be used when logging traffic or pedestrian stops which are associated with:

- Calls for service.
- Self-initiated activity that results in arrest or citation.
- Self-initiated activity, which is enforcement or investigative in nature, but does not result in arrest or citation.

These codes shall be used in addition to any other statistical code(s) used to classify the incident.

Example: Patrol personnel stop a vehicle for hazardous traffic violations and cite the driver. When clearing the incident on the MDT, the statistical code 840 (Traffic Stop), would be entered in addition to statistical code 720 (Hazardous Citation). An example of an appropriate clearance narrative is: "Cited John Doe M/W 10-31-47 re: 22350 C.V.C. and 21800 C.V.C."

Example: Deputies on bicycle patrol detain several juveniles in a county park late at night. The juveniles

are ultimately released without citation or arrest. In addition to clearing the incident with statistical code 716 (Suspicious Person), statistical code 841 (Pedestrian Stop), would be entered in the MDT clearance format. An example of an appropriate clearance narrative is: W/A Mary Smith F/W 6-29-84, Harry Chen M/C 2-18-85 and Felix Gomez M/H 4-26-84 re: loitering in county park after hours. Wilco.

Example: Deputies effect a traffic stop of a vehicle that matches the description of one used in a recently reported crime. When it is ultimately determined that the vehicle and occupant are not connected to the crime, they are released without citation or arrest. In addition to clearing the incident with statistical code 710 (Follow Up), statistical code 840 (Traffic Stop) would be entered in the MDT clearance format. An example of an appropriate clearance narrative is: Stopped John Washington M/B 8-27-78 in green 1991 Buick LeSabre Lic# 123ABC re: vehicle matching description of L.A.P.D. wanted 211 vehicle from previous day. Driver and vehicle ck'd OK.

Note: The MDT clearance format will only accept a total of five (5) statistical codes. If deputy personnel are clearing a traffic or pedestrian stop incident that requires more than five statistical codes, either 840 or 841 shall be one of them. The least significant code(s) shall be omitted from the clearance format to permit inclusion of the 840 or 841 codes.

Unit Commander Responsibilities

Unit commanders are responsible for developing and implementing training and review processes to ensure strict compliance with this Directive. Additionally, unit commanders are reminded of MPP Section 5-09/230.00, which states, among other things, "It shall be the unit commander's responsibility to ensure that the Deputy's Daily Work Sheet are reviewed in a timely manner, and any corrections made."

Questions regarding this Directive may be referred to the Field Operations Support Services unit, at [REDACTED TEXT]

• 00-001 Identity Theft Procedures

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



IDENTITY THEFT PROCEDURES

PURPOSE

The purpose of this Directive is to provide additional procedures for Sheriff's personnel when investigating and processing identity theft crime reports.

BACKGROUND

Penal Code Section 530.5 provides that every person who willfully obtains personal identifying information of another person without the authorization of that person and uses that information for any unlawful purpose, including to obtain, or attempt to obtain, credit, goods, services, or medical information in the name of the other person without the consent of that person, is guilty of a public offense (misdemeanor or felony).

Personal identifying information, as used in this section, means the name, address, telephone number, Driver License number, social security number, place of employment, employee identification number, mother's maiden name, demand deposit account number, savings account number, or credit card number of an individual person.

Currently, some identity theft cases are investigated by Sheriff's station detectives while others are assigned to the Forgery/Fraud Detail. Many of these cases are reported as grand thefts or under other statistical codes. As a result, it is difficult to assess the true number of cases reported to the Department.

DEPUTY RESPONSIBILITIES

When presented with the crime of identity theft, deputies shall take an incident report listing "Identity Theft, 530.5 PC" on the Classification Line for victims that reside in, or when the crime occurs within the Department's jurisdiction. While the Department may investigate the 530.5 PC violation, this does not necessarily mean that it will handle the entire case. If the suspect(s) are committing other crimes in the name of the victim in other jurisdictions, those respective law enforcement agencies may also investigate the separate offenses.

For example, a victim resides in Century Station's area and discovers that someone has used their personal identifying information to apply for a credit card and the card was delivered to an address in Beverly Hills. The card is subsequently used to make purchases in Beverly Hills.

In this scenario, the Sheriff's Department (Century Station) would write an incident report documenting the crime. The report would also be a "Courtesy" report for violation of Penal Code Section 484g (Using Access Card Obtained Without Consent of Cardholder or Issuer) and a special request distribution (SRD) to the Beverly Hills Police Department would take place.

A 530.5 PC report should contain at least one incident of fraudulent activity (e.g., Visa Card account number 1234 5678 9012 3456 applied for in the victim's name, and the victim said they never applied for such card).

Deputies shall advise the victim to call the three credit bureaus (Transunion [800] 916- 6800, Equifax [800] 203-7843, and Experian [888] 397-3742) and have a "Fraud Alert" placed on their account. This alert usually lasts for 90 days unless accompanied by a copy of a police report. The incident report shall reference this notification.

Deputies shall also tell the victim they are entitled to a free copy of their credit report from all three bureaus if they are a victim of fraud. They should examine each report as some activity may show on one report and not the other. Different credit bureaus occasionally receive reports from different sources.

If the victim has made reports to other agencies (e.g., United States Secret Service, United States Postal Service, California Department of Motor Vehicles, other law enforcement agencies, etc.), those

reports shall be referenced in the Department Incident (first) Report.

Deputies shall issue the victim a copy of the Department's *Victim's Guide to Identity Theft* and reference it in the first report. Copies of the guide can be obtained from the Sheriff's Intranet Data Network. For further information click on the following hyperlinks:

"Victim's Guide to Identity Theft"

"Victim's Guide to Fraud"

WATCH SERGEANT/FIELD SUPERVISOR RESPONSIBILITIES

All approved incident reports, which contain the elements of identity theft and are assignable to station detectives per the Case Assignment and Reporting Manual, shall have a Special Request Distribution (SRD) to Commercial Crimes Bureau, Forgery/Fraud Detail. All other forgery/fraud types of crimes shall be assigned and distributed as delineated in the Case Assignment and Reporting Manual.

STATION DETECTIVE BUREAU RESPONSIBILITIES

If an approved incident report is assigned to station detectives (e.g., a suspicious circumstances report) and later found to contain the elements of identity theft, the station detective bureau shall ensure the Los Angeles Regional Crime Information System (LARCIS) is updated to reflect this. Additionally, if the case remains assigned to station detectives, the Investigating Officer (IO) shall SRD a copy of the report to the Forgery/Fraud Detail.

If, after the preliminary investigation by the IO, a case appears to contain the elements of crimes assignable to the Forgery/Fraud Detail, the IO may refer it there for handle.

Questions may be directed to the Forgery/Fraud Detail at [REDACTED TEXT] or Field Operations Support Services at [REDACTED TEXT]

• 99-010 Enforcement of Curfew Restriction Violations

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



ENFORCEMENT OF CURFEW RESTRICTION VIOLATIONS

PURPOSE

The purpose of this Field Operations Directive is to define the procedures for field deputies who are

responsible for enforcing the curfew ordinances applicable to the unincorporated areas and the individual contract cities of Los Angeles County. Vigorous enforcement of this ordinance will have a positive impact on juvenile criminal activity and will demonstrate the Department's commitment to focusing on youth issues.

BACKGROUND

On September 21, 1999, the Board of Supervisors adopted County Ordinances 13.56.010 through 13.56.070, which define a violation of curfew, and establish procedures for the adjudication of alleged violations. Many of the contract cities we serve have also adopted these ordinances and/or have adopted similar ordinances relative to curfew violations.

County Ordinances 13.56.010, 13.56.020, and 13.56.030 state the following:

13.56.010, Prohibited Act

- It is unlawful for any minor under the age of 18 years to be present in a "public place," as defined in Section 13.56.010 B below, between the hours of 10:00 p.m. on any given day and sunrise of the immediately following day, unless the minor satisfies one of the exemptions specified in Section 13.56.020.
- For purposes of this chapter, a "public place" means any place to which the public or a substantial group of the public has access, including, but not limited to, any public street, sidewalk, avenue, highway, road, curb area, alley, park, playground, or other public ground or public building, any common area of any school, hospital, apartment house, office building, transport facility, or shop, or any privately-owned place of business operated for a profit to which the public is invited, including any place of amusement, entertainment, or eating place.

13.56.020, Exemptions

- The provisions of this chapter shall not apply when a minor satisfies any one of the following:
- The minor is accompanied by his or her parent(s), legal guardian(s), or other adult person(s) authorized by said parent(s) or guardian(s) to have the care and custody of the minor;
- The minor is on an errand at the direction of the minor's parent(s), legal guardian(s), or other adult person(s) authorized by said parent(s) or guardian(s) to have the care and custody of the minor;
- The minor is in a motor vehicle involved in interstate travel;
- The minor is present at, or traveling to or directly home from, a place or places that is connected with or required by a business, trade, profession or occupation in which said minor is lawfully engaged;
- The minor is involved in an "emergency situation," which means for this purpose, any unforeseen set of circumstances that calls for immediate action to prevent serious bodily injury or loss of life, including, but not limited to, a fire, natural disaster, or automobile accident;
- The minor is within 50 feet of the front door of his or her residence;
- The minor is present at, or traveling to or directly home from, a school, religious, or recreational activity supervised by adults and sponsored by a school, religious or civic organization, or other similar entity or organization that assumes responsibility for the minor;
- The minor is present at, or traveling to or directly home from, a political fundraiser, rally or other political activity, or is otherwise exercising his or her First Amendment rights protected by the United States Constitution, provided that any such political event or other First Amendment-type activity is supervised

by adults and/or sponsored by a political organization or other similar entity or organization that assumes responsibility for the minor;

- The minor is present at, or traveling to or directly home from, a public meeting, or place of public entertainment, such as a movie, play, sporting event, dance or school activity, provided such meeting, event or activity is a school-approved activity for the minor or is otherwise supervised by school personnel of said minor's school; or
- The minor has entered into a valid marriage, is on active duty with the armed forces of the United States, or has otherwise been declared emancipated pursuant to Section 7002, et seq., of the California Family Code.

13.56.030, Enforcement

- Before taking any enforcement action under this chapter, a law enforcement officer shall ask the apparent offender's age and reason for being present in a "public place," as defined in this chapter, during curfew hours. The officer shall not issue a citation or make an arrest under this chapter unless the officer reasonably believes that a violation of Section 13.56.010 has occurred and that, based on the apparent offender's responses, no exemption under Section 13.56.020 is applicable.

FIELD DEPUTIES RESPONSIBILITIES

Upon determining that a minor is in violation of County Ordinance 13.56.010 or similar city ordinance, field deputies shall issue a notice to appear to the minor, ordering appearance to the appropriate Juvenile Traffic Court and **noting on the cite that attendance by a parent or guardian is required.**

Deputies should make every effort to see that the juvenile is returned home, to the station or to a place of safety.

Statistical code #727 is used for tracking purposes and shall be used whenever a minor is cited in the unincorporated or contract city areas of the county for a violation of curfew.

STATION ADMINISTRATIVE RESPONSIBILITIES

When a minor has been cited for a violation of County Ordinance 13.56.010 or similar city ordinance, stations shall send a letter to the parent or guardian of the minor, advising of the issuance of the citation, the requirement for appearance by the minor and parent/guardian (sample letter is attached).

Whenever a repeat offender is identified (second violation), stations shall also attach a copy of the letter to the court copy of the citation notifying the judge of the second and all subsequent violations.

UNIT COMMANDERS RESPONSIBILITIES

Unit Commanders shall place a priority on the enforcement of County Ordinance 13.56.010 and similar contract city ordinances.

This may require that Unit Commanders establish liaison with their particular Juvenile Traffic Divisions to inform them of the Department's philosophy on curfew enforcement and ensure cooperative efforts with this program. Additionally, Unit Commanders shall encourage their concerned contract city officials to review the County's Curfew ordinance for adoption consideration in their city. Unit Commanders will also encourage their

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field deputies to enforce this Ordinance where appropriate.

Unit Commanders shall ensure that all statistical information relating to the issuance of citations for the County Curfew and Truancy Ordinances and respective contract city ordinances are reported on the Department's monthly Command Accountability Reporting System (CARS) report. CARS reporting data may also be provided to County of Los Angeles Supervisorial representatives upon request.

Each unit shall develop a monthly report that accounts for all curfew, truancy and any other juvenile misdemeanor citations. The report should have a monthly total and a running total for year to date. The report should include the city in which the violator resides. The report can be distributed to contract city officials, County Supervisors or other concerned agencies.

Nothing in this Field Operations Directive shall preclude field deputies from exercising other appropriate options as delineated by Manual of Policy and Procedures Section 5- 02/040.30.

LETTER TO PARENTS

(213) 555-1234

File No. 199-12345-0000-727

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December 1, 1999

Name Street

City, State, Zip Code

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Dear Mr./Ms. :

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This letter is to inform you that your child, (insert name), was detained regarding a violation of the County of Los Angeles Truancy Ordinance. Enclosed is a copy of the Los Angeles County Sheriff's Department truancy arrest report pertaining to your child's detention. Your child was given a copy of a citation that contains the scheduled date and location of appearance at the Informal Juvenile and Traffic Court. It is mandatory that your child be accompanied to court by a parent or guardian.

-

If you have any questions regarding this matter, please contact the Informal Juvenile and Traffic Court at (insert court name and contact information here)._____.

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Sincerely,

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ALEX VILLANUEVA, SHERIFF

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Jane Doe, Captain

XXXXX Sheriff's Station

• **99-009 Search/Arrest Warrant Operations Plan Format for Field Operations Regions**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



SEARCH/ARREST WARRANT OPERATIONS PLAN FORMAT FOR FIELD OPERATIONS REGIONS

Recently, the Detective Bureau and Safe Streets Bureau began utilizing an Operations Plan designed for Search and Arrest Warrant operations. It follows the Emergency Operations Bureau format (EOP #2-5), except that it is designed specifically for operations which are usually short in duration. The new Operations Plan has been very successful in standardizing the ever-growing number of search and arrest warrants.

Beginning immediately, all personnel in Field Operations Regions initiating an Operations Plan incident to a Search and/or Arrest Warrant, shall use the Operations Plan format as described on the Department Intranet located at:

<http://intranet/Intranet/OpsPlan/index.htm>

The new Operation Plan may also be accessed through Microsoft Outlook at Public Folders/All Public Folders/All forms/Detective/Operations Plan.

NOTE: This Operations Plan is for Search and Arrest warrant operations only. During **tactical situations**, field operations personnel shall continue to use the standard Operations Plan format as outlined in E.O.P. 2-5/050.00.

Once on the Intranet page titled “Operation Plans,” personnel may choose one of the following four categories:

- Tutorial for using the Operations Plan form.
 - Operations Plan form (Electronic Version).
 - Operations Plan form (Lined Version to be printed for field use).
 - Operational Pre-briefing Roster form.
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• **99-002 School Safety Coordinator**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



SCHOOL SAFETY COORDINATOR

Purpose

The purpose of this directive is to establish policies and procedures for the position of “School Safety Coordinator” at all Sheriff’s stations. The goal of this position is to ensure that comprehensive planning takes place between the Sheriff’s Department and local school districts to enhance the safety of school students and staff.

Policy

Unit commanders shall designate a sergeant or lieutenant of the station’s staff as the “School Safety Coordinator.” This individual shall serve as the station’s coordinator and liaison for all significant school safety matters, including, but not limited to, acts of violence/armed suspects on campus, man-made disasters (i.e., airplane crash on campus, etc.) and natural disasters (i.e., earthquake, etc.). The School Safety Coordinator is responsible for development and ongoing updates to the station’s “School Safety Plan.”

Procedures

The following procedures shall be utilized for the position of School Safety Coordinator and for the preparation of the “School Safety Plan”:

- The School Safety Coordinator will establish liaison with the administrative officers of local school districts and colleges, public and private (district officials, principals, deans, etc.) and shall meet regularly with school officials to ensure that new areas of concern are addressed by the school administration and the Sheriff’s Department. The School Safety Coordinator will be responsible for

developing joint operations plans for response to campus emergencies as defined above. These response plans should be developed through the cooperative effort of the school administration, law enforcement and fire department personnel. They shall be designed as a framework for directing the activities of school, law enforcement, fire department and EMS personnel during a school emergency and will include:

- Threat Assessment Team Roster, notification protocol and contact information:
 - Law Enforcement
 - School Administrator
 - School Psychologist
 - Other Mental Health Professional (i.e., MET Team)
 - School Counselor
 - School Nurse
 - Probation Department
 - Department of Children and Family Services
 - Any other team members
- General responses that will at least address the following types of incidents:
 - Fire
 - HAZMAT Spills/Exposure
 - Active Shooter
 - Acts of Violence/Armed Suspect
 - Earthquake/Natural Disaster
 - Civil Disturbance (Protests)
 - Bomb Threats
 - Staging areas
 - Pre-designated evacuation sites
 - Potential tactical issues
 - Vehicular traffic issues
 - A notification roster of school officials
 - Complete maps of the school buildings
 - An overall campus map
- All individual school plans shall be placed into a document called the “School Safety Plan,” which shall become the primary tactical/supervisory guide for station personnel in the event of a designated incident occurring on or adjacent to a campus. At a minimum, the document must be immediately available to the field supervisor, the watch sergeant, and the watch commander. This document shall also be available in a secure electronic format within the station’s shared files. Additionally, all field units shall have a folder which contains a current, separate map for every public and private pre-school, elementary, middle school, high school and college within the station’s area.
- The plan shall be reviewed by school officials, and a signature of the school administrator at each site shall be obtained on the cover sheet of each school’s safety plan. If the administrator refuses to sign the plan as an acknowledgment of their review, the station’s School Safety Coordinator will meet with the administrator and explain the contents of the plan. If the administrator still refuses to sign the cover, a

notation of the date and time and the words “Refused to

- Sign” shall be placed on the cover of the plan. It is not the intent of the Department to make public the planned details of a station’s response at a particular location.
- By November 1st of every year, the “School Safety Plan” shall be updated with current information, agreements, maps, etc. The cover page of the plan shall contain the signature of the unit commander, attesting that all revisions are current and to completeness of the document. Significant changes or new schools may require that the School Safety Coordinator revise the “School Safety Plan” more frequently than once per year.
- The School Safety Coordinator shall meet regularly with school officials to ensure that new areas of concern are addressed by the school’s administration and the Sheriff’s Department. The School Safety Coordinator shall also be available to serve as the station’s representative at school district meetings, PTA’s, neighborhood groups or any other gathering where school safety issues as defined above will be discussed.
- The School Safety Coordinator shall ensure that station level training, in conjunction with other local resources (School Administrators, Fire, EMS, CHP, etc.), be conducted on at least an annual basis to facilitate improved readiness and response capability in the event an emergency response to a school is necessary.
- The School Safety Coordinator shall establish and maintain a communication system to inform schools of significant events occurring within the district area.

Unit Commander Responsibilities

Unit commanders are responsible for establishing unit-level training programs to ensure that appropriate field personnel are familiar with the “School Safety Plan” and “Rapid Response Team Deployment” and can immediately implement their provisions should that become necessary. Unit commanders are encouraged to develop school safety plans that go beyond the minimum requirements of this directive.

Inspection

Each station’s “School Safety Plan” and the plan’s training program will be reviewed yearly by the Emergency Operations Bureau as part of the Command Inspection process for station training.

Specific questions regarding the contents of this Field Operation Directive should be directed to the Field Operations Support Services Unit at [REDACTED TEXT]

Attachments

Critical Facility Response Information Format: Educational Institutions

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• 99-001 Outside Agencies Bookings

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



OUTSIDE AGENCIES BOOKINGS

Purpose

The purpose of this Directive is to establish policy for Sheriff's station personnel when accepting prisoners from outside agencies that book directly into LASD patrol stations, including the California Highway Patrol

Policy

It is the policy of the Field Operations Regions to accept all prisoners into custody who have been arrested by outside law enforcement agencies. Exceptions shall be authorized only under the most compelling of circumstances: No outside agency will be denied reasonable access to booking arrested persons at any Sheriff's station.

Procedures

Acceptance

- Station personnel shall make every effort to ensure that outside agency arrestees are accommodated, unless compelling circumstances dictate otherwise. Examples of compelling circumstances are: Station jail out of service; Station jail already at or over capacity. All medical screening and medical pre-approval for booking policies continue to apply.

Transportation Bureau Bus Loops

- Station commanders shall ensure that Station jail facilities are kept available by taking advantage of off-hours Transportation Bureau bus loops.

Female Prisoners

- Station commanders shall take full advantage of the Matron program to help ensure that outside agency female prisoners can be booked and housed. Where necessary, Station commanders shall seek additional matrons so that female prisoners can be accommodated at all times.

Overall Responsibility

- In those situations when outside agency bookings cannot be accommodated, Station personnel (jailers, watch sergeants, watch commanders) are responsible for making arrangements for booking the prisoner at alternate facilities. Under no circumstances shall an outside agency be denied booking privileges and then left on its own to find an alternate location.

Notifications

- In the event that lower level managers/supervisors cannot resolve inter agency booking issues, the divisional or Duty Commander shall be notified. Also, when a station jail is at or over capacity and cannot accept additional bookings (and the arrival of a Transportation Bureau bus is not imminent), a Department Operations Log entry shall be made. When the station's jail again becomes available for booking, a second Operations Log entry shall be made.
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• **98-010 Tire Deflation Device Deployment**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



TIRE DEFLATION DEVICE DEPLOYMENT

PURPOSE

The purpose of this Field Operations Directive is to define policy and procedures for the use of tire deflation pursuit termination devices by patrol personnel. Since all situations cannot be anticipated, this directive is general in nature and serves as a policy and guide for the deployment and use of the tire deflation device. Personnel are encouraged to develop innovative methods for the use of the tire deflation device to terminate vehicle pursuits, consistent with our obligation to care for the safety of the public.

POLICY

It is the policy of the Department to deploy and use pursuit termination devices whenever and wherever possible to safely end vehicle pursuits (including surveillance mode operations), while placing paramount importance on the safety of deputy personnel, the public, and suspects.

Only personnel who are trained in the operation and deployment of tire deflation devices shall be permitted to deploy these devices.

UNIT COMMANDER RESPONSIBILITIES

Unit commanders are responsible for establishing unit level procedures to ensure that:

- Tire deflation devices are available in patrol units throughout the station's patrol area;
- Existing and newly assigned personnel are trained in the use of tire deflation devices;
- Tire deflation devices deployed from the station are properly maintained; and
- All other aspects of this directive are carried out.

PROCEDURES

When suspect vehicles cross a tire deflation device, hollow spikes are embedded into the tires, causing the tires to deflate at a controlled rate. Even though the suspect vehicle has one or more of its tires deflated, the suspect vehicle may not stop.

However, the ability of the suspect driver to operate the vehicle at high speeds is greatly reduced, if not eliminated.

I. DEPLOYMENT

There are few law enforcement operations that require a higher degree of common sense and sound judgment than the deployment of tire deflation devices during vehicular pursuits. Deputies must effectively perform in an atmosphere where long- range consequences may hinge upon the soundness of split-second decisions.

The immediate apprehension of the violator is never more important than the safety of innocent motorists or deputy personnel. When it becomes apparent that the immediacy of apprehension is outweighed by a clear and unreasonable danger to deputy personnel or others, the deployment of tire deflation devices must be discontinued.

The decision to deploy a tire deflation device is not irreversible and it is the intelligent Deputy who knows when to discontinue the deployment. Deputies must continually question whether the seriousness of the crime justifies the deployment of tire deflation devices. The deployment shall be discontinued when there is a clear and unreasonable danger to the Deputy or other users of the highway.

Personnel responding to deploy tire deflation devices shall abide by all Department pursuit and Code 3 policies and procedures. With the approval of the watch commander or field supervisor, patrol units equipped with tire deflation devices may respond Code 3 to potential deployment locations.

As with any tactical operation, the response between all involved units, including those actively engaged in the pursuit and those attempting to deploy tire deflation devices, shall be in a coordinated manner, with command and control exercised by the handling unit, field sergeant, and/or the watch commander, as appropriate. In those situations when specific direction to deploy the tire deflation devices has not been given, personnel may use their own discretion to deploy and use the tire deflation devices, subject to the guidelines listed below. When anticipating the use of tire deflation devices, the following shall be considered:

- Pursuing units shall make frequent location, direction, and speed updates.
- Tire deflation deployment locations should provide deploying personnel with good visibility of the approaching pursuit and other traffic in the area.
- Suspects will drive erratically to avoid driving over tire deflation devices, deploying personnel shall take adequate cover for officer safety, while considering traffic flow in the immediate area, upcoming intersections, high-use driveways, school zones, pedestrian traffic, etc.
- Where possible, the patrol vehicle(s) of the deploying personnel should be placed in locations that are not readily visible to the suspect driver.
- Deploying personnel shall notify pursuing units of placement of the tire deflation devices. Station desk

personnel are responsible for notification/relaying of this information to involved outside agencies.

- Deploying personnel shall always use protective cover. **Use of the patrol vehicle for cover does not provide adequate protection and its use as such is discouraged.**
- The use of assisting units to block intersections or stop traffic to provide additional officer safety to a deploying deputy.
- Tire deflation devices shall not be used to stop the following vehicles: motorcycles; mopeds; other similar type vehicles unless the use of deadly force is objectively reasonable for the circumstances.
- Except in the most compelling of circumstances, tire deflation devices should generally not be used on the following vehicles: vehicles transporting hazardous materials; passenger or school buses with occupants; articulated vehicles (vehicles towing trailers; large semi-truck/trailer combinations, etc.).

The successful conclusion of a pursuit is dependent upon proper self-discipline and sound professional judgment.

II. OUTSIDE AGENCY REQUEST FOR DEPLOYMENT

An outside law enforcement agency's pursuit shall be regarded as a critical or life-threatening situation. Upon request of an outside agency and with approval of the station watch commander, Sheriff's units may deploy tire deflation devices in an attempt to terminate the pursuit. The approval to deploy the tire deflation device in an outside agency pursuit does not imply an authorization for Department units to become actively involved in the pursuit unless specifically directed by the station watch commander.

Watch commanders shall limit their authorization for deployment of the tire deflation device in an outside agency pursuit to those pursuits that are either approaching or are within reasonably close proximity to Sheriff's Department jurisdiction. Requests by outside agencies from adjacent counties shall be honored only if the pursuit is approaching or is immediately adjacent to our Department's jurisdiction.

III. POST DEPLOYMENT INSPECTION

At the conclusion of a pursuit operation wherein a vehicle has driven over any part of the tire deflation device, personnel shall inspect the tire deflation device for damage. Damaged sections of the tire deflation device shall be replaced prior to re-deployment in the field.

IV. REPORTING

The use of a tire deflation device shall be indicated in the Vehicle Pursuit Summary Report and Incident Report. Include the following as appropriate:

- Location of deployment (include: direction of travel, lanes covered, nearest intersection, etc.)
- Names of all deputies who placed tire deflation devices, whether or not their tire deflation device was traversed by the suspect vehicle
- Injuries and/or deaths (suspects, civilians, or deputy personnel)
- Civilian and/or patrol vehicles damaged by the deployment of the tire deflation device

V. TIRE REPLACEMENT

Civilian Vehicles - When uninvolved civilian tires are deflated by Department personnel, either accidentally or intentionally, during a Departmental or outside agency pursuit, the Department will assist in obtaining replacement of the damaged tires. Therefore, stations shall:

- Make arrangements with contract tow companies to tow vehicles to the tire replacement business of the motorist's choice. Field personnel shall ask the affected driver if they desire to use a local tow company of their choice or if they would like the Department to tow the vehicle. In either case, there will be no cost to the motorist – **Personnel are not authorized to recommend any tow agency or tire replacement business.**
- Units shall immediately contact the on-call Civil Litigation Investigator for assistance in the expedited claim process. Investigators will respond as necessary and assist in the process of making an immediate payment for any tire replacement and/or other incident related costs, 24 hours a day.
- As expeditiously as possible, preferably within one hour of the event, the vehicle and motorist should be transported to the local tire replacement facility of their choice. If such transportation is not possible, the watch commander shall indicate in the watch commander's log the reason(s) that prevented such transportation.
- In the event all tire replacement facilities are closed, stations shall do one or more of the following as appropriate: tow the vehicle to the appropriate tire facility; transport the motorists and other occupants to their residence or to their destination (local); offer to have them stay at the station while waiting for family or friends to pick them up, or if necessary, provide a hotel room, etc.

VI. EQUIPMENT ISSUES

Field Operations Support Services, [REDACTED TEXT], is the contact point for all tire deflation device policy and procedural issues.

- The tire deflation device retraction systems function properly.
- The tire deflation devices are in good working order.

VII. TRACKING

All patrol units with tire deflation devices shall be designated on the in-service sheet with the symbol "S". This will aid dispatcher recognition of tire deflation- device-equipped vehicles and help ensure even distribution of tire deflation devices throughout a station's jurisdiction.

• 98-009 VINE Program Procedures

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



VINE PROGRAM PROCEDURES

BACKGROUND INFORMATION

In the spring of 1996, the Los Angeles County Board of Supervisors directed the Sheriff to establish a domestic violence warning system, whereby victims of domestic violence would be notified of their attacker's impending, or actual release from custody. This program, called, VINE (Victim Information and Notification Everyday) has recently been implemented by the Sheriff's Department. VINE is a comprehensive awareness program that utilizes public education, state-of-the-art technology and a centralized Call Center to connect communities with vital criminal justice information 24 hours a day, 365 days a year. Although VINE focuses on domestic violence and its related crimes, it will work with **every** type of crime and offender.

The VINE system interfaces with the Automated Justice Interface System, (AJIS), for its information. When a suspect's booking information is entered electronically into AJIS, it is automatically transmitted to the VINE system. In addition, every time the offender's information is electronically updated with court dates, release dates, etc., VINE is automatically notified. All of an offenders information transmitted to VINE is available to anyone who registers with the VINE system. Registration with VINE is simple, all a person must know is the suspect's name and/or booking number, and have access to a touch-tone phone. There is no fee for registering with VINE, and anyone may register, for example; the media, victim advocates, victim's family and friends, suspect's family and friends, detectives and special interest groups.

This Field Operations Directive establishes procedures for patrol personnel to use when informing victims in the use of the VINE program.

FIELD DEPUTIES' RESPONSIBILITIES

When handling a domestic violence incident or a violent crime where the suspect(s) are identified or arrested, the patrol deputy shall:

I. HAND OUT THE VINE PROGRAM INFORMATION SHEET

The VINE program information sheet contains step-by-step instructions on how a victim can register, access and retrieve information from the VINE system.

As is often the case, victims of domestic violence and violent crimes are suffering from the effects of a traumatic situation. The handout serves as a vital component in keeping the victim informed, after the initial stress from the violent event has passed. Consequently, the victim can use the information provided by the handout at a later, more calm, time to register with the VINE program.

I. EXPLAIN THE VINE PROGRAM TO THE VICTIM

Victims and others, (family, friends, advocate groups, etc.) may register and utilize the services of the VINE system by calling a toll-free telephone number and entering a personal identification number (PIN) selected by them. By using the suspect's name and/or booking number, the VINE system locates the suspect in the Automated Justice Interface System (AJIS), and provides designated information to the caller. When the offender approaches his/her release date, the VINE system automatically telephones the victim at a prearranged number every 30 minutes within a 24-hour period until the victim answers. To acknowledge the call, the victim inputs their PIN by using a touch- tone phone. If the victim fails to input their PIN to acknowledge the warning, and they have chosen the certified letter option through VINE, a certified letter will be sent to the victim's address informing them of the offender's impending release date.

In the event a suspect is released and subsequently re-arrested on another charge, the victim must re-register with VINE using the suspect's new booking number.

This program places the responsibility on the victim to stay informed and assists them in taking an active role in their own protection.

Note: Access to the VINE program can be gained only after the suspect has been booked into AJIS.

I. INCLUDE VINE NOTIFICATION IN COMPLAINT REPORT

Document that you have handed out the VINE information sheet and explained the VINE program to the victim(s) in the complaint report.

JAILERS' RESPONSIBILITIES

Whenever any station jail release is prepared, whether it be bail, bond, citation, or 849b1 P.C., the suspect's release must be processed electronically through the Justice Data Interface Controller System (JDIC) or the Automated Justice Information System (AJIS), prior to his/her physical release. This process applies to any and all releases from station jails since the crime of Domestic Violence is dispersed throughout and related to many other crimes. Performing the electronic release prior to the actual physical release of the suspect, ensures that the VINE system (which receives offender information directly from AJIS) is immediately updated. Consequently, victims may obtain instant, accurate offender release information by accessing the VINE system.

STATION CLERKS' RESPONSIBILITIES

Updating offender release information must be considered imperative. Upon receipt of a release package from the jailer, the release information must be transmitted through JDIC or AJIS immediately, prior to the offender leaving Sheriff's custody. Accuracy of offender status in AJIS generates accuracy for the VINE system. Without the immediate information available to VINE, through AJIS, the victim may not be notified of their offender's release.

This process will only be successful with full cooperation between station clerks and station jailers.

UNIT COMMANDERS' RESPONSIBILITIES

Due to the urgency of keeping AJIS updated with immediate release information, every Unit Commander shall have personnel available 24-hours a day, seven days a week to update AJIS. During times when a station clerk is unavailable for AJIS entry, a back-up plan shall be in effect. This plan should consist of jail personnel who are accountable to the AJIS network and have a working knowledge of station release policy.

Note: Electronic release updates cannot occur without first entering the initial booking package information.

During those occasions when the AJIS network is out of service, (i.e. routine maintenance), inmates should not be released until such time as the AJIS network is brought back on line.

• **98-008 Violation of Court Order Reports**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



VIOLATION OF COURT ORDER REPORTS

BACKGROUND

Sheriff's deputies often respond to public requests for service regarding alleged violations of court orders. In many instances, the parties merely want their allegations documented. However, at times it is difficult to ascertain if a valid court order is on file or if a crime did, in fact, occur. Furthermore, the information provided by a reporting/complaining party may even lead responding deputies to believe that the matter is completely civil in nature and no law enforcement action may be taken.

Several sections of the Manual of Policy and Procedures (MPP) outline the protocols necessary for handling alleged restraining orders violations and related offenses.

However, the MPP does not always specify procedures for responding deputy personnel when the reporting parties provide vague or incomplete information.

PURPOSE

This Directive will present a simplified procedure for routine, non-emergent situations where any violation of a court order is alleged (exceptions are noted below). These types of complaints are often about child visitation or other matters relating to divorce. Conclusive investigations by patrol deputies are not usually possible because court orders are often unclear and frequently revised.

For these reasons, it is generally sufficient to prepare a report which simply contains the complainant/witness statements. Utilizing this field procedure should minimize frustration during the contact and also meet the needs of most complainants who just "want the judge to know."

NOTE: This Directive shall not apply to the following circumstances:

- Family law/protective order incidents as outlined in MPP Section 5-09/040.10.
- Enforcement of Temporary Restraining Orders and injunctions in labor disputes as outlined in MPP Section 5-09/040.15.
- Private persons arrest situations as outlined in MPP Section 4-04/080.00.

FIELD DEPUTY RESPONSIBILITIES

In cases where deputies encounter persons who are alleging that another party is violating a court order, it may be difficult to ascertain if a crime actually occurred. However, it is not necessary to establish who is "right." If responding personnel encounter this type of situation, they shall:

- Obtain the court of issuance, the case number, the name of the issuing judge, and the date of issuance.
- If possible, confirm the court order and proof of service on the TRO~WEB. Refer to FOD 08-02, Temporary Restraining Order Web Based Database (TRO~WEB).
- Write a report (SH-R-49) entitled, "Suspicious Circumstances, Alleged Violation of a Court Order." This shall be done even if it appears the matter is completely civil in nature.
- The report shall contain a synopsis of the complaining party's allegations. Confirming the validity of the allegations is normally not possible nor is it required.
- The responding deputy shall advise the complaining party to contact their personal legal counsel regarding the incident.
- If the complainant does not have the necessary data regarding the court order, the handling deputy will provide as much detail as possible in the report and advise the complainant to contact station detectives with the missing information as soon as it becomes available.

WATCH SERGEANT RESPONSIBILITIES

The Watch Sergeant reviewing the report shall ensure there is enough detail in the synopsis for the reader to understand what action is alleged to have constituted the violation. The report shall be made "Active," whether or not the required court information is included, and assigned to the Station Detective Bureau.

DETECTIVE BUREAU RESPONSIBILITIES

The Station Detective Sergeant shall review the report and assign the case to a detective, who will conduct a follow-up investigation. If the handling detective clearly establishes that a crime occurred, they shall document it in their supplemental report and take the appropriate action, as permitted by Department and individual unit policy (e.g., filing the case with the local District Attorney's Office).

If the handling detective cannot clearly establish that a crime occurred, the Department will take no further action on the matter. The handling detective shall inactivate the case with a supplemental report.

Reference Sections:

MPP 3-01/030.17, Employee Notification of Family Violence and Temporary Restraining Orders

MPP 3-01/030.18, Field Personnel's Response to Employee Involved Family Violence and/or Temporary Restraining Orders

MPP 3-01/030.19, Supervisor's Response to Employee Involved Family Violence and/or Temporary Restraining Orders

MPP 4-04/080.00, Arrests

MPP 4-21/040.00, Restraining Orders

MPP 5-02/160.00, Abduction/Concealment in Child Custody Cases

MPP 5-02/160.20, Out-of-State Child Custody Cases

MPP 5-09/030.00, Domestic Violence

MPP 5-09/040.00, Temporary Restraining Orders/Injunctions

MPP 5-09/040.05, Domestic Violence Prevention Act

MPP 5-09/040.10, Enforcement of Temporary Restraining Orders and Injunctions in Family Law Cases

MPP 5-09/040.15, Enforcement of Temporary Restraining Orders and Injunctions in Labor Disputes

FOD 08-02, Temporary Restraining Order Web Based Database (TRO~WEB)

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- **98-007 Handling of HIV/AIDS Positive Prisoners Requiring Medication**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



HANDLING OF HIV/AIDS POSITIVE PRISONERS REQUIRING MEDICATION

PURPOSE

HIV/AIDS medication is generally prescribed to be taken at specific times throughout the day by the patient. Should the patient fail to take his/her medication at the specified time, it could be detrimental to the effectiveness of the treatment.

In the past, prisoners taking prescribed medications have been transported to the Inmate Reception Center (IRC) instead of being housed at a station jail. Additionally, there were no provisions which would allow the prisoner to take prescribed medications at the station prior to transportation or release. This practice can cause a delay in the prisoner being medicated. In the case of HIV/AIDS medication, this delay is unacceptable.

The purpose of this Directive is to ensure that HIV/AIDS patients receive their prescribed HIV/AIDS medication as is specified on their prescription(s).

ARRESTING DEPUTY'S RESPONSIBILITIES

Any affirmative answer to question number two on the arresting deputy's portion of the "Arrestee Receiving Medical Screening Questionnaire" (Does the inmate have any medical problems or take any medication requiring immediate attention?) where the medical problem is HIV/AIDS and the medication is HIV/AIDS medication, shall be brought to the attention of the jailer and Watch Commander immediately. These conditions shall be construed as requiring immediate attention for the purposes of this Directive. Deputies shall process the prisoner as quickly as possible.

When a prisoner advises that he/she takes HIV/AIDS medication, the arresting deputy shall ask the prisoner when he/she is supposed to have his/her next dose, if the prisoner has any of the required medication in his/her possession, and, if not, about the possibility of having the medication brought to the station. The arresting deputy shall then brief the jailer and the Watch Commander on the status of the prisoner and his/her medication.

Once the prisoner's HIV/AIDS condition is identified, any medication which he/she may possess and claim is prescribed for HIV/AIDS (and accompanying prescription bottles/containers) shall be booked into his/her property. This medication shall not be put into the inmate's "bulk" property at the station, but shall be booked into their property so that it may accompany the prisoner to the Inmate Reception Center if/when transported.

WATCH COMMANDER'S RESPONSIBILITIES

Upon being briefed on the status of the prisoner and his/her medication, the Watch Commander shall determine the proper course of action. In determining this course of action, it is **imperative** to ensure that the prisoner receives his/her required medication at the specified time. Whether the prisoner is going to be released (cited, bailed, or bonded out) or transported to the Inmate Reception Center, the process should be attended to as expeditiously as possible, especially if the prisoner is due to take another dose of medication. In determining the proper course of action, the Watch Commander shall consult the Supervising Clinic Nurse at Inmate Reception Center, [REDACTED TEXT], who will assist the Watch Commander and, if necessary, be responsible for ensuring the timely delivery of the prisoner to the Clinic area upon arrival at the Inmate Reception Center.

HIV/AIDS positive prisoners will fall under one of the following categories when arrested:

- They will have their medication with them in a properly labeled (standard prescription label) container(s)
- They will have their medication with them in an unlabeled container (jar, baggie, pocket, etc.)
- They will have no medication with them

If the prisoner claims that he/she is scheduled to have his/her next dose of medication before it is possible to release or transport him/her to the Inmate Reception Center, and he/she has his/her medication in his/her possession, he/she shall be allowed to self-medicate. If the prisoner does not have the medication in his/her possession, he/she shall be allowed sufficient telephone access to arrange to have the medication brought to the station so that he/she may self-medicate, **provided the medication would arrive before the prisoner could be delivered to the Inmate Reception Center.** If the prisoner is transported to the Inmate Reception Center before the medication arrives, the medication **shall not** be accepted.

Deputies shall not direct anyone to take medication to the Inmate Reception Center for the prisoner unless requested to do so by the Inmate Reception Center medical staff.

NOTE: The self-medication option is to be used only in those instances in which a prisoner is due to have a dose of his/her medication before he/she could be delivered to the Inmate Reception Center. It shall not be used as a means to delay the transport of a prisoner under non-emergent circumstances.

VERIFICATION OF MEDICATION

Regardless of packaging/labeling, all medications must be verified prior to allowing a prisoner to self-medicate. In order to ensure proper identification, the following criteria should be met:

- The prisoner should be positively identified by reliable picture identification (driver's license, etc.) or through fingerprints
- The medication must be identified as a known HIV/AIDS medication listed on the prescription by comparing the prisoner's medication to a photo of the known medication as pictured on the identification chart provided by Medical Services ("Daily Dosing of Available Antiretroviral Agents") or the Physician's Desk Reference (PDR). As there are no "generic" versions of HIV/AIDS medication, any medication claimed as such by a prisoner should be pictured on the chart.

JAILER'S RESPONSIBILITIES

If the determination is made to allow a prisoner to self-medicate, and the prisoner has chosen to do so, the jailer shall have the prisoner sign the "Self-Medication Waiver" form (copy following, Spanish language version attached) prior to allowing him/her to self-medicate. Once the waiver is signed, the jailer shall allow the prisoner access to his/her medication. (NOTE: As it is illegal for unlicensed persons to "administer" medications, the jailer **shall not** give medication to the prisoner. Instead the jailer shall allow the prisoner to retrieve the proper dose out of his/her supply of medication). After the jailer has given the prisoner a cup of water, the prisoner shall take the medication in the jailer's presence. The jailer shall visually examine the inside of the prisoner's mouth to verify the prisoner actually swallowed the medication. The jailer shall then complete the "Medication" portion of the "Self-Medication Waiver" by entering the time the medication was taken, the total number of capsules/tablets taken, a description of the capsules/tablets taken. The jailer shall print and sign his/her name (no initials) and employee number in the designated spaces.

In some instances, it is required that the medication be taken with food. If this is the case, the jailer shall provide the prisoner with a snack (sandwich, etc.) as necessary.

Once processing is completed, the inmate shall be immediately transported to the Inmate Reception Center. The Inmate Reception Center Watch Commander shall not refuse to accept an HIV/AIDS positive prisoner, regardless of the charge(s).

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

**** CONFIDENTIAL ****

SELF-MEDICATION WAIVER

I hereby acknowledge that I am presently under the care of a physician and currently taking prescribed medication for the treatment of HIV/AIDS. I understand that this document is confidential and will not be shared with 3rd parties except as necessary for my medical care and treatment. I understand it will be made part of my medical record.

Field Operations Directives (FODs)

I am requesting that my medication be made available to me so that I may take it myself. I understand that custody personnel are required to watch me take the medicine for security reasons. I acknowledge that the Los Angeles County Sheriff's Department and its employees have neither ordered nor directed me to take any medication and have not selected any medications on my behalf.

I have selected the prescribed medication(s) and will take only the dosage(s) as prescribed by my physician. In consideration for allowing me to self-medicate, I hereby **waive, release, and discharge** the Los Angeles County Sheriff, and any officers, agents, servants, employees or officials of Los Angeles County, for personal injury and property damage which may hereinafter accrue to me as a result of my self-medication.

For myself, my heirs, executors, administrators, and assigns, I agree to **defend, indemnify and hold harmless** the County of Los Angeles, the Sheriff's Department, and all directors, officers, agents, servants, employees or officials of the County of Los Angeles, against any and all manner of actions, claims, causes of actions, suits, debts, demands or damages, or any liability or expense of any kind or nature incurred or arising by reason of any actual or claimed act or omission by me, or injury sustained by me due to my self-medication while in the Sheriff's custody. This includes claims brought on my behalf, or on behalf of my estate, by my administrator or executor, or by any other person including a minor claiming any injury.

-
This document is executed voluntarily at _____ on _____

(City or County Area)

(Date)

Print Inmate's Name

Inmate's Signature

Booking Number

Print Witness Name

Witness Signature

Employee
Number

-

TIME	# OF CAPS/ TABS	MEDICATION	JAILER
		Describe Each Capsule/Tablet in Detail	Name and Employee #
		(e.g., White capsule with blue stripe around center, "Wellcome", "Y9C", and "100" imprinted on capsule)	

Distribution:

Original - Inmate's Medical Records

Copy - To IRC or medical facility upon transportation of inmate

• **98-006 Narcotic Evidence Booking Procedures**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



NARCOTIC EVIDENCE BOOKING PROCEDURES

PURPOSE

The purpose of this Field Operations Directive is to amend the Department Manual of Policy and Procedures as it applies to the booking, storage, and security of narcotic evidence.

BACKGROUND

In 1991, Penal Code Section 1417.3(b) was passed stating that any evidence which is an object or substance found by a chemist to contain any drug or narcotic described in the California Health and Safety Code as a restricted substance, shall not be permitted in any courtroom. This law was passed in order to facilitate a safer environment for those persons who work within the courts.

The Sheriff's Department, in an effort to create a safer work environment for employees, has implemented new procedures for storing narcotics evidence. These procedural changes affect the Narcotics Bureau, and the Field Operations Regions.

Previously, narcotics evidence was stored at the patrol station where the evidence was booked. The new procedure as outlined in this directive requires that all narcotic evidence booked at a station be transported as soon as possible to Scientific Services Bureau for a chemical and physical analysis of the materials. This procedure will eliminate the need for a field (Wells) test of narcotics which was performed by station narcotics personnel. Narcotic evidence is then transported to the Central Property and Evidence Unit at the Sheriff's Training and Regional Services Center (S.T.A.R.S.). The Central Property and Evidence Unit is responsible for security, storage, maintenance, and disposal of all narcotics evidence.

Additionally, when deputy personnel retrieve narcotic evidence for a preliminary hearing or trial, instead of the actual narcotics, deputies receive a photograph of the narcotic evidence along with an analysis report of the evidence to be presented in court. The photograph of the evidence and the analysis report will satisfy the “best evidence” requirement for prosecution pursuant to Penal Code Section 1417.3(b) (Exhibits, Toxic in Nature).

NEW PROCEDURES

Deputy Personnel Responsibilities

Deputy personnel who recover narcotics evidence in the field shall place the evidence in a transparent plastic narcotic evidence bag. Current procedures for completing the property label and narcotic evidence bag documentation remain unchanged. **Note:** Narcotics not appearing to be of the same type shall be packaged separately (i.e., heroin shall be packaged separately from cocaine).

Prior to sealing a narcotics evidence bag, deputy personnel shall complete the first four (4) lines of a Narcotic Evidence Booking Identification Card (Uniform Report Number, Description of Evidence, Reporting Deputy Name/Employee Number, and Seizing Deputy Signature/ Employee Number) and place it inside the bag along with the narcotics. Once this has been completed, the evidence bag should be sealed. After sealing, the deputy packaging the evidence SHALL write his/her initials across the red seal onto the evidence bag. So as to prevent the smearing or removal of initials, deputy personnel shall only use a permanent “Sharpie” marker for this procedure. Scientific Services Bureau personnel will place the Narcotic Evidence Identification Card next to the narcotics to be photographed. This is essential for identification purposes later when the photograph is introduced in court.

Deputy personnel shall complete a Criminalistics Laboratory Receipt (SH-CR-126) and staple it to the narcotic evidence bag (**Note:** it is imperative to press hard when completing the receipt so that all copies are legible). Each narcotic evidence bag requires a separate Criminalistics Laboratory Receipt. Criminalistics Laboratory Receipts are a serialized form and shall be kept in the Watch Sergeants office for tracking purposes. If for some reason deputy personnel need to void a Criminalistics Laboratory Receipt, it shall be brought to the attention of the watch sergeant. The watch sergeant shall make a determination as to whether or not the receipt shall be voided.

Note: Narcotic paraphernalia does not require a Criminalistics Laboratory Receipt. This includes paraphernalia which deputy personnel believe contain narcotics. Narcotic paraphernalia will not, in most cases, be stored at the Central Property and Evidence Unit. Narcotic paraphernalia will be stored at the station under the management of the station narcotic unit. If deputy personnel believe a piece of paraphernalia contains narcotics, the narcotics must be removed from the paraphernalia and appropriately packaged. The narcotics and paraphernalia shall then be placed in separate narcotic evidence bags.

Biohazards

With the increase in submissions of unknown liquids to Scientific Services Bureau for analysis, there is a critical need to identify the source of the liquids on all narcotics packages containing such substances. On many occasions, these substances are “biohazards” and must be labeled as such. In the past, analysts were expected to analyze “wet” or liquid evidence without any knowledge as to what the material was or where it came from. Due to the extreme risks associated with analyzing this type of evidence, all “wet” or liquid evidence shall be packaged in a clear “K/PAC” plastic container and clearly marked “BIOHAZARD” along with

a brief description as to why it is considered such (e.g., BIOHAZARD-syringe contents, BIOHAZARD-rectal stash, etc.). Both the K/PAC container and lab receipt should be marked. The following examples are considered biohazardous materials:

- All bodily liquids (e.g., blood, urine, saliva, fecal matter, etc.)
- Body cavity stashes (e.g., rectum, vagina, etc.)
- Syringe contents
- Materials found inside toilets or urinals
- Any unidentified liquid or apparent biological material

When entering narcotic evidence information into the master property ledger, deputy personnel shall include the serial number of the Criminalistics Laboratory Receipt. This information shall be placed under the "Description of Evidence" portion of the ledger.

When it becomes necessary to physically transport narcotics evidence into court for a preliminary hearing or trial, the deputy responsible for presenting the evidence shall make arrangements with the station narcotics unit to obtain a photograph of the evidence and analysis report. The station narcotics unit shall prepare a Narcotics Bureau Court and Evidence Disposition form (SH-CR-559) in duplicate and obtain the signature of the transporting deputy on the form. The original copy shall accompany the photograph of the narcotic evidence to court. If the narcotic evidence photograph is not introduced in court, it shall be returned to the station narcotic unit with the SH-CR-559, with the court disposition section of the form completed. If the evidence photograph is introduced in court, the transporting deputy shall complete the court disposition section of the form and obtain the court seal and signature of the court clerk prior to returning the form to the station narcotics unit.

Note: All outside law enforcement personnel whose agencies contract with the Sheriff's Department for narcotic investigations shall be mandated to use the same procedures as described in this Field Operations Directive.

Watch Sergeant Responsibilities

The Watch Sergeant is responsible for ensuring that all evidence booked at a station by deputy personnel is done so accurately. It is essential the Watch Sergeant, or other supervisor, ensure that all narcotics evidence be packaged properly and that all the necessary forms are complete. Narcotics evidence that is not packaged properly could affect the outcome of a case and/or cause the release of a suspect. Suspect releases often occur when an investigator presents evidence to the District Attorney which has been improperly packaged or, the "Chain of Custody" of evidence has not been accurately documented.

Criminalistics Laboratory Receipts are a serialized form. It is imperative these receipts be maintained in sequence and kept in an area where misappropriation of the forms will be prevented.

If the Watch Sergeant determines a Criminalistics Laboratory Receipt should be voided, the watch sergeant shall write "void" across the receipt. The Watch Sergeant shall provide his/her signature on the voided receipt and document the reason for the void. The voided receipt shall then be placed in the narcotics evidence storage depository.

The Watch Sergeant shall ensure the integrity of Criminalistics Laboratory Receipts and supervise the

distribution to those deputies booking narcotic evidence.

• **98-003 Retention of "Raw" Victim/Witness Interview Notes/Recordings**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



RETENTION OF "RAW" VICTIM/WITNESS INTERVIEW NOTES/RECORDINGS

This Field Operations Directive establishes policy regarding the retention of "raw" notes from victim/witness interviews by field and detective personnel.

On March 12, 1997, the Court of Appeals filed a decision in Thompson v. Superior Court, 53 Cal App 4th 480 that "raw written witness interview notes, to the extent they record the witness' statement, are 'statements' as defined in [Penal Code] section 1054.3 and thus subject to discovery." In its decision the court also included witness statements that are "recorded electronically" as discoverable.

Recently, the District Attorney's office reviewed this ruling and concluded that notes recorded **prior** to case filing (field deputy's notes of initial interview of victim, witness, etc.) do not fall within the scope of this ruling provided they are reduced to a report. However, notes recorded **after** the case is filed (detective's notes of additional interviews with suspect, victim, witness, etc.) or that are recorded prior to a filing but are **not** reduced to a report are discoverable and must be retained.

It is highly desirable, and strongly advised, that personnel retain all their field notes regardless of their apparent importance. However, in light of the above case and the District Attorney's conclusion, **it shall be the policy of this Department that personnel who record suspect/victim/witness statements, either by written notes or electronic recording, that are discoverable as described above, shall retain those notes/recordings.**

Tapes containing such interviews shall be booked in as evidence in the case. Written notes shall be maintained according to the following guidelines:

FIELD PERSONNEL

Discoverable notes taken by field personnel shall be copied and included in the case file whenever they contain suspect/victim/witness statements.

Original notes shall be retained by personnel in a location of their choice that ensures they are maintained damage-free and readily retrievable until the case has been adjudicated, but in no case less than (2) years.

DETECTIVE PERSONNEL

Detectives taking discoverable notes shall include the original notes in the case file.

The following quick reference is provided for convenience:

- Notes taken prior to case filing that have been included in a report - **Not Discoverable - Not required to maintain**
 - Notes taken prior to a case filing that have not been included in a report - **Discoverable - Must Retain**
 - Notes taken after a case has been filed, whether or not they are included in a report - **Discoverable - Must Retain**
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• 98-002 Assisting Department of Children and Family Services in Child Abuse Investigations

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



ASSISTING DEPARTMENT OF CHILDREN AND FAMILY SERVICES IN CHILD ABUSE INVESTIGATIONS

When requested by the Department of Children and Family Services for assistance in entering a residence or dwelling to conduct a child welfare investigation, deputies will present the request to the station Watch Commander.

The Watch Commander will not authorize deputies to enter a residence or to assist a DFCS worker to enter a residence by keeping the peace unless: (1) the resident freely consents to the entry, (2) the Watch Commander has determined that there is probable cause to believe that a child inside the residence is in immediate danger, or (3) the DCFS worker has a warrant.

Upon entering a residence in support of a DCFS investigation, the role of the deputy is to protect the social worker conducting the investigation. Deputies shall not take law enforcement action unless confronted in plain view with evidence of a public offense.

DCFS requests for assistance in making residential entries and the facts justifying the Watch Commander's decision whether to assist DCFS in making the entry will be documented with an entry in the Deputy's Daily Work Sheet, unless an Incident Report is necessary.

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• **98-001 Conditions of Probation System (C.O.P.S.) Procedures for Juveniles**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



CONDITIONS OF PROBATION SYSTEM (C.O.P.S.) PROCEDURES FOR JUVENILES

The Conditions of Probation System (C.O.P.S.) is part of the Countywide Warrant System (CWS) database. This program allows deputy personnel to access **juvenile** probation information from any Mobile Digital Terminal (MDT), Mobile Digital Computer (MDC), J.D.I.C. terminal, or Direct Connect Terminal. C.O.P.S. provides the probationer's type of probation, expiration of probation, and conditions of probation. All juveniles on probation who have at least one enforceable condition are included in this program. C.O.P.S. provides Department personnel with consolidated probation information on a 24-hour, seven-days-a-week basis.

C.O.P.S. is a law enforcement "tool" which can:

- Alert field personnel to potentially dangerous individuals.
- Assist field personnel in gaining compliance from those persons on probation, and
- Assist field personnel and investigators when conducting probation violation enforcement.

The purpose of this Field Operations Directive is to provide field deputies and investigators with procedures when conducting investigations, making notifications to the Probation Department, and/or making arrests of persons who are on probation incident to information received from C.O.P.S.

C.O.P.S. VIOLATION REPORT

With the inception of C.O.P.S., the Probation Department has advised law enforcement that, in order to better track and violate juvenile probationers who are not detained by law enforcement, certain information regarding the probationer and the violations committed must be documented and forwarded to their department. To make this procedure as simple as possible, a "C.O.P.S. Violation Report" form shall be used by deputy personnel to make this notification. The report must be forwarded to the appropriate Probation Department area office (which will appear in the C.O.P.S. return message) who will then forward it to the appropriate deputy probation officer (DPO).

NOTE: C.O.P.S. Violation Reports should be used when a probationer has violated probation and the investigating deputy decides NOT to make an arrest but desires to notify the probationer's probation officer (DPO) of the violation.

FIELD PROCEDURES

CONDITION OF PROBATION VIOLATION ONLY: When deputy personnel contact a juvenile probationer who

has committed a violation of probation only (no new crime), deputy personnel may:

- "Warn and advise," or
- Detain the juvenile for the probation violation.

Warn and Advise: If deputy personnel wish to "warn and advise" a juvenile of a probation violation **and** notify the juvenile's DPO of the violation, a C.O.P.S. Violation Report shall be completed and forwarded to the appropriate Probation Department area office.

Detain: If deputy personnel decide to detain a juvenile for "violation of probation" (777 WIC) personnel shall request approval for booking from the station watch commander and, if booking is approved, shall complete a Probable Cause Declaration. An Incident Report (SH-R-49) shall document the facts of the violation, probation status, reason for probation (original crime), the assigned probation office and DPO number, and the Court jurisdiction to which the probationer is assigned. A copy of the Incident Report shall be immediately forwarded to the appropriate Probation Department area office.

NOTE: If an arresting deputy wishes to detain a juvenile at an Intake Detention Center (IDC), the deputy must have approval from the juvenile's deputy probation officer (DPO) or supervising deputy probation officer (SDPO). IDC WILL NOT ACCEPT THE JUVENILE WITHOUT APPROVAL FROM THE PROBATIONER'S DPO OR SDPO.

FELONY/MISDEMEANOR CRIMES: When deputy personnel contact a juvenile probationer who has committed a felony or misdemeanor crime which violates the juvenile's terms of probation, the following shall occur:

If the juvenile has been taken into custody, the juvenile shall be booked on the new charge and may be add-charged with "violation of probation," (777 WIC).

If deputy personnel add-charge the suspect with "violation of probation," the Incident Report shall include, along with the facts of the crime, the suspect's probation status, reason for probation, the assigned probation office and DPO number, and the Court jurisdiction to which the probationer is assigned. A copy of the Incident Report shall be forwarded to the appropriate Probation Department area office. If deputy personnel wish to detain a juvenile at an Intake Detention Center (IDC) must contact the juvenile's deputy probation officer (DPO) or supervising deputy probation officer (SDPO) and receive approval.

SUMMARY

The Conditions of Probation System (C.O.P.S.) provides deputies, and other officers who work within Los Angeles County, probation status and terms of probation on juvenile probationers C.O.P.S. is a "tool" for field deputies and investigators who wish to gain compliance from probationers and/or for additional probable cause when initiating "warrantless" searches or arrests.

• 97-016 Handling of Evidence "Chain of Custody"

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



HANDLING OF EVIDENCE "CHAIN OF CUSTODY"

PURPOSE

The purpose of this Field Operations Directive is to set forth policy on who shall recover evidence at the scene of a crime.

PROCEDURES

It is a long established procedure and subject of training that evidence be handled only by those personnel absolutely necessary to the collection and preservation of evidence. This is generally the "handling deputy" in field investigations or the "handling detective" in cases involving more complicated crimes scenes. In either case, evidence located by "assisting" personnel shall be left undisturbed. The "handling deputy" or detective will be directed to the location of the evidence whereupon he/she shall recover the evidence.

If assisting deputy personnel find it necessary, based on exigent circumstances (i.e., evidence lying in the middle of a freeway), to recover evidence themselves, the assisting deputy or detective recovering the evidence shall complete a Supplemental Report describing the evidence and the location it was found. Additionally, assisting personnel must clearly articulate the reasons for deviating from the standard policy.

Wherein assisting deputy personnel document the seizure of evidence in a Supplemental Report or, the handling deputy documents the seizure of evidence in a Complaint Report (SH-R-49), each person involved in the "chain of custody" shall be identified in one of the associated reports. The associated report shall additionally contain the reason(s) the involved deputy(ies) had temporary custody of the evidence.

In cases involving multiple crime scenes and/or complex investigations which require several teams of investigators, the handling deputy or detective may designate specific personnel to assist with the gathering of evidence.

• **97-012 Decoy Vehicles**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



DECOY VEHICLES

PURPOSE

The purpose of this Field Operations Directive is to standardize the use of decoy vehicles in all Patrol Divisions.

POLICY

Decoy vehicles are black and white patrol sedans that have been removed from normal patrol service due to high mileage or mechanical defects. These decoy vehicles can be driven short distances and parked at specific locations to be used as "decoys" to suppress crime or traffic problems. They should not be used by field personnel for normal patrol service.

Decoy vehicles are fixed assets assigned to the Sheriff's Department. They are assigned to patrol stations and are considered additions to the station vehicle fleet.

Decoy vehicles are owned and insured by the County of Los Angeles. All regulations within the Manual of Policy and Procedure apply to their use.

PROCEDURE

All locations where a decoy vehicle is requested must be approved by the shift watch commander or service area lieutenant. Personnel shall notify the concerned watch sergeant of the use of a decoy vehicle and its intended location. Watch sergeants shall ensure the decoy vehicle number, location of use, and the operator's name are on the in-service sheet for the shift the decoy vehicle will be used. The station watch deputy and dispatcher shall also have this information on their in-service sheets. Watch sergeants shall ensure that field personnel are informed of all decoy vehicle locations. Field personnel should be encouraged to make frequent checks on all decoy vehicles in use.

Operator Responsibilities: When in use, decoy vehicles shall be legally parked and secured by the operator. Decoy vehicles shall not impede the normal flow of traffic nor be used as road blocks.

Decoy vehicles are most effective when used sporadically at one location. Personnel requesting a decoy vehicle to be used at a location for an extended period of time (longer than 8 hours) shall receive permission from the relieving watch commander on the next shift or the service area lieutenant. Upon receiving permission, deputy personnel shall advise the watch sergeant of the next shift who shall document the extended use of the decoy vehicle on the in-service sheet, inform the station dispatcher and watch deputy, and inform all field personnel.

When a decoy vehicle is not in use, it shall be the operator's responsibility to park it in the station parking lot or other secure parking area (e.g., city storage areas).

• 97-006 Megan's Law - Sex Offender Notification

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



MEGAN'S LAW - SEX OFFENDER NOTIFICATION

Purpose

This directive updates procedures concerning Megan's Law statutes and the dissemination of information on California's registered sex offenders.

Background

California's Megan's Law allows local law enforcement agencies (LEAs) to notify the public about registered sex offenders who may pose a risk to the public. The Megan's Law website is the primary means of disseminating information to the public about registered sex offenders.

Sex offender categories within Megan's Law are:

- Full Address - These are the most severe offenders, includes repeat offenders.
- Zip Code Only - Generally less severe offenders that do not have repeated offenses.
- No Post/Undisclosed - Offenders that have not violated the specific penal code sections that allow disclosure in the other categories.
- Excluded - Certain misdemeanor offenses and other violations that have only relatives as victims. The offenders must apply for this exclusion.

LEAs may notify the public as well as college communities about an offender in any category when it is necessary to ensure public safety (290.45 PC).

Specified sex offenders entering California from another state who are enrolled in a California school, work part-time, or visit for more than 14 days must register per

290.002 PC. Those who become residents must also register, and their information can be disclosed on the Megan's Law Website [290.005 and 290.46(d)(2)(L) PC].

Policy and Procedures

Megan's Law Website

The Megan's Law Website, maintained by DOJ, is accessible to the general public and provides information concerning registered sex offenders. The website is located at: <http://www.meganslaw.ca.gov>. Members of the public who ask for information concerning registered sex offenders shall be referred to this website. If they need access to a computer, they may be referred to their local public library.

Release of Information and Public Notifications

Information concerning registered sex offenders in any category may be released to the public when it is necessary to ensure public safety. Factors which may be considered when assessing risk to the community by the offender are:

- Type(s) of Crime(s) committed
- The target victim(s) (based upon past experience)
- Modus Operandi (MO)
- Work and/or Residence Location [as related to potential victim location(s)]
- Information/Observations developed by Department personnel
- Information/Observations Reported by the public

Dissemination of information to the general public is not contingent upon identification of possible future victimization; however, an individualized assessment must be made. Personnel may authorize persons who receive this information to disclose the information to additional persons only when it is determined that such release(s) will enhance public safety.

Whenever it is determined that a sex offender notification is necessary, station personnel shall complete a Sex Offender Posting Record form. The form shall include:

- The name of the offender
- The name of the deputy or investigator who verified with the Department of Justice that the offender is listed on the DOJ website
- The name of the deputy or investigator who verified that the offender does, in fact, currently reside in the station area
- The date(s) the verifications were made

The form shall be submitted to the unit commander for approval and signature. Special Victims Bureau and Sheriff's Headquarters Bureau should be notified of all notifications prior to their release.

Information may be disseminated to the public using a variety of options such as "Neighborhood Watch" meetings, "door-knocks," poster notifications, public access cable television, local newspapers, and any other medium approved by the unit commander. Stations shall compile a comprehensive list of entities and organizations in their station area that they believe would benefit from this notification such as schools, scout troops, children's sports teams, etc. Each of these entities and organizations shall be sent a letter from the station commander (one time only) explaining the provisions of Megan's Law and encouraging them to access DOJ's Megan's Law Website if they have a concern about an individual. The letter should also contain a list of the specific locations where the station will make poster notifications.

Unit commanders **shall** ensure notification posters are posted in their station lobby, sub- station lobby(ies), public service center(s), city hall(s), and any library(ies) within their station area. Unit commanders **may** authorize the posting of notification posters at other sites such as district school offices, school front offices, public parks offices, (based on the sex offender's target victim type), etc., within their station area. All posters not located on Sheriff's Department facilities shall be posted in a secure public posting site (e.g., glass case bulletin board).

The list of these entities and organizations who are notified of the Megan's Law information availability and the offender notification posting locations should be maintained at the station and a copy sent to Records and Identification Bureau.

Whenever the station makes a poster notification, copies of the notification information/poster shall be hand-delivered to each of the identified posting sites. Those personnel posting notification posters shall record the posting location, their name and employee number, and the posting date on the Sex Offender Posting Record form.

Stations shall forward a copy of all sex offender notifications to Special Victims Bureau and Sheriff's Information Bureau.

Stations shall forward a copy of the Sex Offender Posting Record form and the notification poster to Records and Identification Bureau quarterly where they will be maintained for five years. Stations shall also maintain a copy in the sex offender's file.

Information for posters or bulletins that will be posted or used for meeting presentations, cable shows, etc., may include the offender's:

- Full name
- Known aliases
- Gender
- Race
- Physical description
- Photograph
- Date of birth
- Crime(s) resulting in registration
- *Zip code only or verified home address (depending upon the sex offender's classification)
- Usual type of victim targeted
- Relevant parole or probation conditions
- Date of release from confinement

(* This information can be placed in the "COMMENTS" section of the notification poster)

NOTE: The following information shall not be provided: any information that might identify the former victim(s) or the offender's home or work address. However, the offender's home address may be revealed in the notification information if it is posted by DOJ on the Megan's Law Website.

Removal of notification posters

Prior to removing any sex offender notification poster, (Department personnel) the Station Sex Registrant Detective shall confirm that the offender no longer resides in the station area. Department personnel shall then document the sex offender's change of location on the original Sex Offender Posting Record form.

Department personnel shall then write "MOVED" in bold print across the sex offender's notification poster at all locations along with the date and the employee's initials. A copy of the Notification Form and the altered

poster will be kept in the registrant's file.

Release of sex offender information in the field

Deputy personnel in the field who receive information that a child or member of the public may be at risk of becoming the victim of a sex offender and the individual is in a location close to where the offender lives, works, visits, or is likely to visit on a regular basis and contact is probable may disseminate information to the public about a registered sex offender. In these instances, prior approval of the unit commander and prior notification to the Special Victims Bureau and Sheriff's Information Bureau are not required.

The disclosed information may include the following: The offender's name, description, photograph, relevant parole information, and zip code or their address (depending upon the sex offender's classification). Information to be disclosed shall be verified prior to release. Personnel may disclose the offender's full address if it is available on the Megan's Law Website. Any release of information shall be documented on a Sex Offender Posting Record form describing in detail the circumstances under which the release of information was made. After providing the person with the sex offender information, deputy personnel shall advise the person of the following:

"The purpose of the release of the following information is to allow members of the public to protect themselves and their children from sex offenders. A member of the public may not use information obtained by any means, in accordance with Megan's Law, to commit any crime. Criminal misuse of the information subjects the person who misuses it to a sentence enhancement in addition to the punishment mandated for the crime".

The above advisement is located on the front of the Sex Offender Posting Record form.

After advisement, deputy personnel shall have the person provide their signature on the Sex Offender Posting Record form acknowledging they received and understood the information provided to them. If a person refuses to sign the Sex Offender Posting Record form after receiving the information, deputy personnel shall write "REFUSED TO SIGN" in the space provided for the person's signature and document in the narrative the reason for the signature refusal.

After completing the Sex Offender Posting Record form, deputy personnel shall forward the form to their supervisor. The supervisor shall review the form for content and completeness. The form shall then be forwarded to the unit commander through the chain of command.

All sex offender field notifications shall be documented in the Mobile Digital Terminal (MDT) log, Supervised Release File (SRF) contact message. Copies of all Sex Offender Posting Record forms shall be forwarded to Records and Identification Bureau, Special Victims Bureau, and the Station Sex Registration Detective for inclusion into the registration file (FOD 04-08).

All Station Sex Registration Detectives have access to the Department's web-based "290 Tracker" Computer Database System, which is an internal (LASD) database used to track and monitor registered sex offenders within each of the Sheriff's stations. The 290 Tracker is **NOT** for public view. The public shall be referred to the DOJ Megan's Law Website.

Uniform Report Number

Deputy personnel completing the Sex Offender Posting Record form shall use a statistical code of "777" when retrieving a Uniform Report Number (URN).

Neighborhood Notification Operations Plan

The Neighborhood Notification Operations Plan shall be consistent with that of the standard search warrant operations plan as described in the Department Emergency Operations Plan beginning at section 2-5/060.00 of the Emergency Operating Procedure Manual.

Door-to-Door Sex Offender Notifications

A "door-to-door" notification may be conducted with the concurrence of the unit commander and, when applicable, authorization from municipal officials when the effort is located within Contract City areas. This effort shall be developed and implemented whenever it has been determined that a person is at risk and is likely to encounter the offender. The goal is to **personally** notify all persons residing within the immediate area of the sex offender's residence. The immediate area adjacent to the sex offender's residence is defined as an area no less than an immediate residential one block area in all directions. In certain cases the immediate area of potential risk may be determined to be greater in size after the completion of a risk assessment process. See risk assessment factors delineated in the "Release of Information and Public Notifications" section above. Residents may also be shown a Sex Offender Poster generated by the Department at the time of their in-person notification.

After making a residential notification, the resident shall be asked to sign a Door-to-Door Notification Log. The purpose of the Notification Log is to confirm which residents were successfully contacted within the designated area. After completion, the Door-to-Door Notification Log shall be maintained in the sex offender's station file.

Notification by Mail

During the door-to-door notification process, some residents will not be at home. For those residents that could not be notified during the regular notification process, the Station Sex Registrant Detective shall ensure a Sex Offender Notification Letter is mailed within 24 hours. A list of the residences to which the Sex Offender Notification Letter was subsequently mailed in this manner shall also be compiled and maintained in the sex offender's station file.

A Sex Offender Notification Letter may also be used as a notification device when alerting residents to the existence of any risk(s) associated with sex offenders who reside in their neighborhood. The letter shall be provided in English and/or Spanish. Additionally, the letter shall inform residents where they may view sex offender notification posters and how they may access the Megan's Law Website.

Specific questions regarding the contents of this Field Operation Directive should be directed to Field Operations Support Services Unit at [REDACTED TEXT] Special Victims Bureau [REDACTED TEXT], or the Director of the Records and Identification Bureau, [REDACTED TEXT]

Attachment

Sex Offender Posting Record form

Affected Directives/Publications

None

Cites/References

MPP Section 4-01/020.60 - Confidential Reports

MPP Section 5-09/350.00 - Policy and Procedures for Sex Related Crimes

Field Operations Directive 04-08, Sex Offender Registration

Newsletter 02-20, Confidentiality for Sex Crime Victims

Newsletter 04-07, 2004 Legislative Update Regarding Sex Offenders Newsletter 05-01, 2005 Legislative Update

Newsletter 06-03, 2006 Legislative Update

Penal Code Sections: 290.002, 290.005, 290.008, 290.45, 290.46

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• **97-005 Transporting Juveniles in Child Passenger Restraint Systems**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



TRANSPORTING JUVENILES IN CHILD PASSENGER RESTRAINT SYSTEMS

PURPOSE

The purpose of this Field Operations Directive is to provide guidance to deputy personnel when transporting juveniles in child passenger restraint systems.

OVERVIEW

In order for a child passenger restraint system (child safety seat) to be installed into a vehicle properly, it must be forced down into the seat cushion of the vehicle and then locked in with the vehicle's safety belt. This procedure insures the child safety seat is secure and will not move. A problem arises when personnel install a child safety seat into the rear seat of a patrol unit. The patrol unit's rear seat (in most cases) is made of a hard

molded plastic. CHILD SAFETY SEATS CANNOT BE PROPERLY INSTALLED IN PLASTIC REAR SEATS. The only alternative is to install the child safety seat into the patrol unit's front passenger seat. Unfortunately, this is not an option as most patrol units now have front passenger side air bags. Air bags have proven to be dangerous, and in some cases deadly, to juveniles in car seats.

PROCEDURE

Deputy personnel who must transport juveniles under the age of four (4) and/or under forty (40) pounds in weight, must transport said juvenile in a properly installed child passenger restraint system (child safety seat). Child safety seats cannot be properly installed in patrol units with hard plastic rear seats, therefore, such cars shall not be used. Due to safety hazards, personnel shall not install child safety seats in the front passenger side of any vehicle with a passenger air bag.

Deputy personnel who must transport juveniles in child passenger restraint systems in the rear seat of their patrol unit shall only do so if the patrol unit has a cushioned rear seat (not hard plastic).

Deputy personnel who must transport a juvenile in a child passenger restraint system in the front passenger seat of their patrol unit shall only do so if there is no passenger side air bag.

Deputy personnel who must transport juveniles in a child passenger restraint system and cannot do so in their patrol unit shall request another patrol unit where child passenger restraint systems can be used (cushioned rear seats, no passenger air bag).

If deputy personnel cannot locate another patrol unit which is safe to place a child passenger restraint system in, they shall attempt to locate and have one of the station's solid color sedans (all solid sedans have cushioned back seats) respond to their location.

When deputy personnel cannot locate a Department solid sedan, they shall immediately notify their station desk. Desk personnel shall attempt to locate and have another Department patrol station send either a patrol unit suitable for the use of a child passenger restraint system or a Department solid sedan.

• 97-004 Press Interviews

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PRESS INTERVIEWS

PURPOSE

The purpose of this Field Operations Directive is to provide guidelines for personnel assigned to the Field

Operations Regions who may be interviewed by members of the news media.

OVERVIEW

Section 3-01/080.00 of the Manual of Policy and Procedures establishes the Department's press policy. Our policy specifies that the release of information to the media will be "decentralized" and that, "Employees shall facilitate the work of accredited members of the press by providing them with accurate information in accordance with Department regulations." This directive goes further and creates policy for press interview situations.

PRESS INTERVIEWS

When responding to questions from the media, personnel shall limit their responses to the specific subject being discussed. They shall not provide information beyond the scope of the question or the subject being discussed. For example, if a reporter is asking about a drug arrest, the person being interviewed shall not volunteer that, "Drugs are a major problem in this neighborhood."

Personnel should be aware that with incidents involving Headquarters Detective Units, e.g., Homicide, Juvenile Investigations Bureau, Arson/Explosives, details released prematurely could hinder the investigation. Personnel should limit their statements to their actions, such as, "I responded to a shots fired call and discovered a dead body in the street." Only minimal information should be released to the media pending the authorization of the handling detectives.

Deputy personnel shall not give their opinions, speculate, or make "educated guesses" when speaking with the media. Personnel may cite policy **only when they are one hundred percent certain of the exact wording of the policy**. It is permissible to read our policy if a Department Manual is available. Personnel shall not interpret policy.

Deputy personnel shall refer reporters who request the following types of information to their supervisor or to Sheriff's Information Bureau:

- Interpretation of Department policy
- Comments or information on issues beyond the scope of the specific situation
- Comments or information on trends, statistics, etc., involving the Department, the station or unit, or any contract city

Personnel are reminded that any valid press credential, including those issued by the employing agency, shall allow access to scenes of disasters, riots, and civil disobedience. It is not necessary for representatives of the press to have a press pass issued by our Department. Members of the press should be warned of the dangers, but will **not** be escorted into the area by Department personnel. Possession of a press pass or press identification **does not** permit entry into a crime scene or into the immediate vicinity of a special weapons operation.

• 97-003 Disclosure of Arrestee Information the Public Record Act

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



DISCLOSURE OF ARRESTEE INFORMATION THE PUBLIC RECORD ACT

The Public Records Act allows members of the public to obtain certain limited information regarding an agency's arrestees. This Field Operations Directive is intended to guide personnel in those instances in which arrestee information is requested.

Per section 6254 (f)(1) of the Government Code, the arrestee information we are obligated to release to the public consists of the arrestee's:

- Full name
- Occupation
- Date of birth
- Physical description, including sex, hair and eye color, height, and weight
- Date, time, and location of arrest
- Date and time of booking and where the arrestee is currently being held
- All charges the arrestee is being held on including warrants, parole, or probation holds
- Bail amount
- Time and manner of release
- The factual circumstances surrounding the arrest

EXCEPTIONS TO THE PUBLIC RECORDS ACT

The exception to the above is section 841.5(a)PC, which states in part:

"No law enforcement officer or employee of a law enforcement agency shall disclose to any arrested person, or to any person who may be a defendant in a criminal action, the address or telephone number of any person who is a victim or witness in the alleged offense." We will also not release information on juveniles or cases where release of the information would endanger another investigation.

Pursuant to a 1999 U.S. Supreme Court decision, no address of any crime victim shall be disclosed by a law enforcement agency as public information. As indicated above, the same prohibition applies to the release of an arrestee's home address. Persons who claim a privilege to the information under a qualified exemption to the Public Information Act shall be referred to the Records and Identification Bureau.

INFORMATION REQUESTS

Most information requests will come from the public calling to inquire about a friend or relative who has been

arrested. In these instances, releasing the charges, bail and court date verbally is permissible and should suffice for their purposes.

Questions arise when entities (such as a defense attorney's firm) request that we provide them with daily lists of arrestees. We will provide these lists to them, however, we are not required to prepare the lists in any particular format for the convenience of the requestor.

The requestor must separately request the information from each station in writing, will need a new request for each day's records, and must pay the actual costs associated with the duplication of records prior to receiving the information. The station jailer will review the gate book and provide the requested information on a continuation sheet ensuring that the exceptions above do not apply. If there is any doubt, the jailer should check with the detective assigned to handle the case in question and confirm whether or not the information can be released. If the detective is not available the information should not be disclosed.

CHARGES FOR INFORMATION

The appropriate charge for the information requested will be \$.75 per order and \$.03 per page. Thus, for a one page document, the charge would be \$.78, a two page document would be \$.81, etc. The collection of money would be handled in the same manner in which we charge persons for reports.

Please direct any questions that arise regarding the procedure outlined in this Field Operations Directive to Department Legal Advisor at [REDACTED TEXT] or Field Operations Support Services at [REDACTED TEXT]

• 97-001 Procedures for Re-Filing Criminal Cases on Inmates Prior to their Release

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PROCEDURES FOR RE-FILING CRIMINAL CASES ON INMATES PRIOR TO THEIR RELEASE

PURPOSE

The purpose of this Field Operations Directive is to provide policy and procedures for re-filing a case with an in-custody defendant prior to his/her release.

BACKGROUND

In the past, nearly all inmates, who were at court when they received release orders, were processed for release at Inmate Reception Center (IRC). Due to a court mandated consent decree, all inmates must now be released within eight hours, or by midnight, of the same day a release order is issued (whichever deadline comes first). To comply with the consent decree, all inmates at court who are scheduled for release will be released from the court. The only exceptions are inmates who require a medical clearance or a mental health clearance before release. These inmates shall be transported to IRC or Century Regional Detention Facility (CRDF) for processing.

When personnel desire to re-file a case prior to the release of an inmate, they must follow the specific procedures outlined below.

POLICY AND PROCEDURES

Communication and Coordination Procedures

Whenever a case is dismissed or rejected involving an inmate who has been housed in any Los Angeles County Sheriff's Department facility and an immediate re-filing has been or will be made, personnel must immediately contact:

- The IRC Records Sergeant at [REDACTED TEXT] for male inmates or the CRDF Records Sergeant at [REDACTED TEXT] for female inmates.
 - The following information must be provided to the IRC or CRDF Records Sergeant
 - The inmate's name, booking number, and new charge(s) being filed
 - The case number(s) of the new filing
 - The handling deputy's name, telephone number, and unit of assignment
- If the inmate is at (or scheduled for) court and personnel intend on re-filing charges, they shall also contact the specific court's Court Release Deputy.

Release and Re-Arrest Procedures

The inmate will still be released from custody unless:

- An arraignment is conducted on THE SAME DAY a release order has been issued; or
- If there are other pending charges that would keep the inmate from being released (e.g., cited or bailed out).

If there are other pending charges a teletype must be sent to IRC [teletype numeric location is either WADP(space)J or WAD0(zero)] for male inmates, or sent to CRDF [teletype numeric location is either CRDQ(space)J or SBI0(zero)] for female inmates. It must contain the new court appearance location, date, time and bail amount as well as the information provided to the IRC or CRDF Records Sergeant as listed above.

If the inmate must be released, the release process will be conducted at the court, except in those cases when the inmate is returned to IRC or CRDF due to special processing needs. If the inmate is returned to IRC or CRDF, the re-filing personnel shall coordinate the release with the respective unit's watch deputy. Re-filing personnel shall re-arrest, transport, and book the inmate at a Sheriff's station or IRC following the procedures used for booking a new arrest.

AFFECTED DIRECTIVES/PUBLICATIONS

None

CITES/REFERENCES

Court Services Division Directive 01-08 "In Court Release Procedures" Class Actions Injunctive Relief Agreement - Case # CV-97-03826-WJR

MPP sections 5-03/030.00 through 5-03/055.05 - Arrest Booking Procedures

• 96-004 Truancy Enforcement

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



TRUANCY ENFORCEMENT

The purpose of this Directive is to establish guidelines for the enforcement of the Los Angeles County Truancy Ordinance, Title 13, Chapter 13.57. This ordinance was enacted March 1, 1996.

BACKGROUND

The truancy ordinance allows a peace officer to cite a student under 18 years of age, between 0830 and 1330 hours, on regularly scheduled school days, if the offender is loitering in a public place without a legitimate excuse to be absent from school. The Los Angeles County Juvenile Traffic Court is empowered to conduct hearings on all juvenile traffic matters, and some citable misdemeanors/infractions, including vandalism, trespassing, curfew and truancy violations. Juveniles who are detained and cited by patrol deputies for violation of the truancy ordinance are required to appear in Juvenile Traffic Court, accompanied by a parent or legal guardian. The offender may be fined and/or ordered by the hearing officer to comply with specific mandates agreed upon by the Court and the appropriate school district.

IMPLEMENTATION

On March 1, 1996, the Los Angeles County Office of Education began notifying students, faculty and parents within Los Angeles County of the truancy ordinance. Beginning April 15, 1996, the Sheriff's Department will enforce the ordinance within the unincorporated county area. Field deputies shall cite juveniles to their local Juvenile Traffic Court, as they currently do for curfew citations.

PROCEDURES

When a field deputy detains and cites a juvenile for violation of the truancy ordinance, the deputy must include the following information on the citation:

- “Must bring one parent”, written along the left margin of the citation
- Name of the school attended, written along the right margin of the citation

Once the offender is cited he/she may be released in the field. However, if the student fails to return to school or go home, the deputy may transport him/her to school for release to school officials.

JUDICIAL PROCESS

Juvenile offenders who appear in Juvenile Traffic Court and are convicted on a first offense are fined approximately \$135. The fine is generally “set aside” if the student attends school without an unexcused absence for 60 days. A second offense requires a \$675 fine, which may again be set “aside” if the student attends school without an unexcused absence for 60 days, and completes a community service program. A parent/guardian is generally required to attend and complete an accredited parenting class. Juvenile offenders who fail to appear in Juvenile Traffic Court are issued a “No Bail” arrest warrant.

TRUANCY ENFORCEMENT PROGRAM - TRACKING

Each patrol station shall process and track truancy citations on a monthly basis, similar to the procedures utilized for curfew citations. The following information is required:

- Date of issuance
- Location
- Time of day
- Student's school
- Age / Gender / Race
- Total number of citations issued

Monthly reports shall be submitted to each Division Chief for review, and then forwarded to Field Operations Support Services for compilation. A comparative analysis will be conducted by each station after the first 180 days to determine what impact the program has on the station crime rate.

UNIT COMMANDER RESPONSIBILITY

Unit commanders are encouraged to contact school officials within their jurisdictions in order to inform them of the Department's philosophy on truancy enforcement, and the potential impact on student truancy. Station captains shall also encourage their concerned contract city officials to review the County's Truancy Ordinance for consideration in their city.

• 96-001 Motorcycle Traffic Enforcement

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



MOTORCYCLE TRAFFIC ENFORCEMENT

PURPOSE

The purpose of this Field Operations Directive is to establish policies and procedures involving motorcycle traffic enforcement. These procedures provide consistency, reduce liability, and aid Unit Commanders in developing and maintaining motorcycle traffic enforcement units at their stations.

MOTORCYCLE PROGRAM REQUIRED TRAINING-BEGINNING PROGRAM

Personnel selected/assigned to the motorcycle program shall attend a forty hour Department sponsored pre-basic motorcycle training course and an eighty hour

P.O.S.T. approved basic motorcycle course. Upon satisfactory completion of both courses, candidates shall be assigned to a P.O.S.T. certified instructor for a street break-in period of one hundred and sixty hours. Instructors shall submit written evaluations on each candidate at weekly intervals. Street break-in training shall be conducted in the instructor's station area.

Evaluations will be utilized to determine if further training or termination from the program is warranted. Candidates must successfully complete both phases of training to be assigned to a motorcycle patrol position.

SELECTION

To be considered for the program, a deputy:

- Must be able to place both feet on the ground while sitting on a Department motorcycle [27801(a) C.V.C.] and, while straddling, back the motorcycle up a 6% incline.
- Must be able to right a fallen Department motorcycle weighing approximately 650-700 pounds.
- Must have successfully completed patrol training.
- Must have received a competent or better evaluation for the previous two years.
- Must possess a valid class "4" or "M" driver's license.
- Must be able to competently and safely perform all skills required by the position.

Unit Commanders should select a sufficient number of candidates to begin the training program to ensure the required number of candidates complete the program. A ratio of two candidates for each position is recommended for the first phase of the training program. The Department Motorcycle Sergeant assigned to Training Bureau is available to assist the Unit Commander in the selection process.

Successful completion of the pre-basic motorcycle course is based on the candidate's ability to demonstrate

proficiency in completing P.O.S.T. standardized cone patterns and skill standards. Candidates will have written evaluations reviewed with them daily.

At the conclusion of the pre-basic motorcycle course, the Department Motorcycle Sergeant shall contact the concerned Unit Commander. The Unit Commander shall be notified which candidates are qualified to continue to the P.O.S.T. Basic Motorcycle Course. The Unit Commander shall then select the candidates that are to continue to the next phase of the training process, based upon the number of contract items.

RECURRENT/RE-CERTIFICATION TRAINING

Quarterly, all motor deputies shall be required to complete recurrent training exercises as determined by the Department Motorcycle Sergeant assigned to the Training Bureau.

Deputies failing to successfully complete a quarterly training course shall be placed with an instructor for an eight hour period. The deputy shall be given recurrent training to enable them to pass re-certification. If the deputy is still unable to pass the re- certification course, an individual course of action shall be developed at the direction of the Unit Commander and coordinated with the Department Motorcycle Sergeant assigned to the Training Bureau.

MOTORCYCLE SERGEANT

To enhance the ability of the Department in providing motorcycle traffic enforcement services to our contract cities, as well as decreasing potential liability issues, a Department Motorcycle Sergeant shall be assigned to the Training Bureau.

The Department Motorcycle Sergeant shall be responsible for training, supervision, record keeping, emergency mobilizations, and expertise with regard to motorcycle traffic enforcement. The Department Motorcycle Sergeant shall have limited functional supervision over all personnel assigned to motorcycle duties. The Department Motorcycle Sergeant will conduct annual inspections of motorcycle programs to be incorporated into unit command inspection reports. This sergeant shall liaison with the appropriate bureaus and stations to accomplish these tasks. The Department Motorcycle Sergeant shall maintain a Motorcycle Guidelines Manual. Deputies beginning the street break-in phase of training shall be provided with a copy of this manual.

Additionally, the Department Motorcycle Sergeant shall be responsible for oversight of all aspects of motorcycle development and testing of new motorcycles and all related equipment for street enforcement as well as off road enforcement.

Installation of test equipment or modification of equipment on Department motorcycles must be approved by the Department Motorcycle Sergeant. Acquisition of motorcycles for specialized enforcement must also be coordinated with the Department Motorcycle Sergeant to prevent expenditure of funds for equipment that does not meet Department standards. In an effort to minimize the Department's exposure to civil liability, testing of any new equipment related to motorcycle operations must be conducted by or under the direct supervision of the Motorcycle Training Detail staff.

• 95-008 Disclosure of Crime Information

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



DISCLOSURE OF CRIME INFORMATION

Policy

In an effort to minimize any perceptions of lucrative profits from certain crimes, it will be the policy of this Department to withhold, from any media or public inquiries, information concerning the amount of money and/or monetary value of property taken in the commission of any bank robbery. The only exception will be the disclosure of such information to another law enforcement agency, or, when in the opinion of the lead detective such disclosure would benefit the progress of the investigation. All other guidelines concerning the disclosure of information are outlined in the Department Manual section 3-09/090.00, Release of Official Information.

Guidelines

The following guidelines should be considered when issuing general statements:

- **Designate a public information officer to be on the scene to coordinate responses with reporters or release information through Sheriff's Information Bureau.** This is particularly important in cases involving intense media interest such as takeover robberies, or if disclosure of certain information will be made.
- **Describe bank robbery as a "dumb" crime, having a high apprehension rate, severe sentences and small takes.** The public perception is that criminals get away with hundreds of thousands of dollars in cash. To deter other criminals, this general fact should be emphasized regardless of the actual amount taken.
- **Publicize offers of rewards and informant hotlines.** This is particularly helpful when the case involves injuries to employees and customers. The media should be very willing to publicize hotlines such as "We Tip" (1-800-78-CRIME).
- **Work with media on descriptions of subjects and getaway vehicles.** Television and newspaper coverage of photographs and descriptions are an invaluable resource to publicize information.
- **Avoid divulging the amount of money taken. Doing so may encourage more robberies.** On the other hand, acknowledging that small amounts were taken could underscore the ridiculousness of the crime.
- **Decline comments regarding suspects method of operation, bait money, tracking devices, video surveillance cameras, or other devices utilized by the institution.** The effectiveness of such devices is diminished as knowledge of their use is elevated.

- Restrict the media from the inside of the bank during the initial investigation.
 - Restrict media access to victims and potential witnesses during the initial investigation. This will not only offer a sense of protection to bank victims, but reduce the stress they already experience.
 - Bank robbery reports should not be posted on station press boards.
-

• 95-007 Policy Regarding Section 14607.6 of the Vehicle Code, Impounding of Vehicles for Forfeiture

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



POLICY REGARDING SECTION 14607.6 OF THE VEHICLE CODE,

IMPOUNDING OF VEHICLES FOR FORFEITURE

The purpose of this Field Operations Directive is to outline the specific policies and procedures required to impound and to dispose of vehicles pursuant to Section 14607.6 of the Vehicle Code (VC). Storage or impoundment of any vehicle for this section shall be accomplished in accordance with this Field Operations Directive and other applicable departmental policies.

Section 14607.6 VC provides for the forfeiture of a vehicle as a nuisance when:

- The driver is the registered owner (R/O), is unlicensed or has a suspended or revoked license, and has a prior **misdemeanor** conviction for 12500(a), 14601, 14601.1, 14601.2, 14601.3, 14601.4, or 14601.5.

NOTE: Section 19.8 of the Penal Code provides that Sections 12500(a) and 14601.1 VC may be reduced from a misdemeanor to an infraction. As of January 1, 1995, Sections 14601(a), 14601.1(a), and 14601.2(a) are no longer specified as misdemeanors, they are infractions. However, these sections still call for punishments that include time in the county jail. Per Penal Code Section 19.6, infractions cannot result in a punishment of imprisonment. There is proposed legislation to return these sections to misdemeanor violations. Currently the District Attorney's Office is filing misdemeanor charges, but it is unknown if this practice will withstand judicial scrutiny in the future. As a result of this inconsistency, any conviction(s) for these sections after January 1, 1995 will not qualify for a vehicle forfeiture.

- The driver is unlicensed or has a suspended or revoked license, and the R/O of the vehicle has a Stipulated Vehicle Release Agreement (SVRA) indicated on his or her driving record.

Section 14607.6 VC does not apply to a person whose driver's license has expired within the

preceding 30 days when the driver would otherwise have been properly licensed.

Section 14607.6 VC also does not apply to a driver that has a valid license, but the license is for a class of vehicle other than the vehicle operated by the driver.

POLICY

Section 14607.6 VC shall be used when a deputy encounters a driver who is the R/O of the vehicle, who is unlicensed or has a suspended or revoked license, and only when there is an indication that other enforcement means have not or will not be effective in deterring the driver from continuing to operate the motor vehicle. Additionally, a deputy may impound a motor vehicle for forfeiture when the driver, not necessarily the R/O, is unlicensed or has a suspended or a revoked license, and the R/O of the vehicle has a SVRA indicated on his/her driving record.

Prior to impounding a vehicle pursuant to this section, the deputy should consider the totality of the circumstances surrounding the enforcement contact. Consideration should be given to previous actions, if ascertainable, which failed to deter the driver from driving (i.e. prior storage(s)/impound(s), prior/current suspension(s), license conviction(s), suspensions for dangerous driving acts, convictions for moving violations, driving under the influence, traffic collisions, attempts to evade arrest, etc).

Once the decision has been made to impound a vehicle for forfeiture as a nuisance, the impound authority shall be listed as 14607.6/14602.6/22651(p) VC on the CHP 180, Vehicle Report. Vehicles impounded for Section 14607.6/14602.6/22651(p) VC should be entered into the Stolen Vehicle System as a 14607.6 VC impound, as required.

NOTE: Due to the complexity of Section 14607.6, and the inconsistencies between Sections 14607.6 and 14602.6, it is necessary to list all three storage authorities on the CHP 180. If the vehicle cannot be forfeited pursuant to Section 14607.6, impound authority Section 14607.6 shall be crossed out on the CHP 180 and the remaining most appropriate impound authority shall be circled by the station's traffic staff. This change in impound authority shall be immediately relayed to the Registered Owner (preferably by phone) and the tow company, entered into the Stolen Vehicle System, and documented on a supplemental report.

IMPOUND PROCEDURE

FORFEITURE, DRIVER IS THE REGISTERED OWNER

- Reasonable suspicion existed for the car stop.
- The vehicle was observed being operated on a public highway.
- The driver is unlicensed or their license is suspended/revoked.
- The deputy shall confirm the notice of suspension or revocation was delivered under a good service code (B, C, D, E, F, G, H, I, J, K, or M) (refer to attachment "DMV Codes - Proof of Service).
- The driver must be cited, at the time of impound, for a violation of Section 12500(a), 14601, 14601.1, 14601.2, 14601.3, 14601.4, or 14601.5 V.C.
- The driver has a prior conviction(s) of 12500(a), 14601, 14601.1, 14601.2, 14601.3, 14601.4, or 14601.5 V.C. listed on his/her driving record (When required, misdemeanor violations will be confirmed by the station at a later time).

- The deputy completes a CHP 180. The impound authority shall be listed as 14607.6/14602.6/22651(p) V.C.
- The deputy shall complete the top section of a CHP 180F, Vehicle Forfeiture Report.
- The R/O (driver) is served with a copy of the Personal Notice of Intended Vehicle Forfeiture (Page 3 of CHP 180F), complete with the name and address of the appropriate District/City Attorney and station indicated on the form.
- The deputy shall provide for the safety and/or transportation of the driver and all passengers.
- The Deputy shall submit the completed 14607.6 VC, IMPOUND/FORFEITURE FIELD CHECK LIST, "DRIVER IS THE REGISTERED OWNER" form (see attachment under the same name) with the other required paperwork for the impound.

FORFEITURE, DRIVER IS "NOT" THE REGISTERED OWNER

- Reasonable suspicion existed for the car stop.
- The vehicle was observed operating on a **public highway**.
- The driver is unlicensed or their license is suspended/revoked.
- The deputy shall confirm the notice of suspension or revocation was delivered under a good service code (B, C, D, E, F, G, H, I, J, K, or M). (refer to attachment "DMV Codes - Proof of Service).
- The driver must be cited, at the time of impound, for a violation of Section 12500(a), 14601, 14601.1, 14601.2, 14601.3, 14601.4, or 14601.5 V.C.
- An SVRA is indicated **on the driving record of the vehicles registered owner**.
- A SVRA is a document signed by the registered owner or a community property interest owner in consideration for the release and non-forfeiture of a vehicle. A SVRA provides for the automatic future forfeiture and transfer of title to the state of any vehicle registered to that person, if the vehicle is driven by any driver who is unlicensed or has a suspended or revoked license.
- The driver was operating the vehicle with the knowledge of the R/O.

NOTE: If the driver is in possession of a temporary license, an application for a duplicate license, an expired or suspended hard copy license, or other official DMV documentation that could have been used to purport to the R/O the driver was properly licensed at the time permission was obtained to operate the vehicle, Section 14602.6 VC would most likely be the appropriate section for impound (Section 22651(p) should also be considered as Section 14602.6 has limitations on enforcement). Forfeiture of the vehicle would not be applicable. Absent the above documentation, it is presumptive the R/O had knowledge of the invalid license status of the driver.

If the vehicle was stolen at the time of the traffic stop, or is a "rental" vehicle and the driver is not one of the drivers of record on the rental agreement, neither a 30 day impound nor a vehicle forfeiture would be applicable. Section 22651(p) would be the most appropriate impound authority.

- The deputy completes a CHP 180. The impound authority shall be listed as 14607.6/14602.6/22651(p) V.C.
- The deputy shall complete the top section of a CHP 180F, Vehicle Forfeiture Report.
- The deputy shall provide for the safety and/or transportation of the driver and all passengers.
- The Deputy shall submit the completed 14607.6 VC, IMPOUND/FORFEITURE FIELD CHECK LIST, "DRIVER IS NOT THE REGISTERED OWNER" form (see attachment under the same name) with the other required paperwork for the impound.

The DMV has the capability of maintaining SVRA information on a person's driving record. Deputies shall check the driver's driver's history file via MDT for SVRA identification. SVRA information can be found on the line below the license status entry. If there is a SVRA on file, it will be noted here. If there is no SVRA on file, then there will be no mention of a SVRA in the driver's history.

POST IMPOUND PROCEDURE

FORFEITURE, STATION VERIFICATION AND REQUIRED NOTIFICATIONS

- On the first working day after a vehicle has been impounded and the driver/registered owner's prior conviction(s) is for 12500(A) or 14601.1VC, stations shall request from the appropriate court, documentation which indicates the conviction was a misdemeanor.
- Where the driver is not the R/O of the vehicle, but a SVRA was indicated on the R/O's driving record, stations shall, on the first working day after the impound, make a request to DMV for written verification of the SVRA.
- If a prior conviction(s) for a misdemeanor license violation cannot be verified (when the R/O is the driver), and no SVRA is on file (when the driver is NOT the R/O), the station shall notify the R/O and the tow company immediately that the vehicle is not subject to forfeiture and the vehicle impound will be conducted under authority of Section 14602.6 VC, (30 day impound), or Section 22651(p), whichever is appropriate. A supplemental report of the reason for non-forfeiture and R/O notification shall be completed.
- Within two (2) working days, stations shall complete a CHP 180G, Notice of Forfeiture, and mail a copy to all legal and registered owners of the vehicle that were not served a Personal Notice of Intended Vehicle Forfeiture (part of the CHP 180G) by the initial contact deputy. These notices shall be sent via certified mail, return receipt requested. If the notice is not sent to the legal owner within the two working day limit, the department cannot charge the legal owner for more than 15 days impoundment when the legal owner redeems the impounded vehicle.

NOTE: There is the potential for the department to become liable for all storage fees over 15 days if the Notice of Forfeiture (CHP 180 G) is not sent out within two working days.

- Stations shall provide a Post Storage Hearing within two (2) working days if a request for such a hearing is received within the following time frames:
 - The R/O requests a hearing within three (3) working days from the date the Personal Notice of Intended Vehicle Forfeiture was issued.
 - The registered or legal owner (not personally served) requests a hearing within ten (10) working days from the date the CHP 180G is mailed.
- If there are no requests for a Post Storage Hearing within the specified time periods, stations will assemble a complete file documenting the impound/forfeiture proceedings. Stations shall make application to the appropriate District/City Attorney for a written Declaration of Forfeiture (see attachment 14607.6 VC, IMPOUND/FORFEITURE STATION CHECKLIST).

In addition to a Post Storage Hearing, the registered and/or legal owner has the right to file a claim with the District/City Attorney within the following time frames:

- Five (5) working days from the date the personal service was issued to the R/O.
- Fifteen (15) working days from the date the CHP 180G was mailed to a registered or legal owner(s) not

personally served.

If no claims are filed within the specified times, the appropriate District/City Attorney is then required by law to prepare and sign a written Declaration of Forfeiture which will provide title of the vehicle to the state

If a vehicle impounded pursuant to Section 14607.6 VC becomes non-eligible for forfeiture, an impound for 14602.6 VC would still be lawful if, at the time of impoundment, the driver:

- Was driving on a suspended or revoked license and was properly served notice of such suspension or revocation; or
- The driver was cited for being an unlicensed driver, but had NOT been previously licensed in this state (prior conviction MUST be for 12500(a) VC).

Modification of impound authority to 14602.6 would NOT be appropriate if the driver was cited for 12500(a) at the time of impound, but had been previously licensed (i.e., expired license or a prior conviction, infraction or misdemeanor, for any license suspension or revocation).

When Section 14602.6 is not appropriate, impound authority 22651(p) shall be used.

VEHICLE RELEASE PROCEDURE

NON-FORFEITURE

- A VEHICLE SHALL BE RELEASED TO THE R/O WHEN ALL OF THE FOLLOWING APPLY:
 - The R/O was the driver of the vehicle at the time of impoundment.
 - Within three (3) working days of impoundment, the R/O provides his/her valid driver's license, temporary license, or permit.
 - The R/O provides proof that the vehicle is properly registered.

When court records indicate that the R/O was convicted of an infraction for a violation of section 12500(a) or 14601.1 VC, rather than a misdemeanor, and the R/O was cited for one of the license suspension or revocation sections, the station shall notify the R/O that the vehicle will not be forfeited, but instead held until the 30 day impound period is fulfilled, **IF** 14607.6/14602.6/22651(p) VC is indicated on the CHP 180. If the R/O was cited for 12500(a), but has had a license issued to him/her in the past, section 22651(p) would be the most appropriate impound section. Additionally, a supplemental report shall be attached to the CHP 180 indicating the reason for non-forfeiture and the revised impound section used. Accordingly, should Section 14607.6 VC be used as the **SOLE** impound authority, and it is determined that the driver does not have a misdemeanor conviction, the vehicle shall be released **IMMEDIATELY**.

- A VEHICLE SHALL BE RELEASED WHEN A COMMUNITY PROPERTY INTEREST OWNER REQUESTS THE VEHICLE'S RELEASE AND THE FOLLOWING CONDITIONS ARE MET:
 - Page 2 of the CHP 180F has been completed.
 - No SVRA is indicated on the R/O's driver's record.
 - Proof of community interest ownership (husband/wife relationship) is supplied.
 - Proof that the vehicle is actually community property; i.e. not purchased with only one party's funds, is necessary.
 - Acceptable forms of proof would include:

- A canceled check from a joint bank account used to purchase the vehicle, a loan statement from a bank or credit union in both names, or a marriage certificate when the vehicle is registered to both the husband and wife.
- Non-acceptable forms of proof would include:
 - Insurance documents in both names, marriage certificate when the vehicle is only registered in the driver's name.
- The driver or community property interest owner (spouse) signs a certification, Page 2 of the CHP 180, that the vehicle is the only class "C" vehicle available to the driver's immediate family and the DMV records substantiate the claim.
- The R/O, community property interest owner, or authorized driver presents a valid license and submits proof that the vehicle is properly registered.
- The driver/registered owner or community property interest owner must sign a SVRA form (see attachment STIPULATED VEHICLE RELEASE AGREEMENT FORM). A copy of the SVRA shall be sent to the DMV within 10 days.

*This requirement only applies when the **DRIVER** requests the release of the vehicle (14607.6(d)(2)(D) - last sentence). If the **DRIVER** does not request the vehicle's release, the driver or community property interest owner shall not be required to sign the SVRA **and the vehicle shall be released.**

When all community property interest ownership requirements are met, **the vehicle shall be released immediately.** The R/O, community property interest owner, or their agent is responsible for all towing and storage fees.

- OTHER MANDATORY REASONS TO RELEASE VEHICLES IMPOUNDED FOR SECTION 14607.6 ARE:
 - An employee was driving an employer's vehicle or an employee was driving a customer's vehicle for the purposes of parking, service or similar reason shall be released to the employer or R/O.
 - The driver was not the R/O of the vehicle at the time of impoundment and the R/O does not have a SVRA on file. The vehicle shall be released as required by the impound authority cited (either 14602.6 or 22651(p)).
 - If the driver at the time of impoundment was the R/O of the vehicle and does not have a previous misdemeanor conviction(s) for a violation of Section 12500(a), 14601, 14601.1, 14601.2, 14601.3, 14601.4 or 14601.5 VC, the vehicle shall be released to the R/O after 30 days and not subject to forfeiture.

Note: If the driver's previous conviction was for anything other than 12500(a), AND they were cited at the time of impound for 12500(a), the 30 day impound would not apply. Use section 22651(p) as the impound authority and release the vehicle as required.
 - The vehicle involved was a rental vehicle and the provisions of sections 14608 and 14609 were complied with (these sections basically refer to the verification of license status of renter).
 - The driver was not unlicensed at the time of the impound, only driving out of classification for the vehicle driven (the appropriate section for this violation is 12500(d), however, some field personnel may mistakenly cite the driver for 12500(a) for this violation).
 - The driver's license had expired within the preceding 30 days and the driver would have otherwise been properly licensed at the time of impound.

Note: See attachment 14607.6 VC / RELEASE DIAGRAM for further information.

The R/O or agent is responsible for all towing and storage costs for vehicles released pursuant to the above conditions. Section 14607.6 VC provides that all actions which invoke this authority be based upon the R/O of record at the time of impoundment.

FORFEITED VEHICLE

A vehicle impounded pursuant to Section 14607.6 VC shall be released to a legal owner, who in the regular course of business conducts sales of repossessed or surrendered vehicles, if it notifies the station within fifteen (15) days of the mailing of the CHP 180G of its intent to conduct the sale of the impounded vehicle.

- Any legal owner who conducts the sale of a vehicle forfeited under this section must disburse the funds from the sale of the vehicle in accordance with Section 14607.6 VC.
- The legal owner is required to provide a written account regarding the disposition of the funds to the station. This shall be accomplished through the use of the Vehicle Forfeiture Fund Disbursement Form (see attachment under same name).

DISTRICT ATTORNEY'S OFFICE

JURISDICTION

- It is the policy of the District Attorney's Office that the appropriate agency to effectuate a forfeiture is the prosecutorial office which has jurisdiction over the offense for which the driver was detained. If the offense for which the driver was stopped results in a felony filing, the District Attorney's Office will be responsible for any forfeiture procedures regardless of the jurisdiction in which the stop occurred.
- Any impounding agency requesting a forfeiture as the result of an impoundment arising from a traffic offense which would be prosecuted by another prosecutorial office should be referred to that office. (i.e., Los Angeles City, Long Beach City Prosecutor, etc.)

DRIVER ELIGIBILITY FOR FORFEITURE

- It is the policy of the District Attorney's Office that the age of the prior conviction has no bearing on the forfeitability of a vehicle.
- A license which remains suspended or revoked for failure to pay a reinstatement fee and to give proof of financial responsibility under the provisions of Section 13353.4(b) of the Vehicle Code satisfies the requirements of the statute.
- There must be proof that the driver had legal knowledge, actual or constructive, of the suspension or revocation (i.e., admission by the driver or a good service indication, see attachment "DMV CODES - PROOF OF SERVICE" for good service codes)

ADMINISTRATIVE FORFEITURE PROCEDURES

- If no claim is "filed and served" on the District Attorney within five days of personal service or fifteen days of the date of mailing notice, the District
- Attorney shall issue a Declaration of Forfeiture (§ 14607.6(e)(3), V.C.). Days are court days, not calendar days (§ 14607.6(0), V.C.).

- The Asset Forfeiture Section of the Major Narcotics Division has the sole responsibility to initiate an administrative forfeiture for the District Attorney's Office.
- An impounding agency wishing to effect an administrative forfeiture must present to the Asset Forfeiture Section the following documentation:
 - Completed "Vehicle Forfeiture Report" prescribed by the California Highway Patrol (CHP-180F).
 - Certified copy of the court documentation of the necessary prior misdemeanor conviction.
 - Department of Motor Vehicle computer printout of the driver's record.
 - Department of Motor Vehicle computer printout of the vehicle's history.
 - If mailed notice was required, copies of the notice sent, the certified mailing document, **and the signed returned receipt from each person required to be served.**
 - If the notice was given personally, a declaration under penalty of perjury of personal service of notice on the "Vehicle Forfeiture Report" will be sufficient.

VEHICLE DISPOSAL - PROCEDURE

Vehicles impounded and subsequently forfeited to the state are required to be sold at public auction, and the proceeds disbursed as specified in Section 14607.6 VC. Initially, contract tow companies shall be utilized for the towing, storage, and sale of vehicles impounded pursuant to Section 14607.6 VC. The long term goal of the Department is to contract with commercial auction companies for the purpose of selling vehicles and making disbursements.

SHORT TERM - CONTRACT TOW COMPANIES

Unit Commanders, or their designee, shall immediately contact their tow companies and explain the Department's short and long term plans. Any company interested in towing, storing and selling vehicles may participate in the short term program. Any tow company not wishing to participate shall not be used to impound vehicles for Section 14607.6 P.C. If necessary, separate temporary tow lists shall be established. Vehicles impounded for Section 14607.6 VC shall be towed and stored only by a participating tow company.

- Upon obtaining a Declaration of Forfeiture, the impounding station shall, as soon as possible, provide this document, along with a partially completed Vehicle Forfeiture Notification and Fund Disbursement Form (see attachment under the same name) to the tow company in possession of the vehicle and request that the vehicle be immediately offered for sale at a public auction unless the legal owner has requested to sell the vehicle.
 - Stations shall maintain copies of all documents sent to tow companies.
- The forfeited vehicle must be offered for sale within 60 days following the declaration
- If the vehicle is of little or no resale value, as determined by the tow company, or is not of the type that can readily be sold to the public generally, it may be conveyed to a licensed dismantler after removing the license plates. The license plates shall be forwarded to the affected station for proper disposal.
- After furnishing the above documents to the tow company, the station shall complete and forward a copy of the Fiscal Administration's Vehicle Forfeiture Notification and Fund Disbursement form to Fiscal Administration.
- Tow Companies shall provide the following information to the station within 15 days of the sale:
 - Copies of all sale documentation with complete buyer information, including name and address.
 - Total sales price.

- Itemized towing, storage and sales cost break down in accordance with the established contract with the Department and the rates agreed upon therein.
- Copy of the Vehicle Forfeiture Notification and Fund Disbursement Form
- Tow Companies shall provide Fiscal Administration with a copy of the Vehicle Forfeiture Notification and Fund Disbursement Form and a SINGLE check for the Department's incurred costs and the County's General Fund disbursement.

LONG TERM

The long term plan of the Department is to contract with the County's commercial auction company for the purpose of selling vehicles and disbursing funds.

- Vehicles will initially be towed and stored by identified tow operators for the Department.
- Upon the forfeiture of a vehicle to the state, the affected station shall, as soon as possible, notify the County's contract auction company.
- Stations shall maintain copies of all documents sent to tow companies, auction companies, and legal owners.
- Stations shall forward to the auction company or legal owner, prior to the sale of the vehicle, the following items:
 - The Declaration of Forfeiture, Vehicle Forfeiture Notification and Fund Disbursement Form, and any other information required to complete the impending sale and disbursement process as required by Section 14607.6 VC.
- After furnishing the above documents to the auction company or legal owner, the station shall complete and forward a copy of the Fiscal Administration's Vehicle Forfeiture Notification and Fund Disbursement Form to Fiscal Administration.
- The contract auction company, or legal owner (i.e., bank, finance company, etc.) if they request to sell their own vehicle, will then be required to:
 - Arrange for the transportation of the vehicle to the auction site, pay for the towing and storage of the forfeited vehicle at the time of pick-up.
 - Auction the vehicle.
 - Disburse the proceeds from the sale of the vehicle, and
 - Provide the affected station with:
 - Copies of all sale documentation with complete buyer information, including name and address.
 - Total sales price
 - Itemized towing, storage and sales cost break down in accordance with the established contract with the Department and the rates agreed upon therein.
 - Copy of the Vehicle Forfeiture Notification and Fund Disbursement Form
 - Provide Fiscal Administration with a copy of the Vehicle Forfeiture Notification and Fund Disbursement Form and a SINGLE check for the Department's incurred costs and the County's General Fund disbursement.
- The contract auction company shall provide the buyer of a forfeited vehicle with the Declaration of Forfeiture at the time of sale. The Department of Motor Vehicles has indicated that the Declaration of

Forfeiture will serve as title for purposes of registration when accompanied by the appropriate supporting documents (i.e., bill of sale, odometer, disclosure, etc.).

- In situations where the auction company determines that the cost associated with the sale of a forfeited vehicle (i.e., towing, storage, transportation, etc.) would exceed the value of the vehicle, the tow company would be requested to sell the vehicle in order to recover its cost of towing and storage. The tow company will be required to comply with the requirements outlined in "Short Term - Tow Companies" section. Disbursements shall be made as outlined in "Short Term - Tow Companies" section.

Note: See attachment 14607.6 VC IMPOUND/FORFEITURE VEHICLE DISPOSAL CHECK LIST.

TRAFFIC SERVICES DETAIL RESPONSIBILITIES

The Traffic Services Detail (TSD) shall develop procedures for the implementation of this section using the guidelines contained within this Field Operations Directive. These procedures shall include policy for conducting annual station audits to ensure compliance with this directive.

UNIT COMMANDERS' RESPONSIBILITIES

Unit Commanders, or their designees, shall communicate with the appropriate District/City Attorney and develop procedures for processing vehicles impounded pursuant to Section 14607.6 VC. Unit Commanders should emphasize the need for expediency regarding the signing of the Declaration of Forfeiture.

Stations shall ensure that a history file is maintained for all vehicles forfeited pursuant to Section 14607.6 VC. Each forfeited vehicle shall be assigned a Nuisance Vehicle Forfeiture Number. The number shall have the following format: VF Forfeiture #-station #-Year. Example: The first vehicle forfeited in the Santa Clarita Station area (060) for 1995 would be assigned the number:

VF001-060-95.

A master file of all Nuisance Vehicle Forfeiture Numbers shall be maintained at each station for six years.

All disbursements shall be indicated on the Vehicle Forfeiture Notification and Fund Disbursement Form by the selling agent (tow company, auction company, or legal owner). The selling agent shall supply written documentation to substantiate all disbursements and any claims for disbursement that have been filed against the vehicle in question. Funds shall be disbursed in accordance with Vehicle Code Section 14607.6 (l)(1 through 6) (see attachment DISBURSEMENT PRIORITY LIST).

Stations shall develop procedures to resolve complaints associated with the sale of these vehicles. If the station is unable to resolve a complaint, Fiscal Administration shall be notified and will provide assistance to the station as required.

The Department is only responsible for the disbursement of funds generated by the sale of a forfeited vehicle. Any deficiencies are not the responsibility of the Department.

FISCAL ADMINISTRATION'S RESPONSIBILITIES

Fiscal Administration shall develop procedures for the implementation of this section. These procedures shall include policy for:

- Tracking the sales of all forfeited vehicles.
- Assist stations in resolving complaints associated with the sale of vehicles.
- Follow-up with tow/auction companies and legal owners to ensure all sales and disbursements are being performed in accordance with Section 14607.6 VC and the provisions of this Directive.

MISCELLANEOUS

All forms and documents (history file) related to the forfeiture shall be retained at the station level for six years. Items to be retained include:

- CHP 180F and CHP 180G.
- Copy of the Declaration of Forfeiture.
- Copy of the Bill of Sale.
- Copy of the Vehicle Forfeiture Notification and Fund Disbursement Form.
- Copy of Contract Tow/Auction/legal owner fee documentation (i.e., sales documentation with complete buyers information, vehicle's sale price, itemized towing and storage, sales cost breakdown, etc.).
- Copies of any additional local forms

The CHP 180F and the CHP 180G may be obtained from Central Supply through the normal requisition process.

All time frames established by Section 14607.6(o) VC refer to workdays, not including weekends and holidays.

Attached are two flow charts and a copy of the Department of Justice's Stipulated Vehicle Release Agreement (SVRA) to assist divisions and stations regarding the use of Section 14607.6 VC.

Although the law allows for the disposal of vehicles to charitable organizations, vehicles shall not normally be disposed of in this manner because of the associated cost to the Department (i.e., the cost of towing and storage).

• 95-003 Contract Cities Involvement in Assignment of Station Commanders and Dedicated Personnel

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



CONTRACT CITIES INVOLVEMENT IN ASSIGNMENT OF STATION COMMANDERS AND DEDICATED PERSONNEL

City Managers of our Contract Cities shall be provided an opportunity to select Station Commanders and personnel for dedicated positions within their cities. Dedicated positions are those that have direct and continuous liaison with the city manager's office and city staff, and are dedicated to the contract entity.

Station Change of Command

The City Manager or his or her representative will assist in the selection of new Station Commanders from a list of recommended candidates furnished by the Department. The process will require at least thirty days and will consist of the following steps:

- Executive Planning Council (EPC) will meet to identify anticipated station vacancies (Identify candidates for promotion or movement)
- EPC will develop a candidate list of two or more recommendations for each station, which may include some replication
- Sheriff will approve or modify work of EPC
- Area Commanders will notify affected City Managers at least ten days in advance of the potential movement affecting their Contract City
- Resumes of candidates will be forwarded to cities
- For each affected station, the Region Chief or Area Commander will coordinate a meeting of City Manager(s) to review resumes and/or interview candidates.

Any lack of selection or consensus will be resolved by the Sheriff.

Selection of Personnel for Dedicated Assignments (Excluding Bonus Deputy Positions)

The Unit Commander shall receive direct City Manager input in the selection of personnel for dedicated positions of that City. For "dedicated positions" at the rank of Deputy Generalist, Sergeant and Lieutenant, the Unit Commander shall submit two or more names to the City Manager for consideration and recommendation.

Note: Deputies assigned to general patrol duties in the contract city are not included in this particular selection process.

In the assignment of Lieutenants to key station positions, i.e. city liaison, the Unit Commander will solicit input from the concerned City Manager.

Selection of Bonus Deputy Personnel for Dedicated Assignments

Assignments will be made pursuant to the provisions of the existing Memorandum of Understanding.

• 95-002 Supervision of Field Training Officers - First Six Month Training Experience

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



SUPERVISION OF FIELD TRAINING OFFICERS - FIRST SIX MONTH TRAINING EXPERIENCE

Purpose

The purpose of this Field Operations Directive is to establish a program to assess and assist newly promoted Field Training Officers (FTOs) and to ensure quality training is occurring for newly assigned field personnel. This program was also developed to track newly assigned FTOs.

This program will not only provide the Department with the necessary tools to supervise and, when necessary, deselect newly assigned FTOs, but will also provide an assistance program for all newly assigned FTOs.

Policy and Procedures

Pairing of Mentor to newly appointed FTO

- The Unit Commander at each station shall review current and past FTOs to determine which individuals most accurately reflect the Department's model of an ideal training officer. These FTOs will be assigned as mentors to newly appointed FTOs. Participation as a mentor is voluntary.
- Every effort should be made to assign the mentor and new FTO on the same shift and regular days off. For practical reasons (three deputies in a car) and to maintain a positive training atmosphere (preventing the image of "ganging up" on the trainee), the mentor should not be assigned to work with the new FTO or trainee except when one of them is off-duty (i.e., station level training, sick call in, etc.).
- The new FTO should be encouraged to utilize their mentor to answer questions regarding the day to day functions of a FTO. At the completion of the new FTO's first six months of training, the formal mentor/FTO relationship shall be dissolved. However, this does not preclude the FTO from continuing to seek advice from them on an informal basis.

FTO / Trainee assignments

- Station training sergeants shall make every effort to assign new FTOs (first three months as a FTO) to a trainee that has already completed their first three (3) phases of training and is not experiencing significant learning difficulties. This practice should reduce the pressure and stress the new FTO typically experiences during their first few months as a training officer.
- In order to effectively measure the abilities of the new FTO, the second training experience should be with a new trainee just starting their first month of patrol training. This will allow station training sergeants to evaluate the performance of the new FTO during the most stressful stage of training. This process will also benefit the trainee as the new FTO will already have some practical experience as a training officer.

Training folders for newly assigned FTO's

- Station training sergeants shall maintain a separate training folder for all new FTOs. These folders shall be retained for two (2) years beyond the ending date of the deputy's FTO status. The folders shall contain, but are not limited to, the following items:
 - FTO Core Values Essay
 - Copies of field audits conducted on FTO, etc.
 - FTO Performance Evaluations
 - Monthly written evaluations by training sergeants
 - Bonus Authorization Forms
 - Identification of the FTO's Mentor(s) and trainees
 - FTO Core Values Exercise
 - FTO Application form and other relevant application paperwork
 - Captain's Training Philosophy
 - FTO Principles
 - FTO Guidelines
 - Field Sergeant Questionnaires (see section IV.)
 - Hazing Policy
 - Resume'
 - Training Records
 - RAPS Statistics
 - FTO Course Completion
 - FTO Interview results
 - Other documentation that provides insight into the effectiveness of the newly assigned FTO (i.e., citizen complaints, positive and negative supervisory contacts, on-duty traffic collisions, etc.)

Assessing new FTO progress

- Station training sergeants will distribute and collect questionnaires (see attached) from all patrol sergeants that work on the same shift as the new FTO. These questionnaires will then be reviewed individually by the station training sergeant, noting both the strengths and the weaknesses of the new FTO. These questionnaires shall be retained in the FTO's training folder.

Field Audits

- Station training sergeants shall acquire copies of all field audits conducted on the new FTO and trainee, FTO solely, trainee solely, and the trainee with other FTOs. These audits will be individually reviewed by the station training sergeant, noting both the strengths and the weaknesses of the new FTO. The audits on the trainee in absentia of their FTO can provide insight as to the effectiveness of the FTO and their training methods. These audits shall be kept in the FTO's training folder.

Assessment of the newly assigned FTO

- Station training sergeants shall review all questionnaires, field audits, and any other documentation collectively. This should provide the necessary insight into the FTO's capabilities to determine how well they are progressing. If an FTO is performing in a substandard manner, their training sergeant shall immediately address the difficulty(s), either remediating the FTO or deselecting them from the position.

This review shall be conducted monthly during the first six (6) months the new FTO is training. Training sergeants shall prepare a written assessment, on a SH-AD-32, of the FTO's progress for each review period. This assessment shall be discussed with the FTO by the training sergeant and signed by both parties. The original shall be forwarded to the training lieutenant and a copy placed in the FTO's training folder.

Evaluation of program

- In order to ensure uniformity in the Department's Field Training Program, Field Training Officer selection and retention, and compliance to policies governing FTOs, the Advanced Officer Training unit will inspect each unit's program during their regularly scheduled command inspection. This inspection will include a review of: all newly assigned FTO training folders for the year prior to the inspection, their trainees' folders, FTO Application Forms, Bonus Authorization Forms, citizen complaints, documented positive and negative supervisory contacts, and discipline records that pertain to suitability for the position of FTO.

Affected Directives/Publications

None

Cites/References

None

Attachments

Newly appointed FTO Questionnaire

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- **94-002 Training Safety Policy**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



TRAINING SAFETY POLICY

All training shall be conducted in a manner which ensures the safety of personnel involved. Unit Commanders, training managers, and training supervisors shall be responsible for safe, relevant and practical training, including practical application (role playing) training during regular duty hours.

This responsibility includes but is not limited to:

- Ensuring appropriate supervision during training
- Ensuring instructor and student familiarity with and adherence to sound safety practices
- Ensuring swift, effective response to training injuries, including first aid, medical treatment, notifications, and reporting

In addition to the general guidelines above, the following procedures shall be adhered to during any practical application training:

- Personnel shall make notification to their supervisors.
- A sergeant shall be on site to coordinate/monitor training.
- Discipline of all personnel during training shall be maintained.
- Equipment and material needs should be identified and procured prior to the commencement of training.
- The location and facilities should be conducive to the training to be delivered.
- Notification and written authorization granted for use of an alternative facility or site, other than County owned property.
- When an alternative facility or site is used, a plan to ensure public/community safety must be in effect. This must include notice to neighboring police agencies if the site is contiguous to their area.
- Personnel shall be assigned to maintain safety and security for the training exercise.
- Notify S.C.C. and request a restricted frequency. Station desk personnel should also be notified to monitor the training frequency.

The following safety rules shall be followed when practical application training exercises require the deployment of weapons:

- During role-playing exercises, all participants shall use only Department approved red simulated handgun and shotgun replicas
- During the training exercises all firearms, extra ammunition and magazines shall be secured in the supervisor's vehicle trunk (including instructor's and monitor's).
- All other Department guidelines concerning the safe handling of weapons shall be adhered to.
- All Department reporting procedures shall be in effect

While all hazards cannot be anticipated, safety must be the primary concern in any training situation.

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• **94-001 Issuance of Business Cards**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



ISSUANCE OF BUSINESS CARDS

PURPOSE

The purpose of this directive is to establish procedures and responsibilities regarding departmentally approved business cards.

DEPARTMENT PERSONNEL RESPONSIBILITIES

Upon request, Department personnel shall provide a departmentally approved business card, without protest. Business cards must meet the guidelines as established by Manual of Policy and Procedures section 3-01/110.45, "Business Cards." All business cards shall also have the Department's "Core Values" printed on the reverse side.

All Field Operations, Special Operations, and Detective Division units shall order and maintain on hand a sufficient number of non-personalized unit business cards or provide personnel with computer business card stock to be used to print business cards through the computer. On all non-personalized unit business cards, personnel shall either type, write (legibly), or stamp their name on the business card in the space provided for this purpose. Personnel may purchase personalized business cards to dispense. These cards shall meet the requirements of this directive and the Manual of Policy and Procedures section 3-01/110.45. Additionally, they must reflect the member's current unit of assignment.

UNIT COMMANDER RESPONSIBILITIES

Unit Commanders shall ensure that their personnel carry at all times a sufficient quantity of business cards to accommodate all requests. During periodic personnel inspections, supervisory personnel shall check for compliance of this directive.

All units that have a desk area for the public shall additionally maintain a sign (black background with white lettering) in this area with the following message.

ALL DEPARTMENT PERSONNEL SHALL PROVIDE A BUSINESS CARD BEARING THEIR NAME UPON REQUEST.

BUSINESS CARDS SHALL NOT BE USED BY ANY PERSON WITH THE INTENT TO INFLUENCE LAW ENFORCEMENT OFFICER DISCRETION.

This sign shall be printed in English, Spanish and any other language that is predominantly used in the unit's area.

Please direct questions regarding this policy to Field Operations Support Services.

• 93-008 Sergeant Mentoring Program

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



SERGEANT MENTORING PROGRAM

PURPOSE

The purpose of this Field Operations Directive is to establish a standardized and mandatory "Sergeant Mentoring Program."

POLICY AND PROCEDURES

All Field Operations units involved in primary patrol functions shall participate in the program. The Sergeant Mentoring Program pairs up all newly assigned sergeants (protégés) in Field Operations to one tenured mentor sergeant for the duration of the program. Mentors are not to be assigned to multiple protégés at the same time. It is understood that it may be necessary to reassign a protégé to another mentor due to scheduling conflicts (such as injuries on duty, family emergencies, etc.). It may also become necessary to reassign the protégé to another mentor because of difficulties experienced by the protégé in the program. Reassignments of protégés for all other reasons are strongly discouraged. Any tenured sergeant may be qualified to be an assigned mentor.

The mentor and protégé will be assigned to work the same shift with the same regular days off. The protégé will work as an extra item for the entire program period. The protégé will assist their mentor in his/her daily activities.

The program is four weeks in length. If difficulty is experienced that precludes the protégé from completing the program, the station's Training Lieutenant shall be notified and the protégé's mentoring program will be extended. The length of this extension will be determined by the Training Lieutenant.

- The Sergeant Mentoring Program consists of:
- Mentoring Program Documentation Package
- Minimum Standards of Performance for Field Operations Sergeants

Please direct any questions regarding this program, its compliance, and need for assistance to the Advanced Officer Training Unit [REDACTED TEXT]

AFFECTED DIRECTIVES/PUBLICATIONS

None

CITES/REFERENCES (ATTACHED)

Mentoring Program Documentation Package

Minimum Standards of Performance for Field Operations Sergeants Outline

• **93-005 Sheriff's Community Advisory Committees**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



SHERIFF'S COMMUNITY ADVISORY COMMITTEES

PURPOSE

Public trust and support is vital to ensuring the success of the mission of the Los Angeles County Sheriff's Department. To gain that public trust and support, we must foster a collaborative relationship with the public in determining the best course in achieving community order. While we must continually seek new and innovative ways to develop cooperative relationships with the communities we serve, direct community input can be best encouraged through the use of Community Advisory Committees. Therefore, each station shall establish that number of Community Advisory Committees which is necessary to be representative of the unincorporated communities served. Community advisory committees may also be established within contract cities at the discretion of the contract city officials.

Community Advisory Committees are intended to build a better understanding between the public we serve and the Sheriff's Department through education and communication. In addition, they will provide the Sheriff's Department with direct input from the public regarding local community issues and concerns and establish a true partnership between the community and their Sheriff's Department. Additionally, direct interaction between community and police provides greater insight into local conditions, circumstances and events of interest to law enforcement.

SCOPE

Community Advisory Committees shall serve to act as a liaison between their local Sheriff's Station and the communities it serves. They will consult with the concerned station commander and his or her staff on matters relating to public perception of law enforcement issues.

The scope of responsibilities for Community Advisory Committees shall include, but not be limited to:

- Aiding their local station in determining the law enforcement focus for the community.
- Advising their local station on matters relating to public perception of law enforcement issues, services and performance.
- Enlisting community support for local law enforcement activities.

- Representing the views of the local community relating to law enforcement efforts, programs, needs and concerns.
- Assisting local station staff in the conceptualization of programs which are uniquely suited to the community's needs.
- Assisting in establishing community partnerships and the education of the community to the needs and goals of law enforcement.

Community Advisory Committees shall meet at least quarterly, although meetings may occur as frequently as once a month if deemed appropriate. The unit commander should attend each meeting if possible. Additionally, each unit commander shall ensure that, when necessary, appropriate station personnel, i.e., Liaison Lieutenant, Detective, Team Leader, area patrol personnel, etc., attend the Community Advisory Committee meeting so any community needs or concerns that are raised at this forum are addressed.

SELECTION

Community Advisory Committee members shall be selected from the community at large and shall reflect the diversity of that particular community. The members shall be representative of the ethnic, religious, gender, labor, business, age, and overall composition of the general public and must reside or work within the area they serve.

Prospective members can be nominated to serve by any legitimate source, or from individual applications received as a result of local media advertising. Nominations can be made by local elected officials, representatives from various governmental agencies, members of local community organizations and service groups, or independent community members. When selecting committee members, the local unit commander shall ensure proper community representation and diversity.

Acceptance onto a Community Advisory Committee will be predicated upon the successful completion of a background check, performed via specified databases accessible by the Sheriff's Department. This will include a criminal history, wants and warrants, and Department of Motor Vehicles check. Prospective members shall be made aware of these requirements at the time of application to the Community Advisory Committee.

Community Advisory Committee members shall:

Be a resident or business representative of the community represented.

Not be seeking or hold an elected office.

Not be involved in any criminal or civil dealings against the Los Angeles County Sheriff's Department.

TRAINING

Community Advisory Committee members shall receive a minimum of 24 hours of training to provide each member with a basic understanding of Sheriff's Department policy and procedures.

Training shall include, but not be limited to:

- Organizational structure of the Sheriff's Department
- Review of policy and procedures
- Complaint procedures
- Internal investigations
- Peace Officer Bill of Rights
- Review of relevant patrol training and procedures
- Ride-along (quarterly)
- Use of force/firearms
- Criminal Justice System overview
- Overview of existing local community programs

A standardized course outline will be provided to each unit commander with local station staff conducting the training.

Additional training covering topics not initially provided may be conducted at the request of the Community Advisory Committee according to need.

ORGANIZATION AND TENURE

The size and number of station Community Advisory Committees shall be determined according to local needs and desires. The Committees will consist of a sufficient number of members to ensure fair community representation based upon community demographics.

The terms for Community Advisory Committee members shall be two years, with the exception of one-half of the first members selected, who shall serve only one-year terms in order to stagger the members' terms of service. Membership on an advisory committee is not restricted to a given number of terms; however, the station commander shall periodically review the membership to ensure that it is truly representative of community composition and needs.

Any Community Advisory Committee member who violates any of the afore-mentioned selection standards shall be removed from the Community Advisory Committee.

Service on the Community Advisory Committee is strictly voluntary. There will be no monetary compensation for Community Advisory Committee members as part of their service.

COMPLAINT REVIEW

The Community Advisory Committees will have no formal involvement in the resolution or review of citizen complaints; however, they will perform a valuable service by serving as another conduit for personnel and service complaints and in the elimination of erroneous perceptions regarding Department procedures.

• 93-004 Field Training Officer School and Advanced Tactical Communication Course, Mandatory Requirement

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



FIELD TRAINING OFFICER SCHOOL AND ADVANCED TACTICAL COMMUNICATION COURSE,

MANDATORY REQUIREMENTS

All deputies that have completed the Bonus Selection Board process for the position of Training Officer (Field Operations), Bonus Position Selection Number 53I, and are considered acceptable candidates by their Unit Commander, shall attend the Field Officer Training Course and the Department's Advanced Tactical Communications class. Both of these classes must be completed prior to appointment as a Field Training Officer.

Unit Commanders are directed to expedite the scheduling and attendance of any current Field Training Officer who has not been trained in the above classes and all Field Training Officer candidates (as noted above) into the next available class(es).

Field Training Officer candidates that last attended a Field Training Officer School in excess of one (1) year prior to appointment to the position of Field Training Officer School shall re-attend the Department's Field Training Officer School.

• **93-003 Extraction/Escort Mission**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



EXTRACTION/ESCORT MISSION

EXTRACTION MISSIONS

During the early stages of a civil disturbance there is a significant chance that response elements of the fire department will be deployed in the area on missions that began prior to the onset of the problem. The fire department will identify those units in our department's jurisdiction and request that an extraction mission be conducted.

Stations receiving a request for extraction will immediately assign the mission as emergent (CODE 3) to field

units to provide security for the fire department elements in the field, and escort them back to their designated staging area, upon completion of that (fire) mission.

ESCORT MISSIONS

When the County Emergency Operations Center is operational, all mission requests for Fire Department escorts will be forwarded to them for assignment. Generally, escort missions will be requested by the Fire Department when responding into the area affected by a civil disturbance. Fire will not attempt to enter those areas that law enforcement feels are unsafe due to the level of violence within the area. This in no way prohibits the fire department from sending additional resources into the area in response to a firefighter requesting assistance call.

Escort missions will be performed by a minimum of two 2 person cars for each deployed fire element. The escort will have one police vehicle leading and one as a rear guard. The police escort will remain with the fire element during their activities and provide security as needed at the event site and then escort the fire personnel back to their staging area.

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• 92-007 Handling 9-1-1 Calls

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



HANDLING 9-1-1 CALLS

There have been 9-1-1 calls received that have been transferred to the station business line which more appropriately should have been handled as an emergency.

To alleviate the potential for this problem, all 9-1-1 calls in which any one of the following criteria exist shall be handled on the 9-1-1 line.

- There is the potential of a life or death emergency.
 - There is a crime in progress or that has just occurred.
 - Any situation that needs to be immediately dispatched so that the public safety, officer safety or apprehension of the offender is accomplished without delay.
 - The caller perceives that the incident may endanger his or her life.
 - The call involves Domestic Violence.
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• 92-006 Use of Dispatch, Tactical, and Mobile Digital Communication System

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



USE OF THE DISPATCH, TACTICAL, AND MOBILE DIGITAL COMMUNICATION SYSTEM

PURPOSE

This order establishes policy and procedure for the use of the Dispatch, Tactical, and Mobile Digital Communication system.

DISPATCH AND MOBILE DIGITAL COMMUNICATION SYSTEM

Each Sheriff's station has been assigned a specific dispatch channel for the transmission and reception of calls for service.

Voice dispatch channels are used for direct communications with Sheriff's Communications Center (SCC) dispatchers and shall also be used to request assistance, fire equipment, paramedics, ambulances, and other emergency services. Mobile Digital Computer (MDC) equipped field units shall use the MDC to request additional information on calls, tow trucks, Road Department, electric company, and other non-emergency services. Non-MDC equipped field units may use voice dispatch channels to request non-emergency services.

Should communications be required with the station desk for non-tactical purposes, MDC equipped field units shall use the MDC. Non-MDC equipped field units may request such traffic over the local tactical (L-Tac) channel or via the voice dispatch channel, if necessary.

Station dispatchers are prohibited from using the station transmitter on the voice dispatch channel except:

- As authorized by the SCC watch commander for testing; or
- During a system failure. To prevent interference and the possible disruption of emergency traffic, voice dispatch channels shall be used only in the "repeat" mode. The only exception is during a system failure.

TACTICAL RADIO CHANNELS

Tactical channels are to be used for communications during the coordination of responses to calls and for tactical and special operations that require the use of voice radio.

Local tactical (L-TAC) channels are the primary tactical coordination channel for field operations units and are assigned solely to the field operations regions. L-TAC channels are not normally restricted and may be used

at any time by field operations units.

All other tactical channels, including area tactical (A-TAC) channels, countywide tactical (C-TAC-1) channel, star tactical (S-TAC) channel, and mutual aid channels, are restricted and shall not be used without the approval of the SCC watch commander or supervising dispatcher. These channels are restricted to ensure Department personnel (from all divisions) have immediate access to a dedicated channel for priority needs such as searches, containments, high risk calls, and tactical/mutual aid operations. The use of these channels shall be in the "repeat" mode unless directed otherwise by the SCC watch commander or when circumstances prevent the "repeat" function from being used.

When it is necessary to communicate with units from other Sheriff's stations or personnel from Detective Division, Custody Division, Court Services Division, or other units, an appropriate tactical channel will be assigned by the SCC watch commander or supervising dispatcher.

Use of the station transmitter on tactical radio channels shall be limited as described below.

RESPONSE COORDINATION/TACTICAL COMMUNICATIONS

Field units shall coordinate responses to high risk calls, containments, and special operations. Response coordination shall occur as follows:

After handling and assisting units have acknowledged the call, the handling unit may request the Duplex Patch for initial coordination. "Initial coordination" is defined as the giving of the deputies' estimated time of arrival and may, depending on the nature of the call, include tactical communications prior to the arrival of units at the scene. After this point, all tactical coordination shall take place on tactical radio channels. It is extremely important units limit the use and duration of the Duplex Patch since, under most circumstances, multiple dispatch channels are assigned to an SCC dispatcher. The result is that multiple dispatch channels and Sheriff's stations are "on hold" for all communications during the coordination, containment, etc., pending release of "the patch." The Duplex Patch shall also be used for vehicle pursuits, foot pursuits, Code 9, crime broadcasts, and activated upon request by field personnel.

Unless another operation is already using the L-TAC channel, it shall be used for tactical coordination purposes. If the L-TAC channel is already in use or if multi-station coverage is necessary, an A-TAC or C-TAC-1 channel may be used with the approval of the SCC watch commander or supervising dispatcher.

SCC dispatchers have the capability to monitor and transmit on all tactical channels. However, they will not normally monitor tactical channel traffic except under the most unusual of circumstances or if requested by a field unit and approved by the SCC watch commander. SCC dispatchers will, for the purpose of continuity, remain assigned to the dispatch channel of a station whose units are using a tactical channel for coordination. In this manner, should an involved field unit return to the dispatch channel and request additional assistance or resources, the SCC dispatcher will be familiar with the situation. Radio traffic on the dispatch channel will not, however, be restricted.

STATION DESK RESPONSIBILITY

Station desk personnel have the capability to immediately transmit additional tactical information to involved units on an assigned tactical channel and on the MDC system. In emergency situations, the station dispatcher may request the SCC dispatcher to override all traffic on a tactical channel and broadcast important

information.

Station desk personnel are in a position to best assess the number of units required for an initial dispatch and response to a reported incident. Handling field units shall not routinely solicit additional field units beyond those assigned by the desk to respond to incidents.

Only when the handling field unit has clear information that more than the number of units originally assigned are needed, or a unit is on-scene and the situation warrants, shall additional assisting units be requested either on the dispatch or assigned tactical channel. Field supervisors may increase or decrease the number of units responding to an incident as they deem necessary and appropriate.

WATCH COMMANDERS

Should the situation warrant, station watch commanders may request a deviation from any of the above policies. All such changes must have the approval of the SCC watch commander. The watch commander shall conduct periodic audits of his/her shifts' MDC messages and bring any discrepancies to the attention of the unit commander.

DESK AND FIELD OPERATIONS LIEUTENANT

Station commanders shall designate a lieutenant who shall have as a collateral duty the responsibility to oversee that station's desk and field radio/MDC operations. This lieutenant will review station procedures and performance to ensure compliance with this and other applicable orders, rules, and regulations related to the Department's communications system.

SPECIAL UNITS DISPATCH CHANNEL

The Special Units Dispatch (SUD) channel is for use by assigned units not normally dispatched through the SCC. This includes Special Enforcement Bureau, Emergency Services Detail, Aero Bureau, and Emergency Operations Bureau. Station personnel shall not use the SUD channel, either in the "repeat" or the "direct" mode, unless directed to do so by the SCC watch commander.

COMPLIANCE

The Department's communications system is to be used only for official business. Personal messages, non-work related transmissions, personal opinions on current events, or messages that contain derogatory, discriminatory, racist, sexist, or profane language or intent, are not permitted. All MDC and voice radio transmissions are recorded and are subject to review by this Department, the courts, the media, outside regulatory, and enforcement agencies.

The Department's radio channels are a finite, limited, and shared resource. It is imperative that proper discipline and control of their use be exercised. Therefore, station commanders are expected to ensure compliance with this directive.

The SCC unit commander has the sole responsibility to assign radio channels and is required to report improper or unauthorized use to the concerned station watch commander when violations occur.

Communications and Fleet Management Bureau – Mobile Digital Training staff have responsibility to audit each station for compliance with this directive. A report to the respective region headquarters through the Command Inspection Program shall be prepared annually.

• 92-005 Video Recording of Driving Under the Influence (D.U.I.) Chemical Test Refusals

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



VIDEO RECORDING OF DRIVING UNDER THE INFLUENCE

(D.U.I.) CHEMICAL TEST REFUSALS

PURPOSE

The purpose of recording Driving Under the Influence (DUI) chemical test refusals is to provide physical evidence of the refusal. Many of the cases that go to trial center on the credibility of the deputy regarding the advisement, rather than the drunk driver. It is anticipated that with video evidence, pre-trial guilty pleas will increase and those cases that go to trial will result in a conviction.

POLICY AND PROCEDURES

The following procedures shall be followed in all DUI chemical test refusals:

- Ascertain if the suspect intends to refuse chemical testing;
- If the suspect refuses chemical testing, the refusal must be recorded on video. This can be done in the field, hospital, or station;
- The type of device used to record the refusal must have the capability to transfer the video to a medium that can be physically booked into evidence. (i.e. CD, USB storage device, etc.)
- When recording the refusal, have the suspect face the camera, state the suspect's full name and date of birth, your name, and any other Department member present for the recording;
- If an interpreter is necessary, name the interpreter on camera
- Advise the suspect there are sanctions for failure or refusal to submit to a blood alcohol test, and they are deemed to have consented to chemical testing of blood or breath per sections, 13353 and 23612 of the California Vehicle Code (CVC);
- Ask the suspect if he/she will provide a sample for a chemical test. Try to elicit a verbal response from the suspect;
- After the advisement and the suspect's refusal, stop recording;
- Include the suspect's advisement and refusal on video in the narrative portion of the arrest report; and

- Remove the video tape, disc, memory card, or copy the recording onto a medium and book it into evidence.

All recordings will be held for evidence until the case has been adjudicated. If recordings are requested by subpoena for the defense, whether by private or public defender, they must supply a blank recordable CD, or suitable media device, ten business days in advance. They must also supply a copy of the front and back of the original arrest report.

All evidence handling procedures shall be adhered to per Volume 5 - Chapter 4, Property and Evidence Procedures, of the Manual of Policy and Procedures.

• **92-001 AT&T Language Line Services**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



AT&T LANGUAGE LINE SERVICE

AT&T Language Line Services have been implemented for use by the Field Operations Regions. The service provides 24-hour telephone-based translation service for 144 languages and dialects. Service is accessed through two 800 lines, one for emergencies and the other for non-emergent matters.

The 800 number for emergencies has been programmed into each station's speed dial system and is accessed by clicking on the icon labeled "LANGUAGE" for emergencies from the 911 transfer equipment. The 800 number for non-emergent calls has also been programmed into each station's speed dial system and is accessed by clicking the icon marked "LANGUAGE." After the operator answers, click on "FLASH" to include the caller in the three-way call. Calls will be answered by a Spanish language interpreter who will verify the identity of the unit requesting interpretation by asking for the Client ID. (Each station has an identifying number unique to that station.) The interpreter will verify the language needed and connect the appropriate interpreter on the line. Desk personnel shall maintain control of the call until all necessary information is collected and exchanged. Conclusion of the call will occur when the desk person instructs/tells the interpreter, "End of Call."

Deputies in the field shall use the non-emergent number [REDACTED TEXT] which can access the language line from any telephone. This number shall only be used when deputies are unable to locate a translator in the field or through the Department's civilian volunteer program in a reasonable period of time. They are also issued language identification brochures which will allow non-English speaking persons to identify their language by sight.

POLICY AND PROCEDURE

To utilize the AT&T language line service on 9-1-1 emergency calls:

1. Click the icon labeled "LANGUAGE" which connects into the 9-1-1 system speed dial.
2. When the operator answers, state what language translation is needed (if you know). If you do not know what language is being spoken by the caller, the language line operator will assist you.
3. Give the Department ID number [REDACTED TEXT].
4. State our Department name.
5. State your employee number.
6. The language line operator will then ask you to hold while you are connected to a translator.
7. While waiting, you will hear a recorded message in ten different languages that advises the caller a translator will be immediately available.

NON-EMERGENT CALLS

If all attempts are unsuccessful to locate a Department member or civilian volunteer who speaks the language needing translation, station personnel shall:

1. Click on the icon labeled "LANGUAGE" which connects to a 9-1-1 system speed dial. After the operator answers, click on "FLASH" to include the caller in a three-way call.
2. Follow steps two through seven which are the same as those outlined above for emergent calls.

Personnel who are in the field when translation service is necessary shall dial the non-emergent number [REDACTED TEXT] directly.

If you have any questions regarding the service, please contact the Communications and Fleet Management Bureau at [REDACTED TEXT]

ATTACHMENT

Language Identification Card

• 91-009 Ballistic Shield Guidelines

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



BALLISTIC SHIELD GUIDELINES

The introduction of the Ballistic Shield into the Department's inventory has necessitated the creation of guidelines regarding the correct use of the Shield.

- Under no circumstances is the Shield a replacement for S.E.B. The situations that normally dictate an

S.E.B. response are not affected by the presence of the Shield.

- The shield shall be deployed in the field sergeant's vehicle on a daily basis.
- The Ballistic Shield shall never be used in place of a Deputy's personal body armor.
- The Ballistic Shield is not to be used as a replacement for hard cover (i.e. brick walls, vehicles) when such cover is available.
- Although the Ballistic Shield is rated at threat level IIIA, it is not designed stop armor piercing handgun ammunition or rifle fire. The Shield **will** stop most handgun ammunition encountered on the street. If rifle fire is anticipated, hard cover is the answer, not the Ballistic Shield.
- When available, Ballistic Shields should be used on Search Warrant entries, subsequent "house clearings" and when deputies cross open spaces just prior to serving warrants.
- The Shield should be routinely used in conjunction with Arwen/Taser deployment.
- If available at the scene, the Ballistic Shield should be used for the "final clearing phase" of high risk felony vehicle stops. This applies to situations where all known occupants have already been removed. Situations where an armed suspect refuses to exit a vehicle should be considered a barricaded suspect and should be handled by S.E.B.

These guidelines are designed for the safety implementation of the Ballistic Shield into the field environment. It should be noted that these guidelines are **not** restrictive in nature. As the Shield enters service, field units will invariably find other uses for the Shield, allowing these guidelines to expand accordingly. Used properly the Ballistic Shield will expand our margin of safety for both deputies and citizens.

• 91-003 Training Officer/Trainee Standards of Conduct

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



TRAINING OFFICER/TRAINEE STANDARDS OF CONDUCT

It is the policy of the Department that all Sheriff's Deputies newly assigned to a station shall be treated with the consideration and respect that is afforded to all peace officers.

The purpose, therefore, of this directive is to ensure that all Field Operations Regions trainees are provided with a positive training environment by their units of assignment.

Each unit commander will establish a work environment wherein no hazing or discourtesy shall occur. Moreover, all conditions of the **Training Officer-Trainee Principles** shall be followed.

To assist the unit commander in enforcing this mandate, the attached will be briefed by the Training Sergeant to every trainee/training officer partnership. Additionally, both parties will be given a copy of the attached Training Officer - Trainee Principles sheet.

All personnel assigned to a station will treat a deputy sheriff trainee with respect and courtesy. Any failure to comply with this directive shall be investigated, documented, and appropriately corrected.

TRAINING OFFICER-TRAINEE PRINCIPLES

It is accepted by all parties that the relationship between Field Training Officer and Patrol Trainee is one of the most important relationships between two individuals that exists within the Sheriff's Department. Future service to the community, to a large extent, begins with the lessons and examples provided by the Field Training Officer and the effort to learn and develop provided by the Patrol Trainee.

There are certain principles relating to the Training Officer-Trainee relationship which are deemed essential for the good of the concerned individuals, the organization and the community. These principles are considered by all the parties to this memorandum as inviolable.

The principles include the following:

- The Field Training Officer occupies this position after careful selection based on experience, fitness to train others, and demonstrated ability. The FTO's performance shall serve as a model to the trainee and embody Department philosophies and employ Department procedures.
- The Patrol Trainee represents an individual entrusted by the Department to act in the capacity of a peace officer serving the community but who, because of limited experience, is expected to participate fully in a formal training program.
- Both Training Officer and Trainee are viewed as highly valued members of the organization and must view one another in the same manner. Mutual respect is essential and a requirement in the relationship.
- The Training Officer, being empowered with the confidence of the Department, is in charge and will direct the activity of the Trainee at all times.
- Basic human dignity and the right to retain one's self-esteem must be respected by all parties. Police work is stressful by its very nature and the introduction of artificial stress, designed for no legitimate job-related purpose, is not appropriate. All parties recognize that the testing for job fitness and competency has value and pointless hazing has no value to the individual or the organization.
- The Training Officer and the Patrol Trainee will, to a large extent, contribute to the manner in which our Department serves the community in the future. A positive relationship between these two parties will set the tone of that service and cause the Department to be ultimately successful in this service.

• 90-012 Station Desk Procedure/Delayed Response Policy

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



When the immediate deployment of field units cannot be accomplished, the situation shall be

referred to as a Delayed Response Call.

The Delayed Response Policy is designed to accomplish two basic objectives:

1. To ensure that units use proper procedures to document the times they acknowledge, go en route, arrive (10/97) and complete (10/98) their calls so that accurate response times can be logged.
2. To provide prompt service and better communication with the citizens we serve.

DELAYED RESPONSE POLICY

The Delayed Response Policy (DRP) requires involvement of desk personnel, dispatchers, and watch commanders. All unit commanders are responsible for established emergent and routine response time limits deemed appropriate by the Department.

Emergent Calls for Service (10 minutes): should a unit not be dispatched or is unable to arrive at the scene of an emergent call within this specified time, the dispatcher shall look for an alternative response. The watch deputy/dispatcher shall advise the watch sergeant and watch commander if an alternative response is not available.

Routine (Non-Emergent) Calls for Service (60 minutes): when dealing with "Routine Calls for Service," if units have not been dispatched or are unable to arrive within the specified time, the informant shall be contacted and advised of the delay. The watch deputy/dispatcher shall consult with the watch sergeant in finding a reasonable resolution to the problem.

Priority Calls for Service (20 minutes): these type of calls have the same delayed response reporting guidelines as Routine Calls for Service. Priority Calls for Service shall be dispatched and handled prior to Routine Calls for Service.

On all calls exceeding the DRP time limit, the comment "Informant Advised of Delay" (IAD) will be entered into the "remark" field of the Incident Entry Format. If desk personnel add this comment at a later time by using the "CHG" function, a time event segment will be automatically added to the Incident Details (history of the call). Incident Details will indicate the time and the employee number of the person who typed in the comment.

When a call is sent to the dispatcher without the IAD comment and the dispatcher realizes that the response will exceed the DRP, the dispatcher may choose to add the comment and explain the particular action taken on a call by adding comments to the "Assign" and "Hold" commands. These comments become a part of the Incident and Unit Details. The Incident and Unit Details will reflect the time and the employee number of the dispatcher who added the comments. The dispatcher may also add comments (explaining the specific reason for the response delay, i.e., units in courts, a burglary containment, heavy traffic, etc.) to the "remark" field of the Incident Entry Format using the "CHG" function. These comments will automatically add a time event segment to the Incident Details, indicating the time and employee number of the dispatcher who added the comment.

Assignment of Calls

Calls are to be assigned by unit RD jurisdiction and availability. As the MDT dispatch buffer holds only six "calls" and "observations," it is recommended that the dispatcher assign a maximum of four calls to a

unit at one time. This will allow for space in the MDT dispatch buffer to receive an "emergency" or "priority" call and also allow buffer space for field personnel to generate an "observation" incident.

NOTE: The call restrictions currently imposed for the MDT will be vacated for units with a full complement of MDC-equipped vehicles. There is no longer a buffer limitation.

1. Calls are not to be held or "stacked" for training cars.
2. If a problem arises, desk personnel should consult with a watch sergeant before compromising area integrity.

Responsibilities of Concerned Station Personnel

Early Morning Shift Watch Commander

As practical, review the station's previous day's incidents using the CAD terminal installed in the Watch Commander's office. As the system does not print a "station log," it will be necessary to review response times by reviewing Incident Records or Incident Details.

All shift watch commanders and watch sergeants have CAD terminals in their offices. They can review calls which have not yet been assigned (waiting incidents), calls already assigned, and calls that are completed to ensure that the DRP is being implemented. Watch commanders and watch sergeants can also review Unit Status for all units. Unit Status indicates how many calls and observations a unit has been assigned and the status on each incident.

If necessary, watch commanders and watch sergeants shall determine why the response time went over the DRP and the reason why the informant was not contacted.

Watch Deputy/Dispatcher

Implement the DRP by monitoring the response times of all calls. Assign the complaint deputy to notify an informant if a delay is expected.

Handling Unit

Immediately notify the dispatcher if unable to arrive at the assigned call within the prescribed time frame.

CLARIFICATION AND COMMENT

The DRP is not intended to serve as a mandate requiring the specific time that units must arrive at an emergency or a routine call if it is unreasonable or unsafe to do so. Units are, however, required to advise the desk in the event that they are extended beyond what is considered normal for that station's area of responsibility.

The desk will then contact the informant, when possible, advise of the delay, and log the notification in the "remark" field of the Incident Entry Format by typing in "informant advised of delay" or "IAD." These comments are added to the Incident Entry Format using the "CHG" function.

When it is obviously busy, desk personnel shall advise the informant at the time of the original call that the response is going to be extended and type "IAD" in the "remark" field of the Incident Entry Format. Desk personnel should not advise the informant that a car will be "right there" when the units are behind in calls or tied up on an investigation, containment, etc.

The rule is not designed to hinder a deputy's ability to solve problems or handle situations to their proper conclusions. Rather, it is intended to set realistic expectations and monitor the collection of accurate response time data.

The system requires that assigned units (handling and assisting) acknowledge, go en route, 10/97 and 10/98 using the MDT. If a unit elects to respond to a call but is not specifically assigned, the unit must "AS" the call through the MDT or MDC to be assigned as an assisting unit for the call.

• **90-009 Less Lethal Weapon Systems (RESCINDED)**

RESCINDED

Refer to MPP sections:

5-06/040.00 - Intended Purpose of Less-Lethal Weapons

5-06/040.05 - Use of Less-Lethal Weapons

5-06/040.10 - Less-Lethal Weapon Systems

5-06/040.15 - Baton Launching Platforms

5-06/040.20 - 12 Gauge Stunbag Weapons

5-06/040.30 - Pepperball Launcher

MPP Volume 3, Chapter 10 - Force Policy

• **90-007 Service Audit Program**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



SERVICE AUDIT PROGRAM

INTRODUCTION

Both the public and private sectors have long utilized audits and surveys to assist in determining the effectiveness of their services as perceived by their customers. Law enforcement agencies, including this Department, have used similar programs to measure citizen satisfaction.

A standardized "Service Audit Program" was developed by a committee of representatives from all three Field Operations Regions. This program helps determine how we are performing our duties in the eyes of our customers, the citizens of the communities we serve.

OBJECTIVES

The "Service Audit Program" is designed to measure the quality of our total service to the community. Specifically, its objectives are to:

- Determine and continually monitor the effectiveness of our services as perceived by the public.
- Create greater public confidence in our desire to provide quality service relative to community needs.
- Assist management in identifying strengths and weaknesses in our present methods of delivering services and pinpointing areas requiring further personnel training.
- Provide an additional mechanism for resolving questions from citizens regarding law enforcement procedures, response times, investigative follow-up, and other concerns.
- Provide an additional means for identifying and documenting personnel performance.
- Encourage personnel to perform in a manner consistent with the Department's Service Oriented Policing philosophy and Core Values.

AUDIT PROCEDURES

The "Service Audit Program" consists of two distinct parts. The first is designed to measure service satisfaction of the patrol operations, and the second measures the citizens' satisfaction with our investigative operations.

Station Commanders shall assign a lieutenant the collateral responsibility for the Service Audit Program. This lieutenant shall be responsible for establishing a mechanism for randomly selecting a number of tags, phone calls, reports, etc., for audit each month and for assigning an auditor to make contact with the involved citizen. The auditor will record the citizen's satisfaction with our service. Traffic stops and observations should also be included for audit. The selection process utilized by the Station Commander must ensure that each patrol operations person (desk, field, S.D.O.A., P.C.O., etc.) be audited at least once each quarter.

The station's Detective Lieutenant shall be responsible for randomly selecting active investigative cases for audit and for assigning them to an auditor.

In recognition of the supervisory workload at field operations units, it is recommended that unit commanders develop a cadre of civilian volunteers to conduct service audits. Those audits that indicate citizen dissatisfaction or raise questions requiring further explanation will be separated for personal contact by a supervisor as directed by the station commander.

Audits shall be completed in a timely manner. It is suggested that situations selected for audit be assigned

within two (2) weeks of the occurrence of the incident. When assigned, a due date should be established to ensure timely audit completion. Audits that cannot be completed within the time limit should be returned to the responsible lieutenant with an explanation. A system must be established to ensure the prompt return of assigned audits and to document the random selection process.

The station commander shall review the results of the audits completed each month. The specific method of review should meet the needs of the station and be structured to ensure that the objectives of the Service Audit Program are accomplished and that the integrity of the program is preserved.

Completed audits will be utilized to determine areas where additional training or procedural changes are required. Statistical information compiled as a result of these audits shall be incorporated into the station management files and Monthly Management Report. A copy of all completed audits shall be maintained in a unit/station file for review during the next command inspection.

PERSONNEL FEEDBACK

While the Service Audit Program is not primarily a tool to evaluate personnel, it does provide an excellent means to identify and document performance. Audits that reveal exemplary performance should be recognized by a supervisor with appropriate documentation. Negative comments concerning a specific employee must be discussed with the individual, and he/she should sign or initial the audit form. The employee is entitled to have a written rebuttal attached to the form. All completed audit forms shall be made available to the audited employee for review upon request.

AUDIT FORMS

The attached Service Audit forms are to be used for service audits.

• 90-003 Handling Routine Incoming Calls / Telephone Demeanor

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



HANDLING ROUTINE INCOMING CALLS / TELEPHONE DEMEANOR

PURPOSE

The purpose of this Field Operations Directive is to provide the personnel who answer routine telephone calls at stations with a standardized greeting while at the same time providing an alternative greeting option for stations that serve multiple contract cities.

OVERVIEW

The Manual of Policy and Procedures, Section 3-07/090.25, outlines the way personnel are to answer incoming telephone calls. It states that personnel shall give proper identification when answering the telephone, stating their unit of assignment and their name.

This Field Operations Directive provides direction for desk personnel and telephone operators answering incoming telephone calls, with the exception of 9-1-1 calls. This directive also stresses the importance of proper telephone demeanor and describes the Telephone Demeanor Audit program administered by Reserve Forces Bureau.

PROCEDURES

Standard Greeting for Station Operators

Station operators handle virtually all incoming calls during standard business hours, therefore, all calls received by the station operator shall be answered as follows:

Example:

“Century Sheriff’s Station Operator, how may I direct your call?”

Standard Greeting for all Station Personnel

When station operators are not available to answer incoming calls, calls are automatically forwarded to the station desk. Station desk personnel and all other station personnel shall answer all non-9-1-1 calls in the following manner:

- State the name of the unit or station
- State your rank or title.
- Ask, “how may I help you?”

Examples:

(Deputy) “Temple Sheriff’s Station, Deputy Thomas, how may I help you?”

(Professional Staff) “Century Sheriff’s Station, Mr./Ms./Miss Jones, how may I help you?”

Optional Generic Greeting for all Station Personnel

Stations who serve contract cities may choose to have a more "generic" greeting. In these instances, personnel answering telephones should delete the station's name in their greeting and replace it with "Good morning", "Good afternoon", or "Good evening" (depending on the time of day).

Examples:

(Operator) “Good afternoon, Sheriff’s station, how may I direct your call?”

(Deputy) “Good morning, Sheriff’s station, Deputy Thomas, how may I help you?”

(Professional Staff) **“Good Evening, Sheriff’s Station, Mr./Ms./Miss Jones, how may I help you?”**

Telephone Demeanor

The public’s perception of our organization is directly impacted by our courtesy and thoroughness during daily telephone contacts. All personnel shall utilize the basics of effective telephone communications:

- Greet the caller with a pleasant tone
- Listen closely
- Be helpful
- Empathize
- Avoid Department/police jargon

By utilizing these five easy steps, the Department will present a professional image and will promote better customer service.

Telephone Demeanor Audits

To ensure compliance with Department policy and this Field Operations Directive, random audits will be conducted. The result of these audits will be reported to the Office of the Undersheriff on a monthly basis. A copy of these results will also be sent to each unit audited. Unit Commanders are responsible for commending employees who performed in accordance with this FOD (a sample commendation is attached). Unit Commanders shall take appropriate administrative action regarding employees who demonstrated substandard performance in an area covered by the audit.

In an effort to improve our relationship with the people we serve, this Field Operations Directive shall be implemented immediately at all Field Operations Regions assignments.

• 89-009 Use of Camcorders

Los Angeles County Sheriff’s Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



USE OF CAMCORDERS

The purpose of the camcorder is to make available video evidence of various types of incidents, and to document the Department's enforcement decisions.

USE POLICY

The use of the camcorder is required when dispersing large parties (FOD 86-30). Its use is strongly

encouraged for any other incident (due to its size or severity) or where political, religious, or cultural issues have created a disturbance in which the Department is required to restore order. The camcorder can be used to document actual crimes if available at the time of the incident. The camcorder can also be utilized for training or any other purpose.

Officer safety shall be considered when using the camcorder. The operator of the camcorder, whose attention is in the documentation of an event, is highly vulnerable. A back-up/observer, preferably the Field Sergeant, should be used to protect the operator of the camcorder in any situation which may pose a threat to that operator.

Media Resources should be contacted to request reproduction of any video cassette. The Technical Crew under P.S.T.D. should be contacted to request still photographs made from video tape for court presentation. The investigating deputy shall be responsible for making these request.

WATCH COMMANDER'S RESPONSIBILITY

The watch commander shall review all tapes relating to arrests or documentation which may later result in a civil suit/or a complaint.

The watch commander shall advise the station commander by memorandum of the existence of the tape cassette and any performance inconsistencies which the watch commander may have observed.

RETENTION OF TAPE CASSETTES

Cassettes used in arrest situations should be treated in a manner consistent with any other piece of evidence. The name of the deputy operating the camcorder should be noted in the report. The cassette should be noted in the "evidence held" section of a report, and then marked, tagged, and placed into evidence.

Cassettes used in these situations are subject to Section 26202 of the Government Code and shall be retained for a period of two years. Sixty-minute tapes shall be used except in long term, ongoing incidents when 90-minute tapes are appropriate.

Cassette tapes shall be stored in a cool, dry area similar to storage used for the station audio tapes. Temperatures in excess of 80 degrees Fahrenheit should be avoided.

TRAINING

It shall be the responsibility of each station's unit commander to ensure that at least one person on each shift is trained to operate the camcorder. These operators shall be designated on the in-service sheet.

Media Resources is the designated provider for this training.

INVENTORY

The camcorder shall be considered a "Fixed Asset" and documented accordingly. Warranty cards and associated paperwork shall be completed and forwarded to the respective region's budget sergeant.

MAINTENANCE

Excessive heat and dust can cause severe damage to the camcorders. They shall not be left in any area susceptible to high temperatures for extended periods of time.

Proper care should be used as to not damage/scratch the camera lens. The lens should only be cleaned with tissues manufactured expressly for this purpose.

• 89-008 Air Support Policy

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



AIR SUPPORT POLICY

The purpose of this directive is to provide guidance to all personnel concerned with using, ordering, or providing air support to ground law enforcement units. It constitutes the policy of this Department and may involve the basis for recovering any monetary reimbursement for providing air support service.

AIR SUPPORT IN UNINCORPORATED AREAS

The Sheriff's Department provides helicopter patrol of the unincorporated areas, as available.

AIR SUPPORT IN CITIES WHEN A LIFE-THREATENING SITUATION OR A MUTUAL AID REQUEST EXISTS

The Sheriff's Department will provide air support free of charge, as available, to the policing agency of any city within Los Angeles County under the following criteria:

- When a situation exists that is life-threatening to a citizen or police officer. (The initiator of requests for air support must be able to reasonably articulate why a life was directly threatened.)
- When an air unit monitors and responds to the following specifically identified types of activity and call codes that are designated as inherently life-threatening:
 - 187 - Murder
 - 207 - Kidnapping
 - 211 - Robbery
 - 217 - Attempt Murder
 - 245 - Assault with a Deadly Weapon 246 - Shooting at an Inhabited Dwelling 261 - Rape
 - 417 - Person with a Weapon 451 - Arson
 - 904 - Fire

- 997, 998, 999 - Officer needs help or assistance FP, VP - Foot or Vehicle Pursuit
- The original nature of the call determines its character and not the circumstances when concluded. Example: If an air unit responds to a 211 call and it is subsequently determined to be a 415 call, the air support will be free to the concerned city agency.
- Upon the request from any city for mutual aid, the criteria required under the State Master Mutual Aid agreement must be satisfied. These requests are routinely expressed to the Watch Commander at a Sheriff's Station as identified in Enclosure 1-3 to the Los Angeles County Multi-Hazard Functional Plan. Response under circumstances described in 1-3 are considered "county wide" in nature, and supported by the County General Fund.

AIR SUPPORT IN CITIES OF A NON-LIFE-THREATENING OR NON-MUTUAL AID NATURE

The Sheriff's Department may provide, as available, air support to ground units in any city, which are involved in non-life-threatening or non-mutual aid activities, on a fee basis according to rates established by the Los Angeles County Auditor- Controller.

While most support services are included in the contract rate for patrol service, air service is not. Therefore, it is critical that Watch Commanders become quickly involved in the decision making process of determining the duration of the air unit's involvement since these costs could be passed on to the contract city. Desk personnel shall immediately notify the Watch Commander when an air unit is requested or when the air unit has self-initiated a response to a call within a contract city.

The air unit has the prerogative to respond to a call likely to require air support, without first being requested, in order to have aerial support over the location as soon as possible. The air unit shall advise SRC on the appropriate radio frequency that it is responding. A Watch Commander can decide to terminate the response or support and the air unit shall comply. If the air unit has arrived over the site of an incident that is not listed as inherently life-threatening and it is determined to be non-life-threatening, the service time is billable to the contract city up to the time the air unit is discontinued by the Watch Commander or the air unit returns to other duties or regular patrol.

While it is recognized that all situations are not always clear, Unit Commander discretion in changing billable call codes to non-billable, or visa-versa, is limited.

If a Unit Commander does deem changes appropriate, he/she should have ample reasons for the change.

STATION/BUREAU PROCEDURES

The Aero Bureau will provide support service as described within the above policy. The time spent handling all air support will be documented. Each Aero Bureau patrol crew will complete an "Aero Bureau Log" at the end of each shift documenting all service activity provided in unincorporated areas or cities. At the end of each month, Aero Bureau shall prepare a report synthesizing the aerial support provided to each contract city. Station Commanders shall receive a copy of this report for each contract city in their respective station area, not later than the fifth of each month.

Each station is required to record Aero Bureau support activity for contract cities in the station area on a daily basis. A "Station Aero Bureau Request Log" shall be maintained by the Watch Deputy, under the direction of the Watch Commander. It will reflect emergent, non-emergent, and mutual aid deployment of Aero units in the

station's area of responsibility, and shall be submitted to the station's operations personnel daily. Upon receipt of the monthly Aero Bureau Activity Report for contract cities, The Unit Commander shall ensure that the station's log and the Aero Bureau's report is compared and a list of billable and non-billable activity for each contract city is compiled. By the seventh day of each month, Station Commanders shall submit a memorandum, listing the type, location, and time spent on aerial activity, to the Commander of the Contract Law Enforcement Bureau, with a copy to the concerned contract city manager. This memorandum shall reflect both billable and non-billable activity.

• **89-007 Prosecution of Street Gang Members**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



PROSECUTION OF STREET GANG MEMBERS

In an effort to stem the dramatic increase of gang activity within Los Angeles County, the District Attorney's Office is taking a new direction regarding the prosecution of street gang members. Any active member of a street gang will be prosecuted by the District Attorney's Office to the maximum extent provided by law. The intention of this new approach is to force any street gang member who violates the law to receive the maximum possible legal consequences.

Policy for Cases Against Gang Members

Active gang members shall be required to plead all charges filed, whether felonies or misdemeanors. This policy shall apply to all charges involving active gang members, irrespective of whether the crime was gang related. A maximum sentence shall be aggressively sought for any gang member convicted of, or pleading to, any offense.

- All alternative felony/misdemeanor charges shall be filed as felonies.
- (Any exception to this policy in the interests of justice shall be approved by the appropriate Head Deputy District Attorney, or deputy in charge.)
- All enhancements, including those included in the anti-gang statute, Penal Code Section 186.22, probation violations, and prior convictions shall be filed against gang members. The in-lieu probation violation program shall not be utilized when the defendant has been identified as an active gang member. Bail deviations and source of bail motions pursuant to Penal Code Section 1275 shall be filed when applicable.
- For this policy to be operative, street gang members shall be identified by Sheriff's Department personnel at the time a criminal complaint is issued by the District Attorney's Office, or as soon thereafter as possible.
 - A gang member is defined as an individual who is actively involved in a criminal street gang as defined in Penal Code Section 186.22 (d). The District Attorney's Hardcore Gang Division will

provide assistance in identifying gangs meeting this criteria.

- It will be the responsibility of Sheriff's department personnel that request a filing against a gang member to present credible admissible evidence of active gang membership by that defendant, including the availability of an expert witness. Examples of credible evidence which tends to prove gang membership include the circumstances of the crime, wearing of "colors" by the defendant, tattoos, admission, or other evidence indicative of active gang membership.
- A memorandum shall be placed in the case file stating that the defendant is an active gang member, the credible evidence for the opinion and the name of the expert witness. The file shall be prominently marked as a gang case. (Refer to attached Los Angeles County Sheriff's Department Gang Identification Form.)

Los Angeles County Sheriff's Department's Gang Identification Form Procedures

This form is to be completed by the gang expert and presented to the District Attorney's Office when the case is being filed. Responsibility for filing the case shall remain with the handling unit as per the case assignment manual.

If you have any questions regarding this Directive or need assistance, please call Safe Streets Bureau at [REDACTED TEXT]

• 89-006 Gang Member Release Policy

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



GANG MEMBER RELEASE POLICY

The current level of gang-related crime dictates that some gang members be exempt from elements of the Emergency Population Management program, even if they fall within the criteria for the release program. In order that they be held in custody, the following procedure shall apply:

- The Watch Commander may approve a hold, consistent with the provisions of 853.6 P.C., after gang membership has been confirmed. Confirmation should be made by a Safe Streets Bureau or Gang Enforcement Team representative, through the "GREAT" system, or by the Watch Commander's substantiation through admission, observation of tattoos, etc.
- If arrested for a misdemeanor offense, consistent with the provisions of 853.6(i), P.C., 1-9, the gang member may be held at the station, under certain circumstances, until transported to court for arraignment.

NOTE: The misdemeanor offense for which the subject was arrested must be consistent with gang activity for the gang member to be detained. For example: arrests for assault, vandalism, theft, weapons laws, etc. are consistent with gang behavior. A misdemeanor drunk driving arrest would not in

itself qualify the gang member for detention.

- After arraignment, the suspect will be processed according to the direction of the court.
- Similarly, if the gang member is arrested on misdemeanor warrants from a local court, the suspect may be held at the station, under certain circumstances, regardless of whether the amount of the warrant(s) falls below the aggregate amount of release under the Emergency Population Management program.

NOTE: Like the direct misdemeanor booking, the key is criminal behavior consistent with gang activity. The warrant(s) must charge offenses associated with gang activity, i.e., assault, theft, vandalism, weapons laws, etc. Again, a misdemeanor drunk driving warrant alone would not qualify the gang member for detention.

- Detained suspects shall be transported to the local court from the station for appearance on the warrants. The suspect will then be processed according to direction from the court.
- In the event that a gang member is arrested on a Sheriff's warrant issued by a court other than the local court, the suspect, when feasible, shall be transported to the appropriate station for appearance on the second business day. In instances when such transportation is impractical, the suspect shall be cited out.

Only those gang members who are arrested for felonies or who do not meet the release criteria of the Emergency Population Management program will be sent to Men's Central Jail.

• 89-002 Use of Checkpoints for Driving Under the Influence/Driver License Enforcement

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



USE OF CHECKPOINTS FOR DRIVING UNDER THE INFLUENCE/

DRIVER LICENSE ENFORCEMENT

PURPOSE

This directive provides guidelines and operational procedures for driving under the influence (DUI)/driver license checkpoints. Checkpoints shall not be conducted for the sole purpose of driver license/registration enforcement.

OBJECTIVE

The purpose of sobriety/driver license checkpoints is to educate the motoring public and promote public safety by deterring intoxicated or unlicensed persons from driving on the public streets and highways.

POLICY AND PROCEDURES

Sobriety/driver license checkpoints require the prior approval of the concerned unit commander and the Risk Management Bureau/Traffic Services Detail unit commander. If conducted in a contract city, they may require the prior approval of the city administrator/manager.

Checkpoint Site Selection

The selection of a site for a checkpoint must be based on alcohol/drug-related accident statistics. Statistical information on the locations of alcohol- and drug-related accidents is available through Sheriff's station traffic computers, the Traffic Information and Citation Database, and the Statewide Integrated Traffic Records System (SWITRS).

Checkpoints shall be situated only on roadways where traffic speeds or other considerations do not pose a threat to motorists or Department personnel.

Checkpoint sites must be adequately lighted either by street lights, portable lighting equipment, or both.

Checkpoint sites must include an adjacent area for parking suspect vehicles and for the administration of Standardized Field Sobriety Tests (SFST's).

The location must also allow for ample warning to motorists approaching the checkpoint and provide them with an alternate route, if they elect not to drive through the checkpoint. Once a motorist has passed the threshold of the traffic control cones that direct them towards the screening deputies, they are now within the control of the checkpoint.

Operation Plans

Operation plans shall be prepared for each checkpoint and approved by the unit commander prior to the scheduled date of the operation. The plans shall address the following points:

- The date, location, and hours of the operation.
- The operation plan for each checkpoint shall include:
 - An alternative location in the event safety considerations prevent checkpoint operations at the primary location.
 - Procedures for screening alternate vehicles, e.g., every third, fifth, or tenth vehicle, should the traffic volume prevent the screening of all vehicles shall be included in the operation plan. Screening procedures may be varied during the checkpoint operation to match observed traffic flows. For example, during peak hours, the team may screen only one in ten vehicles, then one in five as traffic flow reduces, and may conclude with screening every vehicle during light traffic. The change criteria shall be described in the operation plan.
- A non-scale diagram for each checkpoint location, depicting the roadway, placement of traffic control devices, and secondary testing location for administering SFST's, may be included in the operation plan

for court purposes.

Media Notifications

To enhance the public's awareness of the dangers of DUI driving and to minimize challenges against sobriety checkpoints in court, notice of a pending checkpoint should be given to the local media, via SHB Media, at least 48 hours in advance of the event. The exact location of the checkpoint should generally not be announced to the media prior to the checkpoint's scheduled start time.

Stations are encouraged to schedule news conferences prior to the checkpoint operation for the purpose of briefing the media. A suitable location at the checkpoint sites should be designated for media use.

Checkpoint Operations

As a general guideline, sobriety checkpoint teams should be composed of a sergeant (Supervising Team Leader) and a minimum of six deputies. The Supervising Team Leader and the Supervising Operations Deputy must be trained in the P.O.S.T. approved "DUI Checkpoint Planning and Management" Course. The Supervising Team Leader or Supervising Operations Deputy shall assign deputies to the positions indicated on the Checkpoint Operations Checklist (see attached form). The checkpoint shall be conducted in accordance with the following guidelines:

- Checkpoints, by design, are to be highly visible. As such, the appearance of all personnel shall be professional and in uniform. Team members shall be in full Class A uniform. All personnel shall wear their issued reflectorized traffic safety vest. Personnel who store and/or impound vehicles at checkpoints must be MDT, MDC, and/or JDIC trained. Department personnel assigned to the Checkpoint who has potential contact with motorists or suspects and/or their vehicles or property must be in a Departmentally approved uniform. This includes, but is not limited to, Deputies, Reserve Deputies, Volunteers, Explorers, Law Enforcement Technicians, and Parking Control Officers.
- Checkpoints should generally not begin prior to 1900 hours and should normally operate for a period of six hours (O.T.S. requires a minimum of six hours for grant funded operations) up to a maximum of eight hours including logistical paperwork.
- Traffic cones and warning signs shall be used to provide adequate warning to motorists approaching the checkpoint (a sample of one possible configuration is attached). The actual lane configuration may vary to provide maximum safety. The order sequence of the approach warning signs is standard and should not be altered.
- The location used must allow motorists an alternate route, such as a side street or turn-around area prior to entry into the checkpoint lane, for those persons who desire not to pass through the checkpoint.
- Patrol vehicles shall be parked to provide protection for team members and be highly visible to approaching motorists. A patrol vehicle should also be situated to allow for pursuit, if necessary (refer to MPP Section 5- 09/210, Pursuits). The position of patrol vehicles is indicated in the attachments.
- Adequate space, adjacent to the checkpoint, shall be available for parking suspect vehicles and for the administration of SFST's. This space can be an adjacent parking lot, a wide shoulder area, or a coned-off traffic lane.
- The Supervising Team Leader (or designee) shall monitor traffic to ensure that long delays do not occur. The average time a vehicle spends in the lane should be reasonable and based upon safety factors and traffic backup. At frequent intervals, a vehicle shall be selected and timed through the checkpoint lane and the time noted on the Checkpoint Activity Form (see attached form). If the delay to the motorist is

unreasonable, the Supervising Team Leader shall order alternate vehicles checked as specified in the operation plan. The Supervising Team Leader shall discontinue checkpoint operations if alternate procedures fail to prevent traffic delays.

- All vehicles, regardless of type, should be subject to screening. This includes commercial vehicles such as buses and large trucks.
- Vehicles shall not be stopped on a discretionary basis, e.g., due to the “looks” of the vehicle. However, this does not preclude stopping a vehicle when the driver exhibits obvious signs of intoxication or when any other violation is observed.
- When approaching a vehicle, screening personnel should scan the interior and occupants with a flashlight if necessary for weapons and/or other contraband such as open containers of alcohol. Upon determining that no hazard exists and when applicable, verify driver license status. Once the driver license has been checked and deemed valid and no signs of impairment are observed, the driver should be provided an information card (if available) and allowed to continue. Delays of motorists should be kept to a minimum. Optimally, screening should not take more than 30 seconds once contact with the motorist is made.
- For minor Vehicle Code violations such as excessive muffler noise and defective lighting, a verbal warning shall be given. Drivers shall not be cited or otherwise detained for these violations.
- If the Vehicle Code violation presents an immediate safety hazard, the driver may be directed to pull into the SFST area to make needed corrections before proceeding.
- A driver of a motor vehicle shall stop and submit to a sobriety checkpoint inspection when signs and displays are posted requiring that stop. Motorists who refuse to cooperate by not rolling down their windows or who refuse to communicate with screening deputies should be detained, and the Supervising Team Leader shall be notified and respond to the screening line. The Supervising Team Leader can then decide the appropriate course of action.
- Should a motorist of a screened vehicle display obvious signs of intoxication, the driver should be directed to exit the vehicle and be escorted to the adjacent SFST area where further investigation can be conducted. A suspected intoxicated driver shall not be allowed to drive into the adjacent SFST area. The deputy conducting the SFST's shall determine whether to effect an arrest. Drivers who are not arrested after completing the SFST's shall be noted in an operations log and allowed to leave and directed back into the normal traffic flow.
- The Supervising Team Leader or Supervising Operations Deputy shall ensure that Checkpoint Release Procedures regarding Unlicensed Drivers adheres to the following procedure:
 - If Deputy personnel encounter a driver who is in violation of Section 12500 CVC only, Deputy personnel shall make a reasonable attempt to identify the registered owner of the vehicle.
 - If the registered owner is present or Deputy personnel are able to identify the registered owner and have them respond in person to the checkpoint location prior to the end of the checkpoint, the registered owner may authorize the release of their motor vehicle to a licensed driver.
 - The vehicle shall be released to either the registered owner of the vehicle if he or she is a licensed driver or to a licensed driver authorized by the registered owner of the vehicle. If a notice to appear is issued, the driver license number of the licensed driver to whom the vehicle was released along with the date, time, and name shall be listed on the Deputy's copy of the notice to appear issued to the unlicensed driver.
 - When a vehicle cannot be released, there is a secondary violation (excluding equipment violations) such as No Insurance, Expired Registration, Children not Properly Secured in the Vehicle, or the Supervising Team Leader or Supervising Operations Deputy has ordered the checkpoint concluded, the vehicle shall be removed pursuant to subdivision (p) of Section 22651.

whether a notice to appear has been issued or not. 14602.6(a)(1) CVC does not apply to 12500 CVC drivers contacted during a DUI/DL checkpoint.

- If Deputy personnel can show that the registered owner knowingly allowed an unlicensed driver to operate their motor vehicle, the registered owner should be arrested for 14604 (a) CVC.

The Supervising Operations Deputy (or designee) is responsible for the administrative functioning of the checkpoint. This deputy must ensure that accurate records are maintained of the number of vehicles that pass through the checkpoint, the number of vehicles screened, the number of drivers given SFST's, the number of drivers arrested, the number of vehicles stored or impounded, the number of citations issued, and any special issues encountered.

Reporting

The Supervising Team Leader shall initiate a press release that outlines the results of the checkpoint through the Sheriff's Headquarters Bureau within 3 days of the conclusion of each checkpoint operation. The press release shall indicate the location(s) of the checkpoint(s), the number of vehicles screened, the number of arrests made for DUI, and any other significant information.

Additionally, a report, or copy of the press release, on the checkpoint operation shall be completed and forwarded to the appropriate Field Operations Region Chief and Traffic Services Detail. The report shall be delivered to the chief's office and Traffic Services Detail no later than 1200 hours on the second regular business day following the checkpoint. The report, or if using the press release, should include the following information:

- Checkpoint location(s)
- Date
- Time started
- Time ended
- Supervising Team Leader
- Supervising Operations Deputy
- Team members
- Number of vehicles screened
- Number of sobriety tests
- Number of DUI arrests
- Other arrests/citations
- Other significant information (i.e., news media, city officials, Departmental executives, etc.)
- Number of vehicles stored and/or impounded

Copies of the operation plan, the Checkpoint Activity Form, the Checkpoint Operations Checklist, and any arrest reports or citations issued shall be maintained at the Sheriff's station conducting the checkpoint, for a minimum of one year following the date of the operation.

CITES/REFERENCES

DUI caselaw:

- Michigan v. Sitz (1990) 428 US 543, 561-64
- Ingersol v. Palmer (1987)
- People v. Alvarez (1996) 14 Cal. 4th 155, 183
- People v. Washburn (1968) 265 Cal. App. 2d 665, 668, 670
- People v. Alvarado (2011) 193 Cal. App. 4th Supp. 13

ATTACHMENTS

Sobriety Checkpoint Operations Checklist

Checkpoint Activity Form and Vehicle Time Log Instruction Sheet Checkpoint Activity Form and Vehicle Time Log

Generic Checkpoint Diagram

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• 89-001 Possession of Alcoholic Beverages by Minors - Disposition of Evidence

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



POSSESSION OF ALCOHOLIC BEVERAGES BY MINORS -- DISPOSITION OF EVIDENCE

Business and Professions Code Section 25662 authorizes peace officers to seize unopened alcoholic beverage containers under certain conditions and to dispose of alcoholic beverages in opened containers when they are possessed by persons under 21 years of age. The purpose of this directive is to establish guidelines to ensure the proper application of the section.

The section states as follows:

25662 – Possession of beverage by minor; authorization of peace officers to seize beverages; disposition of seized beverages.

- Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or in any public place or place open to the public is guilty of a misdemeanor. This section does not apply to possession by a person under the age of 21 years making a delivery of an alcoholic beverage in pursuance of the order of his or her parent or in pursuance of his or her employment.
- Unless otherwise provided by law, where a peace officer has lawfully entered the premises, the peace

officer may seize any alcoholic beverage in plain view which is in the possession of, or provided to, a person under the age of 21 years at social gatherings, when those gatherings are open to the public, 10 or more persons under the age of 21 years are participating, persons under the age of 21 are consuming alcoholic beverages, and there is no supervision of the social gathering by a parent or guardian of one or more of the participants.

- Where a peace officer has seized alcoholic beverages pursuant to this subdivision, the officer may destroy any alcoholic beverage contained in an opened container and in the possession of, or provided to, a person under the age of 21 years, and, with respect to alcoholic beverages in unopened containers, the officer shall impound those beverages for a period not to exceed seven working days pending a request for the release of those beverages by a person 21 years of age or older who is the lawful owner or resident of the property upon which the alcoholic beverages were seized. If no one requests release of the seized alcoholic beverages within the time limits prescribed herein, those beverages may be destroyed.

The section does not take into consideration the evidentiary value of the alcoholic beverages. Obviously, a sample of the beverage should be saved to aid in the successful prosecution of the case. Deputies are reminded of our Department's policy regarding alcoholic beverage evidence. Manual of Policy and Procedures Subsection 5-04/100.30 Packaging of Evidence states in part:

- Alcoholic Beverages -- contents of opened containers found in a vehicle, etc., should be placed in a clear glass container. A minimum of two ounces should be collected for submission to Scientific Services Bureau. The balance of the liquid in the opened container may be destroyed, but the container itself shall be retained as evidence.

Regarding unopened alcoholic beverage containers in the possession of or being provided to persons under 21 years of age, such containers, including beer kegs, shall be impounded. The container(s) shall be held for a period not to exceed seven business days pending a request for the release of the container(s) by a person 21 years of age or older who is the lawful owner or resident of the property upon which the alcoholic beverages were seized.

NOTE: Any commercially owned containers, i.e., beer kegs, shall be released to the owner of the containers or his/her agent.

If the beverages are going to be released prior to the case going to the court, it is recommended that the containers be photographed. This will provide at least a photographic record of the evidence for presentation to the court.

If no one requests the release of the seized beverages within the prescribed time period, those containers may be destroyed at the station per 22662 B & P. However, it is strongly recommended that the beverages be retained for a reasonable length of time to allow for the case to be adjudicated. Ninety days is recommended. Upon the expiration of the 90-day period or court disposition, the beverages should be destroyed.

• 88-002 Issuance of Emergency Protective Orders by Field Personnel

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



ISSUANCE OF EMERGENCY PROTECTIVE ORDERS BY FIELD PERSONNEL

OVERVIEW

There are basically three types of court orders we deal with in domestic violence situations. The first is a Domestic Violence Restraining Order (DVRO). These are permanent orders issued by the court and their expiration dates will vary. The second type is a Temporary Restraining Order (TRO). These orders are issued for 14 - 21 days and the parties are ordered to appear in court at which time the DVRO is issued. The third type, the topic of this Directive, is an Emergency Protective Orders (EPO). **A copy of an EPO (SH-CI 379 rev 7/94) is attached for reference.** These orders are issued telephonically and are good until the **end of the fifth court day, or seventh calendar day.**

PURPOSE

To provide Regional Policy for the requesting and handling of Emergency Protective Orders (EPO'S).

POLICY

EPO'S will be issued at the discretion of the handling deputy or supervisor. Issuance of an EPO should be considered in all cases of violence, or threats of violence, involving current or former spouses, current or former domestic partners of the same or opposite sex, persons involved in a past or present dating relationship and persons who have a child together (**EPO'S may also be issued for child abuse**). The EPO is a tool that can be used to discourage continuing violence and make possible the immediate arrest of the perpetrator if he/she returns. The EPO is recommended when suspects are arrested since the arrestee will likely be in custody a short time.

Once the handling deputy or supervisor at the scene determines that an EPO is warranted, the deputy must complete the application for an Emergency Protective Order and contact the on-call Superior Court representative to obtain the order.

Any doubt regarding the justification for the order shall be resolved by contacting the court representative. The on-call court representative may be a judge, commissioner, or court appointed referee. The procedure for contacting this person, as established by the Superior Court, is as follows:

- EPO'S may be obtained by a deputy 24 hours a day seven days a week. The **county operator number is (213) 974-1234. The operator will connect you to the on-duty court representative.** If no phone is available at the scene and it is not practical to leave the location, the information shall be relayed to the station desk personnel via Sheriff's radio or MDT, who will make the request for the EPO.
- The Emergency Protective Order is self-explanatory and simple to complete. The deputy completing the EPO shall indicate the address for the local Superior Court on the top of the order. The protected party

will have a choice of going to the local Superior Court or the **Central Family Law Court at 111 N. Hill Street, Department 8, Los Angeles.**

- EPO'S, must be served to be valid and a peace officer may serve them. As of January 1, 1995, verbal notice by law enforcement will suffice as service, and must be documented in a written report. Violations of an EPO are arrestable under Penal Code Section **273.6.**

The EPO has four copies: the original, which must be completed in ink, goes to the court, the second copy goes to the restrained person, the third copy goes to the protected party, and the last copy is retained by the deputy and submitted with a written report. The copy submitted by the deputy will be entered into the Domestic Violence Restraining Order Registry via C.L.E.T.S., which will report the EPO and any other restraining order served by deputy personnel, to the Department Of Justice.

After completing the form, the deputy shall serve the order on the restrained party and advise him/her of the conditions of the order. If the restrained party is not present, the law requires that the deputy "attempt to serve the order if the restrained party can reasonably be located." If you can not serve the restrained party either leave the appropriate copy with protected the party or give it to the watch deputy so he can assign the service of the EPO to the next shift. The reason for leaving the copy with the protected party is that if the suspect returns, the protected party can re-call the station and any responding deputy would be able to serve the restrained party.

REPORTING PROCEDURE

All incidents in which a deputy requests an EPO, a Complaint Report (SH-R 49) is required, whether the EPO is granted or not. The justification for the EPO and the fact that the restrained party was or was not served (physically or verbally) shall be indicated in the report. The name of the court representative who grants or denies the order shall also be included in the report. If the victim refuses an EPO, the deputy should also note the refusal in the Complaint Report. Remember, anytime the relationships of the parties are defined as in 13700 PC, the domestic violence box on the SH-R 49 **shall** be checked.

A copy of the EPO, if granted, shall be submitted with the report. For filing purposes, it is necessary to write the entire file number across the top of the EPO form even though it already appears in the "Incident Case Number" box.

The court copy of the EPO form shall be forwarded to the court deputy, who in turn will file the form with the court clerk.

ENFORCEMENT PROCEDURES

Emergency Protective Orders have the same legal power as other Temporary Restraining Orders (TRO'S), and other Court Orders and are enforced in a similar manner. **Since EPO's are issued in domestic violence incidents, a violator should be arrested for Penal Code Section 273.6.**

Prior to making an arrest, it is important to determine that the violator was previously served and advised of the conditions of the order. If the restrained party has not yet been served, the deputy may serve the order and must prepare a **SH-R 49** or Supplemental Report as proof of service. The deputy's name and time of service must also be added to the desk's copy of the order.

Once the restrained party has been advised of the order, he/she must immediately comply. If the restrained party does not immediately comply, he/she is subject to arrest for 273.6 PC.

EPO'S are not intended to replace an arrest. If a criminal violation occurred, an arrest shall be made. However, the fact that an arrest was made does not disqualify the victim from obtaining an EPO.

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• 87-002 Disposal of Abandoned Vehicles Valued at \$100 or Less Stored Pursuant to 22669 C.V.C.

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



DISPOSAL OF ABANDONED VEHICLES VALUED AT \$100 OR LESS

STORED PURSUANT TO 22669 C.V.C.

Purpose

State law imposes procedures which allow tow companies to dispose of abandoned vehicles valued at \$100 or less that have been stored by stations pursuant to 22669 C.V.C. This law frees storage space in long term storage yards and prevents the financial losses heretofore incurred on cars that have been stored for long periods.

Field Procedures

When a vehicle is stored as abandoned pursuant to 22669 C.V.C, it shall have been posted with a Notice of Intent to Store (SH-CR-101) at least 72 hours prior to removal. When the CHP-180 to effect storage is completed, it shall contain the notation "72-Hour Notice Posted - Vehicle Valued at \$100 or Less" in the remarks section.

Notification to Owner

The registered owner and legal owner, and any other known interested person (latest release of liability) shall be immediately notified of the removal and storage, but in all cases no later than 48 hours from the time of storage. The notification shall consist of SH-R-126 or approved overlay of CHP-180 form mailed first class U.S. Mail.

The notification shall contain:

- Name, address, and telephone number of unit.
- Present location of vehicle.
- The authority and purpose of the removal.

- A statement that the vehicle will be disposed of 15 days from the date of notice.
- Notice of right to hearing (Stypmann) form SH-R-407) attached.

The distribution of SH-R-126 or CHP-180 overlay is as follows:

- One copy mailed first class to the registered owner.
- Copy, including CLETS/DMV printout, delivered to the tow company.
- Copy to the legal owner when different than the registered owner.
- Copy to station file.

Each station Detective Bureau shall maintain a log which lists the date of the notice, to whom it was sent, the vehicle description, and the URN.

Disposal of Vehicle

If after 15 days from the notification date the vehicle remains unclaimed and the towing/storage fees have not been paid nor has a Stypmann hearing been requested, the tow company shall provide a copy of the statement of facts (DMV form Reg 686A) to the station requesting disposal. It shall be placed into the report file.

The station Detective Commander shall designate the deputy who shall inspect the vehicle and complete the authorization to dispose (DMV form Reg 462) lines 1 through 11. The yellow copy shall be stapled to the station file copy of the CHP-

180. The white and pink copy shall be retained by the tow company and given to the auto dismantler.

When a stored abandoned vehicle valued at \$100 or less has "No Record on File," the station may authorize immediate disposal using form Reg 462 as above.

Note: This procedure applies to vehicles valued at \$100 or less only. Such estimates shall be made on the vehicle as a complete unit. Values on individual parts shall not be considered.

• 86-052 Los Angeles County Burglar and Robbery Ordinance Enforcement Guidelines

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



**LOS ANGELES COUNTY BURGLAR AND ROBBERY
ORDINANCE ENFORCEMENT GUIDELINES**

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The purpose of this Directive is to provide enforcement guidelines relating to alarm regulation.

Enforcement Authority

Chapter 13.05 - Los Angeles County Code (LACC)

This LACC chapter sets forth certain requirements for alarm systems and defines prohibitive acts relating to the operation of any intrusion or robbery alarm system.

Pursuant to section 13.05.100, a violation of the provisions of this chapter is punishable as an infraction with a maximum penalty of \$250.00.

An exception to this is Section 13.05.060, "Knowingly turning in a false alarm," which is a misdemeanor.

Departmental Enforcement Policy

Mechanical failure and human error are common causes of false alarms. In most instances, these problems can be mitigated or resolved through mutual cooperation between the subscriber or user, alarm companies and station personnel.

Therefore, it shall be the policy of this Department that enforcement of this ordinance shall be pursued only in those cases where other alternatives have failed to accomplish compliance with the requirements of the Code.

Response Policy

It is the policy of the Sheriff's Department that a patrol unit(s) will be dispatched to all alarms, within the department's jurisdiction, that are reported to the Department. This policy will not be altered by anticipated, pending or past enforcement actions taken against alarm owners.

Enforcement Guidelines

The following guidelines are intended to assist Station Commanders in enforcing the Burglar and Robbery Alarm Ordinance. The guidelines provide for a uniform approach to enforcement but may be modified by the Unit Commander when the need is apparent. This directive is not intended to supersede any contract city municipal code procedures. In such cases where a conflict does exist, each Station Unit Commander may modify the guidelines of this directive as necessary.

- Scope of the Ordinance
 - The provisions of this ordinance regulate persons who own, rent, lease, use, or make available for use by their agents, employees, representative or family, any alarm system. This applies to persons who own or control buildings with alarms, but does not apply to alarm companies, their owners, or their agents.
 - The provisions of this ordinance shall apply to both residential and commercial alarm systems.
- Method of Enforcement

- Enforcement may be through citation or by filing a case with the District Attorney's Office through the complaint process. Several sections of the ordinance can be enforced by patrol personnel who observe the violation. Other violations must be documented over a longer time period to establish the elements of the violation.
- Station Commanders shall appoint an individual to coordinate enforcement of the ordinance. This responsibility may be assigned to Crime Prevention or other appropriate personnel.
- Enforcement Procedures (General)
 - Alarm Incident Report – The Alarm Incident Report (SH-R 377) is designed for recording the appropriate information on all responses to alarm activations.
 - Patrol Personnel Responsibilities – Patrol personnel shall complete the Alarm Incident Report and forward it to the Alarm Ordinance Coordinator whenever any one of the following circumstances occurs:
 - They have determined that a robbery or burglar alarm has been falsely activated.
 - Enforcement action (citation, warning citation, or complaint report) is taken in the field.
 - Follow-up investigation and/or enforcement action is warranted.
- Alarm Coordinator Responsibilities
 - The Alarm Coordinator shall:
 - Establish a violator file and provide necessary information to help in prosecution.
 - Make appropriate follow-ups and record pertinent information on the back of the Alarm Incident Report (written warnings, personnel contacts, etc.)
 - NOTE: The Alarm Incident Reports can be used as evidence and as the basis for written reports when a decision is made to prosecute offenders. However, the evidence should reflect that the Sheriff's Department has served written notice describing the violation and advising that action to correct causes of recurring violations must be given prior to prosecuting alarm owner(s).
- Prohibited Acts and Specific Enforcement Procedures
 - Chapter 13.05 sets forth certain requirements and prohibited acts relating to the operation of alarm systems.
 - The following guidelines may be utilized when violations are observed or reported.
 - Section 13.04.040 - Audible Alarms

- Requires the posting of names and telephone numbers of persons to be notified to render repair or service to an alarm system.
- Requires audible alarms to terminate or automatically reset after 30 minutes.
- Enforcement Options
 - Citation
 - Warning citation
 - Warning letter
 - Write a report and seek a filing of a criminal complaint by the District Attorney.
- Section 13.05.050 Direct Dial Telephone Devices
 - This section prohibits any device which automatically dials the telephone number of the Sheriff's Department.
 - Desk Personnel Responsibilities
 - If a recorded, direct dial alarm call is received, complete an Alarm Incident Report and forward it to the alarm coordinator.
 - Alarm Coordinator Responsibilities
 - Contact the owner of the alarm location and advise him to re- program the device to dial a number other than the Sheriff's Station. This should be accomplished by a personal contact and formal letter.
 - If the violator refuses or fails to comply, write a report and seek the filing of a criminal complaint by the District Attorney.
- Section 13.05.060 False Alarm (misdemeanor)
 - A person shall not knowingly report a false alarm. A false alarm is the activation of a system by causes other than the commission or attempted commission of an unlawful act which the alarm system is designed to detect.
 - Enforcement Options
 - Citation
 - Warning citation
 - Warning letter

- Write a report and seek the filing of a criminal complaint by the District Attorney.
- Section 13.05.070 False Alarms, Owner's Responsibility
 - After any false alarm and upon the request of the Sheriff's Department, an alarm owner shall submit a report to the Sheriff describing actions taken to eliminate the false alarm. The response must be submitted within ten days after notification.
 - Enforcement Alternatives
 - This section has been added to the ordinance to bring potentially serious consequences of false alarms to the violator's attention before his or her faulty alarm becomes a chronic problem.
 - A failure of the alarm owner to respond in writing as requested after any false alarm, constitutes a violation. Formal action (citation or complaint) under this section is optional. However, whenever violators fail to respond, their failure to respond should always be documented to facilitate prosecution under Section 13.05.080, Public Nuisance Alarm.
 - Departmental attempts to resolve the problem will strengthen the case.
- Section 13.05.080 Maintaining a Public Nuisance Alarm
 - An alarm owner may not operate an alarm system which generates more than three (3) false alarms in any twelve (12) month period. Under Section 13.05.110, Corrective Action, the Sheriff's Department is required to serve a written notice on the violator upon the first violation of 13.05.080 (fourth false alarm). The violator has ten (10) days to correct the cause of the false alarm. The Sheriff's Department shall determine if the cause or causes of the violation have been removed, and if so, no further action shall be taken.
 - Enforcement - Alternatives
 - Upon the first violation of Section 13.05.080, Fourth alarm during any twelve-month period, the Station Commander shall send a letter to the violator describing the violation and advise that corrective action must be taken within ten (10) days.
 - If it is determined that prosecution is warranted under this section (fifth false alarm or the violator fails to respond in writing), the Alarm Ordinance Coordinator shall write a report summarizing the circumstances surrounding each false alarm occurring at the location within the violation period. Alarm Incident Reports, warning citations or other supportive data should be listed as evidence to establish the elements of the violation.

■ Section 13.05.090 Exemptions From Applicability

- The provisions of Sections 13.05.040 through 13.05.080 are not applicable to audible alarms affixed to motor vehicles or to a public telephone utility whose only duty is to furnish telephone service pursuant to tariffs on file with the California Public Utilities Commission.

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NOTE: The Alarm Incident Report (SH-R 377) may be ordered through eCAPS using item # 377.

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• **86-051 Use of Station Matrons**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



USE OF STATION MATRONS

The Non-Sworn Matron Program is intended to assist the stations in abiding with Department Policies and State Laws as they pertain to having female attendants available whenever a female is in our custody. The office of Human Resources will publish announcements for the hiring of matrons and establish the requirements for the position. Each station will conduct interviews in order to select a cadre of matrons.

The following guidelines shall be observed by stations using matrons:

- Matrons shall be under the supervision of a full time Deputy Sheriff.
- Matrons will be responsible for providing close observation and attendance of female prisoners while held at stations or during transportation.
- Matrons will search female prisoners for contraband under the direction and control of a Deputy Sheriff. In accordance with Departmental Directives, males may not be present during a search which requires disrobing.
- Matrons will assist in the inspection of cells containing female prisoners as directed by the station jailer.
- Matrons may be present during medical examinations of female prisoners.
- Matrons will not be called in because of an anticipated need, but called to work with the approval of the Watch Commander when the need actually exists. They will be relieved when the need no longer exists.
- Matrons will not be utilized to staff or supplement staffing on the station desk.
- Matrons will not deal with the public, either on the phone or over the counter.
- Matrons will not write reports.

- When on-duty staffing is at a minimum, matrons may be called in to monitor female witnesses being detained, or to assist in the control of minor children being kept at the station pending disposition by D.P.S.S. or other public agencies.
 - Matrons will not drive county vehicles without permission from the Watch Commander except in the event of an extreme emergency.
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• **86-049 Crisis Negotiations Support**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



CRISIS NEGOTIATIONS SUPPORT

It is the policy of the Sheriff's Department to attempt a peaceful resolution of barricade and hostage incidents through the technique of negotiating. The Crisis Negotiations Team (CNT) carries out this policy.

Because the CNT is decentralized, much of its support must come from a team member's home unit or the unit handling a crisis incident. When response to an incident occurs outside a team member's normal work hours, resulting overtime must necessarily be incurred by the member's regular unit of assignment. Other support may be in the form of the temporary loan of Department vehicles, radios or other equipment.

On occasion, the investigative effort that is required at the scene of the hostage incident is beyond the ability of the CNT, all of whom have specific responsibilities. This may occur when there are multiple hostages and/or suspects, with no indication as to who they may be. On these occasions, the CNT leader will contact the Watch Commander of the concerned station and request investigative support. This support may be in the form of station detectives, a Safe Streets Bureau team, or any other investigative personnel. If no investigative personnel are available on duty, it is necessary that the required personnel shall be called to duty.

Should the incident occur in an independent city, the issue of who provides investigative support shall be decided by the ranking member of this Department in consideration with the concerned police representative on the scene.

• **86-047 Contract City Special Event Overtime Administration**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



CONTRACT CITY SPECIAL EVENT OVERTIME ADMINISTRATION

The purpose of Contract City Special Event Overtime (CCSE) is to provide unit commanders with the flexibility needed to meet unexpected or unique contract city requests for policing services which can only be handled on an overtime basis. The cost to the Department for the overtime expended to provide these services is offset by supplemental contract city billings. This overtime expenditure is not intended to impact the Station's normal allotment for training, court appearances, workload, vacancies, or unusual occurrences.

To qualify for Contract City Special Event Overtime funding, a city request should meet one or more of the following criteria:

- A one-time unique event.
 - Example – Footbeats or fixed post security for a public festival.
- An event that occurs at irregular intervals.
 - Example – Mall security or traffic control during peak shopping periods.
- An event that occurs at regular intervals, but is beyond the scope of services normally provided under the existing contracted service level for patrol.
 - Examples:
 - Deputies attending monthly breakfast meetings with city officials.
 - Crowd and traffic control for swap meets or other private business activities that cause public disturbances or traffic congestion, and only when the service is requested and paid for by the city.

Note: Contracting with private entities is permitted under Section 53069.8 of the California Government Code. A contract city should not generally be involved in this process. Private entity contracts are dealt with under separate cover (refer to Field Operations Directive 86-17, Private Entity Contract Overtime Administration).

Four additional conditions must exist before a request is eligible for CCSE overtime funding:

1. The city is requesting services that are beyond the ability of the station to provide within its overtime allotment.
2. The city is willing to pay for all costs expended by the Sheriff's Department to provide the service. Billing rates to cities include salary and wages at premium rates and appropriate indirect charges. The personnel who work contract city special events do so in addition to their normal patrol assignment at the station. Therefore, they provide the service to the contract city on a paid overtime basis. All CCSE overtime shall be worked in addition to normal assignments authorized for each contract city pursuant to the County/City General Services Agreement. **CCSE overtime projects may not be utilized to**

replace or supplant services which require regularly full-time deputy personnel.

3. The extra service will be performed for the benefit of the general public.
4. The service can be provided within the authority of the service agreement presently in force between the requesting city and the county.

If an event is particularly large or unique in scope, it usually requires a special contract. Examples of this category include the Tournament of Roses Parade and Rose Bowl game and the West Hollywood Christopher Street West Parade.

The CCSE Overtime Fund shall not be used for the following:

- Any service, routine or otherwise, that is normally provided under the existing General Services Agreement with the city.
- Services to School Districts. These services may be provided under separate contracts entered into between the county and the individual school district.
- To provide services directly to private business, such as drive-in theaters, without contract city involvement as the sponsoring authority.
- Direct compensation of employees by contract cities. Personnel shall not work for direct compensation from the cities. This is a violation of the Department's services agreement and it creates ambiguity in the area of liability. Where private business operations, by their very nature, generate conditions that may be dangerous or harmful to the general public welfare, contract cities may request the service under the authority of their existing contracts with the Sheriff's Department. Contract cities may also seek reimbursement from private entities for costs incurred by contracting for the services under the provisions of the General Services Agreement.

Control Numbers, Billing and Timekeeping Procedures

When a contract city requests supplemental services meeting the specified CCSE criteria, authorized station personnel shall obtain a CCSE control number through the Contract Law Enforcement Bureau. The CCSE control number is required in order for the station timekeeper to enter any CCSE information into the County Wide Timekeeping and Payroll Personnel System (CWTAPPS). The CCSE control number should be used on all correspondence regarding the particular event.

The information required for the Contract City Special Event tracking program includes:

- Station Provider (Station)
- Personnel requesting the CCSE number
- Contract city name
- Event date(s)
- Event location

Overtime Worked Reports (SH-R-251) shall be approved and forwarded to the Station's timekeeper for recording. The Overtime Worked Reports shall indicate overtime code #902 "Special Event Contract," and specify the contract city name, event name and the control number for each event. Exception: Personnel assigned to units other than the primary station shall have overtime slips approved by the event coordinator at the primary station providing the service. Personnel working the CCSE will be responsible for turning the approved Overtime Worked Report form in to his/her assigned unit's timekeeper.

Note: Originals or copies of Overtime Worked Reports (SH-R-251) for either regular full-time employees or for Reserve Deputies who work contract city special events are not to be forwarded to the Contract Law Enforcement Bureau.

The unit commander shall, within five days following the conclusion of the CCSE, send a memo to the Contract Law Enforcement Bureau indicating the time expended on behalf of the CCSE. The memo shall also include:

- City name
- Event name
- Control number
- Employees' names, ranks, and employee numbers
- Total hours worked per employee (by date if event covers two or more days.
- Each deputy's home unit of assignment
- Type, vehicle number and mileage of any County vehicle utilized during the event.

Note: Contract Law Personnel will not issue new control numbers to contracting stations/units when such units have delinquent billing memos for previous events worked.

Reserve Deputies may legally work paid assignments for contract city special events. The following guidelines apply:

- All paid assignments for Reserve Deputies must comply with Manual of Policy and Procedures Section 3-02/020.25, Paid Assignments for Reserve Deputies.
- All CCSE procedures regarding the completion of overtime slips and the reporting of CCSE services provided apply to Reserve Deputies.
- A "Time Correction" form shall be prepared for all Reserve Deputy personnel working a CCSE for which they are to be paid. The Time Correction form will be submitted along with all other documents forwarded to the Contract Law Enforcement Bureau. Because station timekeepers cannot enter paid time for Reserve Deputies, the Time Correction form is the document used by the Payroll Unit to enter Reserve Deputies' time for paid assignments into CWTAPPS. Blank Time Corrections forms are available from the Payroll Unit or Contract Law Enforcement Bureau.

Rates charged for contract city special events are determined by the Auditor- Controller and recover the cost of providing this specific type of contract service. Current rates can be obtained through the Contract Law Enforcement Bureau.

• **86-044 Release of Criminal History Information to Contract Cities**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



RELEASE OF CRIMINAL HISTORY INFORMATION TO CONTRACT CITIES

This directive delineates the policies and procedures for providing pre-employment record checks and the release of criminal history information to contract city personnel.

Legal Authority

Cities wishing to receive criminal history records from either the Sheriff's Department or from the California State Department of Justice (DOJ), whether for pre-employment purposes, certification or licensing requirements must, according to law, qualify as "authorized agencies". Penal Code Sections 11105(b) (10) and 13300(b) (10) authorized cities to receive criminal history information for employment, licensing or certification purposes, provided they have passed a resolution which grants them such access and which specifies that the information obtained is necessary to fulfill conditions of employment, licensing or certification.

Becoming An Authorized Agency

Any city may become recognized by DOJ as authorized to receive criminal history records by passing a resolution outlining the requirement.

Following approval, the city may notify DOJ and request to be added to the list of authorized cities.

DOJ maintains a list of all cities in California who meet the legal requirements and are entitled to receive criminal history information.

Department Policy

It is the policy of the Sheriff's Department to adhere to the same standards of record security as those established by DOJ (refer to Manual of Policy and Procedures Section 3-09/090.00). Therefore, contract cities who wish to receive "local" criminal history information must qualify as "authorized agencies" as defined by DOJ.

Obtaining Criminal History Records

Authorized contract cities may obtain "local" criminal history information from the Records and Statistics Bureau.

A contract city shall submit a written request (sample form attached) for criminal history information to the local Sheriff's station.

When a contract city requests criminal history information, the following shall be noted:

- Departmental personnel shall determine whether or not the individual agency requesting the information is recognized as an "authorized agency" by DOJ. This may be accomplished by contacting Records and Statistics Bureau.
- If the letter of request is submitted to the station and the city is verified as being an "authorized agency", the letter is to be accepted and forwarded to the Records and Statistics Bureau, Attention: Chief Clerk.

The Records and Statistics Bureau will maintain a list of individuals authorized by their contract city to receive criminal history information. Each contract city will be responsible for providing our Department with a list of authorized personnel. In the absence of an authorized representative, criminal history information will be forwarded to the city's Personnel Director.

- Once Records and Statistics Bureau receives a request for criminal history information and verifies the requesting city as an "authorized agency", a "local" record check will be initiated. A "local" record check consists of a search for both arrest records and warrants of arrest only in information systems maintained by the Sheriff's Department. These records may be maintained in either electronic or manual files.
- The following information index systems can be queried using a name only:
 - The automated Index (AI), Personal History Information (PHI) and Arrest Trailer File (ATF)
 - Automated Wants and Warrants System (AWWS) and Wanted Person System (WPS).
 - Microfiche bookings (or, for dispositions, arrest reports contained on microfilm).
 - Old Criminal History Index File (manual search).

A more comprehensive record search of these index systems can be made if a fingerprint card is submitted with the record request. The fingerprint card will be classified by Records and Statistics Bureau personnel. The fingerprints will be coded and the resultant numerical code used to access the automated arrest information systems previously described.

The advantage of this kind of record check is that it permits accurate identification of the subject and allows the Department to determine whether the subject has been arrested under different names.

In addition, a manual search for records of arrest will be conducted at Records and Statistics Bureau if, with the initial request, a fingerprint card is submitted.

NOTE: Only information on arrests that resulted in conviction may be released.

Only Records and Statistics Bureau has all of the microfiche records needed to provide a comprehensive "local" arrest record search. A "local" arrest record search, by definition, does not include an inquiry of DOJ, NCIC, or neighboring policy jurisdiction's criminal history files.

Release of Criminal History Information By Telephone

Current Departmental policy permits the release of criminal history information to authorized persons by telephone provided the identity of the caller can be verified; however, it is more appropriate that all requests for this type of information be handled by formal correspondence. This requirement ensures a better audit trail.

If an emergent situation exists, or the information is not readily obtainable by other means, criminal history record information may be given by telephone. In those cases, a Criminal Record Transmittal form (SH-R-368) must be completed by the person releasing the information.

Conviction Information Only

According to Section 432.7 of the Labor Code, law enforcement agencies are prohibited from disclosing, with intent to affect a person's employment, any information pertaining to an arrest which did not result in a conviction. Exceptions may be made under the following circumstances:

- Applicants seeking employment as peace officers or positions within a law enforcement agency with access to criminal offender information.
- Applicants seeking employment with a health facility as defined in Section 1250 of the Health and Safety Code, and who would have regular contact with patients, are not protected under the provisions of Section 432.7 of the Labor Code. Arrest information on any crime referenced under Section 290 (a) of the Penal Code, regardless of whether it resulted in conviction, may be disclosed.
- Applicants seeking positions which afford access to drugs are not protected under the provisions of Section 432.7 of the Labor Code. Any arrest for offenses referenced in Section 11590 of the Health and Safety Code could be disclosed, regardless of whether the arrest resulted in conviction.

Initiating Request for Record Checks

A contract city may request a criminal history record check to complete a pre-employment background profile on a prospective employee. The city's formal letter of request should specify that the record check is part of the pre-employment process.

The applicant shall bring a letter from the concerned city requesting a local record check. Additionally, the applicant shall provide a stamped envelope addressed to the city official making the request. The record check will be returned in this envelope.

Requesting State (DOJ) Record Checks

The Sheriff's Department is capable of providing only local criminal history record information, not State (DOJ) criminal history summaries. If the city wishes a DOJ record check, it may apply directly to DOJ or it may request our Department to forward the request. If a DOJ check is desired, the city should supply the applicant with a stamped 8 1/2 x 11 manila envelope addressed to: State Department of Justice, Bureau of Criminal Identification, 4949 Broadway Street, Sacramento, California 95820. The envelope should contain a letter requesting a State criminal history record check and a fingerprint card. The name of the contract city must be printed on the fingerprint card in the box titled, "Contributing Agency and Address." DOJ will bill the city for processing this record check.

Department personnel will do the fingerprinting and provide all required fingerprinting cards. Fingerprinting can be done at any one of the local Sheriff's stations. Most stations provide fingerprinting on regularly scheduled days at a cost of \$7.00 per card. If the applicant is applying for a civil service position with a contract city, the fee can be waived pursuant to section 3-09/200.05 of the Manual of Policy and Procedures. When the prints are taken, the applicant should present a letter from the concerned contract city requesting that the fee be waived.

Billing Procedure

Contract cities requesting a "local" record check will be billed by the Fiscal Services Bureau, which develops the cost for processing requests for criminal history information. The Records and Statistics Bureau will submit a SH-AD 32A to the Fiscal Services Bureau indicating that a record check was completed and returned pursuant to the city's request. This will initiate the billing process. A copy for the city's request for the record check should be attached to the SH-AD 32A.

Cost

The current cost for processing criminal history information inquiries are as follows:

LASD Record Search (Developed by the Fiscal Services Bureau) - \$29.00

State Department of Justice (DOJ) - \$17.50

• 86-043 Ordering and Control of Identification Cards/Biographical Information Forms for Contract City Officials

Los Angeles County Sheriff's Department **FIELD OPERATIONS DIRECTIVE** Field Operations Support Services



ORDERING AND CONTROL OF IDENTIFICATION CARDS/BIOGRAPHICAL INFORMATION FORMS FOR CONTRACT CITY OFFICIALS

The purpose of this directive is to establish procedures for the ordering and tracking of contract city official identification cards and the completion of biographical information forms.

ISSUANCE OF CITY OFFICIAL IDENTIFICATION CARDS

Contract city managers and city officials are issued identification cards by Contract Law Enforcement Bureau (CLEB). The cards provide a means for identifying contract city officials during emergencies or disasters within their represented jurisdictions. The identification cards do not bestow any peace officer powers to the holder. City managers and elected contract city officials may possess identification cards.

CONTRACT LAW ENFORCEMENT AND STATION COMMANDER FUNCTIONS

To enhance accountability, CLEB maintains an automated tracking program to ensure accurate processing and issuance of identification cards. This tracking program contains a biographical information system which is accessible by authorized station personnel.

Station commanders serve as the immediate liaison with the contract city managers in their station areas, forwarding identification card requests to CLEB for processing. Station commanders should ensure their city officials' biographical information has been entered into CLEB's biographical tracking program by their staff. Station commanders also deliver the Sheriff's city official identification cards to the city managers for issuance to elected city council members.

ORDERING IDENTIFICATION CARDS FOR NEW CONTRACT CITY OFFICIALS

Upon receiving a written request for identification card(s) from a city manager, station commanders must complete a City Official Identification Card Order Form and submit it to CLEB along with the city official's

biographical information form, a digital photograph and, if applicable, their expired identification card. If the city officials are unable to return their expired identification cards, a lost or stolen report will need to be filed at the station, and a copy must be submitted to CLEB with the request.

The biographical information form should be completed by city officials when first elected or appointed and updated when re-elected. City officials have the option to decline completing the biographical information form. For tracking purposes, patrol station staff should notify their respective CLEB sergeant when a city official declines to provide the information. Should a city official decline to complete the biographical information form, an identification card will not be issued.

Upon receiving all requirements, CLEB will issue the identification card and will forward it to the station commander for delivery to the city manager.

RETRIEVAL OF CITY OFFICIAL IDENTIFICATION CARDS

When a city official leaves office, the station commander should contact the city manager to obtain the departing official's identification card. The identification card shall be forwarded to CLEB.

The identification card is the property of the Sheriff's Department and shall be surrendered by the outgoing official. A new identification card will be provided to the new official at no charge.

CONTRACT LAW ENFORCEMENT BUREAU RESPONSIBILITIES

CLEB will coordinate all identification card requests through the station commanders and will not accept requests for identification cards directly from city managers.

ATTACHMENTS:

CONTRACT LAW ENFORCEMENT BUREAU CITY OFFICIAL IDENTIFICATION CARD ORDER FORM:

<http://lasdweb/sites/eForms/Documents/City%20Official%20ID%20Order%20Form.pdf>

CONTRACT CITY OFFICIAL BIOGRAPHICAL INFORMATION SHEET:

<http://lasdweb/sites/eForms/Documents/City%20Official%20Biographical%20Form.pdf>

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• 86-042 Notification of Placement of Minors in Protective Custody

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



NOTIFICATION OF PLACEMENT OF MINORS IN PROTECTIVE CUSTODY

Welfare and Institutions Code section 308(a) requires that a peace officer who takes a minor into protective custody must take immediate steps to notify the minor's parent, guardian, or responsible relative that the minor is in custody and the place where the minor is being held. This Section also provides a process whereby a juvenile court order may be obtained to allow for non-disclosure of the minor's whereabouts. In cases where obtaining the juvenile court order is impossible or impractical, and the officer has a reasonable belief that disclosure of the minor's whereabouts would endanger the minor or otherwise disturb the custody of the minor, the officer may refuse to disclose the minor's whereabouts. The court shall review any such decision either at the detention hearing for the minor or within 24 hours upon application of the parent, guardian or responsible relative.

Effective immediately, any member of this Department who takes a minor into protective custody shall take immediate steps to notify the minor's parent, guardian, or responsible relative. This notification shall include the fact that the minor is in protective custody and the location where the minor has been placed.

When a member of this Department takes a minor into protective custody and has a reasonable belief that disclosure of the minor's whereabouts would endanger the minor or otherwise disturb the custody of the minor, the following procedure shall be adhered to:

- Make note of specific circumstances or facts that lead to the belief that disclosure of the minor's exact whereabouts would endanger the minor or disturb the custody of the minor.
- Factors that should be considered in this determination include but are not limited to:
 - Severity of injuries to the minor.
 - Evidence of mental instability on the part of the parent, guardian, or responsible relative.
 - Evidence that indicates that the parent, guardian, or responsible relative may try to retrieve the minor and either dissuade him or her from providing information to officials, or flee.
- Contact the juvenile court commissioner by telephone. Be prepared to describe the nature of the situation and the circumstances or facts that justify the issuance of a non-disclosure order.
 - During business hours, the commissioner may be contacted at [REDACTED TEXT]
 - Outside of regular business hours, the on-call commissioner may be contacted through the Department of Children's Services emergency medical consent line at [REDACTED TEXT]
- If the juvenile court commissioner authorizes the non-disclosure order, obtain the commissioner's name and the time the order was issued. This information, along with the facts that warranted the non-disclosure shall be included in the first report. Parental notification shall then exclude the minor's whereabouts.
- If the juvenile court commissioner declines to issue a non-disclosure order, obtain the commissioner's

name, which shall be included in the first report along with the facts that were believed to justify the non-disclosure. In this case the notification to the parent shall include the minor's whereabouts.

- In rare situations, non-disclosure of the minor's whereabouts may appear to be justified, but it is impossible or impractical to contact the juvenile court commissioner. In this case personnel shall refuse to disclose the minor's whereabouts to the parent, guardian, or responsible relative. The facts that justified non-disclosure shall be articulated in the first report, along with the reason(s) that the juvenile court commissioner could not be contacted.

NOTE - In any case in which a minor is taken into protective custody, the parent, guardian, or responsible relative shall be notified that the minor is in protective custody. Non-disclosure orders only apply to furnishing the minor's exact whereabouts to the concerned party.

- It is the responsibility of the deputy who takes the minor into protective custody to seek the non-disclosure order if the situation warrants. The Child Abuse Detail may be consulted for advice, but will not assume responsibility for obtaining the order.
- If the decision is made not to disclose the minor's whereabouts either by means of a non-disclosure order issued by the juvenile court commissioner or in those rare situations when non-disclosure of the minor's whereabouts may appear to be justified but it is impossible or impractical to contact the juvenile court commissioner, MacLaren Children's Center intake and detention control must be notified of the non-disclosure at the time placement is solicited at [REDACTED TEXT]

• **86-040 Monthly Report of the Secure Confinement of Minors in Jails or Lockups**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



MONTHLY REPORT OF THE SECURE CONFINEMENT OF MINORS IN JAILS OR LOCKUPS

The Department is mandated by the State to report to the Department of Youth Authority statistical information on the number of juveniles placed in a secure confinement during each month for more than six (6) hours. These statistics have been erroneously reported by some of our stations and are now the basis for a request for an injunction by the Public Justice Foundation.

Station Jailers are responsible for the accurate recording in the Disposition column of the Jailer's Record: Arrest and Court Book (also referred to as the "Gate Book") The first time a juvenile is placed into a locked cell and the last time the juvenile is released from a locked cell. The reason (home, DPSS, etc.) must be included.

Additionally, station jailers are responsible for assuring that the station secretary receives the proper release

information which identifies the person released, the reason for the release, and the actual time of release. The release form shall be initialed by the secretary entering the booking information and time of entry shall be noted. The completed release form shall be maintained in the unit's U.R.N. files. A suggested release form format is attached.

Station secretaries responsible for updating the booking system shall accurately reflect the time a juvenile is booked as well as the time that the subject is physically released from custody, not the time the booking system is updated.

Inaccuracies on the release time (i.e., using the time a jailer notifies the station clerk of a release in lieu of the actual time of release) have resulted in the Department appearing to have held a large number of juveniles in custody for over 24 hours.

The above procedure will ensure accurate recording of booking and release information even when a delay is imminent in entering booking information because of the "systems being down" and/or excessive workload.

• 86-037 Canine Deployment, Search and Force Policy

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



CANINE DEPLOYMENT, SEARCH AND FORCE POLICY

This policy replaces Field Operations Directive 86-37, revised May 16, 1994, by permitting the use of canines for Grand Theft Auto (GTA) suspect searches under specified circumstances. All other policies related to canine searches and the use of force remain unchanged.

The prompt and proper utilization of a trained canine team has proven to be a valuable use of a unique resource in law enforcement. When properly used, a canine team greatly increases the degree of safety to citizens within a contained search area, enhances individual officer safety, significantly increases the likelihood of suspect apprehension, and dramatically reduces the amount of time necessary to conduct a search.

The following guidelines shall apply to all personnel involved in canine operations:

The following situations reflect suitable activities for canine deployments:

- Building searches where there is the possibility of suspects hidden inside.
- Searches of shopping centers, malls or other large structures where manpower commitments and search time will be extensive.
- Area searches for criminal suspects who are wanted in connection with activity described in Section C

of this directive.

- Capture of suspects who are armed, or believed to be armed, when less lethal forms of apprehension are appropriate.
- Specialized security assignments.
- Specialized saturation patrol.

Except in extreme emergencies, canines are **NOT** to be utilized for crowd control situations.

Canine search teams can be requested through the Sheriff's Communication Center (S.C.C.) or the Special Enforcement Bureau (S.E.B.) Desk at [REDACTED TEXT] The opportunity for a safe and successful search operation will be enhanced with a timely request, response and deployment of the canine team. Station personnel are responsible for establishing an effective perimeter containment of the area to be searched. They are also responsible for ensuring the area is not contaminated by the scent from civilians, deputies or other police personnel.

Canine deployments shall be limited to:

- Searches for felony suspects, or armed misdemeanor suspects, who are wanted for **SERIOUS** crimes and the circumstances of the situation present a clear danger to deputy personnel who would otherwise conduct a search without a canine. Searches for suspects wanted for Grand Theft Auto shall be limited to those who are reasonably believed to be adults, and are reasonably believed to be the driver of a confirmed stolen vehicle. Known passengers, absent extenuating circumstances, should not be searched for with the use of a police service dog.
- Searches for articles, including weapons, narcotics or other property, which may have value as evidence in a criminal case.
- Special Weapons Team activations and other activities as may be deemed appropriate by the S.E.B. Unit Commander.

Generally speaking, searches for known juvenile offenders shall be limited to those instances where the severity of the crime, the subject's age and propensity for violence, whether or not the subject is believed to be armed, or other critical factors would reasonably justify the use of a canine search team. In these situations, a field supervisor and/or a canine supervisor must first authorize the use of a canine.

All canine handlers and deputy personnel assisting in canine searches shall abide by the Department's use of force policy contained in the Policy and Ethics Chapter of the Manual of Policy and Procedures. Deputy personnel shall evaluate each situation requiring a force application in light of the seriousness of the facts and circumstances.

In situations where a canine finds and bites a suspect, the concerned canine handler will as rapidly as possible determine if the suspect is armed. If the suspect is not armed, the handler shall order the canine to release the bite. Keep in mind that when the resistance has been overcome or the threat abated, the de-escalation of force is the appropriate response.

The handler will call off the dog at the first possible moment the canine can be safely released. When deciding to call off the dog, particular attention must be given to the perceived threat or actual resistance presented by the suspect. Handlers will continue to factor into their call-off decision that the average person will struggle if being seized or confronted by a canine. This struggling, alone, will not be cause for not calling off the canine.

Without exception, a reference to the duration of the canine's contact with a suspect shall be included in the handler's supplemental report.

In instances where a dog bite occurs, the facts shall be reported by the concerned canine handler to a Canine Services Detail (C.S.D.) supervisor and an immediate follow-up investigation shall be conducted. This reporting and investigation requirement is in addition to the verbal report that deputy personnel are required to make to station watch commanders whenever any force is utilized. The C.S.D. sergeant shall also notify the on-call Internal Affairs Bureau (I.A.B.) response team lieutenant of the use of force by the canine handler. If the injuries to the suspect require an overnight stay in the hospital or the injuries are, in the view of the I.A.B. lieutenant, "significant," the I.A.B. force response teams may respond and conduct the force investigation. In these cases, the C.S.D. sergeant shall not conduct a force investigation. However, the C.S.D. sergeant shall remain and assist the response team personnel in their investigation.

Station personnel shall not describe dog bite incidents in their reports. However, they will make reference to the supplemental report(s) written by the canine handler in their reports. Photographs of any injuries which may have been inflicted by a Department canine shall be the primary responsibility of the C.S.D. supervisor and canine handler. Such photographs shall be maintained at the S.E.B.

Safety is of paramount concern. Canines are trained to protect their handlers and may react to perceived threats. Personnel should not enter or reach inside canine vehicles when the dog is inside, nor approach canine handlers abruptly. During search operations, personnel should follow the instructions of the canine handler and avoid any action which might jeopardize the safety of those involved in the operation. When a suspect is located, the handler will advise when it is safe to approach and take a suspect into custody.

Most requests for a canine team will justify the use of a Code 3 response. Canine personnel shall adhere to existing emergency driving policies and are to advise S.C.C. when initiating a Code 3 response.

In all instances, a canine supervisor from S.E.B., and/or a field supervisor from the concerned station, shall respond to the scene of the incident. In those instances where a canine supervisor is not present, field supervisors shall monitor the operation and ensure Department policy is adhered to. The decision to make a canine deployment must be approved by the ranking Department supervisor at the scene of the incident. Generally, the canine handler will dictate the search tactics to be utilized and coordinate the deployment of assisting deputy personnel.

In situations where canine personnel are searching for suspects believed to be armed, particular attention must be given to the perceived threat or actual resistance by the suspect(s). Consideration shall be given to request tactical personnel from the Special Enforcement Bureau. These deputies have trained and worked closely with canine teams and are familiar with the tactics and responsibilities involved in a canine operation. This option will be proposed to the supervisor on scene and receive approval before utilization.

Prior to deploying a canine team, an announcement shall be made. This announcement is intended to notify persons within the containment area of our intent to utilize a canine team and to afford suspect(s) the opportunity to surrender to deputy personnel. The announcement shall be clear, loud and audible to all personnel at the operation and **SHALL BE IN ENGLISH AND SPANISH**. The utilization of radio car and helicopter public address systems will increase the likelihood that the canine announcement is heard. Containment personnel shall confirm hearing the canine announcements prior to initiating a search. Any exception to this policy must be fully justified by conditions and circumstances inherent in a specific incident which create officer or public safety concerns exceeding those that may typically be associated with canine

deployment operations.

A recommendation to not make a canine deployment announcement must be approved by the ranking Department supervisor in command at the scene of the incident. A decision not to make a deployment announcement should be made by a lieutenant or higher.

When conducting area searches for suspects believed to be armed, concerns for the safety of search personnel may dictate that an announcement **NOT** be made. In these instances, the canine handler will advise the on-scene supervisor of the reasons for precluding an announcement and abide by subsequent direction. Individual handlers shall articulate the justification for not making canine announcements on a canine activation form and supplemental report. These reports shall be reviewed by the S.E.B. captain and the Force Review Committee.

The training and experience of canine teams from outside agencies can vary significantly. Similarly, deployment and force policies of other departments can be quite different from our own. As such, the use of canines from other law enforcement agencies should be avoided, **EXCEPT IN EXTREME EMERGENCIES**, which clearly dictate the need for an immediate canine search. When exceptional circumstances dictate the need to utilize a canine from another agency, the following procedures shall be adhered to:

- The unit commander, or their designee, from the station making the request must approve the deployment of other agency canines.
- When a canine team from another agency is authorized and deployed, they shall operate consistent with Sheriff's Department canine deployment policy.
- In situations where outside agency canines are used and a bite occurs, watch commanders shall immediately notify S.E.B. and request a canine supervisor. The canine supervisor shall respond and conduct an immediate follow-up investigation. Additionally, the canine handler from the outside agency shall write a detailed statement of facts to the watch commander, explaining the events.

Independent agency requests for canine assistance from our Department shall be handled by the city's pre-designated mutual aid Sheriff's station, which will make the actual canine request. In all situations involving the deployment of a Sheriff's canine in another jurisdiction, our Department's deployment policies shall apply.

Trained bloodhounds provided by the Los Angeles Search Dog Association are also available by contacting the S.E.B. desk. The handlers consist of reserves and civilian volunteers and shall not be requested to aid in searching for dangerous suspects. Use of the dogs shall be restricted to circumstances where there is a minimal probability of injury to the dog or handler. When a request for the dogs is received, their response time is approximately one-half hour, plus travel time, to most locations (they come from the Altadena area). Typical circumstances for which the dogs might be used include:

- Search Operations.
- Missing persons where extraordinary circumstances are involved, i.e., mentally retarded persons, specific medications required, etc.
- Critical age missing juveniles, where unusual circumstances or a crime are suspected.
- Backtracking from the location of a victim to the scene of a crime.
- Confirmation of whether or not an individual was present at a location.

These dogs are only trained to track people and cannot be used to search for narcotics or

explosives.

Bloodhounds have the ability to follow a single scent, disregarding all others. Each person radiates a unique scent. This scent is suspended in air for a short time before settling to the ground and is easily located by the dog in a gentle breeze. When the scent settles, it clings to grass, shrubs, and remains in cool damp areas for an appreciable period of time. Heat and wind cause the scent to dissipate rapidly; therefore, time is critical. The more time elapsed, the less likely a scent will be available.

If it appears that bloodhounds will be requested, valuable time will be saved by performing the following:

- Determine the location of personal effects of the subject; clothing that has been worn, bedding, etc. If the subject is a child, toys or other objects may suffice, however, clothing is preferred.
- Do not allow anyone to touch these selected articles or enter the room or area where the scent guide(s) are located.
- Whenever possible, the selection and handling of the scent guide should be accomplished by the dog handler. If this will result in a significant delay, the following procedures will be used.
- Pick up scent guide with a clean metal instrument.
- Place scent guide in a clean plastic bag, paper sack or carton.
- Transport in a sealed container.

NOTE: It is imperative the scent guide is not contaminated. The dog, once exposed to a particular scent, cannot be effectively exposed to and work another scent for at least 24 hours.

- Obtain information regarding the last known whereabouts of the person sought, and have this information available for the handler, as it will determine where the dog will be placed on the scent.

At the scene, the handler will act under the direction of the officer in charge. Decisions made regarding the use of this resource shall be made by that officer.

Questions related to the utilization of patrol canines should be directed to the Canine Services Detail through the S.E.B. desk.

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• 86-031 Test and Distributing of Gunshot Residue Kits

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



TESTING AND DISTRIBUTION OF GUNSHOT RESIDUE KITS

PURPOSE AND PROCEDURES

Gunshot residue test kits enable field operations personnel to collect physical evidence indicating the possibility of discharging or handling of a firearm.

In the event a Gunshot Residue Test (GSR) is desired, the following considerations must govern the actions of field personnel:

- Suspects should not be allowed to wash their hands or otherwise wipe or rub them clean; however, prudence also indicates the suspect should not be made aware of the reason for this protection.
- The suspect should be handcuffed for transportation with his hands in front. This deviation from policy is suggested in order to prevent the destruction of evidence and should be used in conjunction with other safety measures such as safety belt restraints, handcuffing to belt loop, etc.
- Arresting officers should not have handled a firearm prior to the arrest of the suspect.
- Under no circumstances should any deviation from policy be utilized at the expense of officer safety.

This test should be conducted as soon as possible and always prior to booking the suspect. The test can be conducted in the field or at the station, the situation and officer safety concerns will dictate. When administering the test, personnel shall follow the sampling steps **exactly** as listed on the evidence kit envelopes.

Note: In 187 P.C. cases the GSR test will normally be conducted at the station by a responding homicide investigation team member. If, however, their response will be delayed, a GSR trained officer shall conduct the test at the direction of a Homicide Bureau representative.

All evidence collected shall be secured in the evidence locker pending pickup by the **Crime Lab Evidence and Property Custodians**.

DISTRIBUTION

GSR kits will be available for pick-up during regular business hours at the Beverly crime laboratory, 1800 Paseo Rancho Castilla, Los Angeles CA 90031 (Cal State LA campus). Distribution will be limited to ten (10) GSR kits per agency/unit. Exceptions to this policy will be made based on distance from the crime laboratory and past usage by the agency/unit.

Each case will be required to pass strict acceptance criteria before being assigned for analysis. In all cases, it will be required that the investigator contact the crime laboratory to communicate the case circumstances to accurately assess the need for analysis. Cases that are submitted without a verbal request for analysis and an explanation of case circumstances will be retained for a short period of time and then returned unexamined. All cases that are returned unexamined are clearly labeled as such.

All evidence collected shall be secured in the evidence locker pending pickup by Crime Lab Evidence and Property Custodians.

• **86-028 Psychiatric Mobile Response Team and Mental Health Alert**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



PSYCHIATRIC MOBILE RESPONSE TEAM AND MENTAL HEALTH ALERT

The Department of Mental Health has available two services to assist law enforcement in dealing with mentally or emotionally disturbed individuals. They are the Mobile Response System and Mental Health Alert. Their field applications, however, are quite distinct.

The Emergency Response Team, in handling these types of individuals, becomes the lead agency, deals **directly** with a client/patient, and sometimes utilizes law enforcement as a backup for violent behavior. Their situations deal primarily with mental health problems - not law enforcement problems. The Emergency Response Team can be activated by all segments of the community including family members, concerned citizens and law enforcement.

There are various offices responsible for specific areas of Los Angeles County. A station area's appropriate Mental Health office number and schedule can be obtained through the Department of Mental Health.

Mental Health Alert also handles emotionally and mentally disturbed individuals. Yet, the team was designed specifically to provide on-site consultation to law enforcement personnel. Their personnel are utilized at the scene of an incident such as a barricaded individual displaying mental disorders. They perform primarily an advisory function to law enforcement. While Mental Health Alert Team members can evaluate suspects/clients in the field, the decision to do so is contingent upon a mutual agreement between mental health and law enforcement. Mental Health Alert is available as a consultative and advisory group for any police problem regardless of a crime or a tactical deployment.

Mental Health Alert can be activated only through this department's crisis negotiation team, which in turn is contacted through Special Enforcement Bureau.

In summary, key distinctions between the two services are that the Emergency Mobile Response Team is the lead agency, functions in a psychological setting and can be directly activated by each station. Mental Health Alert performs in a police setting, is advisory in nature and can be activated only through our Crisis Negotiation Team.

THEREFORE, STATION AND BUREAU PERSONNEL SHALL NOT REQUEST THE MOBILE EMERGENCY RESPONSE TEAM FOR ANY POLICE SITUATION NECESSITATING THE DEPLOYMENT OF A SPECIAL WEAPONS AND/OR CRISIS NEGOTIATIONS TEAM. IN SUCH SITUATIONS THE CRISIS NEGOTIATIONS TEAM WILL ACTIVATE MENTAL HEALTH ALERT.

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• **86-027 Child Fingerprinting Program "Operation Kid Print"**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



CHILD FINGERPRINTING PROGRAM "OPERATION KID PRINT"

A great deal of interest and news media attention has developed across the country regarding the fingerprinting of children for identification purposes. In response to this concern, the Department has developed "Operation Kid Print."

PURPOSE

"Operation Kid Print" is an educational and identification program whereby the Sheriff's Department can establish a forum with young children, parents, teachers, PTA's and community organizations. It will also provide information to children pertaining to the dangers of running away. At the same time it will provide the parent with a fingerprint card that could be a valuable investigative tool if needed later, as well as instructions on what to do if their child is missing.

OBJECTIVES

"Operation Kid Print" is designed with considerations for the following objectives:

- Establish an atmosphere of concern by law enforcement for young children's protection and welfare.
- Inform children about the dangers of running away, wandering, and exploring in areas that could present danger.
- Provide parents with useful information with which to refer in the event their child is missing.
- Provide parents with vital data that can be used initially in the completion of a missing person report.
- Provide law enforcement with information to conduct more thorough investigations if the need arises

IMPLEMENTATION

"Operation Kid Print" may be implemented in any of the following ways, consistent with staffing and budgetary limitations:

Budget restrictions preclude our complete implementation of the program at this time, however, if community resources are available to purchase needed equipment, "Operation Kid Print" could move ahead at an accelerated rate. The forms, however, will be made available to any community organization (PTA, etc.) for their use, at no charge.

Note: Explain to the parents that the fingerprinting process shall be administered or supervised by a

representative of the Sheriff's Department. The form shall be returned to the parent for final completion and inclusion in their own personal records for use if the need arises. The parent shall be advised that the Sheriff's Department or any other agency would not retain an exemplar or make any formal recording relative to the taking of prints.

- Coordinate program with school administrators, PTA's and concerned groups. They would provide the staffing to distribute the materials, obtain waivers, select a site location, and provide tables and chairs.
- Community volunteers should be encouraged to become proficient in the rolling of prints so that they may be utilized in this program.
- The Sheriff's Department shall be represented by community liaison or crime prevention deputies at each fingerprinting session. They shall oversee the operation and supervise Explorer's, Reserves, Interns or trained community members in the printing process.
- Conduct the distribution of material and fingerprint the children on school campuses during weekends or other pre-arranged times. Shopping malls and large areas amenable to public gathering may also be used if interested community groups were to participate.
- Community liaison or crime prevention deputies at each station shall have this program available for any interested group.
- This program can also be administered at the station level on an individual or small group basis by deputy or auxiliary personnel. Printing may be coordinated with regularly scheduled "public" fingerprinting or during other pre-arranged times. Scheduling may be determined by the station commander. There shall be no cost for this service.
- Assistance or expertise in coordination with volunteer and community groups is available through the Office of Special Programs.

In order to facilitate printing a large group of children, it is recommended that from four to six printing stations be established with additional accommodations to distribute the print cards, obtain waivers, answer questions and give directions.

Most of the patrol stations are currently equipped with only one or two cardholders and ink pads. Therefore, it is necessary for station commanders to develop a course of action for acquiring additional printing equipment from available community, school or departmental resources prior to total implementation of this program.

One suitable printing unit is the "Porelon Pad and Cardholder Combination." This unit is a porous pad with a two year supply of ink impregnated in each pad. The pad and cardholder are fastened to a non-skid formica covering board. To date, this type of unit appears to be the most suitable for this program due to its portability and ease of operation. This unit is available from the F. Morton Pitt Company in San Gabriel, phone [REDACTED TEXT]

Additional supplies that coordinators may want to procure are hand- cleaning supplies. A 2 1/2 pound can of "Sta Lube" hand cleaner or individually wrapped towelettes are also available through F. Morton Pitt Company. All orders should receive the prior approval of the respective Region's Budget sergeant.

In all cases, fingerprints shall be taken by the "rolling method" on the approved form using black fingerprinting ink. This will help ensure that the prints can be accurately taken and be suitable for investigating purposes.

"Operation Kid Print" will standardize this Department's effort in child fingerprinting programs, and will supersede any other form now in use.

• **86-023 Inmate Worker Visiting Regulations**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



INMATE WORKER VISITING REGULATIONS

As each station differs in structural accommodations and work programs, inmate worker's visiting rules and regulations vary from station to station. Where possible, these rules should be standardized to prevent unfair application. Therefore, Station Commanders shall prepare visiting regulations incorporating the following minimum standards.

VISITOR AREA

Visitor area shall be designated so as to afford the inmate worker and visitors semi-privacy. At no time shall the visiting be permitted behind closed doors, in vehicles, etc.

NUMBER OF VISITORS

The number of visitors at any one session shall be determined by facility accommodations. However, the number of visitors shall not be limited to just one (not counting children under 16 years of age).

NUMBER OF VISITING SESSIONS

Visiting sessions shall not be limited to less than two on any visiting day. Station Commanders shall designate at least one visiting day per week, in addition to holidays.

LENGTH OF VISITING SESSIONS

Visiting sessions shall not be limited to less than an hour's duration, and shall not extend beyond the normal visiting hours.

VISITING HOURS

Normal visiting hours shall be between 1000 and 2000 hours. When necessary, the Station Commander may decree visiting hours to commence two hours later (1200 hours) or to terminate two hours earlier (1800 hours).

FOOD

Visitors may bring food to inmate workers; however, it must be consumed on the day of the visit, excluding reasonable amounts of candy or cookies.

• **86-022 Use of Visitor's Passes and Visible Identification at Sheriff's Stations**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



USE OF VISITOR'S PASSES AND VISIBLE IDENTIFICATION AT SHERIFF'S STATIONS

The purpose of this order is to set forth Field Operations Regions' policies and procedures regarding the use of visible identification by all persons while at an operations' facility.

This Directive further establishes the methods for continued adherence in issuing visitor badges, sign-in procedures, and the types of identification required.

VISITOR'S IDENTIFICATION BADGE

The visitor's badge is two and one-half inches by three and one-half inches in size and has printed on it the words "Sheriff's Department, visitor, facility name and control number." Each card should be enclosed in plastic and have a clasp so it may be attached to a person's outer clothing.

VISITOR'S LOG

A standardized log, letter size, with seven columns showing name, address and phone number, agency represented, purpose of visit, tag number, time in and time out.

VISITORS, CIVILIAN

All visitors to a patrol facility shall be issued a visitor's badge by the unit commander's designee and be entered on the visitor's log. Visitors shall have the badge prominently displayed on the outer clothing at all time. When the visitor leaves the facility, the badge shall be returned to the designee or designated area and be so indicated on the visitor's log. This requirement does not apply to those persons entering the station lobby to transact business at the lobby counter, but only to those citizen visitors entering the interior portion of the station.

OTHER COUNTY EMPLOYEES

All civilian county employees are issued identification by their respective department. If this identification can be affixed to the employee's outer clothing, it will suffice in lieu of a visitor's badge. However, these visitors will be entered in the visitor's log.

DEPUTIES OR OTHER LAW ENFORCEMENT OFFICERS

Those visitors with law enforcement identification that can be affixed to the outer clothing need not comply with the visitor's badge procedure. However, this identification must be displayed at all times while at a station facility.

CIVILIAN EMPLOYEES ASSIGNED TO FACILITY

All civilian employees of the Sheriff's Department are issued identification cards that are enclosed in plastic. These cards shall be visible on the employee's outer clothing at all times while on the facility.

SWORN PERSONNEL ASSIGNED TO THE FACILITY

Sworn personnel that work in a uniformed capacity need not have additional identification showing. Sworn personnel working in a civilian clothes capacity, however, must display on their person an identification badge at all times.

ORGANIZED TOURS

Organized tours of a facility when in an escorted tour group, need not comply with the visitor's badge requirements while in the company of facility personnel.

• 86-021 Use of the Multi-Channel Telephone Tape Recorder

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



USE OF THE MULTI-CHANNEL TELEPHONE TAPE RECORDER

The multi-channel telephone tape recorder is part of the Department's Radio Communications System. Its primary purpose is to provide an immediate capability for verifications of called-for services requested by a citizen.

Additional benefits are derived from the system which include assistance in the establishment of probable cause, a continuing record of employee performance, an aid in workload studies, a means to verify disputed issues and a retrievable evidentiary tool.

The system is designed for automatic recording of all complaint desk telephones. Additionally, the watch sergeants' telephones shall record automatically to ensure the continuity of complaints and requests for service which are referred to and handled at the sergeant level. The watch commander's telephone lines shall have a switch which will allow the watch commander to record selective calls.

All complaint desk and watch sergeant telephone instruments shall have affixed to the instrument a typewritten

label stating "this telephone records continuously."

This recording system has an automatic sound beeper override which shall not be disconnected. Any citizen inquiring if his conversation is being recorded shall be affirmatively advised and this directive may be used for explanatory purposes.

Complaint desk personnel shall use the multi-channel telephone tape recorded instrument for outgoing calls only if the call is directly related to a call-for service.

Calls by complaint desk personnel of an administrative nature, e.g., to city hall for verification of ordinances or meetings, to city officials, to station caterer, etc. shall be made from other available telephones.

The Department is extremely concerned with the right of privacy and, therefore, does not believe that routine conversations need to be continuously recorded.

The purpose of this system is to assure delivery of services to the citizen calling for assistance.

• 86-016 Emergency Medical Service/Rescue in Mountainous, Remote and Designated Areas

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



EMERGENCY MEDICAL SERVICE/RESCUE IN MOUNTAINOUS, REMOTE AND DESIGNATED AREAS

The purpose of this directive is to provide the most efficient utilization of Sheriff and Fire Department air ambulance (helicopter) resources in their application to search and rescue efforts within Los Angeles County. Both the Sheriff and Fire Departments are committed to complete cooperation in an effort to provide the highest level of service for the citizens of Los Angeles County. To that end, both agencies have entered into a comprehensive agreement to provide the utmost in coordinated services.

AIR AMBULANCE - HELICOPTER

Due to the vast area of Los Angeles County, the Sheriff and the Fire Departments have designated primary areas of responsibility for each Department to ensure the timely and most efficient utilization of resources.

- Dispatches of air ambulance helicopters are made by the L.A. County Fire Department.

MOUNTAIN TECHNICAL RESCUES, SEARCHES, AND DEAD BODY RECOVERIES

A mountain technical rescue is defined as a rescue requiring use of mountaineering techniques and/or Sheriff's Department search and rescue teams or specialized mountain rescue equipment.

Sheriff's Department Responsibility:

- Responsible for all technical rescues, searches, and dead body recoveries in mountainous, remote, and designated areas.
- Notify fire dispatch of operation. **Per the Manual of Policy and Procedures, section 5-06/050.00, the mobilization of search and rescue personnel shall not be delayed by dispatching patrol units to confirm circumstances.**

Fire Department Responsibility:

- Will request the Sheriff's Department for all mountain technical rescues, searches, and dead body recoveries. If the Sheriff's Department is committed or the patient's condition warrants immediate action, the Fire Department will handle. The Fire Department will provide assistance when requested by the Sheriff's Department.

DISPATCH SEQUENCE AND NOTIFICATIONS

Station dispatchers shall IMMEDIATELY make the following notifications on ALL REQUESTS for air ambulances (helicopters), emergency medical services, rescues, searches, and dead body recoveries.

- Notify Fire Department Dispatcher:
 - Fire will dispatch their ground units as needed.
 - Fire will dispatch the designated air ambulance if appropriate.
- Notify Sheriff's 24-hour Rescue at S.E.B. Headquarters; phone number [REDACTED TEXT]
- Dispatch Station Mountain Rescue Team immediately for searches and/or rescues.
- Dispatch patrol unit or request C.H.P. if appropriate.

• **86-015 Mountain Rescue Team Operational Guideline**

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



MOUNTAIN RESCUE TEAM OPERATIONAL GUIDELINE

The overriding objective of this Department is to provide best possible assistance to lost or injured persons. To do so requires a cooperative effort on the part of numerous units of this Department. It is of extreme importance that searches and rescues be initiated in an atmosphere of cooperation and that all necessary

resources of the Department are properly utilized.

EMERGENCY SERVICES DETAIL (E.S.D.)

The primary purpose of the Emergency Services Detail is to provide the Department with a group of personnel who are highly skilled in a wide variety of search and rescue techniques spanning land, water, and air.

- They are available to respond to all stations. Although mountain stations have Mountain Rescue Teams assigned, **E.S.D. shall be consulted and shall respond on all search and rescue calls.**
- They shall assist Departmental units in criminal investigations wherein their skills are needed regardless of area.
- **On search and rescue operations they shall advise the incident commander regarding the level of response necessary to handle the operation.**
- **They shall provide patrol of mountainous areas as needed or upon the request of station commanders.**
- They shall provide helicopter observers and helicopter air rescue personnel.
- They shall provide trained personnel to be crew chiefs on all air rescue helicopter responses.
- They shall provide training in their special skills to regular and reserve units, as directed.
- They shall maintain proficiency in their assigned tasks by engaging in regular training programs, including training with Departmental units having similar responsibilities.
- They shall develop and expand their paramedic responsibility.
- They shall develop the capacity of the Reserve Medical Company.
- They shall develop the capability of the Reserve Marine Company. They shall serve as the primary dive team for the Department, and provide instruction and training for other sanctioned Department Dive Teams.
- They shall provide paramedics for all activations of Rescue Mountain Rescue Teams (not to include practice or training sessions.)
- They shall perform other assignments as directed by proper authority.

MOUNTAIN RESCUE TEAMS

The primary purpose of volunteer Mountain Rescue Teams is to provide a specific station with a group of personnel who are highly skilled in mountain search and rescue techniques.

- Station coordinators, or in their absence a trained assistant coordinator, station supervisor **or member of E.S.D.** shall respond and have overall responsibility of the search or rescue effort.
- Mountain Rescue Teams will be assigned a search or rescue mission by the coordinator or person in charge of the operation.
- The person in overall charge of a search or rescue mission shall ensure that a timely notification to the Emergency Services Detail has been made by the concerned station.
- Their primary responsibility is to provide mountain search and rescue for a given station area. Each team shall be the primary responding unit in their respective station area.
- They are a supplemental unit to the Department's other Mountain Rescue Teams.
- They shall perform rescue patrols as directed by their station commanders.

- They shall be responsible for establishing a procedure to provide immediate status reports on all searches and rescues within their area of responsibility. Status reports shall include involvement of manpower, equipment, and forecast of extended needs, together with other pertinent information. This procedure will be developed by Mountain Rescue
- Teams and be subject to approval by the Sheriff.
- Mountain Rescue Team members may perform as helicopter observers on search missions, **upon satisfactory completion of Departmental training conducted by E.S.D. and Aero Bureau.**
- Mountain Rescue Team members may perform as air rescue men on active rescue operations upon satisfactory completion of Departmental training, **conducted by E.S.D. and Aero Bureau.**
- They shall maintain proficiency in their assigned tasks by engaging in regular training programs, including training with Departmental units having similar responsibilities.
- They shall perform other assignments as directed by proper authority.

AERO BUREAU

The aero Bureau provides a service to ground search and rescue units by flying search missions, engaging in actual rescue by airlift, or transporting concerned personnel to and from field operations.

- Aero Bureau shall respond to all search and rescues, safe flight conditions prevailing, **as determined by the pilot in command who is responding to the call.**
- Upon entering a search or rescue area, they shall report their presence to the station coordinator or person in overall charge of activity for appropriate direction.
- Persons assigned to air rescue shall respond with the helicopter.
- They shall develop techniques with Emergency Services Detail and Mountain Rescue Teams to improve rescue responses and operations through use of helicopters.
- They shall maintain proficiency in their assigned tasks by engaging in regular training programs, including training with Departmental units having similar responsibilities.

• 86-014 Decision to Evacuate Areas During Major Fire Emergencies

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE
Field Operations Support Services



DECISION TO EVACUATE AREAS DURING MAJOR FIRE EMERGENCIES

DEPARTMENTAL POLICY

The order to evacuate due to fire will emanate from the Los Angeles County Fire Department. Their personnel are qualified and have the expertise for determining the necessity and advisability of evacuation. When such an order is made they shall rely on the Sheriff's Department to accomplish the evacuation. Communication

and liaison shall be maintained between command level personnel of both Departments to avoid any confusion or conflict of directives. When the Fire Department first considers evacuation of an area, they shall immediately notify the Sheriff's Department to determine the approximate lead time required.

IMMEDIATE HAZARD

In an emergent situation when Fire Department personnel are unavailable, command or supervisory members of this Department may recommend evacuation to concerned residents. Conditions must warrant the decision and as soon as possible, the Fire Department liaison officer will be advised of the action.

EVACUATION OF OWNER OR OCCUPANTS NOT MANDATORY

It is the belief of the Los Angeles County Fire Department that the owners or occupants of property in the area to be evacuated have the right to make their own decision about remaining in the area. Past experience has demonstrated to the Fire Department's satisfaction that the efforts of owners or occupants have frequently resulted in greatly reduced property damage.

Non-residents or persons without legitimate justification for being in the area must evacuate. We will advise citizens who have the right to be in the area of the danger to their welfare and assist them as possible. This will suffice, except in extenuating circumstances wherein individual decisions must be made regarding the necessity for specific persons to be evacuated, i.e., (infirm persons-mentally or physically, an obvious inability to comprehend the danger, children or minors, etc.).

ACCESS TO THE EVACUATED AREA

The decision as to who may or may not remain or have access to an evacuated area will remain with the Sheriff's Department. This decision is related to possible looting or other law enforcement problems which might arise as an aftermath of the fire. In order to avoid any confusion regarding the specifics of who has the right to be in or return to an evacuated area, This Department will follow the criteria outlined on the County of Los Angeles Official Emergency Pass (form #76E500C). Any person having a legitimate right to access, who does not have a means of identification acceptable to this Department and/or the Fire Department, will be issued one of these emergency passes.

• 86-013 Fire and Life Safety at Field Operations Regions' Facilities

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



FIRE AND LIFE SAFETY AT FIELD OPERATIONS REGIONS' FACILITIES

The purpose of this directive is to express the policy statements of the Department pertinent to fire and life

safety and related issues at our Field Operations Regions Stations. Guidance and direction are offered in the areas of fire safety, facility evacuation, and necessary training.

It is essential that all personnel assigned to a facility be aware of the fire and life safety hazards at that facility, and of the precautions and procedures to follow to offset and deal with these conditions. While each station has individual physical facility characteristics and needs, those considerations common to all will be addressed here.

Certain areas of our stations, and substances we deal with, give rise to a level of fire hazard and life safety related risk greater than is experienced by most organizations.

A few such areas of concern are fuel storage, P.C.P. and toxic precursor presence, storage batteries in communications equipment rooms, fusee storage, bedding and building materials that may generate toxic gases if burned, etc. Another paramount concern, unique to law enforcement facilities, is the presence of inmates held in confinement. These concerns dictate the following expressions of Department policy:

- Of utmost importance during any fire situation is the preservation of life and the prevention of injury.
- Of great, but secondary, importance is the detention and security of inmates under our care and control.
- As mandated by State law, notification to the Fire Department shall be made immediately upon the first indication of fire or smoke.
- Department personnel shall engage in firefighting activities only to the extent necessary to preserve life or safely evacuate personnel or inmates.
- State law requires that at each detention facility, at least one person per shift be qualified in general fire and life safety procedures (including the use of self-contained breathing apparatus); however, Department personnel, properly equipped with and trained in the use of self-contained breathing apparatus, shall utilize this equipment only as is necessary to safely evacuate personnel or inmates, and always in tandem.

The following issues are also presented for consideration and policy implementation:

- The Fire Department will respond to all reports of fire or smoke at our Field Operations Regions' facilities. If a fire occurs, but is extinguished prior to the Fire Department's arrival, they must still respond and ensure total extermination of the fire.
- To properly and safely perform their duties, responding fire personnel must be familiar with the location's physical layout, and the location of such high risk factors as were previously listed. This requires constant liaison with and frequent inspection by local fire station personnel.
- Station Commanders shall ensure that their facility is inspected by the local fire station at least semi-annually and whenever major facility modifications occur, and by the Los Angeles County Fire Department Institutional Inspection Detail, yearly. These inspections shall be recorded on the "Jail Fire Safety Inspection Report" form (sample attached). In addition each shift at every fire station is required by law to prepare a pre-fire response plan for fire at local detention facilities. Station Commanders shall ensure appropriate assistance in the preparation of these pre-fire plans, which are maintained at the fire station, and should obtain a copy for the stations usage.
- A copy of each inspection report, prepared by Fire Department personnel, shall constitute the basis for any corrective action or work orders indicated, and shall be indefinitely maintained at the unit.
- In conjunction with the semi-annual inspections by local fire station representatives, Station Commanders shall coordinate a fire evacuation drill in conformance with that unit's existing evacuation

plan. The concerned Area Commander shall observe and evaluate at least one of these semi-annual drills.

- In the event that fire damage results in a station being unable to continue normal operations, each Station Commander shall establish the necessary communications with the appropriate telephone company to reroute all incoming calls to an adjacent Sheriff's facility or other alternate site, for dispatching purposes.
- Station Commanders shall ensure that prohibitions against the use of padded cells, urethane mattresses and smoking or the possession of matches in the secure jail areas are rigidly enforced.
- Each station shall have a "Fire Key" block prepared. This block shall consist of only those keys necessary to evacuate the jail, it shall be conspicuously marked, maintained in the Watch Sergeant's office or other suitably secure location, and be readily accessible for emergency use.

Consistent with our policy that the preservation of life is of the utmost concern, is the need to develop and practice a facility evacuation plan. Again, recognizing the diversity of the Field Operations Regions units, the following is an enumeration of common areas of concern that must be treated in any evacuation plan. This is not intended to be an all-encompassing list, but rather a guide for your use in preparing your stations specific evacuation plan. It is left to your discretion to designate the individual post position responsible for carrying out the tasks identified.

Fire Discovery/Alarm

- Immediate notification to desk
 - Give location and nature of fire
- Desk - immediately notify Fire Department
 - Give location and nature of fire
 - Give location of desired arrival (i.e., front door, jail etc.)
- Desk - notify Watch Commander
- Desk - assign employee to meet responding Fire Department personnel.

Employee Area Evacuation

- Designate who authorizes evacuation
- P.A. Announcement
 - State reason for evacuation and give evacuation routes.
- Notification to Sheriff's Radio Center
 - Advise designated field units to respond to station
- Establish Roll-Call personnel accounting system
- Communications with field units
 - How and by whom
- Perimeter and security patrols
 - Who establishes and supervises
- Reentry - who authorizes

- Fire Department concurrence
- First Aid - medical treatment
 - Responsibility for coordinating
 - Establish access for ambulance, etc.

Jail Area Evacuation

- Who orders and who accomplishes
 - Watch Commander orders, if circumstances permit.
 - Jailer accomplishes, if circumstances permit.
- Location and use of air packs (see policy statement).
- Fire Block - statement re: location and use of keys
- Handcuffing
 - Prior to evacuation if time permits
 - Four-man chains and/or flex cuffs
- Assembly/security areas
 - Use of radio cars or vans as temporary measure
 - Security force consists of
 - Mandatory segregation maintained if possible, i.e., male/female, adult/juvenile.
- First-aid and medical treatment
 - Whose responsibility
 - Location and maintenance of supplies

Follow-up responsibilities

- Department notifications
 - Sheriff's Information Bureau - Op Log, significant incident memorandum.
 - Chain of command telephone notifications
 - By Whom

Miscellaneous

- Building Floor Plans
 - Designating locations of fire hoses, extinguishers, air packs, fire block, etc.

It is the responsibility of each unit commander to prepare an evacuation plan consistent with and adequately treating the foregoing considerations. These plans will be updated as necessary, and shall be the subject of recurrent training for all assigned personnel.

• 86-012 Inmate Security, Safety, and Special Handling

Los Angeles County Sheriff's Department
FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



INMATE SECURITY, SAFETY, AND SPECIAL HANDLING

The security and safety of all inmates booked and housed in station jail facilities are a prime responsibility of all sheriff's station unit commanders. Each station unit commander shall appoint a jail manager to operate and supervise their Type I jail facility. The appointed jail manager shall be the permanent rank of lieutenant.

The custodian of prisoners has a responsibility to the prisoner to keep them safe and to protect them from unnecessary harm. Thus, the official must exercise reasonable and ordinary care for the life and health of the prisoner.

Persons arrested and/or housed in station jails shall be handled as follows:

Comatose Persons

Patrol deputies encountering comatose (passed out) or unconscious persons shall:

- Transport or cause to be transported such persons to the nearest emergency hospital for medical examination. A comatose prisoner shall not be transported to the station.
- If the medical authority determines that intoxication is the sole cause of their condition, they may be booked at the station if:
 - They regain consciousness and no obvious hazards are attached by jailing them him.
 - The medical evaluation form completed by the approved medical authority states that the prisoner is okay for booking.
 - The elements necessary to establish a violation of 647-f Penal Code are present.

NOTE: If attempts to rouse an individual fail and booking is necessary, they shall be transported to L.C.M.C.

- Station jailers shall be alert to the presence of persons in custody and if they note any unusual change in condition in the inmate, they shall immediately notify the desk sergeant and watch commander. The watch commander shall be responsible for evaluating the situation and if necessary, take appropriate action, e.g., immediate transport to E.A.P. hospital or arrange transfer to jail wards.

Injured Inmates

No inmate who has received or complains of serious injury, whether inflicted at the time of arrest or prior thereto, shall be booked into a station jail before they have been examined, treated and incarceration approved by a medical authority.

Injuries sustained by inmates during the course of their booking or their subsequent station confinement shall

be verbally reported to the watch commander.

Unusual Conditions

Inmates with unusual medical or psychological problems, i.e., diabetes, heart condition, contagious diseases, mental derangement, suicidal or self-injury tendencies require special handling.

To meet our stated duty to the inmate and to protect Department employees, the following procedures must be followed:

- Whenever it comes to your attention that an inmate may possibly require special handling, an "Inmate Special Handling Request Form" (SH-J-181) shall be completed and signed by the watch commander.
 - This special form shall be available at the station booking area and the completed form shall be kept with the teletype copies of the booking slip and the inmate's property.
 - Transportation personnel shall be advised of the special handling requirements on inmates being transported.
 - Transportation Bureau personnel shall be given the "Inmate Special Handling Request Form" for delivery to the appropriate custodial facility.
- Jailers are instructed to bring to the attention of the watch sergeant and watch commander any problems of a nature necessitating special handling that develops subsequent to booking.
 - If there is doubt as to the physical condition of a prisoner, the watch sergeant or watch commander shall have the prisoner transported to a hospital for a doctor's opinion and the doctor's name shall be noted on the "Inmate Special Handling Request Form."

Station Inmate Inspection Procedure

Visual Inspections

The jailer responsible for inmates held at a station shall conduct an inspection of the inmates at periodic intervals during each shift. The exact time of each inspection shall be left to the discretion of the station jailer. However, normal intervals of not more than thirty minutes will be adhered to on a varied basis that will provide a minimum of at least two inspections per hour. These inspections shall be conducted with the two-fold purpose of providing maximum jail security and ensuring the safety and welfare of the prisoners.

In addition, watch commanders and watch sergeants will visually inspect detention areas a minimum of two times per watch.

Inmate Worker Count Procedure

The reverse side of the "Station Prisoner Inspection Record" provides for a station inmate worker count, by watch, which shall be conducted as follows:

- The person assigned to supervise inmate workers (sergeant, jailer, custody assistant, etc.) shall check each inmate worker by name and indicate their presence by initialing the appropriate time column. This verification shall occur at least three times during each watch, unless the inmate workers are under lock down.

Maintenance and Disposition of Record

A separate record shall be maintained covering each shift during a twenty-four hour period. These records shall be kept on file for a period of thirty days, at which time, they may be destroyed.

Follow-up Inquiry on Inmates

In all cases of suicide, including attempt suicide, and in other cases where inmates die in station facilities or as a direct result of incarceration in stations, in addition to other required notification, the appropriate division commander (area commander and /or department duty commander), shall be notified.

Memoranda by the watch commander, watch sergeant, jailer, and other responsibility for the care and custody of such inmate shall be submitted to the station unit commander.

The division commander shall make a comprehensive investigation without unnecessary delay and submit a memorandum to the division chief setting forth their findings.

All stations shall adopt procedures in the following areas:

Sanitation and Health Plan

Each station shall maintain a written plan outlining a regular schedule of cleaning and sanitary inspection to include provisions for immediate supervision of food service by a staff member, and periodic testing of food temperatures (140 degrees Fahrenheit hot; 45 degrees Fahrenheit cold).

Standard Issue of Bedding

All prisoners confined in other than the booking or holding cells shall be issued:

- A clean serviceable mattress.
- A clean mattress cover.
- One or more blankets depending on climatic conditions.

Fire Suppression Plan

A fire suppression plan, approved by fire authorities having jurisdiction over the facility, shall be developed to include:

- Regular fire prevention inspections by facility staff.
- Fire prevention inspections by fire authorities at least twice a year.
- An evacuation plan for prisoners including alternate housing locations.

Area for Reception and Booking

- The capacity of the booking area (booking cage) shall not exceed ten (10) prisoners, except during emergency conditions.
- The capacity of the sobering/detox cell shall not exceed fifteen (15) prisoners, except during emergency

conditions.

These limitations may be exceeded at the direction of the station watch commander whenever unusual events such as mass bookings, disturbances, etc., exists.

Inmate Workers

Inmate workers shall be governed by the Custody Division Manual and the Station Jail Manual.

Attorney Interviews

Each station shall provide an area that can be used for confidential attorney/prisoner consultation.

• 86-011 Notification and Reporting of Significant Incidents

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



NOTIFICATION AND REPORTING OF SIGNIFICANT INCIDENTS

PURPOSE

This Directive establishes procedures regarding the notification and reporting of significant incidents. All policies, Field Operations Directives, Unit Orders, or any other document previously written which contradicts procedures set forth in this Directive shall be void. Procedures set forth in this Directive shall remain in effect until the Manual of Policy and Procedures is amended and/or this Directive is rescinded.

SHERIFF'S OPERATIONAL LOG

The purpose of the Operational Log is to document incidents, actions, or events beyond **the normal scope** of routine Department operations and to immediately inform the Sheriff, Undersheriff, Assistant Sheriffs, and Division Chiefs regarding this information. The Media Section of the Sheriff's Headquarters Bureau has the responsibility of maintaining the Operational Log 24 hours a day. Entries to the Operational Log shall be made by telephone to the Sheriff's Headquarters Bureau and require a detailed memorandum to the appropriate Division Headquarters.

An Operational Log entry is not automatically considered Code 20 information, and conversely, a press notification (Code 20) is not an automatic Operational Log entry. If a unit desires a Code 20, they must request both an Operational Log and a Code 20. It is the responsibility of the reporting unit to determine whether or not information should be distributed to the media as a press release.

This directive does not change any Code 20 procedure.

The Unit Watch Commander is responsible for promptly notifying Sheriff's Headquarters Bureau of unusual incidents requiring an Operational Log entry.

Support units shall ascertain from Sheriff's Headquarters Bureau if an appropriate and timely log entry has been made by the unit Watch Commander of the unit being assisted. If one has not been made, the support unit shall confer with the unit Watch Commander to ensure that a log entry is made.

The following are examples of the types of incidents which require an Operational Log entry:

- Arrest or detention of an employee
- Death or serious injury (hospitalization) to an employee, on or off-duty
- Employee relieved of duty (Confidential log entry)
- Deputy-involved shooting
- Employee-involved traffic collisions with serious injuries (hospitalization)
- Homicides and kidnaping
- Significant narcotic arrests/seizures
- Special Weapons Team Responses
- Plane crashes
- Disasters
- Riots (minor inmate disturbances do not require a log entry)
- Escapes (including significant attempts)
- Arson
- Hate crimes
- Terrorist activities
- Significant incidents in custodial facilities
- Tactical responses from one Department unit to another Department unit
- Non-routine assistance to other law enforcement agencies (mutual aid)
- Interviews by the media on Department policy matters or significant incidents
- Facility inspections by other county or government agencies
- Major mechanical failure in any Department facility that impacts services
- Local court decisions affecting the Department (injunctions, decision in false arrest suit, etc.)
- Significant decisions of the Civil Service Commission which might affect Department policy
- Any significant incident involving a contract city or an elected official (local election results, etc.)
- Inmate death (natural, accidental, homicide and/or suicide)
- Any other unusual event that would be of interest to the Sheriff or Department Executives.

CHIEF'S MEMORANDUM VIA E-MAIL TO DIVISION HEADQUARTERS

The purpose of sending a detailed Chief's memorandum via e-mail to Region or Division Headquarters is to notify the Region's or Division's Executives of current notable activities. It is not merely an extension of the operational log but a separate, complete memorandum. Timeliness is exceedingly important in submitting a Chief's memorandum.

Chief's memoranda should not be sent to Sheriff's Headquarters Bureau unless there is an absolute need to do so.

Significant incidents which require a Chief's memorandum include:

- All incidents wherein a Sheriff's Operational Log entry, Confidential Log entry, or 4 x 6 information card has been made with Sheriff's Headquarters Bureau. **Note:** Per FOD 01-02, a Chief's memorandum shall not be written by the involved unit on a deputy-involved shooting.
- Acts or attempted acts of violence with racial and/or political terrorist implication.

CONFIDENTIAL INFORMATION MEMORANDUM

All memoranda containing confidential intelligence information from informants, other than Department personnel, shall not include the names or addresses of such informants. Reference shall be made to the fact that the information was received from an informant.

It will be the responsibility of authorized personnel to obtain identifying information from the originator of the memorandum orally rather than in writing. This will serve to protect the identity of the informant.

DEPARTMENT NOTIFICATIONS

Week Day Operation

When an incident occurs between 0800 hours and 1700 hours, excluding holidays and weekends, that requires an Operational Log entry or Chief's memorandum to Region or Division Headquarters, the unit's Area Commander shall be immediately notified. Any additional notifications shall be at the direction of the Area Commander.

Week Night Operation

When an incident occurs between 1700 hours and 0800 hours, excluding holidays and weekends, that requires an Operational Log entry or a Chief's memorandum to Region or Division Headquarters, the Duty Commander shall be immediately notified if:

- The presence of the Duty Commander is needed
- A decision by, or consultation with, the Duty Commander is necessary
- It is necessary to notify higher level Department Executives

The Duty Commander may be contacted through Sheriff's Headquarters Bureau.

Weekend and Holiday Operation

When an incident occurs on weekends or holidays that requires an Operational Log entry or Chief's memorandum to Region or Division Headquarters, the Department Duty Commander shall be notified if:

- The presence of the Duty Commander is needed
- A decision by, or consultation with the Duty Commander is necessary

- It is necessary to notify higher level Department Executives

The Duty Commander may be contacted through Sheriff's Headquarters Bureau.

- **86-010 Deputy Orientation Tracking System**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



DEPUTY ORIENTATION TRACKING SYSTEM

The Deputy Orientation Tracking System was developed in June of 1985, in order to provide a method of tracking trainees in the field operations regions. Since that time, it has become evident that only those trainees who experience difficulties in the training program to the extent that they are unable to complete training require continuous tracking. As such, the following procedures will become effective immediately:

- Upon a trainee's arrival at a field operations station, a Deputy Orientation Program Tracking card (SH-AD 645) shall be initiated.
 - All applicable information shall be entered on the tracking card.
 - The tracking card shall be placed in the deputy's training folder and kept updated throughout the trainee's orientation program.
 - Upon successful completion of the Deputy Orientation Program, the completed tracking card shall remain in the training folder.
 - If a deputy fails the Deputy Orientation Program, the applicable information shall be entered on the card, the card placed into the training folder, and the completed folder sent to the Field Operations Training Unit.
 - All folders of deputies having failed the Deputy Orientation Program shall be available to the stations when the deputy returns to a field operations station.
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- **86-008 Field Training Officers Annual Meetings**

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



FIELD TRAINING OFFICERS ANNUAL MEETINGS

PURPOSE

The purpose of this Field Operations Directive is to provide additional support for Field Training Officers through the formation of annual Field Training Officer (F.T.O.) meetings.

POLICY AND PROCEDURES

To provide additional support for the Field Training Officers, every station shall conduct annual meetings with their Field Training Officers.

These meetings are designed to discuss the Field Training Program and encourage open discussion on topics such as:

- Documentation and the Remedial Process
- Trainee Development
- Tactical Operations
- Policy Update and Review
- Legal Updates
- Case Studies

Contemporary training procedures shall be reviewed and there will be a written Core Values Training Exercise. Normal scheduling will call for a minimum of one meeting per year. Each station shall invite the Advanced Training Bureau (A.O.T. Unit), as well as the Chief and Commanders of the respective regions to attend these F.T.O. meetings.

AFFECTED DIRECTIVES/PUBLICATIONS

None

CITES/REFERENCES

None

ATTACHMENTS

None

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• 86-001 TRAINING RECORDS RETENTION - FIELD TRAINING PROGRAM

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



TRAINING RECORDS RETENTION - FIELD TRAINING PROGRAM

It is the policy of the Field Operations Regions that all Field Training Program (FTP) training records documenting the progress and successful completion of patrol training be retained for a period of **two (2) years** from the date a trainee completes training in his training record file. They shall not be placed in the trainees' personnel file.

The only three documents of training information that shall be **permanently retained** in a trainee's personnel file at the time the employee completes training are the:

- **Training Summary,**
- **Final off training evaluation, and the**
- **Formal release from training memorandum from the station Captain**

A copy of the aforementioned three documents along with all other Field Training Program training records shall be securely stored for two years. **At the end of the two (2) year period all of these records shall be destroyed.**

Field Training Program training records are those documents outlined in the **Field Training Officer Manual** such as: the Standardized Evaluation Form, Training Checklist, Written Examinations, Quizzes, Performance Tests, and Practice Reports.

If a trainee fails to successfully complete the Field Training Program due to failure or hardship and transfers back to a non-patrol assignment, all of the employee's Field Training Program training records shall be neatly assembled and bound in a notebook type binder.

The binders and fasteners may be ordered directly from Central Supply:

- DSR #7010804, Unit-Each, Binder, Accopress, 11"x 8 1/2";
- DSR #7039423, Unit-Box, Fastener-Paper-T/Base, 8 1/2 cc3"-50).

Once the records are properly bound they shall be forwarded to **Field Operations Regions Training (F.O.R.T.)** with a cover memorandum indicating the date and nature of the return to Custody (i.e.. Failure or Hardship).

When the trainee returns to a Field Operations station, Field Operations Regions Training staff will send the training records to the station Training Sergeant. The Training Sergeant may use the records as a reference to evaluate the difficulties that the trainee exhibited on the first attempt at patrol training. The records may also be used to ascertain if any progress in remediation had been made during the previous twelve months.

When an employee, (sworn or civilian, on or off training), **leaves county service**, (death, resignation, demotion, etc.) all relevant training records shall be included into the employees personnel record. Relevant training records would include the following documents:

- Field Training Summary.
- APIS record.
- Unit Training Record Card, (SH-R-433)
- Any computerized training record summary for State, Department, and Unit Optional training.
- Significant memorandums regarding training deficiencies and personnel transfer.

If the employee's personnel records are sent prior to the inclusion of these training records, the Training Sergeant shall separate the aforementioned records from less significant and voluminous records such as: sample reports, logs, training evaluations, etc., and forward them to the **Director of Personnel Services, attention Vault Section**, (attachment 1), for inclusion in the employee's personnel file folder.

NOTE: Training records of employees who have left Department service shall not be sent to Field Operations Regions Training.

(Attachment 1) COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

DATE: May 7, 1991

OFFICE CORRESPONDENCE

FROM: JOHN EXAMPLE, SERGEANT TO: VICTOR RAMPULLA, DIRECTOR FIRESTONE
STATION PERSONNEL SERVICES

Attn: Vault Section Supervisor SUBJECT: TRAINING RECORDS FOR RESIGNED EMPLOYEE - TOM
TRAINEE #123456

Please include these attached training records into this employees personnel file. These records are critical in documenting certain dates and events that occurred in patrol thereby protecting our Department from both protracted criminal and civil litigation.

These records are also vital in determining this former employee's qualifications for re-hire with our Department.

Field Operations Directives (FODs)

cc: Field Operations Regions Training (COVER MEMO ONLY)
