

## Unit Orders 66-70

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- **LCS Unit Order 66**

### **LANCASTER STATION**

### **UNIT ORDER # 66**

### **FUEL OVERRIDE KEY**

#### **PURPOSE:**

The purpose of this unit order is to establish protocol regarding fuel system record keeping and the use of the fuel override key at Lancaster Station.

#### **SCOPE:**

This unit order applies to anyone obtaining fuel at the Lancaster Station fuel site regardless of their unit of assignment or County Department.

#### **ORDER:**

Recently, the County replaced most existing fuel meters with an upgraded system known as the "Fuel Focus System" to better track fuel use throughout the County facilities. Occasionally, personnel attempting to use the system may receive an error message indicating the mileage on a given vehicle is erroneous. When this message is displayed, the vehicle cannot be fueled until the vehicle's existing mileage has been reset.

Communications and Fleet Maintenance (CFMB) has the responsibility of maintaining the system during regular business hours, and should be the first contact for personnel attempting to have a vehicle's mileage

reset. Facilities Services Bureau (FSB) and the Internal Services Department (ISD) also have the ability to reset vehicle mileage. Their numbers are listed at the pump islands, and typically, the reset takes only a few moments to complete.

**IN THE EVENT OF AN EMERGENCY**, there is an override key for the fuel pumps located in the watch commander's safe. It is NOT to be used without the approval of the watch commander. The override key shall be maintained in a sealed envelope. If the envelope is opened for any reason, the event shall be noted in the watch commander's log, along with any persons utilizing the key and for what purpose. Use of the override key mandates the use of paper logs to document vehicle use. It shall be the responsibility of the watch commander (or designee) to ensure the logs are completed correctly and are clearly legible for later input into the Fuel Focus System. Completed log sheets shall be maintained by the fleet LET until transported to CFMB for input into the system.

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- **LCS Unit Order 67**

**LANCASTER STATION**

**UNIT ORDER # 67**

**VERIFICATION OF SEX OFFENDER REGISTRATION**

**PURPOSE:**

The purpose of this unit order is to establish protocol to ensure accurate information is inputted into the California Sex and Arson Registry. The order will also outline protocol for confirming the data inputted into CSAR's and the storage of cases no longer handled by Lancaster station.

**SCOPE:**

This directive applies to all personnel, who are directly involved in the registration of sex offenders at Lancaster station.

**ORDER:**

**SECOND PARTY VERIFICATION**

Per the "Sex Offender Registration Act", 290 of the California Penal Code, all persons described in subdivision ( c ) shall be required to register with the chief of police of the city in which he or she is residing. The Department of Justice mandates that a Sex Offender Registration Change of Address/Annual or Other Update (CJIS 8102S) be completed to document the offenders current living status and any other possible changes. These changes include, but are not limited to; vehicles possessed, employment, physical changes, or tattoos.

Within a reasonable amount of time of the offender's interview, the information documented on the CJIS 8102S will be inputted into the California Sex and Arson Registry. After the update has been completed by the initial interviewer, a second authorized user of CSAR will compare the information on the CJIS 8102S and the updated CSAR for the recently interviewed offender. To ensure accuracy, the second party will look for any discrepancies between the CJIS 8102S and the CSAR. The second party will indicate the second verification in the "Case Journal" of the offender's file.

**PURGING INACTIVE FILES**

When an offender has become inactive and/or is no longer required to register at Lancaster station, his or her file will be purged after all the contents have been scanned into the Lancaster station shared files, "Inactive Sex Offenders". The purging of the files will be conducted per the Department's current policies and procedures of destroying sensitive material.

Offender files to be purged will include, but will not be limited to; deceased offenders, registrants who have moved from the jurisdiction of Lancaster station, or those who qualify under 290.019 of the California Penal Code.

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• **LCS Unit Order 68**

**LANCASTER STATION**

**UNIT ORDER # 68**

## **SUPPLEMENTAL PATROL PROCEDURES**

### **PURPOSE:**

The purpose of this Station Order is to establish supplemental patrol procedures for field personnel.

### **SCOPE:**

This Directive applies to all personnel assigned to Lancaster Station.

### **OVERVIEW:**

Lancaster Station will ensure that all investigatory stops, seizures, and searches are conducted in accordance with the rights, privileges, or immunities secured or protected by the Constitution or laws of the United States. Lancaster Station personnel will ensure that investigatory stops and searches are part of an effective overall crime prevention strategy; do not contribute to counter-productive divisions between LASD and the community; and are adequately documented for tracking and supervision purposes.

General patrol procedures are covered under the Department's Manual of Policy & Procedures, Field Operations Directives, Newsletters, and Unit Orders. To supplement these procedures and achieve the proposed outcomes, Lancaster Station has implemented the requirements below.

### **TRAFFIC STOP PROCEDURES**

When conducting vehicle, pedestrian, and bicycle stops, Lancaster deputies shall: (1) state the reason for an investigatory stop or detention as soon as practical; (2) introduce themselves at the initiation of contact with a civilian when reasonable and practical; (3) ensure that an investigatory stop or detention is no longer than

necessary to take appropriate action; and (4) act with professionalism and courtesy throughout the interaction.

Per MPP 5-09/520.10, if an individual complains about being detained in the back seat of a patrol vehicle, LASD deputies shall call for a field sergeant to respond to the scene to address the individual's complaint. If the individual does not want to wait for the field sergeant to respond to the scene, **Lancaster personnel** shall additionally provide the individual with the complaint information brochure "Procedures for Public Complaints" and the deputy's business card, both of which are mandatory for on-duty Lancaster personnel to carry while in the field.

### **MDC PATROL LOG PROCEDURES**

In addition to procedures covered under the Department's Constitutional Policing and Stops Policy (5-09/520.00 – 5-09/520.30), Field Operations Directives, Newsletters, and Unit Orders, Lancaster deputies shall document the following additional information about patrol activity in their MDC patrol log narrative:

- A concise narrative articulating specific facts and circumstances for conducting "reasonable suspicion" or "probable cause for investigative" stops and detentions consistent with the radio clearance code (Noting that a radio clearance code, or the code for the resulting citation or other result will not be deemed sufficient articulation of legal support for the stop or search). *Example:*
  - A 925 OBS cleared with 841 code: "CONT'D DETAINEE RE: LATE AT NIGHT IN AREA ( RECENT 459'S WEARING DARK CLOTHING, LOOKING INTO VEH'S"

***Every "reasonable suspicion" or "probable cause for investigative" stop will articulate the basis for the stop.***

- When a consent search of an individual or vehicle is conducted and "Authority to Conduct Search" box is cleared with a "C" (consent), the reason for seeking consent shall be documented in the MDC narrative. *Example:*
  - CONSENT SCH RE:LATE HRS, NERVOUS, HIGH CRIME AREA

***Every stop with a "Consent" search will contain the reason for seeking consent verbiage.***

## **SEARCHES**

Lancaster deputies equipped with **LASD issued** body worn audio or video recorders, who seek consent to search a person, vehicle, or location, shall record all requests for consent to search and the individual's response.

In conducting home searches, personnel will use only the number of deputies reasonably necessary for efficacy and officer safety based on the circumstances of the search. A supervisor must approve the use of more than two deputies for any consent search of a home. When a supervisor is not available, a supervisor will review the documentation or recording of consent as soon after the search as possible.

When conducting home searches and individuals other than the subject of the search are present, the individuals shall not be detained longer than reasonably necessary to conduct the search and secure the area, and the individuals shall not be subject to frisk or search without individualized suspicion or probable cause.

## **REPORT WRITING**

Lancaster Deputies shall use accurate and specific descriptive language and not rely solely on "boilerplate" or form language in any reports describing factual circumstances of investigatory stops, detentions, and searches.

## **COMPLAINT FORMS**

Lancaster Deputies shall ensure an adequate supply of the "Procedures for Public Complaints" forms are inside their vehicle and document the check on the "Driver's Tour of Duty Equipment Record" prior to leaving the station.

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### **• LCS Unit Order 69**

**LANCASTER STATION**

**UNIT ORDER # 69**

## **SUPPLEMENTAL SUPERVISORY RESPONSIBILITIES**

### **PURPOSE:**

The purpose of this Station Order is to establish supplemental supervisory procedures for field personnel.

### **SCOPE:**

This Directive applies to all personnel assigned to Lancaster Station.

### **OVERVIEW**

Lancaster Station will implement additional accountability and supervisory practices as outlined below, and ensure that existing policies are followed.

General supervisory procedures are covered under the Department's Manual of Policy and Procedures, Field Operations Directives, Newsletters, and Unit Orders. To supplement these procedures and achieve the proposed outcomes, Lancaster Station has implemented the requirements below.

### **FIELD PATROL SUPERVISION PROCEDURES**

Supervisors will be held accountable for appropriately and thoroughly reviewing reports and documentation related to stops, searches, seizures, and requiring deputies to articulate sufficient rationale under law and policy.

Lancaster Station supervisors will ensure that all deputy investigatory stops and searches are adequately documented for tracking and supervision purposes.

Supervisors will ensure that existing policies are followed and ensure that unlawful stops, searches, and seizures are detected and effectively addressed.

Supervisors shall assess the reasonableness of deputies' use of back seat detentions.

The above may be accomplished by the use of live monitoring of deputies field performance, Deputy Daily Worksheet (DDWS) reviews, a review of deputies written work product or a combination thereof, including arrest reports and citations.

Prior to approval of any reports, supervisors shall ensure deputies use accurate and specific descriptive language and not rely solely on "boilerplate" or form language in any reports describing factual circumstances of investigatory stops, detentions, and searches.

### **DDWS REVIEW**

Supervisors shall audit DDWS logs as outlined in the ***"Protocols for DDWS Review in the Antelope Valley"*** user guide. Sergeants assigned as raters shall audit their assigned deputies' stop, search, and seizure documentation for completeness, accuracy, and legal sufficiency. Sergeants shall audit at least one DDWS log ***involving stop, search and seizure activity (if any is conducted)*** for each deputy under their supervision each week. Sergeants shall conduct further review as needed utilizing Performance Recording and Monitoring System (PRMS) information and other indicia.

If a deputy's stop, search, or seizure documentation (DDWS, arrest report, Probable Cause Declaration) does not provide sufficient detail or articulate sufficient legal and policy justification for the action, the supervisor shall review the action with the deputy to determine whether there was sufficient legal and LASD policy justification.

Supervisors shall take appropriate action to address all violations or deficiencies in stops, searches, and

seizures including non-disciplinary corrective action for the involved deputy, and/or referring the incident for disciplinary action. Antelope Valley supervisors shall track repeated violations or deficiencies and the corrective action taken.

Watch Commanders/Lieutenants shall thoroughly review the log audits to ensure the sergeants are accurately auditing the deputy DDWS logs and note any issues in the Watch Commander signature line area on the form. Repeated inability to identify errors by sergeants should be documented in a Performance Log Entry (PLE).

DDWS reviews shall be documented no later than 15 days from the day of the DDWS log entry, barring documented exigent circumstances.

***\*The DOJ Liaison Sergeant shall be responsible for preserving DDWS review documents, audit materials, tracking and corrective action on the designated shared files for Monitor review***

## **COMMUNITY COMPLAINTS**

Supervisors shall ensure that all allegations of personnel misconduct are documented and are fully and fairly investigated, and that all personnel who commit misconduct are held accountable. The refusal to accept a personnel complaint, discouraging the filing of a complaint, or providing false or misleading information about filing of a complaint, shall be grounds for discipline.

Any Limited English Proficient (LEP) individual who wishes to file a complaint about a deputy or employee shall be provided with a complaint form and informational materials in the appropriate non-English language and/or be provided appropriate translation services in order to file a complaint. Personnel can refer to MPP section

3-09/004.00 LIMITED ENGLISH PROFICIENCY AND LANGUAGE ASSISTANCE regarding use of the Language Line Service.

Supervisors shall ensure that all personnel complaint allegations are accurately classified at all investigative stages, from intake through resolution and shall investigate every allegation of misconduct that arises during an investigation even if an allegation is not specifically articulated as such by the complainant.

Supervisors shall ensure that personnel complaints are not misclassified as service complaints.

All investigations of personnel complaints, including reviews, shall be as thorough as necessary to reach reliable, objective, and complete findings. In each investigation, supervisors shall consider all relevant evidence, including circumstantial, direct and physical evidence, as appropriate, and make credibility determinations based upon that evidence. There will be no automatic preference for a deputy's statement over a non-deputy's statement, nor will supervisors disregard a witness' statement merely because the witness has some connection to the complainant or because of any criminal history. Supervisors shall fully investigate each complaint, and make efforts to resolve any material inconsistencies between witness statements and/or the statements of deputies.

Supervisors shall interview each complainant in person, if practical and will conduct additional interviews as necessary to reach reliable and complete findings. If an interview is not done in person, the reason shall be articulated in the complaint memorandum. Interviews shall be recorded in their entirety, absent documented extraordinary circumstances. During the complaint process, it shall be documented that each complainant, witness and involved employee were interviewed separately.

Supervisors shall seek to identify all persons at the scene giving rise to a misconduct allegation, including all deputies. The supervisor shall note in the investigative report the identities of all deputies and other witnesses who were on the scene but assert they did not witness and were not involved in the incident. The investigating supervisor shall conduct further investigation of any such assertions that appear unsupported by the evidence.

Any involved supervisor who is party to the complaint, or any supervisor who authorized the conduct that led to a complaint, shall not conduct the complaint investigation. Supervisors shall not use department personnel who are party to the complaint as an interpreter for LEP complainants or witnesses.

At the conclusion of the complaint investigation, each employee shall have their own disposition sheet for each allegation.

The Community Relations sergeant shall ensure the following locations have ample stock of complaint forms in both English and Spanish:

- Lancaster Station Lobby
- Lake Los Angeles Library
- Lancaster Library
- Quartz Hill Library
- Michael Antonovich Antelope Valley Court House (Inside the Sheriff's office)
- Antelope Valley Juvenile Court (Inside the Sheriff's office)

Additionally, every vehicle assigned to Lancaster Station shall be stocked with complaint forms in both English and Spanish.

The complaint forms should be checked and re-stocked bi-monthly and noted in the Watch Commander's Daily Log.

### **COMMUNITY ENGAGEMENT**

Supervisors will work to promote and strengthen partnerships within the community, to engage constructively with the community to ensure collaborative problem-solving and bias-free policing, and to increase community confidence in the Department.

Supervisors shall actively participate in community engagement efforts in Lancaster, including participating in local community meetings and making themselves and their personnel available for community feedback, while encouraging and creating opportunities for deputies to actively attend community meetings and events.

Supervisors shall ensure that all deputy personnel take reasonable steps to provide timely, meaningful language assistance services to LEP individuals they encounter per MPP section 3-09/004.00 LIMITED ENGLISH PROFICIENCY AND LANGUAGE ASSISTANCE.

### **BIAS-FREE POLICING**

Supervisors shall incorporate bias-free policing and equal protection into the performance evaluation processes, including giving significant weight to an individual's history of sustained bias-related violations.

The use of PRMS, DDWS, Performance Log Entries and deputies' written work product will be used to assess the individual's ability to effectively practice bias-free policing. The following language will be used in all Lancaster employees Annual Performance Evaluations;

"During this rating period Deputy Smith received (#) sustained bias-related complaint(s) and (#) sustained bias-related administrative investigation(s). This information, along with my weekly audits of Deputy Smith's DDWS indicate that he/she practices (or, may not yet be practicing) bias-free policing."

### **UNIT COMMANDER**

The unit commander will regularly review and track "training and tactical review" related findings, recommendations and comments to ensure that informal supervisory feedback, including feedback documented in the "training and tactical review" portion of a Supervisor's Report on Use of Force, is documented in the PRMS.

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- **LCS Unit Order 70**

### **LANCASTER STATION**

#### **UNIT ORDER # 70**

### **REPORT DEFERRAL POLICY**

#### **PURPOSE:**

The purpose of this unit order is to establish procedures regarding the process of personnel deferring the completion of incident reports. This unit order will also outline the supervisor's responsibilities for ensuring this order is adhered to.

#### **SCOPE:**

This directive applies to all personnel who author incident reports and/or supervise those personnel.

**ORDER:**

All reports which are not submitted during the deputy's assigned shift, shall require the watch sergeant's approval before the report is to be deferred. If the deputy needs to remain beyond their assigned shift to complete an incident report, the deputy will receive prior approval from the on duty watch commander. The approval must be obtained before the end of the deputy's shift, and before any overtime hours are accrued.

When deferring an incident report, personnel shall complete the face page of the incident report and write "deferred" diagonally across the page. The approving watch sergeant's name and the due date shall also be included on the face page. The face page will be placed on the deferral board on the watch sergeant's desk. Personnel will submit a completed incident report on the date agreed upon with the approving watch sergeant. If the deferred report is an "in-custody," the submitting deputy will remain at work until the report has been approved.

The on-duty watch sergeant shall check the deferral board to ensure previously deferred reports have been submitted. All shift sergeants will maintain a current "Missing Report" list and ensure the deputies assigned to his/her shift are in compliance or actively working on submitting any overdue reports. The shift sergeants will work together documenting all requests made to deputies who have overdue reports.

Any employee who fails to comply with the established report deferral process and/or fails to submit a missing report in a timely manner will receive a Performance Log Entry for the first violation. Further violations may lead to a formal investigation, resulting in potential discipline.

All watch commanders will monitor the "Missing Report" list and ensure the shift sergeants are proactively monitoring the timely submission of all incident reports. All watch commanders are ultimately responsible for their assigned shift. Any sergeant failing to properly supervise their personnel and the work product submitted during their assigned shift will receive a Performance Log Entry for the first violation and potentially face disciplinary actions for additional violations.

The secretarial staff will be directed to immediately take all rejected reports to the watch sergeant for correction, eliminating the lengthy delay of processing the report.

