Norwalk Station - Unit Orders Manual

• Administrative

• • Court Liaison Expectations

Date: June 08, 2010

From: MICHELLE MILLER
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

Station personnel shall be responsible for:

Checking their mailboxes at the beginning and end of each shift and reading any notifications related to court appearances. This includes sheriff email account.

Receiving and immediately acknowledging all subpoenas issued to them.

Promptly notifying the court liaison officer of any subpoenas received from any source other than the CLO.

Notifying the CLO as soon as possible whenever a case is trailed or continued.

Punctual compliance with all subpoenas and any subsequent oral instructions from the judicial officer having jurisdiction of the case.

Ensuring that any and all necessary evidence is delivered to court for their case.

Being thoroughly familiar with their case and testifying in a professional, credible manner.

Notifying the training staff and the court liaison officer without delay whenever any training conflicts with a scheduled court appearance.

Personally contacting the handling Deputy District Attorney regarding any inability to comply with a subpoena, or any request for a variance (e.g. being placed on-call). The employee shall then advise the Court Liaison Officer and provide the name of the handling deputy district attorney who was notified, as well as the case name and number.

Notifying the Court Liaison Officer, via memorandum, at least two weeks in advance of any changes or **variances** in any regularly scheduled vacation (e.g. additional "F" days, swaps, etc, which would alter the days of the absence). The memo will include starting and ending dates of the scheduled absence.

Immediately notifying the Court Liaison Officer whenever the status of a case has been changed from MUST APPEAR to ON-CALL, or vice versa, and for providing the CLO with the name and title of the

person authorizing the change.

NOTE: If a subpoena is issued by a private attorney, permission to be excused or placed on-call must be obtained by that private attorney, NOT A DEPUTY DISTRICT ATTORNEY.

Shall be familiar with the contents of this directive and sections 3-01/050.95 and 5-07/250.00 et. seq. of the Manual of Policy and Procedures, relating to court cases, court appearances, and the reporting of court overtime.

Ensuring that when issuing a routine traffic citation, only one deputy's name appears on the citation.

NOTE: When making notifications to, or communicating with, the court liaison officer, the preferred methods are E-mail, phone call, memorandum or personal contact. Do not rely on voice mail without follow up, and do not write messages on, or attach them to, overtime slips unless the message pertains to that overtime slip.

COURT APPEARANCES

Personnel who receive a "Must Appear" subpoena, must appear at the designated time and place, adequately prepared to testify, unless excused by the handling Deputy District Attorney *personally*, or *via* a member of the Court Liaison staff.

All subpoenas shall be considered MUST APPEAR unless specific instructions are given for ON-CALL status. If there is ever any doubt, it shall be treated as a MUST APPEAR.

Personnel who are unable to comply with a subpoena because of an illness or personal emergency shall:

A. Notify the assigned Deputy District Attorney prior to the time the case is called. This notification is the personal responsibility of the person subpoenaed, not that of the Court Liaison Officer.
B. Notify the Court Liaison Officer, providing the name of the deputy district attorney notified, as well as the case name and number.

If personnel are unable to comply with either of the above they shall communicate the required information to the on-duty watch commander, who will take the necessary steps to ensure these notifications are made.

Scheduled court appearances shall always be given priority over training, RDO's, or other scheduled time off.

NOTE: Although a scheduled vacation technically cannot supersede a subpoena, the courts are generally very flexible with law enforcement, provided that they have been given sufficient notice of vacation dates.

Whenever personnel receive multiple subpoenas for the same date with conflicting appearance times they shall notify the CLO and the appropriate Deputy District Attorney(s) regarding their priority of appearance(s), and they shall be guided by the following:

- Federal Court shall have priority over State Court.
- Juvenile cases shall have priority over adult cases.
- Felony cases shall have priority over misdemeanor cases.
- Misdemeanor cases have priority over infractions (most traffic cases).

Whenever subpoenaed personnel encounter any conflicts regarding court appearances, **it is their responsibility to ensure that the conflict gets resolved**. This may mean contacting the training office to have training rescheduled, or contacting the D.A.'s office when a two superior court cases conflict, etc. When in doubt, the Court Liaison Sergeant, or other supervisor should be consulted. Remember, it is still the responsibility of the subpoenaed person to ensure that the conflict is appropriately resolved.

Whenever a case is continued or a deputy receives other oral instructions from the court regarding any court appearance, the deputy shall communicate that information to the CLO without delay. The CLO shall then update the daily court appearance list with this information.

Court Appearances While Assigned to Field Duty Frequently our responsibilities in the field and our obligation to appear in court are competing for the same time slot. Similarly, the desk's need to effectively manage field resources often conflicts with a field deputy's responsibility for being in court. However, by observing the following simple procedures, both field and desk personnel can fulfill their responsibilities with minimal disruptions to operations. When a deputy has a court appearance on a particular day he shall, at the beginning of his/her shift, give the desk advance notice by means of an MDT message (e.g. "FYI, I have court in Pasadena at 0830") and by memo to the CLO. Then, when ready to leave his/her area to go to court, the deputy shall enter an "obs" in the MDT to reflect the court appearance. The deputy shall use 924C as the appropriate radio code, not 10-7.

If any question arises on behalf of the desk or the field deputy as to whether the deputy will proceed to court or remain in the field, the watch deputy shall immediately notify the watch commander, who will make that determination. Only a serious emergency or very compelling circumstances should prevent a deputy from attending court.

Any time an on-duty deputy is delayed or prevented from attending court because of field conditions, the watch commander or the CLO shall personally notify the deputy district attorney handling the case and explain why the deputy cannot be in court. This shall then be documented in the Watch Commander's Summary Report.

ON-CALL STATUS

Personnel receiving an on-call subpoena, or who have been placed on call, shall:

- Ensure that the CLO is aware of their on-call status.

- Ensure that the CLO has a phone number where the person on-call will be immediately available.
- Appear promptly, and be adequately prepared to testify, when called.

All requests for a change from must appear to on-call status shall be made by the person subpoenaed (NOT THE CLO) directly to whomever issued the subpoena; usually the district attorney's office. If granted on-call status, the following information shall be provided to the CLO prior to 1600 hours on the last court day prior to the specified appearance date:

- Name of Deputy D.A. granting on-call status.
- Case information
- ETA to court (must be one hour or less).
- Telephone number where on-call personnel can be reached. Personnel desiring to use pagers or answering machines may do so, provided that they re-contact the CLO within fifteen minutes of a page or answering machine message to confirm receipt of the message. Remember, when on-call, personnel are REQUIRED to be available by phone. This means that it is up to those on-call to keep their line clear and make sure that their equipment works.

> BOTTOM LINE: It is the responsibility of the person on-call to make sure that the CLO can reach them while they are on-call.

REMINDER: Requests for on-call compensation may not be considered for any personnel not on the On-Call Control Log. Therefore, it is important that the CLO be promptly advised of any status changes.

When no longer on-call, personnel will be so advised by the CLO. Should any personnel be advised by any other source, they shall immediately relay this information to the CLO.

Exception: Deputies having worked the previous EM, or PM overlap shift, who wish not to be contacted unless needed for court, must leave a memo for the CLO requesting same. However, deputies who avail themselves of this option must still contact the CLO prior to 1600 hours to obtain case disposition information.

COURT OVERTIME PAY

MUST APPEAR

For each court appearance resulting from a subpoena, all personnel from the rank of Deputy through Lieutenant are eligible for a minimum of three hours overtime, which ***includes*** compensation for all travel, and evidence pick up. Additionally, overtime shall be granted for all time actually spent in court that exceeds two (2) hours. No additional overtime shall be granted for subpoenas that overlap or coincide in reporting times, nor for court appearances that occur as an extension of regular duty time.

Upon arrival at court and upon leaving, personnel shall legibly time-stamp their subpoena in the court clerk's office or the Court Services office. Because each of our local courts has at least two time stamps, signatures by the Deputy District Attorney or other official will not be accepted. Only a time stamp "IN" and a time stamp "OUT" will be accepted to verify court

appearance times. A single time stamp will only qualify you for "minimum" overtime. If, for any reason, there is no time stamp available at a particular location, attach a note explaining same to any overtime slip submitted.

ON-CALL

A minimum of two hours half-time compensation, including travel to court, will be granted to an employee who receives an on-call subpoena provided the on-call status is not canceled prior to the date of the subpoena. However, additional compensation will not be granted for "on-call" subpoenas which are issued for the same or overlapping time periods as "must appear" subpoenas.

TIME INCREMENTS

All overtime shall be earned, credited and paid in fifteen (15) minute increments.

Personnel submitting an Overtime Worked Report shall do so no later than the end of their next scheduled shift. Late reporting of overtime will not affect payment for the time worked, but may *delay* payment and will be in violation of this directive.

ATTIRE

Regardless of regular assignments, station personnel appearing before the courts shall dress either in full class-A uniform, or appropriate business attire. Under no circumstances shall personnel appear before the court wearing jeans, sport shirts, knit shirts or raid jackets.

• • Distributing Tow Requests

Date: October 11, 2018

From: James D. Tatreau, Captain
Norwalk Station

To: All Supervisors, Desk Personnel
Norwalk Station

Subject: Norwalk Station Unit Order 18-09

PURPOSE:

The purpose of this directive is to establish policy for the equitable request for tow services from the local tow companies that ensures timely deployment and fair distribution.

SCOPE OF ORDER:

This directive applies to all Norwalk station supervisors, Watch Deputies and Dispatchers.

DIRECTIVE:

Effective immediately we will be implementing tow company requests based on geograpic location of the tow yard rather than on a rotation basis to avoid delays in tow company response times. The rotation basis caused too many delays for field units. The following will be the breakdown for requesting a tow company:

City of Norwalk- Vernola's Tow
South and East Whittier- Navarro's Tow and Haddick's Tow
City of La Mirada- Hadley's Tow

Desk personnel will continue to maintain the electronic tow log per Field Operations Directive 15-001, with the expectation the tow company will respond within twenty minutes. During heavy traffic hours the time may be extended. If the tow company cannot respond in a timely manner, log the time and request another tow company. All requests for tow shall go through the desk.

Rev. 10/02/2018

• • Handling Telephone Calls For the Captain

April 2, 2007
OFFICE CORRESPONDENCE

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 05-03
HANDLING TELEPHONE CALLS FOR THE CAPTAIN

PURPOSE
This directive establishes procedures for the handling of telephone calls where the caller requests to speak with the Captain.

DIRECTIVE
When station personnel receive a call wherein the caller requests to speak with the Captain, the following guidelines shall be followed.

Calls for the Captain during business hours shall immediately be transferred to the Operations office. Calls for the Captain after business hours shall be directed to the Watch Commander.

If there is any doubt as to whether the Captain is at the station or not after normal business hours, the call shall be forwarded to the Watch Commander. If the Watch Commander is unavailable, the call shall be transferred to the Watch Sergeant.

At no time should personnel screen a call when the caller requests to speak with the Captain.

• • Public Desk Security

DATE: February 12, 2015

FROM: CURTIS A. JENSEN, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: **NORWALK STATION UNIT ORDER 15-01**
DESK OPERATIONS – LESS LETHAL WEAPONS (OC SPRAY AND TASER)

PURPOSE

The purpose of this unit order is to establish procedures for maintaining less lethal weapons in the Desk Operations area of Norwalk Station.

DIRECTIVE

It is necessary for desk personnel to have less lethal options readily available in the event of an altercation and/or an assaultive – high risk incident in front lobby area of the station. These force options will assist in mitigating risk to station personnel, as well as our civilian visitors. The following guidelines shall be adhered to:

- The dispatch area shall maintain a canister of Department-approved Oleoresin Capsicum (OC) Spray readily accessible to desk personnel. The OC Spray canister and holder shall be affixed to the secure wall mount located on the wall next to the watch deputy's desk. Additionally, each deputy working the Desk Operations area shall have on their person a Department approved OC Spray canister, in accordance with MPP 5-06/040.35 *Procedures for Use of Individually Issued Oleoresin Capsicum (OC) and OC+ Chlorobenzylidene Malononitrile (CS) Blend Aerosol Agents.*
- The dispatch area shall maintain and have readily accessible to desk personnel a Department-approved X-26 Taser. The taser and holster shall be affixed to a secure wall mount located adjacent to the OC Spray.
- The watch deputy shall inspect the X-26 Taser and OC Spray canister at the beginning of each shift to ensure that the equipment is operational and in good working condition. The watch deputy shall then enter the following information into his/her Watch Deputy's Daily Worksheet (DDWS): Taser # and OC Spray available and inspected.

- The watch sergeant shall ensure the watch deputy has conducted the daily shift inspection of the OC Spray and X-26 Taser and has noted the check in their DDWS.
- The watch commander shall conduct an inspection of the OC Spray canister and X-26 Taser at least once a week and note the inspection in their Watch Commander Log.
- All sworn personnel assigned to the Desk Operations area shall carry on their person a Department authorized on-duty semi-automatic handgun, in accordance with MPP 3-03/210.05 *Revolver/Semi-Automatic Pistols (On and Off Duty).*

• • Telephone Demeanor

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 03-7
HANDLING ROUTINE INCOMING CALLS / TELEPHONE DEMEANOR

PURPOSE
The purpose of this directive is to provide station personnel who answer routine telephone calls with standardized greetings as well as a closure statement.

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:
"Norwalk Sheriff's Station Operator, howmay 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:

1. Norwalk Sheriff's Station
2. State your rank or title
3. Ask, "How may I help you?"

Examples:
"Norwalk Sheriff's Station, Deputy Smith, howmay I help you?

"Norwalk Sheriff's Station, Mr./Ms./Miss Jones, howmay I help you?"

Optional Generic Greeting for all Station Personnel

Personnel may choose to use a generic greeting. In this instance, 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:
"Good Afternoon, Sheriff's Station, howmay I direct your call?"

"Good Morning, Sheriff's Station, Deputy Smith, howmay I help you?"

"Good Evening, Sheriff's Station, Mr./Ms./Miss Jones, howmay I help you?"

Closure Statement

At the conclusion of assisting a caller with his/her concerns over the telephone, desk personnel shall end their contact with the caller by saying,

"Is there anything else I can help you with?"

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.

• • Voiding an Uniform Reporting Number

Date: April 10, 2018

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 18-01

Purpose:

The purpose of this directive is to ensure Norwalk Station personnel use correct procedures for voiding

Uniform Report Numbers (URN).

SCOPE OF ORDER:

This directive applies to all Norwalk sworn and professional staff who draw URN numbers.

ORDER:

An URN will be voided if the URN was drawn in error. A Uniform Report Number Void Form (SH-R-474) shall be completed by the sworn or professional staff member requesting the URN void.

Personnel requesting to void an URN shall submit the Uniform Report Number Void form in person to a sworn supervisor at the minimum rank of sergeant or above for review and approval.

The supervisor shall review the Uniform Report Number Void Form for accuracy, comparing it to the Larcis Station Log, ensuring the URN to be busted is listed accurately. Prior to authorizing the URN to be voided, the supervisor shall ensure the URN was in fact drawn in error, as enumerated on the Uniform Report Number Void Form.

Once approved, the supervisor will make a notation on the Larcis Station URN Log indicating a Uniform Report Number Void Form was submitted for that URN. The notation shall include the date of submission, name of the sworn or professional staff member who submitted the request, and the initials of the approving supervisor. The watch commander shall log the URN void in the Watch Commander Log and initial the Uniform Report Number Void Form, next to the approving supervisor's signature.

The Los Angeles Regional Crime Information System (LARCIS) shall be updated once the Uniform Report Number Void form is approved. The original Uniform Report Number Void Form shall be forwarded to the Records and Identification Bureau and a copy shall be maintained in the station file, to maintain compliance with MOO 4-02/080.00 (Voiding a Uniform Report Number).

JDT:JFS:jfs

• Supervisors

• • Ballistic Vests for Ride-Alongs

DATE: May 5, 2015

FROM: CURTIS A. JENSEN, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 15-02

PURPOSE

The purpose of this directive is to outline the accountability and issuance of the ballistic and observer vests for civilian ride-alongs.

SCOPE

Central Supply & Logistics recently issued every sheriff's station ballistic and observer vests. These vests are for temporary issuance to civilian ride-alongs while on patrol with deputies. Providing ballistic and safety vests will enhance safety and lower Department liability by distinguishing observers from sworn personnel. We received a total of eight ballistic vests and four blue "Observer" mesh safety vests that are to be issued to civilian ride-alongs. Replacement covers are also included and will be used when the current cover needs cleaning.

Use of ballistic vests and blue observer vests will be mandatory. Strict accountability of all the vests will be adhered too. Lost vests will require a Lost or Stolen Property report.

WATCH SERGEANT

[REDACTED TEXT] At the beginning of each shift, the watch sergeant will account for all four blue observer vests and the eight ballistic vests. All vests are clearly marked with "NWK #1" to "NWK #8." The results will be recorded on the watch commander's log.

The watch sergeant will provide each ride-a-long a ballistic vest and blue observer vest. The date, time, vest numbers and name of person the vests were issued to will be recorded on the log sheet. There are several different sizes for both men and women. At the end of the ride-a-long, the watch sergeant will inspect the vests and record the time it was returned. The inside of all ballistic vests will be sprayed with Lysol and hung up on the provided wood hangers. This is to allow them to dry when wet due to sweat. If the vest cover is dirty and in need of cleaning, a clean cover will be used and the dirty one will be given to the ride-a-long coordinator. That person will ensure that the station inmate workers wash and dry it properly. It will then be returned to the hallway locker.

FIELD SERGEANT

At the beginning of each shift, the field sergeant will review the daily in-service to ascertain if an observer will be in the field. If during the course of the shift the observer is seen without the ballistic and blue vest, they will be directed back to the station to obtain the vests.

WATCH COMMANDER

Each shift watch commander will ensure that all observer blue vests and ballistic vests are accounted for and recorded in their daily watch commander's log.

CAJ:bpd

• • Deferred Report Procedures

FROM: PATRICK E. MAXWELL, CAPTAIN TO: ALL PERSONNEL
NORWALK STATION NORWALK STATION

SUBJECT: UNIT MANAGEMENT DIRECTIVE #08-05

DEFERRED REPORTS

PURPOSE:

The purpose of this directive is to establish station procedures for the deferring of reports. The directive will address the deferring of all criminal and traffic related reports. The purpose of this document is to create a unit level policy for management of deferred reports.

POLICY:

Field Operations Directive 95-9, (Dated October 4th, 1995).

DIRECTIVE:

The following guidelines have been established for deferring reports.

All report deferrals must be approved by the Watch Sergeant. The following criteria will apply to any deferred reports/late arrests. A report may be deferred when:

- There is no workable information
- Misdemeanor field release
- Misdemeanor non-desirous
- Felony, no workable information
- Traffic collisions with no injuries
- Traffic collisions with minor injuries and no follow-up
- Late arrest/in-custody reports may be deferred when a PCD has been completed and detectives are aware of incident and concur with deferral of the report.

Deputies should complete a deferred report by the end of shift, the next day. If the deputy is not scheduled to work the next day, reconsideration for deferral **will be necessary**.

The Watch Sergeant shall be notified prior to the end of the deputy's shift that a report may have to be deferred. The Watch Sergeant shall determine if any of the above criteria applies to the report in question. Once the report is cleared for deferment, the deputy shall:

- Print the required information in the deferred report log and present it to the Watch Sergeant who will affix his/her name.
- Fill in the face page of the report, complete with file number, and write "DEFERRED" in the upper right corner.
- Copy this completed face page and retain the original for completion the following day. The copy will be submitted to the Watch Sergeant for processing by the secretarial staff and shall be attached to the

deferred log under appropriate shift for reference.

- Upon returning to work, notify the dispatcher that he/she has a deferred report to complete.
- Ensure that the deferred report is cleared from the deferred log.
- No report other than deferred traffic reports, shall be deferred longer than 24-hours. The Watch Sergeant shall be notified by the deputy if there is a compelling, substantial reason the report cannot be completed on schedule. The Watch Sergeant shall determine the proper course of action to ensure the completion of the report.

The deferring of reports is a time management issue. Care should be taken to ensure that deferrals are made only in cases involving minimal workable information. It shall be policy that deferrals are made only at the direction of the Watch Sergeant. Watch Sergeants shall follow-up on all incomplete deferred log entries.

Reports should not be deferred if there is significant workable information, such as named suspect(s), license plate numbers enabling immediate follow-up, large amounts of physical evidence connecting someone to the crime, reports of high-value loss requiring a crime lab response, or reports requiring a Chief's Memo. Additionally, reports assigned to outside units, such as Arson, J.I.B., Forgery/Fraud, Narcotics, etc., shall not be deferred. Any exceptions must be approved by the Watch Sergeant.

Reports which can reasonably be deferred are those with no workable information, i.e., "who done it" burglaries or vandalism by unknown suspects, or (on Friday or Saturday only) misdemeanor reports in which the suspect is known and/or has been issued a citation.

It has been common practice to self-defer traffic reports for extended periods of time. Due to recent changes in policy regarding the handling of traffic investigations, the following guidelines must be adhered to:

1. Traffic reports shall be deferred only if there is no workable information, no injuries or with minor injuries and the investigation is completed.
2. If a hit and run vehicle is impounded, or if there is workable information regarding a hit and run, the report shall not be deferred.
3. Traffic reports involving felony D.U.I.'s and/or fatal collisions shall not be deferred.
4. There is no "self-deferring" of traffic reports. The deferring of all reports, including traffic reports, must be approved by the Watch Sergeant.
5. URN's will be drawn at the time the report is taken. Issuing tag numbers to people and later drawing an URN in an effort to prolong the deferral process, will not be tolerated.
6. Deferred traffic reports shall be completed and turned in no later that three (3) working days after the incident, i.e., deferred on Monday, turned in completed on Thursday.

PEM:SJM:sjm

• • Radio Inventory Procedures

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-01; RADIO INVENTORY PROCEDURES

PURPOSE

The purpose of this directive is to provide better accountability of portable radios and batteries.

PROCEDURES

All field personnel shall utilize the radio assigned and ensure the radio is listed on their Deputy Daily Worksheet. All other personnel shall contact the Watch Deputy/Watch Sergeant for their radio assignment. Contract city public safety personnel shall contact the Watch Deputy/Watch Sergeant for their radio assignment and sign out their radio on the radio inventory sheet. A portable radio inventory board shall be located in the Radio Inventory Room and shall be available for review.

WATCH SERGEANT RESPONSIBILITIES

The Watch Sergeant shall be responsible for ensuring a portable radio inventory sheet is completed during their shift. The radio inventory sheet shall contain a list of all assigned and unassigned radios. It shall list damaged radios as well as radios sent for repair.

WATCH DEPUTY RESPONSIBILITIES

The Watch Deputy is responsible for the exchange of portable radios for each shift. He is also responsible for the continuous rotation and recharge of portable radio batteries. He shall assist the Watch Sergeant in the assignment and accountability of all portable radios.

NORWALK/LA MIRADA SERGEANT RESPONSIBILITIES

The overall responsibility of the portable radio and battery inventory is the responsibility of the designated Norwalk City Sergeant. He will be assisted by the designated La Mirada City Sergeant. Together they will maintain a meticulous review of the radio and battery inventory as well as the compliance of the above indicated procedures.

DEPUTY PERSONNEL RESPONSIBILITIES

Deputy personnel are responsible for their assigned portable radio during their shift. They shall immediately advise of any malfunction or damage to their portable radio (i.e., foot pursuit) so that the equipment can be repaired or exchanged immediately.

Deputy personnel shall turn in their portable radio and battery at the end of their assigned shift. Deputy personnel shall not keep or store a portable radio or battery as their own property unless authorized to do so by the Unit Commander.

Deputy personnel who are determined to be in violation of the above responsibilities are subject to the discipline violations as documented in the Manual of Policy and Procedure.

• • Report Tracking Procedures

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: PROCEDURE FOR ACCOUNTING REPORTS

PURPOSE

The purpose of this directive is to establish a procedure to account for all reports generated from Norwalk Station and to mitigate the occurrence of missing reports.

PROCEDURE

All reports generated from Norwalk Station shall be submitted to the Watch Sergeant prior to the end of watch of the person writing the report. In the event that a report needs to be deferred, the person writing the report shall obtain approval from the Watch Sergeant prior to deferral.

The Watch Sergeant of each shift will be responsible for reconciling the file numbers drawn during the same shift, 24 hours prior.

The Watch Commander of each shift will continue to submit the Watch Commander's log to the Captain, which will now include an entry that the URN log was reconciled, by whom, and which deputies were identified as a violator.

When the URN log reflects that a report has not been submitted for a file number drawn, and there is no entry in the deferred book, the Watch Sergeant shall contact the deputy to produce the report before the end of shift. If it is the deputy's RDO, the Watch Sergeant shall take appropriate administrative action and ensure the deputy produces the report upon returning.

If the Watch Sergeant is filled by a deputy, the Field Sergeant shall complete this process.

Missing reports drawn by Norwalk PSO personnel shall be forwarded to the attention of Sergeant Burruss. Missing reports drawn by La Mirada PSO personnel shall be forwarded to the attention of Sergeant Judy Anderson.

Traffic deputies should be forwarned to enter all deferred traffic report in the deferred book accordingly.

• • Securing of Safety Equipment and Clothing

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK SHERIFF'S STATION

TO: ALL PERSONNEL
NORWALK SHERIFF'S STATION

SUBJECT: STATION SECURITY - MANAGEMENT DIRECTIVE 03-08

PURPOSE

To enhance the level of security of the Norwalk Station facility by establishing policy to eliminate unsecured safety equipment, uniforms and civilian clothing throughout the station.

SCOPE

All unsecured safety equipment, unworn uniforms and personal clothing shall be stored in a secured locker during times when personnel are not working or present at their work station. During work hours, personnel may temporarily leave these articles nearby their respective workstation for rapid response or personal comfort.

RESPONSIBILITY

Each station supervisor during the course of their shift shall be responsible for random facility inspections to insure compliance with this directive. Any unsecured or unsupervised safety equipment, uniforms and civilian clothing found during a random inspection, shall be retrieved and secured in the Watch Commander's office. If the item's owner is known, the recovering supervisor shall leave a note as to what was retrieved and its location. A corresponding note shall be attached to the article when secured. It shall be the responsibility of the supervisor retrieving the item to notify the owner and re-brief them as to this directive. If the article's owner cannot be identified, a station-wide email shall be sent to all members as to the article retrieved and where it can be recovered.

All repetitive violations of this directive shall be dealt with as a performance issue and documented appropriately.

• • Timely Submission of Report of Damage to County Vehicle Form

DATE: May 9, 2018

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL SUPERVISORS
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 18-03

Purpose:

The purpose of this directive is to ensure the Supervisors Report of Incident or Damage to county Vehicle form (SH-R-257) is faxed to Traffic Services Detail within the mandated timelines.

SCOPE OF ORDER:

This directive applies to all Norwalk station supervisors.

ORDER:

To maintain compliance with this order the Supervisors Report of Incident or Damage to county Vehicle form (SH-R-257) shall be faxed to Traffic Services Detail within 2 days of the collision or damage to the vehicle.

PROCEDURES:

The station watch commander, shall fax the form to Traffic Services Detail and ensure it is documented on the form within the 2 day time frame. [REDACTED TEXT]

JDT:JFS:jfs

• • Timely Submission of Vehicle Pursuit Evaluation Form

DATE: May 9, 2018

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL SUPERVISORS
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 18-02

Purpose:

The purpose of this directive is to ensure the Vehicle Pursuit Evaluation form is faxed to Traffic Services Detail within the mandated time.

SCOPE OF ORDER:

This directive applies to all Norwalk station supervisors.

ORDER:

To maintain compliance with this order, the Pursuit Evaluation Form (SH-AD-454) shall be faxed to Traffic Services Detail within 7 days of the pursuit.

PROCEDURES:

The station watch commander, supervising/managing the pursuit, shall fax the form to Traffic Services Detail and ensure it is documented on the form within the 7 day time frame. [REDACTED TEXT]

JDT:JFS:jfs

• Field Personnel

• • Automatic License Plate Recognition System (ALPR) Procedures

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 07-01; AUTOMATIC LICENSE PLATE RECOGNITION SYSTEM (ALPR)

PURPOSE

The purpose of this Unit Order is to define policy and procedures for the use of the Automatic License Plate Recognition (ALPR) system.

BACKGROUND

ALPR cameras automatically take a photograph of license plates and simultaneously check the license plate numbers with data downloaded from CLETS. The ALPR system alerts deputies to any **Felony Vehicle, Stolen Vehicle, or Wanted Vehicle**. When the system gets a hit on a vehicle, it will display a color photograph of the vehicle, a close up photograph of the license plate, and a brief explanation for the hit on the Mobile Digital Computer (MDC).

Since the data in the ALPR system is only downloaded periodically (i.e., once every 24 hours), the data may not be up-to-date and the subject vehicle **may not** have the correct status with the ALPR system. For example, the system may have alerted on a stolen car, but the car may have been recovered and taken out of SVS two hours prior. The ALPR will not have the updated information and therefore, will still be showing the vehicle as being stolen.

DIRECTIVE

Upon receiving an alert from the ALPR system, deputies shall **immediately** confirm the status of the vehicle by running the license plate either via the MDC or SCC. When requesting SCC to confirm the status of an ALPR-hit vehicle, the deputy must advise SCC the request is for an ALPR-hit vehicle. The fact a deputy is requesting SCC to check the status of an "ALPR-hit vehicle" will alert SCC to treat the request as a priority over any other routine clearance requests. Deputies may treat all vehicles with an ALPR alert, as a known stolen vehicle, pending confirmation.

If a vehicle with an ALPR-hit is being driven normally, deputy personnel shall confirm the status of the vehicle via the MDC or SCC prior to taking any police action. If the deputy requests SCC to confirm the status of the vehicle, then the deputy shall make the request as follows: "10-34 for an **ALPR plate**."

If the status of the vehicle returns as a confirmed wanted or stolen vehicle, the handling deputy shall follow the procedures for conducting a **Code-9 and Pre-Stop Coordination** as described in **Newsletter #115, 1996**.

If a pursuit is initatiated on an ALPR-hit vehicle, the deputy shall immediately request SCC to confirm the status of the vehicle by alerting SCC the request is for an ALPR-hit vehicle. Pending confirmation on the status of the vehicle, deputy personnel shall adhere to the department's pursuit policy as described in the Manual of Policy and Precedures section **5-09/201.02.**

Deputies shall notify the program administrator of all in-custody arrests and recoveries for tracking purposes prior to the end of their shift. A message via e-mail may be sent listing the location of the recovery, file number, and suspect information.

RJW:JA:ja

• • Deployment of M-26 Tasers

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK SHERIFF'S STATION

TO: ALL PERSONNEL
NORWALK SHERIFF'S STATION

SUBJECT: MANAGEMENT DIRECTIVE 03-07; DEPLOYMENT OF M-26 TASERS

PURPOSE

The purpose of this Management Directive is to establish the checkout and accountability procedure for the M-26 Tasers. This directive applies to all sworn personnel assigned to Norwalk Station.

SCOPE

Only personnel trained in the use of the M-26 Taser are authorized to deploy it in the field. Deputies shall note the Taser number on their vehicle inspection sheet and their Deputy Daily Worksheet on the MDT log.

An M-26 Taser sign-out log located in the secondary armory shall be completed by the deploying deputy and verified by the Watch Sergeant at the beginning of each shift. Deputy personnel shall carry the M-26 Taser with them as part of their daily equipment if one is available.

A list of personnel qualified with the M-26 Taser shall be designated on the in-services. The Watch Sergeant shall ensure that every available and functional M-26 Taser is deployed with qualified personnel. In addition, the Watch Sergeant shall complete the M-26 Taser Daily Inventory form for their respective shift.

The Armory Sergeant will ensure that each M-26 Taser is charged and operational prior to the end of each shooting trimester.

• • Documenting Victim Injuries

DATE: January 9, 2019

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 19-01

Purpose:

The purpose of this directive is to ensure Norwalk Station personnel utilize consistent methods in documenting injuries to intimate body parts of victims and/or suspects during investigations.

SCOPE OF ORDER:

This directive applies to all Norwalk personnel tasked with photographing or otherwise documenting injuries, via visual media, to intimate body parts.

The intent of this order is to preserve the dignity and modesty of victims by not storing photos, video, or other visual media in a "shared files" folder or other network access point.

ORDER:

Norwalk station personnel respond to and investigate assaults where injuries occur. Those injuries may be to intimate body parts. There are occasions where photographic evidence of injuries may be necessary to substantiate the severity of those injuries. In cases where photos or other visual documentation of intimate body parts may be necessary, the documentation shall, when practical, be done by a person of the same sex. The evidence obtained shall then be stored on a CD/DVD and booked into evidence. Photos, videos, or other visual documentation of intimate body parts shall not be placed into "shared files."

JDT:GFM:gfm

• • Logging Community Relations Contacts

DATE: March 16, 2016

FROM: CURTIS A. JENSEN, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 16-02

PURPOSE

The purpose of this directive is to ensure all personnel are actively participating in Norwalk Station's Community Partnership Program and inputting the proper clearance (755) at the conclusion of citizen contact.

SCOPE

This order shall apply to all personnel working field assignments in the Reporting Districts of Norwalk, La Mirada, and, Unincorporated Whittier, including station volunteers.

ORDER

The Community Partnership Program is a collaborative effort between Norwalk Station and the citizens of the areas we serve, to reduce crime and improve the quality of life. Individuals who live, work, or otherwise have an interest in our communities, are a valuable resource for identifying public concerns.

It is Norwalk Station's mission to educate the public on personal safety issues, how to report suspicious activities, and how to properly secure their homes/property. To that end, all field personnel should make regular attempts to initiate social contacts with citizens and document the contact in the MDC system with a clearance code of 755 (community relations).

FIELD PERSONNEL RESPONSIBILITIES:

- Field personnel shall engage in regular, social contact with citizens regarding public safety issues or individual concerns.
- Field personnel shall provide the citizen with a "755" card containing safety tips and important phone numbers.
- Field personnel shall utilize the 755 clearance code in both "obs," self-initiated activities, or regular calls for service.

SERGEANT RESPONSIBILITIES:

- Sergeants shall conduct re-current briefings on the Community Partnership Program.
- Sergeants shall ensure the proper codification has been entered when reviewing the Deputy Daily Worksheets
- Sergeants shall ensure field personnel maintain a supply of “755” cards in their patrol vehicles.

Examples of instances when handing out “755” cards are appropriate:

- Speaking to community groups
- Contacting residents who are out (watering lawn, walking dog, etc.) while doing routine patrol
- During contact with business owners
- Contacting patrons of local coffee shops/restaurants
- Bring the “Block watch meetings to them” as an individual or group
- Station events where citizens are welcome
- When taking counter reports

CAJ:TDS:tds

• • Norwalk City Public Safety Officer Guidelines

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 04-03
GUIDELINES FOR NORWALK CITY PUBLIC SAFETY OFFICER PROGRAM

PURPOSE

The purpose of this policy is to establish guidelines and procedures for utilizing the Norwalk Public Safety Officers (PSO) to handle report calls.

On March 1, 2004, the Norwalk Department of Public Safety and Norwalk Sheriff’s Station agreed to provide a Public Safety Officer to handle report calls on a limited basis. Deputy personnel would then be able to remain in the field to handle higher priority calls for service as well as maintain a higher patrol visibility in the community.

PROCEDURES

Norwalk Public Safety Officers assigned to take report calls will be designated call sign 43Z. They will be available daily from 0645 - 1445 hours and 1345 - 2115 hours with a thirty minute break during their shift.

During the break, they will not answer calls for service nor shall desk personnel assign them calls. Additionally, desk personnel shall not place calls on hold when the PSO is on their break.

All calls handled by the PSO shall be dispatched from Norwalk Station. Desk personnel shall not hold report calls before the PSO begins their shift. The PSO shall not be dispatched calls for service one hour before the end of their shift. Deputies shall not reassign calls to the Public Safety Officer in the field.

The PSO shall not be assigned more than three report calls during their shift unless cleared by the Norwalk Public Safety Supervisor who will monitor the status of their reports to ensure they have been approved and processed. They will be limited to handling the following type of reports:

- â€' non-workable misdemeanor reports
- â€' non-workable vehicle burglaries
- â€' non-workable felony vandalism
- â€' non-workable residential burglaries
- â€' non-workable grand theft auto reports
- â€' lost and found property reports
- â€' illegal parking calls
- â€' inoperable vehicles

Any type of report call that may result in a future court appearance shall not be dispatched to a PSO. Missing Person Reports will not be handled by a PSO.

When a PSO receives a call and determines that the incident has workable information, they shall notify the Norwalk Station dispatcher, who shall then reassign a the call to a deputy sheriff.

The Norwalk Department of Public Safety utilizes a different report writing format than the Sheriff's Department. Their reports contain headers and are usually a longer version of the format utilized by the Sheriff's Department. Reports that contain all the elements of the crime being investigated should be approved.

Any performance issues regarding this directive shall be brought to the attention of the Watch Sergeant who shall advise the Norwalk Public Safety supervisor on duty.

• • Patrol Gear Locker Distribution and Maintenance

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-04; WARBAG LOCKERS

PURPOSE

The purpose of this directive is to establish guidelines for the warbag lockers at Norwalk Station.

DIRECTIVE

All matters concerning the issuance and maintenance of the warbag lockers shall be the responsibility of the Operations Sergeant.

Personnel shall take possession of a locker compartment only with the permission of the Operations Sergeant. No more than one compartment shall be issued to a person. Upon being transferred from Norwalk Station or reassigned to La Mirada, deputies shall relinquish the locker key to the Operations Sergeant without delay. At no time shall personnel take the liberty to pass the locker on to someone without the Operations Sergeant's permission.

All locker compartments shall be secured only with the lock that originally came standard with the lockers.

All locker compartments shall be maintained

• • Patrol Personnel in Public Places

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 05-02 LOITERING

PURPOSE

To establish policy and procedures regarding patrol personnel meeting and/or gathering in public places for extended periods of time.

SCOPE OF ORDER

This order applies to all patrol units on all shifts assigned to duties at Norwalk Regional Station.

ORDER

It is the objective of all personnel assigned to Norwalk Regional Station to provide the highest caliber of law enforcement service to the public we serve. Based on that, we are reminded that public perception is of the highest value; when the public sees numerous units parked at a local establishment, they do not know the reason, and more than likely, will not inquire as to why the units are gathered there. All too often, assumptions are made, and our image as a professional policing agency suffers.

Personnel are reminded that the Manual of Policy and Procedures addresses loitering under the following

section:

3-01/030.65 LOITERING

On duty personnel shall not loiter in cafes, drive-ins, service stations or other public places.

It should be the duty of all personnel to be cognizant of your surroundings and to use common sense when meeting other units in public places by limiting the number of units gathered to two (exclusive of a Field Supervisor) as well as the amount of time spent at a location.

RJW:HMP:hmp

• • Proposition 47 Arrests and Bookings

DATE: March 11, 2016

FROM: CURTIS A. JENSEN, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 15-05 (REVISED)

PURPOSE

The purpose of this order is to ensure all Proposition 47 arrests, **along with and including: all (Prop 47 charge) warrants, 459.5 PC, 473(B) PC, 476A PC, 490.2 PC, 486(a) PC, 666 PC, 11350 HS, 11357(a) HS, 11377(a) HS** are being transported and booked.

SCOPE

This order shall apply to all personnel assigned to Norwalk Station, including any personnel working overtime from another station.

ORDER

To comply with the Department's Field Operations Directive: Volume 14, Number 25, which indicates all persons arrested for Proposition 47 charges shall be booked, Live-Scanned and their Criminal History checked.

SERGEANT RESPONSIBILITIES

- Sergeants shall ensure all Proposition 47 related arrests are being booked.
- Sergeants shall authorize a **Field Release**, at their discretion for the following reasons only:

  - medical emergency

- Sergeants shal ensure a copy of the SH-AD-49 is forwarded to the Captain with an attached, **specific** medical explanation, also indicating who authorized the field release.
- Sergeants shall ensure the approved SH-AD-49 and booking slips are retained for tracking purposes.
- Sergeants shall ensure all Field Releases are properly documented **and entered into a recurring Prop 47 Field Release Log,** in the ADMIN INBOX; Prop 47 Folder.
- Sergeants shall conduct daily briefings, outlining the unit order.

All documentation will be collected monthly, and stored in the Norwalk Station Administration Files under Proposition 47 Field Releases.

CAJ:REJ:rej

• • Quality Driving Program

DATE: April 02, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: DEPUTY PERSONNEL,
NORWALK STATION

SUBJECT: STATION DIRECTIVE 98-03; QUALITY DRIVING PROGRAM (DEPUTIES)

PURPOSE:

The purpose of this directive is to decrease the number of preventable on-duty traffic collisions involving Temple Station personnel.

Our decisions, or more succinctly, our attitudes must reflect an understanding of the need to safely operate our patrol vehicles during normal and emergency driving conditions. The vehicle code offers protection from liability while operating a patrol vehicle during emergency driving conditions, so long as the operator of the car does so with due regard for public safety. There is no protection from liability for the unsafe operation of a patrol car during normal driving conditions. Furthermore, the unsafe operation of a patrol vehicle during emergency driving conditions subjects the drive and the department to indefensible litigation and costly settlements.

As public servants, we must set the correct standards for safe driving techniques by obeying all traffic laws in accordance with our Code of Ethics. Law enforcement officers are held to higher standards - we are accountable to those we serve.

DIRECTIVE:

Deputy personnel shall be aware of the following situations that can result in a collision:

The most common factor associated with preventable collisions during normal driving conditions has been identified as **inattention**.

Inattention:

Driving can be described as a multi-task decision making process. Accelerating, stopping, turning, talking, and listening to the radio are just a few things we do while driving. Deputies should pay attention and stay focused on the act of driving itself. Looking around for suspects, pushing light bar switches and talking on the radio or to a partner a the same time increases our odds of a collision. As we do more, we see less potential hazards around us. The number one cause of accidents due o inattention has been identified as MDT usage. Using the MDT while moving causes most preventable collisions. Eye contact is taken off the roadway and directed to the terminal itself (your eyes need time to refocus and interpret the MDT screen). Deputies should always pull over the side of the road before typing or reading any transmission. Having SRC show your location or running a plate is an available resource to us.

Unsafe Backing/ Staring:

When practical, walk around your vehicle to check for obstacles if you know that backing will occur when leaving a location. Objects such as poles, hydrants, mailboxes, brick planters, etc., are difficult to see at night. Do not rely on mirrors; continually check all around you. When stopped behind another vehicle, keep our foot firmly on the brake while your head is turned to check on-coming traffic. Doing another task (such as typing on the MDT) while assuming the car ahead of you has moved on is a sure-fire way to “Drift” forward into another car.

Speed / Following Too Close:

Unsafe speed & following too closely are the primary factors for traffic collisions not related to inattention. Priority or emergency calls increase anxiety and may increase our speed, thus diminishing our defensive driving techniques. Slow down! We can’t be of help to anyone if we can’t get there safely, especially with a back-up or assistance request. Back-off following other cars too closely, especially when making a traffic stop or if you are in pursuit. Expect the unexpected from motorists and pursued suspects. Driving a radio car doesn’t allow us to push the speed limits.

Code 3 Driving:

Collision factors associated with emergency driving conditions are most frequently related to unsafe vehicle speed and failure to clear intersections prior to entry. Driving Code 3 does not give us the right-of-way; we must clear intersections one lane at a time and proceed only when it is safe to do so. Do not let your guard down just because the light is green for your direction of travel!

Deputy personnel should be aware that approximately 75% of radio car collisions occur during the hours of darkness and should therefore take extra precautions. **Always wear safety belts** and practice **defense driving**.

In summary, our driving habits receive the greatest amount of public scrutiny. We must be safe and professional in the operation of patrol
vehicles **at all times**.

RJW:mw

• • Recovered and Impounded Vehicle Procedures

DATE: January 6, 2006

FROM: RALPH J. WEBB, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: STATION ORDER 06-01- RECOVERED AND IMPOUNDED VEHCILES

PURPOSE

The purpose of this directive is to establish policies and procedures for the handling of recovered and impounded vehicles at Norwalk Station.

When vehicles are impounded for evidence or ordered held for prints, the station incurs the towing fees and storage costs. This directive does not apply to vehicles impounded for 14601 CVC, which is mandated by state law for a thirty day impound pursuant to 14602.6 CVC.

Failure to properly notify victims of the recovery of stolen vehicles or notifying the registered and/or legal owner of impounded or stored vehicles places the County in a position of financial liability. MPP Section 5-01/070.00 and 22852 CVC mandates the notification within 48 hours. The following procedures shall apply to the person taking or processing this kind of report on all recovered and impounded vehicles:

Patrol Personnel's Responsibilities

- When taking stolen vehicle reports, personnel shall ensure that the addresses and telephone numbers of the reporting person and registered owner are correct. Whenever possible, the victim's email address shall be obtained and noted as an additional contact source on the CHP 180 report.
- When handling Recovered Stolen Vehicles, personnel shall do the following:

    1. Obtain the home telephone number of the reporting person/registered owner from station files or the reporting agency.
    2. Telephone the registered owner on a recorded lined and make notification of the recovery.
    3. Note the name of the person contacted, and the date, time, and phone number on the CHP 180 as the last comment in the "remarks" section. **(This is absolutely imperative)**.

- Recovered/stolen vehicles **are not to be impounded** for the purpose of obtaining fingerprints if the only crime is grand theft auto (MPP Section 5-01/060.20). They are to be stored only. Stolen/recovered vehicles are not to be routinely held for prints. There must be extenuating circumstances for holding the vehicle such as stripped of major identifiable parts, a serious crime other than grand theft auto, SVS entry "Hold For Prints," or another agency requested it. The Watch Commander must approve these extenuating circumstances. The deputy shall make every effort to have a fingerprint qualified PSO respond to the location of recovery, and print the vehicle prior to it being released in the field or towed to the storage yard.
- Impounded vehicles must have an investigative and/or evidentiary value to cause the impound (MPP Sections 5-01/100.00 & 5-01/060.10). When there is any doubt as to an investigative and/or evidentiary value, a Norwalk Station Detective or a handling Detective in any case shall be conferred with.
- When a deputy intends to impound a vehicle for evidence or put a hold on it for prints, he or she must get prior approval from the Watch Commander. The deputy shall have the Watch Commander place their name and initials at the top of the CHP 180 report prior to taking it to the secretaries for entry in the computer system . The deputy shall explain to the Watch Commander the justification for holding the vehicle as an impound.
- All CHP 180 reports must include a written narrative. Pre-printed check off forms shall be discontinued to avoid any oversights for notifications and justifications.
- All CHP 180 reports must be completed, turned in, and approved before patrol personnel end their shift. For satellite work assignments, including the La Mirada Substation, all CHP 180 reports must be brought to Norwalk Station and processed within eight hours of the report being taken.

Watch Sergeant's Responsibilities

- The Watch Sergeant **shall not approve** any CHP 180 impound report or report with a hold, that has not been initialed by the Watch Commander.
- The Watch Sergeant **shall not approve** any CHP 180 report without a notation in the remarks section of a person contacted (date, time, and phone number), **or the failure** to contact the registered/legal owner of the recovered/impounded vehicle.
- The Watch Sergeant **shall make certain** that in the event the patrol personnel is unable to make notification to the registered/legal owner, the patrol personnel shall make a copy of the CHP 180 report. The copy shall be given to the on duty Detectives or in their absence to the Watch Deputy. The name of the Detective or Watch Deputy shall be noted in the remarks section.
- The Watch Sergeant **shall not accept** CHP 180 reports with a pre-printed check off form. The CHP 180 report must include a written narrative to avoid any oversights for notifications and justifications.
- The Watch Sergeant **shall not reject** any CHP 180 report without making the corrections and ensuring it is processed.
- The La Mirada Sergeant, and in his/hers absence, the Watch Sergeant **shall ensure** that all CHP 180 report left in the Annex are turned into Norwalk Station for processing.

Watch Commander's Responsibilities

- When the Watch Commander is presented with a CHP 180 report where the vehicle is either impounded or held for prints, he/she shall carefully evaluate the need for holding the vehicle, taking into consideration that the Sheriff's Department will be held responsible for the costs involved. If the hold or impound is warranted, the Watch Commander's name shall be printed at the top of the CHP 180 report along with their initials.

- The Watch Commander shall immediately complete a “Tow Memo” from the Captain to the Chief, justifying the cost to impound or hold the vehicle for prints. The memo will then be placed in the Admin. folder in the H-drive.
- The Watch Commander will make a copy of the memo and place it in the “Tow Memo Binder” kept in the Watch Commander’s office. The entry shall include the Watch Commander’s name, the file number, license number of the vehicle and a brief explanation for the reason of the hold. An exemplar is attached to this Management Directive and also working copies will be found in shared files under “Tow Memos.”â€‹â€‹â€‹â€‹â€‹â€‹â€‹

Detectives’ Responsibilities

- When Norwalk Station receives notification that a vehicle for which it filed a stolen vehicle report has been recovered and/or impounded, the investigating detective shall be responsible for providing verbal notification to the registered and/or legal owner. If the investigating detective is not immediately available, the Watch Deputy shall make the notification and the detective will confirmed the notification (MPP Section 5-01/070.05).
- When a detective is assigned a case where a vehicle involved has been impounded or held for prints, a high priority will be given to determining whether or not a hold shall be continued. If it is determined that the vehicle does not need to be held any longer, the detective shall be responsible for immediately having the vehicle status changed from impounded to stored. The detective shall complete a Release of Vehicle Hold form (SH-CR-94) and forward a copy to the towing service holding the vehicle. A copy of the release is to be included with the case file. The detective will then notify the registered owner that the vehicle is no longer being held by the Sheriff’s Department, and that notification shall be documented in the case log and/or in a supplemental report.
- If the vehicle has been stored and held for prints, the detective shall determine if prints have been completed. If prints have not been completed, the detective will contact the front desk and have a qualified print person respond as soon as possible to have the vehicle printed. After the vehicle has been printed, the detective shall notify the registered owner of the vehicle that the vehicle is available to be picked up. That notification shall be documented in the case log and/or in a supplemental report.â€‹â€‹â€‹â€‹â€‹â€‹â€‹

Secretariat’s Responsibilities

1. When a vehicle is recovered by Norwalk Station personnel, the on duty patrol secretary shall ensure that all possible owners (registered and legal) of the vehicle are included on the CHP 180 report and a notice of stored vehicle (CHP 126) is sent to each owner via certified/receipt mail. This includes all owners listed on the original stolen report, and the recovered report. The certified/receipt mail shall be prepared **no later than sixteen hours** from the time of recovery.
2. The prepared certified/receipt mail shall be given to the Watch Deputy before the expiration of the sixteen hours for the outgoing mail.
3. At the beginning of each shift, patrol secretaries shall identify all CHP 180 reports left over from the previous shift that will exceed the sixteen-hour mandate. This deficiency shall be immediately brought to the attention of the Watch Commander.
4. “Notices of Locate” (teletypes) in all recovered stolen vehicles shall be processed within 16 hours of receipt and given to the Watch Deputy for verbal owner notification.
5. Regardless of which agency recovered the vehicle, all recovered vehicles shall be processed within 48 hours excluding weekends and holidays (MPP Section 5-01/080.00 & 22852

CVC).â€‹â€‹â€‹â€‹â€‹â€‹â€‹

Watch Deputies' Responsibilities

1. The Watch Deputy, upon receipt of the "Notices of Locate" (teletypes) supplied by the secretariat on vehicles recovered by outside agencies, shall reconfirm that the registered owner has been contacted and advised of the recovery.
2. Watch Deputies shall make certain the name of the person contacted, the date and time, and the initials of the person telephoning the registered owner are on the "Notice of Locate" teletype supplied by the secretariat.
3. Watch Deputies shall also ensure that the recovery notice is then placed in the secretariat "IN" tray.
4. Watch Deputies shall ensure that the prepared certified/receipt mail goes out with the outgoing mail

Norwalk and La Mirada Public Safety Officer Responsibilities

The above directive shall apply to all vehicles recovered, stored, or impounded by Norwalk and La Mirada Public Safety Officer Responsibilities. All CHP 180 reports shall be turned in and processed within the above time limits irregardless of assignment.

• • Road Spike Deployment, Training, and Maintenance

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 05-04; ROAD SPIKE DEPLOYMENT, TRAINING, AND MAINTENANCE

PURPOSE

The purpose of this directive is to define policy and procedures for the use and deployment of Road Spike strip pursuit termination devices, maintenance of the devices, and ensure proper training of station personnel.

Personnel shall refer to Field Operations Directive 98-10 Road Spike Deployment for the procedural order regarding the deployment of spike strips.

SCOPE OF ORDER

This directive applies to all patrol personnel assigned to field duties at Norwalk Station.

DIRECTIVE

It is the policy of the Field Operations Regions to deploy and use Road Spike strip pursuit termination devices

whenever and wherever possible to safely end vehicle pursuits (including Surveillance Mode operations), while placing the utmost importance on the safety of deputy personnel, the general public, and the suspects.

Only personnel who have been properly trained in the operation and deployment of the Road Spike strips shall be permitted to deploy these devices.

WATCH DEPUTY RESPONSIBILITIES

It shall be the responsibility of the Watch Deputy to ensure that adequate Road Spike strips are being deployed in the patrol units on each shift. Ideally, this would mean that at least one unit in the north station area and one in the south would carry a Road Spike strip in their cars, as well as at least one La Mirada unit.

In addition to this, the Watch Deputy shall ensure that the spike strips only be assigned to and carried by personnel who have received the proper training and are deemed competent in the use and deployment of the Road Spike strips.

TRACKING

All patrol units with Road Spike strips shall be designated on the In-Service sheet with the symbol "**SS**" (Refer to Field Operations Directive 90-8, Standardized In-Service Symbols for further information). This will aid dispatcher recognition of spike strip equipped vehicles and help ensure even distribution of the spike strips.

TRAINING SERGEANT RESPONSIBILITIES

The Training Sergeant shall be responsible for ensuring that adequate station personnel are qualified and trained in the use and deployment, as well as proper maintenance of the Road Spike strips. He / she shall develop a list of qualified personnel, with copies of the list distributed to and maintained at the desks of the Watch Deputy, Watch Sergeant, and Watch Commander.

The Training Sergeant shall also ensure that newly assigned personnel receive the proper training in order to maintain an adequate number of qualified personnel as station personnel move out of Norwalk field operations.

TRAFFIC SERGEANT RESPONSIBILITIES

MAINTENANCE

The responsibility for ensuring that the Road Spike strips are properly maintained shall fall on the Traffic Sergeant (currently the La Mirada Detective Sergeant).

It shall be the responsibility of each deputy who has deployed the spike strips to conduct a post-deployment inspection of the strip. This inspection shall include checking for damaged, loose, and/or missing spikes. Any damaged or missing spikes shall be replaced, and loose spikes re-tightened, prior to re-deployment of the strip in the field.

EQUIPMENT ISSUES

Field Operations Support Services[REDACTED TEXT] is the contact point for all Road Spike strip policy and procedural issues. Facilities Maintenance[REDACTED TEXT] is the contact point for all issues regarding repair to, and replacement of, the Road Spike strips.

A log shall be maintained documenting the monthly testing of each spike strip to ensure the following:

- the remote control unit and battery, spike extension, and spike retraction systems are functioning properly.
- the unit's antenna, motor housing and battery, cable, carrying case, spike pads, and spikes, are in good working order.

Recharging the motor batteries:

- If the patrol unit has a cigarette lighter adapter in its trunk, the spike strip unit shall be connected to the plug at all times while in the trunk.
- If there is no adapter, the spike strip shall be removed from the patrol unit monthly and charged for 24 continuous hours.

Remote control batteries shall be replaced at least once every twelve months.

WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall ensure that all personnel follow the procedures for the use of the Road Spike strips as outlined in Field Operations Directive 98-10. He/she shall also make sure that once deployed, all required reporting procedures are followed, and that the strip(s) are properly and adequately inspected and repaired, as necessary.

Any questionable Road Spike strip that cannot be deemed usable shall be removed from service until it is determined that it is functioning properly. The Watch Commander shall advise the Traffic Sergeant when the Road Spike strips have been deployed on his/her shift in order to be tracked and reinspected.

RJW:HMP:hmp

• • Shotgun and Stunbag Shotgun Deployment

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-08; SHOTGUN AND STUNBAG SHOTGUN DEPLOYMENT

PURPOSE

The purpose of this directive is to establish policies and procedures for the deployment of shotgun and stunbag shotguns at Norwalk Station.

DIRECTIVE

All deputies shall equip their vehicles with a shotgun as per MPP Section 3-03/210.10. The shotgun shall be secured in the front seat rack. The shotgun will be loaded with four authorized buckshot rounds in the magazine tube. Personnel shall not carry a shotgun in a vehicle which contains rifle slug(s) in the barrel chamber and/or magazine tube. No shells shall be chambered until the shotgun is deployed.

The deployment of the stunbag shotgun is optional and based on availability of the weapon in the armory. The stunbag shotgun shall be secured in the trunk of the radio car. The stunbag shotgun shall be loaded with four department issued rounds. All rounds will placed into the feed tube and not chambered until the stunbag shotgun is deployed.

Deputies shall sign out for the weapons on the in-service sheet provided in a three-ring binder located in the armory. The in-service sheets for the respective shifts will be placed in the armory by the Watch Deputy when he distributes the in-services for the next shift. The weapon numbers shall also be indicated on the Deputy's Daily Work Sheet when he/she logs on. The Watch Sergeant will ensure that all the deputies working his shift have listed their shotgun and/or stunbag shotgun on the unit roster for that shift.

At the end of the shift, deputies shall remove the weapons (shotgun stunbag shotgun) from their vehicles and unload them. Under no circumstances shall shotguns or stunbag shotguns be left in vehicles.

• • Suspected Child Abuse Report (SCAR) Procedures

Date: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: SUSPECTED CHILD ABUSE REPORT (SCAR) PROCEDURE MANAGEMENT DIRECTIVE 04-02

PURPOSE

The purpose of this Management Directive is to establish procedures for completing and processing a Suspected Child Abuse Report (SCAR), per Field Operations Directive 03-04.

PROCEDURE

Field personnel may be involved with a SCAR incident in the following ways.

1. **Family Crimes Bureau receives a completed SCAR and forwards it to the appropriate patrol station.**

   Watch Deputy's Responsibilities:

   After 1200 hours, Monday through Friday excluding holidays, the Watch Deputy shall open the station's folder on the SDN and print the SCAR report. For each SCAR incident, the Watch Deputy shall enter a routine call for service in the CAD system, and the dispatcher shall assign the call for service to a patrol deputy. After the call has been assigned a tag number, the Watch Deputy shall rename the SCAR in the station's folder with a designated three digit tag number which shall be added to the immediate right of the victim's name. No spaces, hyphens or other identifiers are to be included. See the below example for a SCAR that had been assigned a tag number of 5:

   Example: NWK071203SMITH**005**.TIF

   If the Watch Deputy believes the SCAR incident does not warrant a call for service, the Watch Deputy, after assigning the SCAR incident a tag number and renaming it as set forth above, may present the SCAR to the Watch Commander. If the Watch Commander determines that no call for service should be issued, the Watch Deputy shall clear the call with the Watch Commander's name and reason for not issuing a call for service. Every SCAR incident shall be assigned a tag number and renamed as set forth above regardless if it is dispatched.

   If Family Crimes Bureau forwards a SCAR to a patrol station wherein the incident did not occur in that station's jurisdiction, but the child lives in that station's area, the Watch Deputy shall proceed as above, and the patrol deputy shall be directed to take a courtesy report.

   If Family Crimes Bureau forwards a SCAR to a patrol station wherein the incident did not occur in that station's jurisdiction and the child does not live in that station's area, the Watch Deputy shall notify Family Crimes Bureau [REDACTED TEXT] indicating the above. Family Crimes Bureau will be responsible for reassigning the SCAR to the appropriate station folder.

   Responding Deputy's Responsibilities:

   A deputy who receives a call for service shall respond to the station to get a copy of the SCAR. The deputy shall thoroughly investigate the allegation and document the findings. Upon suspecting that a child has been abused or neglected, the deputy is obligated to complete an incident report (SH-R-49) which must include the following:

   - The Suspect Child Abuse Report (DOJ form SS 8572) referral number.
   - The names and dates of birth of all siblings and residents within the location.
   - The names of other people present during the child's interview.

   The deputy shall attach the SCAR to the incident report and write the Uniform Report Number (URN) on the upper right hand corner of the SCAR. The URN requires a 4 retention and appropriate statistical code. See list below for examples:

   059 - CHILD BEATING - FELONY = 273a(a) or 273d P.C.
   149 - CHILD BEATING - MISDEMEANOR = 273a(b) P.C.

418 - SUSPICIOUS CIRCS - POSSIBLE CHILD ABUSE
120 - LEWD ACTS UPON A CHILD = 288(a) P.C.
121 - UNLAWFUL INTERCOURSE = 261.5 P.C.
172 - NEGLECT/FAILURE TO PROVIDE = 270 P.C.

The above procedure also applies to Suspicious Circumstances reports. If the deputy can articulate that no child abuse occurred, an incident report is not necessary. However, a log entry is required detailing the findings, and the names and birth dates of everyone at the location. Any clearance of a call for service that is related to alleged child abuse shall include an additional clearance code of 831. When only a log entry is made, the upper right hand corner of the SCAR shall contain a URN with statistical code 419 and 1 retention, SCAR referral number, and tag number, which shall then be submitted to the Watch Sergeant with a copy of the deputy's log entry.

Watch Sergeant's Responsibilities:

The Watch Sergeant shall ensure that the Watch Deputy completes their responsibilities as described above. When reviewing reports, the Watch Sergeant shall ensure that incident reports regarding all SCAR incident contain the required information as described above and that the SCAR is attached to the incident report.

Assign the incident report as directed by Department policy.

Write "ATTACHMENT" on the SCAR and any other document submitted with the incident report.

If a deputy submits a SCAR, but not an incident report, the Watch Sergeant shall ensure that an URN number was obtained using a statistical code of 419 and a retention of 1, and that the URN number, the SCAR referral number, and tag number are on the upper right hand corner of the SCAR. The Watch Sergeant shall write the word "inactive/120" in the lower right corner and initial and date the SCAR.

Assign all non-workable SCAR reports to "Patrol."

1. **Department of Children and Family Services (DCFS) notifies the station directly.**

   If DCFS places a call for service directly to the station, the responding deputies do not have to complete a SCAR. DCFS will already have completed the SCAR.

   Responding Deputy's Responsibilities:

   For responsibilities of the responding deputies, refer to section number 1 above.

   Watch Sergeant's Responsibilities:

   For responsibilities of the Watch Sergeant, refer to section number 1 above.

1. **Mandated reporter reports incident to a station.**

   When a mandated reporter reports an incident of suspected child abuse to a station, the responding deputy shall follow the below procedures.

Responding Deputy's Responsibilities:

For responsibilities of the responding deputies, refer to section number 1 above. In addition, responding deputies shall do the following:

The deputy shall ascertain if the mandated reporter has contacted DCFS and obtained a SCAR referral number. If the mandated reporter has not contacted DCFS and obtained a SCAR referral number, the deputy shall provide the mandated reporter with a SCAR form to complete and have the mandated reporter contact DCFS at the Child Protection Hotline, (800) 540-4000, to obtain a SCAR referral number.

Whenever possible, the deputy shall obtain the original SCAR (white copy), leave the mandated reporter with the yellow copy and offer to forward DCFS (blue) and DA (green) copies. The mandated reporter has thirty-six hours to submit the SCAR. If the mandated reporter is unable to immediately complete the SCAR, the responding deputy must document in their incident report the reason why, and that they advised the mandated reporter that the SCAR must be received within thirty-six hours.

Watch Sergeant's Responsibilities:

For responsibilities of the Watch Sergeant, refer to section number 1 above.

1. **Routine call for service or observation by deputy personnel.**

Watch Deputy's Responsibilities:

If a citizen advises the station of an incident of child abuse or neglect, the Watch Deputy shall ensure that a call for service is assigned to a patrol deputy. If it is determined that the crime occurred in another jurisdiction, the desk deputy will initiate a call for service and a courtesy report shall be taken (per M.P.P. Section 4-01/020.35).

If it is determined that the crime occurred in our jurisdiction but the involved minors or parties reside outside of our jurisdiction, it is the Watch Deputy's responsibility to either send a car to the residence or call the local station/agency and ask that they take a courtesy report.

Responding Deputy's Responsibilities:

The patrol deputy shall thoroughly investigate the alleged abuse or neglect and document his/her findings in the following manner:

Upon suspicion that a child has been abused or neglected, a deputy is obligated to complete an incident report (SH-R-49). The incident report must include the following:

The Suspect Child Abuse Report (DOJ form SS 8572) referral number. (SCAR #)

The names and dates of births of all siblings and residents within the location.

If another person(s) is present during the child's interview, the name of the person(s) present.

Date and time the Child Protection Hotline was notified by the deputy.

The name of the person at DCFS the deputy spoke with.

If the receiving Children's Social Worker refuses to take the information and does not issue a SCAR referral number, the name of the person the deputy spoke with at the Child Protection Hotline and the reason the person refused to take the information.

The deputy must attach the SCAR to the incident report and write the URN number on the upper right hand corner of the SCAR.

Pull URN using 4 retention and appropriate statistical code. See list below for examples.

059 - CHILD BEATING - FELONY = 273 a (a) or 273d P.C.
149 - CHILD BEATING - MISDEMEANOR = 273a (b) P.C.
418 - SUSPICIOUS CIRCS - POSSIBLE CHILD ABUSE.
120 - LEWD ACTS UPON A CHILD = 288 (a) P.C.
121 - UNLAWFUL INTERCOURSE = 261.5 P.C.
172 - NEGLECT / FAILURE TO PROVIDE = 270 P.C.

The above procedure also applies to "Suspicious Circumstances" reports. For "Suspicious Circumstances Possible Child Abuse" reports, use a statistical code of 418.

If the deputy determines there is neglect to the child, but the neglect does not qualify as a crime, the deputy shall complete a SCAR and obtain a SCAR referral number from the Child Protection Hotline.

Example: The deputy responds to a 273.5 P.C. call; the child has not been abused, but is emotionally upset. Department of Children and Family Services considers this reportable and a SCAR shall be completed.

If a deputy completes a SCAR, but not an incident report, the deputy shall obtain an URN number with a statistical code of 419 and a retention of 1, placing the URN number, SCAR referral number, and tag number on the upper right-hand corner of the form. The deputy shall submit the SCAR to the Watch Sergeant with a copy of the deputy's log entry.

If the deputy can articulate beyond a reasonable doubt that no child abuse occurred, an incident report is not necessary, however, the deputy shall make a log entry stating in detail their findings, including the names and dates of birth of all persons at the location. Any clearance of a call for service that is related to alleged child abuse shall also include a clearance code of 831.

If a deputy only makes a log entry, the deputy shall obtain an URN number with a statistical code of 419 and a retention of 1, placing the URN number, SCAR referral number, and tag number on the upper right hand corner of the SCAR, and submit it to the watch sergeant with a copy of the deputy's log entry.

The responding deputy shall contact the Child Protection Hotline (800) 540-4000 as soon as possible or by the end of their shift.

The deputy should be prepared to answer the questions in the “Intake Questions” form attached as Attachment “A”.

Upon completion of the referral, the Child Protection Hotline will provide the deputy with the name of the Children’s Social Worker taking the information and the SCAR referral number.

Watch Sergeant’s Responsibilities:

For responsibilities of the Watch Sergeant, refer to section number 1 above.

DUE DILIGENCE

Watch Deputy’s Responsibilities:

It is the responsibility of the Watch Deputy to retrieve and print the SCAR sent to Norwalk Station via SDN as close to 1200 hours as possible and enter them in the SCAR log book .

SCAR reports to be handled during the DAY shift shall be immediately entered into the CAD and dispatched to field units.

SCAR reports to be handled during the PM shift shall be set aside and given to the PM Watch Deputy, who will immediately have the SCAR reports entered into the CAD and dispatched to field units.

Assignment of a SCAR to a filed unit shall not be delayed any longer then necessary and in no case longer then the PM shift of the same day as it is received.

If field units are unable to contact parties involved in the SCAR they are directed to return the SCAR to the Watch Deputy for re-assignment on the next shift.

Every SCAR shall be handled to conclusion no later then two days from first assignment.

Responding Deputy’s Responsibilities:

Deputy personnel shall make every effort possible to investigate fully the accusation reported in the SCAR.

Deputy personnel should be guided by their sense of responsibility for the safety of the children.

If a deputy is assigned a SCAR and is unable to contact any concerned parties, a brief explanation shall be attached to the face page and returned to the Watch Deputy.

Watch Sergeant’s Responsibilities:

While approving SCAR reports, Watch Sergeants should be aware of the dates the reports where assigned and any notations made on the face page of the reports which shows an excessive amount of time handling a SCAR.

Sergeants should regularly review the SCAR log to monitor the number of reports outstanding.

PROFESSIONAL STAFF'S RESPONSIBILITIES

For non-workable SCAR reports, the professional staff shall be responsible for the following procedures:

Enter basic LARCIS information using LARCIS clearance code 120.

Send the original SCAR to Records and Information Bureau.

Create a station file with a copy of the SCAR for station records.

For workable SCAR reports in which an incident report was written, the professional staff shall process the SH-R-49 in the normal manner dependent on the nature of the crime.

SCAR information shall not be entered into LARCIS if an SH-R-49 is written to report a crime.

ADDITIONAL INFORMATION

When interviewing a child at school, a deputy 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 Section 11174.3.

The identity of all persons who report child abuse or neglect is confidential. Deputies shall not release to the child or the child's parents/guardians the name of the person who reported the alleged abuse or neglect.

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 (see FOD 02-02).

STATION RESPONSIBILITIES

If the deputy completes the SCAR, or receives a SCAR from a mandated reporter, the station shall be responsible for distributing the duplicate copies as follows:

White copy - Station copy (if an incident report is written, this copy is attached to the incident report).

Blue copy - Mail to:
Department of Children and Family Services
[REDACTED TEXT]

Green copy - Mail to:
Los Angeles District Attorney's Office
Family Violence Unit
[REDACTED TEXT]

Yellow copy - Mail copy to reporting party only if they are a mandated reporter, otherwise, this copy shall be filed with the station copy.

DCFS HOTLINE QUESTIONS

Have the below Information ready for Child Protection Hotline, (800) 540-4000

- Mother's name, date of birth, address and telephone number.
- Father's name, date of birth, address and telephone number if different than mother's.
- Child's name, date of birth, address, phone number, school child attends, current location of child.
- Does child have other siblings? Names and date of birth.
- Other relatives?
- Suspected perpetrator's name, age, address, telephone number, if known.
- What are the allegations?
- Location of incident?
- Who, what, when, where, and how.
- Frequency of abuse? How many times?
- Any visible marks, bruises, lacerations, etc.

Deputies need to note in their first report:

The time the call was made.

The 19 digit Hotline referral (SCAR) number

The name of the Children's Social Worker (CSW) receiving the information

---

• • Undercover Operations

DATE: March 30, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 07-XX; NORWALK STATION UNDERCOVER OPERATIONS

PURPOSE

The purpose of this directive is to define policy and procedures for deployment of undercover personnel in Norwalk Station's Policing area.

SCOPE OF ORDER

This order applies to all deputies assigned to duties at Norwalk Regional Station.

BACKGROUND

In an effort to conduct proactive surveillance to identify and arrest person's responsible for committing crimes in Norwalk Station's area station personnel will deploy an undercover suppression and apprehension team. The team's primary objective is to identify suspicious persons and criminal conduct that would normally go undetected. The team's objective is to observe and coordinate law enforcement personnel in a safe manner without sacrificing the team's anonymity and becoming involved in an arrest situation.

The team will utilize undercover vehicles such as rental vehicles and other vehicles provided by the Sheriff's Department.

DIRECTIVE

In an effort to ensure the safety of daily operations of the team as well as the public, the following guidelines will be followed. Deviation from these guidelines must be approved by the on-duty Norwalk Station Watch Commander.

- When the undercover team is deployed a sergeant shall be assigned to supervise the team and a minimum of two deputy sheriff's will be deployed in a marked Sheriff's patrol vehicle. The watch commander, watch sergeant and watch deputy will also be notified of the operation.
- The undercover team will be comprised of two deputy sheriff's in an unmarked or civilian type vehicle which is not identifiable as a law enforcement vehicle. The team members will wear their ballistic vests and have their duty weapon with them at all times. The team will also have two Sheriff radios with them for communications. One of the radios will be set to Norwalk Station Dispatch and one to the tactical frequency being used for the operation.
- Uniform for the undercover team will be plain clothes. The undercover team will have their department identification, badges, safety gear and a department raid jacket with them during the operation at all times.
- A tactical frequency will be secured through Sheriff Communications Center prior to the deployment of an operation.
- Undercover personnel will stay in constant communications with the assisting units updating their locations and status frequently. Assisting units will stay in a close proximity to undercover personnel should an immediate response be requested. Assisting units will stay dedicated to the operation.
- Undercover personnel will not contact suspects, conduct traffic stops or take any type of law enforcement action unless absolutely necessary based on exigent circumstances and only if they can be immediately identified as department members by their clothing or department identification.
- A mandatory briefing will be conducted for all personnel involved prior to the start of an operation. Contingencies and preparations will be discussed during the briefing. Any personnel who are not briefed will not be allowed to join the operation.
- For the safety of all personnel, these types of operations will not be conducted in areas with a high concentration of gang members or where the layout of streets or obstacles could impede a rapid removal of personnel from an area. Other areas may also be excluded based on current gang activity or crime trends. These limitations will be discussed at the mandatory briefing.
- These operations will be conducted in accordance with all state and local laws.
- These operations will be conducted in accordance with department policy and procedures, and any applicable directives.

• • Urine Test Refusal

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE #10-01; URINE TEST REFUSALS

PURPOSE:

The purpose of this directive is to establish station policy and procedures when a suspect refuses to provide a urine test. This directive will address the procedures to be followed for those suspects who refuse to provide a urine sample after being arrested for violation of any subsection of 11550 HS. The purpose of this document is to create a unit level policy for urine test refusals, and at the same time enhance the prosecution of suspects arrested by Norwalk Station deputies by allowing for a supervisor to witness the refusal and making every effort to obtain admissible evidence in court.

DIRECTIVE:

The following guidelines have been established for those suspects who fail to provide a urine sample or refuse to provide a urine sample:

It will be Norwalk Station's policy that every opportunity will be given to a suspect who is arrested for being under the influence of a controlled substance to provide a urine sample. A suspect should be given a reasonable amount of time, and some form of beverage, to enhance their ability to provide a urine sample.

When a suspect is arrested for the offense of being under the influence, the supervisor approving the arrest shall make an inquiry as to whether the suspect will be providing a urine sample. If the supervisor is informed by the arresting deputy that a suspect is not be able to provide a urine sample, or is refusing to provide a urine sample, the following should occur:

1. A station supervisor shall witness the admonishment to the suspect for the urine test. The station supervisor shall write their name and employee number on the urine test refusal/consent form when a suspect refuses, or fails to provide, a urine sample. The station supervisor should write a brief comment concurring with the refusal, or failure to provide a urine sample.
2. The suspect should be given some form of beverage to help obtain a sample, and then given a reasonable amount of time to provide a sample. The reasonable amount of time to provide a urine sample shall be determined by a station supervisor and the arresting deputy, when a suspect is clearly unable, or refusing, to provide a sample.

This directive is not intended to dissuade Norwalk Station deputies from making a lawful arrest of a person they suspect of being under the influence of a controlled substance. In all instances, a deputy's training and experience in detecting symptoms of being under the influence should determine that arrest.

However, knowing the key to prosecuting this type of arrest is the evidence provided in a urine sample, positive tests for narcotics, coupled with one's training and experience of detecting these narcotic offenders,

will strengthen your credibility and testimony in future court cases and enhance your expertise in narcotic related offenses.

Therefore, it shall be the directive of this station that all refusals, and or a failure to provide a urine sample for an arrest of a person under the influence of shall be witnessed by a station supervisor and so noted on the refusal form.

PEM:JLS:jls

• Jail Personnel

• • Collection of DNA Samples

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-07; COLLECTION OF DNA SAMPLES

PURPOSE

The purpose of this directive is to establish guidelines for the collection of DNA samples from individuals arrested at Norwalk Station. Sheriff's Department Policy outlined in Field Operations Directive 05-01 mandates the collection of DNA samples by station personnel pursuant to the DNA and Forensic Identification Database and Data Bank Act (Proposition 69). All procedures established by this Station Order and F.O.D. 05-01 will remain in effect until January 1, 2009, at which time this policy will be amended in accordance with the law.

DIRECTIVE

All matters concerning the Collection of DNA samples at Norwalk Station shall be the responsibility of the Jail Lieutenant. The Jail Sergeant will assist with the compliance of the F.O.D. 05-01 and this Station Order, ensuring that all the appropriate personnel are trained.

All sergeants and lieutenants will be given a copy of F.O.D. 05-01 and this Station Order to be read and understood.

All deputies will provide the Watch Sergeant a copy of an in custody suspect's rap sheet via WebCCHRS.

The Watch Sergeant shall review each and every arrest for eligible DNA collection. Both the Watch Sergeant

and Watch Commander shall make inquiries into the probation and parole status on all individuals arrested at Norwalk Station. They shall monitor the Jailer's workload to ensure the Jailers are utilizing their time appropriately. In the event they are overwhelmed with several DNA collections, other trained personnel shall be utilized to offset the workload at the discretion of the Watch Commander. The Watch Commander shall audit all booking slips each shift to ensure compliance with F.O.D. 05-01.

Personnel shall take collection of DNA samples from all eligible candidates outlined in F.O.D. 05-01 and further enumerated in Penal Code sections 295-300 and in Government Code Section 76104.6. Before DNA samples can be taken, personnel shall have been properly trained as per policy. The following personnel shall be trained in the collection of DNA:

- All personnel regularly assigned to work as Jailer and those who work as relief Jailer.
- All personnel assigned to Detective Bureau.
- All personnel assigned as Training Officers at Norwalk Station.
- At least one person on every shift assigned as Complaint Desk.

Personnel **cannot** make the decision to **not** take a DNA sample from an eligible candidate. If that situation arises, the Watch Commander shall be immediately notified so that he or she can ensure the DNA is taken.

JAILER'S RESPONSIBILITY

Collect DNA samples as prescribed in F.O.D. 05-01. Additionally, the personnel assigned as Jailers at Norwalk Station will ensure the following:

- Determine if the booking charge qualifies as one of the felony offenses described in 296(a)(2) PC. Including "Attempts" of these specified charges.
- Check WebCCHRS if the arrested individual is on parole, formal or summary probation with a prior felony conviction, or any person required to register under 290 PC and 457.1 PC.
- If the answer to any of the above is yes, then check WebCCHRS Registration and the DNA Tracking Database (DOTS or NET/FYI) to see if the DNA collection is already on file.
- If the DNA collection is not on file, then collect it and enter it. Place a printed out copy of the completed "Specimen Information Card" in the station booking folder.
- If LIVESCAN identifies the arrested individual as an eligible candidate collect the DNA sample.
- The DNA Criteria (checklist) rubber stamp will be utilized on all booking slips at Norwalk Station. The stamp imprint will be in the "Jail Custody Record" box located on the upper right-hand side of the booking slip. The appropriate information will be filled out.
- Create a new column on the Jailer's gate book, next to the suspect's name, to clearly show each person's DNA status. The jailer will utilize three letters to indicate status: **T**, **N**, and **O**. If there is a "**T**" it indicates that DNA has been taken. If there is an "**N**" it indicates DNA was not required, because the person did not qualify. If there is a "**0**" it indicates that the person has their DNA on file.
- It is the responsibility of Norwalk Station Personnel to collect DNA from all persons booked at Norwalk Station who meet the criteria. Regardless of the fact that another unit (i.e., Homicide Bureau, Family Crimes Bureau etcetera) or another agency indicates that they have a court order for the purpose of DNA evidence collection. Also if the DNA Tracking Database (DOTS or NET/FYI) indicates no sample taken, we take it again.

Anytime there is any doubt, **the DNA should always be collected**.

• • Livescan Quality Assurance

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-05; LIVESCAN QUALITY ASSURANCE FOR FINGERPRINTS AND PHOTOGRAPHS

PURPOSE

The purpose of this Management Directive is to establish the protocol for reviewing and ensuring the quality of Livescan photographs and fingerprint cards. This directive applies to all personnel assigned to Norwalk Station who are assigned to work the jail or Watch Sergeant positions.

SCOPE

All personnel assigned to work as Jailer or Assistant Jailer, all Sergeants, and those who are assigned to the duties of Acting Watch Sergeant shall be familiar with this Management Directive.

DIRECTIVE

Jailers' Responsibilities

Personnel assigned as jailer or assistant jailer shall be responsible for utilizing the Livescan machine properly. They shall ensure fingerprints are taken properly, are legible and accepted by the machine. "Overrides" are not an acceptable manner in which to facilitate the booking process.

When fingerprint cards are produced by the Livescan machine, the jailer will take the print card to the Watch Sergeant for approval and quality assurance. If the Watch Sergeant does not approve the print card, the jailer will re-print the subject until an acceptable fingerprint card is obtained.

When taking the suspect's photograph, the jailer will ensure that the placement of the "H" crosshairs is consistent (for placement and size of the suspect's head), that there is no shadowing behind the suspect, and that the image is of good color quality (not too light or dark).

Jailers shall photograph and properly log scars, marks, and tattoos, making sure that the camera is focused on the item. Included in the documentation will be an entry of the body part containing the scar, mark or tattoo, and its description.

Watch Sergeant Responsibilities

The Watch Sergeant shall inspect all fingerprint cards. If a card is found to have defective prints, the Watch Sergeant shall direct the jailer to reprint the prisoner. Upon the Watch Sergeant's approval of the fingerprint card, a stamp or initials shall be marked on the reverse side of the card near the instructions.

The Watch Sergeant shall also periodically inspect the booking photographs throughout the shift for consistent placement of the suspects in the photograph, the focus, and ensure that if the arrestee has scars, marks, or tattoos, that those are properly photographed.

RJW:HMP:hmp

• • Prisoner Transport Documentation

Date: February 25, 2019

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL PERSONELL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 19-02

Purpose:

The purpose of this directive is to ensure transportation of prisoners out of Norwalk Station are properly documented.

SCOPE OF ORDER:

This directive applies to all Norwalk sworn and professional staff involved in the administration and transportation of Norwalk Station prisoners.

ORDER:

A prisoner transport form has been developed which can be obtained at the jailer's desk. Prior to having a prisoner transported out of the station the Custody Assistant or Deputy Sheriff working as the jailer must seek approval from the Watch Commander. If the Watch Commander is not available approval can be gained through the Watch Sergeant. The Watch Commander or Watch Sergeant will be responsible for determining if there is a valid reason for the prisoner to be transported out of Norwalk Station.

Once the form is approved, the Custody Assistant or Deputy Sheriff working the jail will contact the Watch Deputy to arrange transportation for the prisoner. Once the prisoner is transported out of the station the prisoner transport form will be stored with the station booking packet.

JDT:JFS:jfs

• • Station Jail Cell Extractions

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 04-1; STATION JAIL CELL EXTRACTIONS

PURPOSE

The purpose of this policy is to institute standardized procedures and guidelines for dealing with station jail cell extractions of uncooperative station bookings.

Cell extractions are accomplished through directed force in situations where it becomes necessary to remove a station arrestee from a cell who refuses to exit when directed to do so. The goals of a cell extraction are to restore order, to maintain the security of the facility and to remove arrestees when necessary with minimal risk to all involved. When encountering an uncooperative arrestee, the Watch Sergeant shall be notified and immediately respond to the jail where the arrestee shall then be afforded the opportunity to comply and voluntarily exit the jail cell prior to implementing a cell extraction.

When simple instructions and requests fail to gain compliance, the Watch Commander shall be notified and respond to the jail area. The Watch Commander shall attempt to gain the cooperation of the arrestee and may authorize the execution of a cell extraction if necessary.

CELL EXTRACTION DEFINED

A cell extraction occurs when:

- Negotiations fail to gain the arrestee's cooperation
- Chemical agents fail to gain an arrestee's cooperation
- It is impractical to utilize chemical agents
- A more significant use of force is required involving physical force and/or less lethal weapons to remove the arrestee.

EMERGENCY EXTRACTIONS

The Watch Commander may authorize personnel to conduct an immediate extraction when the behavior of the arrestee constitutes an immediate and serious threat to their safety or the safety of others, (e.g.: assaults and suicide attempts).

Nothing in this policy precludes personnel from entering any confined area to affect the rescue of an arrestee in the event of exigent or life-threatening circumstances. Personnel must be able to clearly articulate the exigency or life-threatening circumstance.

CALCULATED EXTRACTIONS

Calculated extractions occur in situations where an arrestee is in an area that can be isolated or controlled. It does not normally involve an immediate threat to loss of life, substantial loss of property, or station security. Calculated extractions may only be authorized by the Watch Commander. Personnel may determine, at any point, that the situation can be resolved without the use of an extraction team and terminate the process. The Watch Commander shall be notified of all calculated extractions prior to commencing. This notification shall be documented in the Watch Commander's Log.

Most cell extraction incidents are categorized as calculated. All cell extractions are considered directed force. Situations that do not involve a threat of immediate danger to others must be thoroughly evaluated.

AN EXTRACTION TEAM SHALL ONLY BE DEPLOYED AS A LAST RESORT.

STATION JAILER'S RESPONSIBILITY

When the station jailer, arresting deputy or any personnel determines that a cell extraction is necessary or an uncooperative arrestee is to be moved, the Watch Sergeant shall be notified prior to extracting or moving the arrestee from their cell.

WATCH SERGEANT'S RESPONSIBILITY

Once the Watch Sergeant is notified that a cell extraction is necessary or an uncooperative arrestee needs to be moved, the Watch Sergeant shall respond to the jail and determine if a cell extraction is necessary, and/or if the uncooperative arrestee needs to be moved. The Watch Sergeant will try to gain the compliance from the arrestee. If the Watch Sergeant is unable to get compliance from the arrestee, the Watch Sergeant shall evaluate the need for the cell extraction or the movement of the uncooperative arrestee. Prior to executing the cell extraction or moving the uncooperative arrestee, the Watch Sergeant shall notify and explain the necessity to the Watch Commander and obtain his/her approval.

If the Watch Commander approves the cell extraction and/or movement of the uncooperative arrestee, the Watch Sergeant shall formulate a tactical plan. The Watch Sergeant **shall** ensure the arrestee's refusal to exit his cell and the entire cell extraction is videotaped.

Prepare a Use of Force Package.

If the Watch Commander is not available, the Watch Sergeant will assume the responsibilities of the Watch Commander.

WATCH COMMANDER RESPONSIBILITY

Once it is determined that a cell extraction may be necessary, the Watch Commander shall respond to the jail and assume responsibility and control of the extraction team.

Ensure the criteria is met for a cell extraction.

Review and approve the extraction and tactics plan.

Review the Use of Force Package.

The Watch Commander shall ensure that proper reporting procedures are followed regarding use of force.

Considerations

The following should be considered before and after a cell extraction and/or the movement of a recalcitrant arrestee:

- Is the arrestee's behavior so egregious that a cell extraction and/or movement of the arrestee is necessary?
- Can the arrestee remain in the cell without disrupting the operation of the jail?
- Would the services of the Mental Evaluation Team be helpful and reduce the risk of injury to deputies and arrestee?
- Will the explanation of the effects of O.C. Spray or use of the M-26 Taser to the arrestee gain compliance?

• Miscellaneous

• • Station Parking Lot Management

Date: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: STATION PARKING LOT - MANAGEMENT DIRECTIVE 04 - 03

PURPOSE

To manage the limited number of parking spaces in the parking lots at Norwalk Station.

SCOPE

Parking stalls in the station’s parking lot are marked for designated vehicles assigned to Norwalk Station’s fleet. Personnel shall abide by the markings on the designated parking stalls when parking a vehicle.

Station personnel are allowed to park one vehicle in the parking lot when they are conducting business at the

station. Station personnel shall not leave other additional vehicles in the parking lot for any purpose, without the approval and consent of the Unit Commander.

Parking spaces located in front of the station's main entrance shall not be used by assigned station personnel and shall be reserved for use by the general public.

RESPONSIBILITY

The Watch Sergeant during the course of their shift, shall be responsible for inspection of the parking lot during their watch to ensure compliance with this directive. It is the Watch Sergeant's responsibility to address the driver of the vehicle that is parked in violation of this directive.