

## Sheriff's Information Bureau's Unit Orders

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- **20-01 Photographer and Videographer Procedures and Processing Photo or Video Services Request Forms**

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

EXECUTIVE DIVISION

SHERIFF'S INFORMATION BUREAU

**Unit Order:**

20-01

**Effective Date:**

03-10-2020

**Subject:**

Photographer and Videographer Procedures and Processing Photo or Video Services Request Forms

**Reference:**

N/A

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for a photographer or a videographer.

**SCOPE OF ORDER**

There is only one official photographer for the Sheriff, Jaime Lopez, who is assigned to Sheriff's Information

## Sheriff's Information Bureau's Unit Orders

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Bureau. There are many events which occur throughout the County of Los Angeles on a daily basis, wherein the Sheriff or a designee of the Sheriff are representing the Department and photography or video documentation of the event is requested or desired. The Sheriff's Photographer has the ultimate discretion to handle the photography projects or to assign replacement photographers when he is unavailable. He should also be made aware of all photo or video projects being produced by volunteer or other Department photographers, the SIB Video Productions Specialist or the Video Productions Unit (VPU).

With the surge of social media platforms and the advancements in cellular smartphone technology, photographs and videos of Department events are being downloaded onto the social media platforms with or without the permission of SIB. In an effort to mitigate unauthorized or inappropriate photos and videos being downloaded onto the internet and other social media platforms, the Sheriff's Photographer, SIB or trained unit Public Information Officers (PIOs), designated recruitment personnel and supervisors have the responsibility of reviewing and authorizing all photos or videos before they are posted. To help facilitate this process and the assignment of photographers or videographers, a new form has been created. This form will allow SIB and the Photography Unit to track photographer or videographer assignments, account for digital media projects that are taking place throughout the Department, calendar events and requests and note where the various media is being maintained or stored. The form will serve as a means for the Sheriff's Photographer, or his designee, to assign a Department photographer and/or videographer to events and/or will provide awareness to the Sheriff's

Photographer and Sheriff's Information Bureau Captain when such assignments or events are taking place. In addition to completing and submitting the form and awaiting approval, the photographers and videographers are reminded to obtain photography waivers when necessary and to specifically inform Department members of their intent to photograph or video them when visiting units, bureaus or events. Objections to being photographed or videotaped made by any Department member should be noted and relayed to the SIB Photography Unit at the time the photos/videos or photo/video links are provided to SIB. The context of this order and the use of the request form applies to ALL volunteer and other photographers and/or videographers being requested to cover LASD or outside agency related events. Its intent is to provide direction and procedures for documenting the complete scope of any photography or videography requests, events, or projects from entities throughout the Department or those involving outside agencies.

### **ORDER**

When there is a request for a photographer/videographer or SIB personnel become aware of any photography event or project involving or requiring an official Department photographer or videographer, volunteer or otherwise, they shall provide the requesting entity with the **'Photography / Videography Services Request Form'** or complete the form themselves and submit it to the SIB Operations ([SIBOpsAdmin@lasd.org](mailto:SIBOpsAdmin@lasd.org)) and SIB Photography ([SIBPhoto@lasd.org](mailto:SIBPhoto@lasd.org)) e-mail groups for processing. The SIB Video Production Specialist should also be included when relevant. SIB Photography will process the form for photography projects, "contents note" the project and/or assign an official photographer for the event or project. The SIB Video Production Specialist and SIB Operations will handle video requests.

The SIB Photography Unit representative, video specialist, or other SIB staff will notify the requesting party as to whether or not the event or project will be permitted or a photographer/videographer assigned. They will complete the lower portion of the form and ensure it is added to the SIB Teams Calendar once approved. All photos or videos of the Sheriff and the Department or its members shall be submitted to the SIB Media Group and the Sheriff's Photographer or video specialist for final review, editing and approval before being posted on any platforms or used in any project or publication. The use of PhotoShop or any editing that changes the original content of any photograph requires the review and approval of the SIB Captain.

The '**Photography / Videography Services Request Form**' form can be provided by SIB or found in the LASD Document Center at the following link: <http://lasdweb/sites/eForms/default.aspx>

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- **20-02 Deployment In Field Situations**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-02

**Effective Date:**

03-10-2020

**Subject:**

Deployment In Field Situations

**Reference:**

MPP 5-06/000.35 News Media

## **PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) deployment in field situations.

## **SCOPE OF ORDER**

Due to the nature of our duties, Sheriff's Information Bureau (SIB) personnel may be called upon to handle the media during a critical incident, natural disaster, crime scene or a planned tactical operation. In order to standardize our response and ensure that everyone receives maximum protection while maintaining identity and high visibility in the field, all on-duty sworn personnel shall have immediately available protective vest (MPP 3-03/350.00) and a "roll-out" bag. It shall contain equipment such as paper, pencils, flashlight, extra batteries, raid jacket, protective vest, radio code book, hot spot, cell phone, laptop, etc.

## **ORDER**

Personnel are encouraged to always wear their protective vests in the field and shall wear them during:

1. At any "high risk" crime operation such as a barricaded suspect, hostage situation, felony warrant service or at any other situation where common sense dictates that protection be worn.
2. When instructed to do so by an incident commander or his designee.
3. When escorting media personnel at a high risk disaster scene.

Media Response Deputy (MRD) - Class "A" with tie, Sam or Sally Browne, duty weapon and Department equipment are required to be worn. It is also recommended that members keep a supply of water and non-perishable food items in their "roll-out" bag for those assignments that are severe in duration and location.

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## **• 20-03 Scheduling Policies**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **EXECUTIVE DIVISION**

#### **SHERIFF'S INFORMATION BUREAU**

### **Unit Order:**

20-03

**Effective Date:**

03-10-2020

**Subject:**

Scheduling Policies

**Reference:**

MPP 3-02/010.16 Filling Vacancies with Overtime

MPP 3-02/010.17 Swapping Of RDO/Shifts

MPP 3-02/030.45 Vacations

MPP 3-02/290.05 General Guidelines

MPP 3-02/330.00 Daily/Weekly Time Sheets

**PURPOSE OF ORDER**

The purpose of this order is to define staffing procedures for Sheriff's Information Bureau (SIB) pertaining to time off and vacation requests.

This order in no way modifies or cancels existing Department policies regarding authority to hire overtime or order personnel to work overtime to fill unanticipated vacancies. It should serve as a guide to shift supervisors regarding the use of overtime and the selection of personnel to work voluntary or ordered overtime. Shift supervisors shall retain the responsibility and authority to assign specific persons to work, based upon his/her assessment of specific personnel needs and qualifications.

**SCOPE OF ORDER**

SIB has several sections, including: the Media Unit, Film and Media Projects (FAMP) Unit, Electronic Communications (eComm) Unit and International Liaison Unit (ILU). The units may be on different work schedules (9/80, 4/10, 5/8 or county double) as deemed necessary by the unit sergeant or supervisor, and approved by the captain of SIB. Nothing in this section is meant to conflict with or supersede the

Department's Manual of Policy and Procedures.

The Media Unit is a 24-hour, 7 day-a-week operation. It consists of three different shifts and requires a sergeant or bonus deputy assigned as an acting sergeant at all times unless authorized by the SIB captain.

## **ORDER**

Minimum staffing level for the Media Unit, Monday through Sunday during DAY and PM shifts is two sworn personnel. Minimum staffing level for the Media Unit and every day during EM shift is one sworn personnel. During minimum staffing levels, any incident in the field requiring a response from SIB may necessitate a response from the designated on-call SIB personnel who will be paid overtime for the call-out. The Media Unit schedule shall be posted at least one week prior to the start of the new cycle, which begins on the first Sunday of each month. The team sergeant (Tan/Green) is to be contacted if a roll- out becomes necessary and there are not sufficient media desk staff on duty to handle the situation. The sergeant will make the staffing decisions.

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### **• 20-04 Sheriff's Information Bureau Offices Security**

#### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **EXECUTIVE DIVISION**

#### **SHERIFF'S INFORMATION BUREAU**

#### **Unit Order:**

20-04

#### **Effective Date:**

03-10-2020

#### **Subject:**

Sheriff's Information Bureau Offices Security

**Reference:**

MPP 5-06/000.45 Security of Key Facilities and Vital Buildings

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) secures the personnel office.

**SCOPE OF ORDER**

The SIB captain is the Sheriff's designee responsible for overall security of the Sheriff's Information Bureau.

**ORDER**

The Security Coordinator shall be responsible for:

1. Coordinating the overall security plans for SIB, including emergency preparedness, evacuation and disaster planning.
2. Assuring that proper notifications are made of any incidents wherein immediate police action or emergency service is required.
3. Ensuring security information is disseminated to all staff as needed.
4. Ensuring compliance with security requirements from County Services Bureau (CSB).
5. Ensuring fire extinguishers and safety equipment are in working order.

The Operations deputy or designee at SIB shall be assigned the responsibility of unit security. The Floor Evacuation Control Officer is accountable to the floor Warden (SIB Operations deputy or designee) or Security Coordinator.

The Floor Evacuation Coordinator shall be responsible for the following:

1. The immediate notification to the Media Unit during an emergency or security breach.
2. Keeping an updated list containing the CSB and Emergency phone number(s).
3. Forming a search, evacuation, contact/arrest team from sworn members of SIB; keeping a current list of

team members, and emergency contact information should the need arise.

4. Designating a unit key control officer with the responsibility for the issuance, recovery, and security of all keys. All pertinent information concerning key control shall be logged and kept current.
5. Inspecting entrances, exits and windows of the unit and making recommendations to rectify all security or safety hazards.
6. Training as needed.

The Operations Deputy or designee at SIB shall assign a staff member to act as the Unit Security/Floor Evacuation Control Officer and Coordinator. Together, these officers shall have primary responsibility for the security of their respective area.

The Unit Security/Evacuation Control Officer shall be responsible for the security of the SIB work area, including records, files, exhibits, desks, safes, etc.

## **LAW ENFORCEMENT**

The Los Angeles Police Department shall handle all criminal complaints unless otherwise directed by SIB. DIAL 9-1-1 for all police or medical emergencies. After requesting police/paramedic assistance, immediately notify the CSB at (323) 974-8000 & the DOC at (213) 229-3392.

In the event there is a major County emergency SIB sworn personnel should contact Sheriff's Information Bureau at: (213) 229-1850. If the phone line is down contact the on-duty Sergeant via cellular phone.

If you cannot report to duty at SIB, you are to report to the nearest Sheriff's station to your home.

## **SHERIFF'S INFORMATION BUREAU RESPONSIBILITIES**

A notification checklist of the SIB Security Coordinators and current email group shall be posted in the Media Unit of SIB. In the event of an emergency, SIB will notify the concerned Floor Security/Floor Evacuation Control Officers. In the event of an after-hours emergency, the SIB Captain is to be notified immediately.

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• **20-05 Press Release Information on a Peace Officer's Arrest**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-05

**Effective Date:**

03-10-2020

**Subject:**

Press Release Information on a Peace Officer's Arrest

**Reference:**

Unit Commander's Letter #398 (02-03-2017)

MPP 3-09/090.40 Procedure for Release of Information

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for press release information on a peace officer's arrest.

**SCOPE OF ORDER**

The following guidelines have been established to clarify our policy regarding the release of information about Sheriff's Department personnel, or any law enforcement officer, in the event of their arrest. These guidelines have been shaped by the directives of the Penal Code, Government and Labor Codes, as well as the Peace

Officer's Bill of Rights.

## **ORDER**

In the event any law enforcement officer is arrested by our Department, the only foreseeable valid reason for the denial of a press release would be to preserve the integrity of a continuing investigation.

When a press release is authorized, the following information should be released: The officer's full name, occupation, and the factual details of the officer's arrest and booking information. No information will be released until it is authorized by the investigating unit and the SIB Captain. The release shall be in regular press release format or statement.

The following information shall not be released:

- Any information about the officer which you must enter his/her personnel file to obtain. Per the California Attorney General's office, we will not release any information or allude to any complaints or internal investigations against any deputy or group of deputies.
- Inquiries by the media about one of our Department members who was arrested by an outside agency, will be referred to the arresting agency for details. We will only confirm employment.
- Employment will not be verified if the employee is listed on the exclusionary roster.

## **NOTIFICATION OF THE ARREST OF LAW ENFORCEMENT PERSONNEL**

In the event that a sworn member of another law enforcement agency is arrested by personnel from our Department, it shall be the policy of SIB to ensure that a courtesy notification is made to the concerned agency prior to the release of any information to the media.

It is not the intention of this policy to unduly delay the release of such information to the media when appropriate, but merely to respect the needs of the agency involved before any such release is made.

Refer to the Media Guide book for additional information.

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## **• 20-06 Use Of Portable Radios by Sheriff's Information Bureau Personnel**

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**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-06

**Effective Date:**

03-10-2020

**Subject:**

Use Of Portable Radios by Sheriff's Information Bureau Personnel

**Reference:**

MPP 3-07/010.25 Control and Inventory of Radio Equipment

MPP 3-07/010.30 Radio Channel Usage

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) uses portable radios.

**SCOPE OF ORDER**

Whenever there is a portable radio in use by personnel assigned to Sheriff's Information Bureau, the frequency shall be monitored by Media personnel in the newsroom. The frequency to be used for normal operations is: Portable Repeater 3 (PR-3), Zone 9, Channel 4.

**ORDER**

<b>CALL SIGN</b>	<b>NAME</b>	<b>RANK/POSITION</b>
2AC	Captain	Captain
2AL	Operations Lieutenant	Lieutenant
2AS1	Operations Sergeant	Sergeant
2AS2	FAMP Sergeant	Sergeant
2AS3	Tan Team Sergeant	Sergeant
2AS4	Blue Team Sergeant	Sergeant
2AS5	Green Team Sergeant	Sergeant
2AD	Assignment Desk	Deputy
2A1	Media Response Deputy	Deputy
2A2	Media Response Deputy	Deputy
2A3 - 2A12	Assigned to SIB Sworn	Varies
2AZ1 – 2AZ8	Assigned to SIB Prof. Staff	Varies

**• 20-07 Major Media Incidents or Exposure**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-07

**Effective Date:**

03-10-2020

**Subject:**

Major Media Incidents or Exposure

**Reference:**

MPP 3-01/080.15 Press Relations

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with major media incident notifications.

**ORDER**

All local, late breaking news on television or radio, countywide internet social media videos, photos or posts involving the Department shall require immediate notification to the concerned Division Commander(s), Chief, Assistant Sheriffs, Undersheriff and Sheriff or designee through an Executive Notification email from the SIB Operations Center. The SIB Operations Center shall be contacted to handle this responsibility.

This order does not apply to documentaries, biographies, most wanted segments or any other television or radio production programs.

If doubt exists as to whether an incident qualifies under this order, personnel shall take the initiative to compile the information into an email and notify their team sergeant for further guidance.

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- **20-08 Sheriff's Department Public Comment 1-800 Line**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-08

**Effective Date:**

03-10-2020

**Subject:**

Sheriff's Department Public Comment 1-800 Line

**Reference:**

MPP 3-04/010.05 Procedures For Department Service Reviews

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for public commendations and complaints during non-business hours and holidays.

**SCOPE OF ORDER**

SIB is responsible for formally documenting public commendations and complaints during non-business hours and holidays. This is facilitated directly through the Department's general phone lines, the Internal Affairs Bureau's 1-800 phone line, or when members of the public request assistance in person at the SIB lobby.

**ORDER**

## Sheriff's Information Bureau's Unit Orders

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The Watch Commander Service Comment Report (WCSCR) was developed as our process to accommodate public comments as directed by state mandates. Every law enforcement agency is required to have a public comment system and ours includes the 1-800 phone line.

The public comment process is an integral part of the Department's efforts to work efficiently and more importantly, it provides feedback from the public regarding the quality of work that is provided by the Department and its personnel.

1. SIB personnel will follow the procedures outlined in the LASD "SCR Handbook: Handling Public Complaints." In particular, Section I "Intake and Classification - Watch Commander's SCR."
2. SIB will assist all members of the public without delay in documenting all commendations and complaints presented to them.
3. The shift sergeant should conduct the required inquiry and completion of a Watch Commander SCR form. Each completed form shall be placed in the SIB captain's secretary's inbox.
4. If a sergeant is not immediately available, deputy personnel shall assist the reporting party (RP) in documenting their comments.
5. After completing the SCR, provide the reporting party with the SCR number. Advise the RP they will receive a letter by mail acknowledging the comment. If the comment is taken in person, the RP shall be given the green copy of the SCR form and a copy of the document, "Procedures for Public Complaints."
6. The 1-800 phone line is a recorded line. When speaking to an individual regarding a complaint, the RP should be informed of the recorded conversation. If the RP requests not to be recorded, conduct the conversation on a different phone line.

SIB personnel will be responsible for answering the 1-800 phone line between the hours of 1700 and 0900 hours Monday through Friday, and all day on weekends and holidays. Instructions on how to forward the calls to either the Internal Affairs Bureau or SIB are located on the desk with IAB complaint phone line in the Operations Center.

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### • **20-09 Operations Center Manual**

#### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **EXECUTIVE DIVISION**

#### **SHERIFF'S INFORMATION BUREAU**

#### **Unit Order:**

20-09

**Effective Date:**

03-10-2020

**Subject:**

Operations Center Manual

**Reference:**

**MPP Volume 5, Chapter 6**

**PURPOSE**

- To standardize policies, rules and procedures for the Operations Center (OC), and written reference of unit policies and procedures,
- To provide a ready reference of rules, policies, and procedures governing the OC for all persons, both within and outside the unit,
- To comply with all Department procedures mandating unit-specific unit orders and directives.

**SCOPE OF ORDER**

All personnel assigned to the Sheriff's Information Bureau (SIB).

**ORDER**

SIB Operations shall, on an annual basis and/or after a change of command, update and publish the Operations Center Manual. The Manual shall be considered a unit order, and have the full affect and jurisdiction of a unit order.

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- **20-10 Digital Media Footage Requests**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**



**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-10

**Effective Date:**

03-10-2020

**Subject:**

Digital Media Footage Requests

**Reference:**

N/A

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for digital files or footage of events.

**SCOPE OF ORDER**

Various agencies and Department personnel will make requests for digital file duplicates of media footage or events. SIB personnel shall facilitate these requests using the TVEyes system.

**ORDER**

Any request email from Department members and outside agencies should contain as much information as possible to identify a given program or particular program segment. The information will aid in our efforts to efficiently retrieve the requested material.

If the requestor is not able to provide accurate information, we shall take the necessary steps to obtain the appropriate information and fulfill the footage request.

Although the EM shift is primarily responsible for completing the TVEyes digital file requests, every member of SIB shall attempt to complete such requests, as time permits. Once the digital files are prepared, cloud sharing or an email should be sent to the requester notifying them that the footage file or is ready for pick up.

If we are unable to locate the requested segment after making a reasonable effort, simply notify the requestor of the results.

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- **20-11 Employee Maintained Unit Fund**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-11

**Effective Date:**

03-10-2020

**Subject:**

Employee Maintained Unit Fund

**Reference:**

**MPP 3-05/090.00 Employee Maintained Funds**

**MPP** 3-05/090.05 Banking Procedure

**MPP** 3-05/090.10 Method of Collection

**MPP** 3-05/090.15 Responsibility

**PURPOSE OF ORDER**

N/A

**SCOPE OF ORDER**

N/A

**ORDER**

SIB does not maintain an employee fund.

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- **20-12 Procedure for Live, Breaking News (Rescue Operations) and Providing LASD Commentary**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-12

**Effective Date:**

03-01-2020

**Subject:**

Procedure for Live, Breaking News (Rescue Operations) and Providing LASD Commentary

**Reference:**

N/A

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members with live breaking news.

**SCOPE OF ORDER**

All Media Response Deputies.

**ORDER**

Upon notification by Emergency Services Detail (ESD) or Aero Bureau that they are responding to an air rescue, or if Media Unit personnel observe such activity during routine monitoring of television stations, they should:

1. Ascertain facts from the ESD or Aero Bureau watch commander.
2. Ask for footage (helmet-cam) that was obtained by rescue personnel to provide to the various media outlets once the rescue is completed.
3. Sworn SIB personnel may conduct live on-air telephone interviews with television and radio outlets.

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• **20-13 Authorization and Procedures for Release of Booking Photos**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-13

**Effective Date:**

03-10-2020

**Subject:**

Authorization and Procedures for Release of Booking Photos

**Reference:**

MPP 3-09/090.10 Release of Information to the General Public and the Media

California Attorney General Opinion, *86 Ops. Cal. Atty. Gen. 132*

**PURPOSE AND SCOPE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for release of booking photos

**ORDER**

Whenever a Department member requests authorization for release of a booking photo or a request is received directly from the media, in order for consideration of the booking photo to be released, the person making the request shall provide the following information via email to [SIBMedia24@lasd.org](mailto:SIBMedia24@lasd.org) and by calling SIB at (323) 267-4800 to confirm the request was received:

1. Full name, age, booking number of suspect(s), date of arrest.
2. LASD unit of assignment who made the arrest, or arresting agency.
3. Booking photos of the arrests of other police agencies are not released without the written (email) request of that agency to SIB. If approved for release by SIB, the booking photo will be given to the other police agency for that agency to release to the news media.
4. Name and rank of the investigator handling the investigation who concurs with the release of the booking

photo.

5. News Release/summary of the circumstances of the arrest.
6. Noteworthy aspect(s) of the case.

If approved for release, the booking photos shall only be released directly to the news media, not directly to the general public. Requests from the general public or non-traditional media sources shall be referred to the LASD Discovery Unit, Risk Management Bureau.

No booking photos may be posted on unit websites, Nixled, posted to social media, etc., without specific authorization to do so from the SIB captain or operations lieutenant.

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- **20-14 Key Inventory and Control**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-14

**Effective Date:**

01-01-2020

**Subject:**

Key Inventory and Control

**Reference:**

MPP 3-01/040.48 Key Security, Control and Inventory

## **PURPOSE OF ORDER**

The purpose of this order is to define staffing procedures for Sheriff's Information Bureau (SIB) pertaining to the handling of keys assigned within the bureau. This includes, but is not limited to, vehicle keys, door keys, file cabinet keys and individual desk keys.

## **SCOPE OF ORDER**

SIB has several different keys throughout the bureau, all for different purposes and needs. These include: vehicle keys, door keys (for various storage rooms and offices), file cabinet keys and keys for individual desks. Each type of key is utilized by various personnel for various reasons and at various times. Nothing in this section is meant to conflict or supersede the Department's Manual of Policy and Procedures.

## **ORDER**

Vehicle keys for bureau pool cars are utilized by all personnel for various reasons, depending upon the needs of their team. These keys are to be signed in and out with each use and are available on a first-come, first-serve basis. When not signed out to a specific employee, these vehicle keys are to be stored in the lock box, located in Operations.

There are three doors within SIB that require the use of a key, the Armory room, the supply/storage room and the Captain's office. These keys are to be kept in secure locations and are the responsibility of Operations staff as well as unit supervisors. The use of these keys is limited to those authorized by the Captain or Operations Lieutenant and should be used only by those personnel on an as-needed basis.

Each file cabinet and individual desk throughout the bureau has an associated key with which to lock the cabinet or drawers. The person occupying a particular desk has the right to a copy of the key for their specific desk. They also have the right to a copy of the key for any file cabinet that may be associated with their desk or their responsibilities. For file cabinets that are shared by groups of people, the key shall be the responsibility of that group's supervisor and shall be kept in a secure location that is accessible to all members of that group at any given time. Copies of all keys for all desks and file cabinets shall also be kept in the key box located in the armory, for use only in the event of an urgent need for access to a particular cabinet or drawer and with permission from a unit supervisor.

Other types of keys that may be needed by SIB personnel at any given time are to be kept in the key box

inside the Armory and are to be used only with permission from Operations or a unit supervisor. This includes keys such as that to the gun and ammunition locker inside the Armory, cabinets within the armory, and the key to the paper-shredder bin.

No employee shall have a key to any another area, locker, cabinet, drawer, or door, other than what was authorized by the Captain or Operations Lieutenant.

Operations shall maintain a key log indicating what keys are assigned and to which employee. This log will be audited annually.

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- **20-15 Requests for Bilingual Interpreters**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-15

**Effective Date:**

01-01-2020

**Subject:**

Requests for Bilingual Interpreters

**Reference:**

**MPP 3-09/004.00 Limited English Proficiency and Language Assistance Plan**



## **PURPOSE OF ORDER**

The purpose of this order is to define the procedure by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for bilingual interpreters.

## **SCOPE OF ORDER**

This order affects personnel working SIB's 24/hour Newsroom desk and SIB's International Liaison Unit.

There are many bilingual employees throughout the Los Angeles County Sheriff's Department. There are approximately 63 languages available for translation as a result of these Department employees and Department volunteers. Many of the employees currently receive monthly bilingual pay. The Sheriff's Information Bureau International Liaison Unit maintains a roster of volunteer bilingual employees. While it does not include everyone who currently receives bilingual pay and has foreign language capabilities, it does include a large percentage of those who do.

This roster has been compiled into 58 distinct e-mail groups located in the Microsoft Outlook Address Book. The e-mail groups are titled as follows: "SIB-Bilingual-Name of Language." The e-mail groups primarily include employees (Sworn and professional staff) who have reached out to the International Liaison Unit and volunteered their language skills, in addition to many of the employees receiving bilingual pay. The e-mail groups' primary use is for fulfilling requests for interpretation assistance.

## **ORDER**

When there is a request for translation assistance, SIB 24/hour Media staff should proceed as follows to contact employees who have volunteered to translate:

1. Determine who is making the request (Last Name, First Name, Rank, Unit of Assignment, E-mail Address).
2. Ascertain answers to the following questions:
  - a. Which language is being requested?
  - b. Does the requester prefer assistance from a sworn or civilian volunteer interpreter?
  - c. Does the requester prefer assistance from a male or female volunteer interpreter?
  - d. How would the requester like to be contacted if a volunteer interpreter is available?
3. Once these answers have been obtained, advise the requester that you will be preparing an e-mail that will be sent to the relevant bilingual employee e-mail group, with the requester CC-ed. Also, advise the

requester to contact you once the request has been fulfilled.

4. Create an e-mail message in the Microsoft Outlook. Under "BCC:", search for the appropriate interpreter e-mail group based on the language requested. All language e-mail groups are titled, "SIB-Bilingual-Name of Language." Once an e-mail group has been selected, the requester's e-mail address should also be added to the "BCC:" line. The e-mail subject line should read "Request for (Name of Language) Interpretation." DO NOT use the "To:" and "CC:" line. They should be left blank.
5. The following templates can be used for the body of the e-mail:

**a. Intra-Departmental Interpretation Requests**

*Hello,*

*You are receiving this e-mail because you have identified yourself as an LASD employee who can speak, read, and/or write **(Name of Language)**.*

***(Requester Name)** of **(Requesting Unit)** is in need of a **(Sworn/Civilian)**, **(LASD Certified/Uncertified)** **(Language Name)** speaker who can assist with interpretation for an **(investigation, pamphlet, interview—keep very general)***

*If your duties allow and you meet these qualifications, please contact **(Requester Name)** on his/her **(desk/cell phone/email)** at **(phone number/email)**. He/she will provide you with more details on the interpretation request.*

*Sincerely,*

***(Your Name)**, **(Your Rank)***

***(Your unit address & phone number)***

**b. Outside Agency Interpretation Requests**

*Hello,*

*You are receiving this e-mail because you have identified yourself as an LASD employee who can speak, read, and/or write **(Name of Language)**.*

***(Requester Name)** of **(Requesting Unit, Requesting Agency)** is in need of a **(Sworn/Civilian)**, **(LASD Certified/Uncertified)** **(Language Name)** speaker who can assist with interpretation for an **(investigation, pamphlet, interview—keep very general)***

*If your duties allow, you meet these qualifications, and can obtain approval from your Unit Commander to assist an outside agency please contact **(Requester Name)** on his/her **(desk/cell phone/email)** at **(phone number/email)**.*

*He/she will provide you with more details on the interpretation request.*

*Sincerely,*

***(Your Name), (Your Rank)***

***(Your unit address & phone number)***

6. The e-mail should then be sent.

7. When the requester advises SIB that the request has been fulfilled, refer back to Step 4 and use the following template in an e-mail to the language speakers:

*Hello,*

*Thank you for your response. The interpretation request has been fulfilled.*

*We look forward to your assistance in the future.*

*Sincerely,*

***(Your Name), (Your Rank)***

***(Your unit address & phone number)***

**During normal business hours: (Monday to Friday, 0800 hrs to 1600 hrs)**

You may refer the request to the International Liaison Unit by phone at (213) 229-1705 or (213) 229-1681 or by email at [ILU@lasd.org](mailto:ILU@lasd.org).

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## **• 20-16 Public Information Officer (PIO) Deployment during Emergency Operations Center (EOC) Level II and Level III Activations**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-16

**Effective Date:**

03-01-2020

**Subject:**

Public Information Officer (PIO) Deployment during Emergency Operations Center (EOC) Level II and Level III Activations

**Reference:**

MPP 5-06/000.35 News Media

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) PIOs deploy during EOC level II and III activations.

**SCOPE OF ORDER**

Sheriff's Information Bureau (SIB) is responsible for providing a PIO at the EOC during Level II and Level III emergency activations.

**ORDER**

A SIB PIO will report to EOB, and PIO's will serve as the media liaison during the activation. The first PIO shift will work from 0600 to 1400 hours. The second PIO shift will work from 1400 to 2200 hours. If needed, a third PIO shift will work from 2200 to 0600.

The weekly on-call PIO rotation will change on Wednesday at 0700 hours. The current on-call PIO list of will be maintained by the Media Response Team and updated by the SIB Operations staff. In the event the primary on-call PIO is unavailable, a call to the secondary on-call PIO will be made. If neither is available, notify the Operations Sergeant, and the on-duty media response deputy will respond until the on-call PIO, or

replacement becomes available.

Additional SIB trained personnel may be called and assigned to assist with the dissemination of public safety-related information if necessary.

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- **20-17 eComm Role, Social Media and Dissemination of Information**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-17

**Effective Date:**

03-01-2020

**Subject:**

eComm Role, Social Media and Dissemination of Information

**Reference:**

N/A

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for electronic and web based communications.

## **SCOPE OF ORDER**

- The primary mission of the eComm Unit is to listen to and share information through, electronic and web-based communications platforms;
- Train personnel on the use of electronic and web-based communications platforms;
- Research new and emerging electronic and web-based communication platforms to identify if they are viable to the Department for use.

## **ORDER**

Deputies assigned to eComm train Department members, develop policy; write newsletters and articles for publications to help Department members negotiate the complicated aspects of social media. They assist with the writing of evaluations. Specific duties and responsibilities are listed below:

### **Operations Deputy**

The unit's Operations Deputy manages the unit's databases, records, Department social media account access, and control. They assist the sergeant with the overall organizational control of the unit. They write articles, pamphlets, and other instructional materials for distribution throughout the Department.

### **Research Deputy**

Assists with gathering and analysis of information from multiple social media websites and the Internet. They assess current and future technical requirements for the unit. They evaluate current and emerging Social Media platforms to determine Department participation in those platforms. They write articles, pamphlets, and other instructional materials for distribution throughout the Department.

### **Training Deputy**

Train Department members to safely use social media and how to maintain personal security on the Internet. They write articles, pamphlets, and other instructional materials for distribution throughout the Department.

### **Social Media Dispatchers**

The Social Media Dispatchers (LETs) work around the clock, seven days a week, use using publicly available web applications and news aggregators to search websites for information. Using a strategic listening process, they search the Internet to locate any criminal activity or activities that will elicit a significant police response. They respond to questions about the Department posed by the general public online. They identify information that would require Department statements and share information provided to them by the sworn

personnel assigned to Sheriff's Information Bureau.

Due to the increasing trend in emergency management of using social media as a means of quickly pushing information to citizens in need, the eComm unit will use social media to assist the Emergency Operations Center or SIB Operations Center in cases of extreme emergency.

There are numerous websites and links that are used by SHB personnel on a regular basis. Below are several of the most often used links and websites.

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- **20-18 Capturing and Distributing Photographic Images to Include "Selfie" Photos or Live Broadcasting by Sheriff's Information Bureau Personnel**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-18

**Effective Date:**

03-10-2020

**Subject:**

Capturing and Distributing Photographic Images to Include "Selfie" Photos or Live Broadcasting by Sheriff's Information Bureau Personnel

**Reference:**

N/A

## **PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) shares "Selfie" photographs or live streaming content.

## **SCOPE OF ORDER**

SIB must, at all times, uphold the highest standards with regard to maintaining the image of the Department. These standards will oftentimes exceed those of individual units or facilities. To that end, any images or live streaming content, including photographic, computer generated or drawn, which are distributed by SIB via the internet, intranet, the SDN, print media or social media, shall always be professional in nature.

## **ORDER**

Examples of images or video that are not acceptable include, but are not limited to, the following:

- Images of Bureau personnel wearing anything other than Department approved uniforms or professional attire, unless authorized to so by a Bureau supervisor (Sergeant or higher).
- Images of Bureau personnel posing or acting unprofessionally or inappropriately for the photos or video.

If there is any question as to the appropriateness of an image or video that will be distributed either internally or externally, Bureau personnel shall seek the approval of a Bureau supervisor (Sergeant or higher). If the supervisor is uncertain regarding the image, the Captain will be consulted for direction and a final decision before the photograph or video is distributed or shared with others.

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## **• 20-19 Global Emails**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **EXECUTIVE DIVISION**

#### **SHERIFF'S INFORMATION BUREAU**

#### **Unit Order:**

20-19



**Effective Date:**

01-01-2020

**Subject:**

Global Emails

**Reference:**

MPP 3-01/000.10, 3-07/210.00 through 3-07/220.00

**PURPOSE OF ORDER**

Electronic Mail or "Email" is a powerful communication and information dissemination tool for the Sheriff's Department. In addition to routine internal communication between individuals and groups, it is possible to send emails to all Departmental personnel. This capability is referred to as "Global" email in reference to the "Global Address Book" which lists all Department members with an active email account. However, this capability can generate a large amount of "network traffic" and may affect the speed and accessibility of other network functions. To protect the Sheriff's Data Network (SDN) functionality, internal system restrictions have been enacted that prevent end-users from sending Global Emails on their own.

**SCOPE OF ORDER**

Sheriff's Information Bureau Operations and Supervisors.

**ORDER**

Absent an emergency, Global Emails shall only be sent with the approval of one of the following personnel:

- SIB Unit Commander
- SIB Operations Lieutenant
- SIB Operations Sergeant

Global Emails shall be issued only by Data Systems Bureau's SDN Central Help Desk or other duly authorized SDN administrator or manager **and on-duty supervisory personnel assigned to Sheriff's Information Bureau**. No other email group or individual outside of DSB is allowed to send Global Emails. Global Emails will be issued as one of four categories or covers:

- **Help Desk Bulletin** - Computer or SDN related information or instructions usually of a technical nature that is important to and provided for all Department personnel who use the SDN.
- **Help Desk Advisory** - A Critically important notification of an impending action on the SDN that will result in temporary, or adverse conditions, for all or some end-users.
- **Sheriff's Bulletin** - The notification of a new Sheriff's Bulletin provided for all Department personnel who use the SDN.
- **LASD Announcement** - Notification of non-technical events, activities, and information that are one-time-only, infrequent, or occasional, and are of important general interest to all Department Personnel.

SIB is responsible for ensuring that only those Global Emails meeting the following policy criteria are issued.

Global Email requests **shall be** authorized by or sponsored/co-sponsored by an LASD bureau/station or facility, or a Sheriff's Executive Authority (Sheriff's Office, Assistant Sheriff's/Undersheriff's Office, EPC, Division Chief or SIB).

SIB Operations will receive all requests for Global Emails. The SIB Operations will determine if a request meets all policy requirements, has been duly authorized, and is appropriate for all personnel. In the event SIB Operations is unable to determine the appropriateness of a Global Email request, the SIB Captain, or SIB Operations, has the final decision as to it being issued. Approved Global Emails will generally be issued once only.

The SIB Captain must approve requests for a second or subsequent broadcast of a Global Email.

Global Emails for events, activities, or information must meet all the following criteria:

- Is LASD related, sanctioned or sponsored and of important general interest to all LASD personnel;

## Sheriff's Information Bureau's Unit Orders

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- Enhances, improves or benefits the Sheriff's Department, a significant number of LASD personnel, the LASD community, an LASD unit, or an LASD affiliated non-profit organization, (Sheriff's Relief Association, Los Angeles Sheriff's Athletic Association, etc.);
- Located on or near an LASD facility, station or property, especially if the event or activity requires or involves a physical location;
- Applies to, or is open to, a significant number of LASD personnel from numerous divisions;
- Requested by a Commander or higher authority;
- Total email size plus any attachment is 1 MegaByte or lower, (Global Email authors can use the "Size" column on their Outlook mailbox to determine this: for instructions on how to add this column contact SDN Help Desk);
- The Global Email request is received by SIB Operations at least five standard business days in advance of an event, activity date or deadline date;
- Has a contact name and telephone number for questions, comments or replies;
- Created, designed, and formatted by requesting unit, or requesting unit's email author and includes the author's name/contact for questions regarding format, design.
- Emails, graphics, and imagery contained within are in compliance with the Departments logo and identity manual. Global Emails can utilize different Outlook email fonts, font colors, etc., as the "overhead" of these do not add significantly to the total email size.

Global Emails are not replacements for JDIC Announcements. SIB Operations will not accept any of the following as a Global Email:

- Retirement notices,
- Station/bureau/facility fundraisers,
- Personal announcements or events (baby showers, birthdays, etc.),
- Private, or non-Line of Duty Death bereavement or funeral notices,
- Sporting Events,
- Graduation ceremonies,
- Job or position openings, or offerings;
- JDIC Announcements that have already been distributed in some similar manner;
- Other events that are frequent or regularly occurring or commonly found in JDIC Announcements.

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### • **20-20 Executive Fleet**

#### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **EXECUTIVE DIVISION**

#### **SHERIFF'S INFORMATION BUREAU**

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**Unit Order:**

20-20

**Effective Date:**

03-10-2020

**Subject:**

Executive Fleet

**Reference:**

MPP 3-06/140.12 Department-Assigned Vehicles

**PURPOSE AND SCOPE OF ORDER**

As part of the Executive Division, Sheriff's Information Bureau has been tasked with assisting Executive Division with the maintenance of the Executive Vehicle Fleet. Law Enforcement Technicians (LET) assigned to SIB have the collateral duty to maintain the Executive Fleet and to provide a runner service as needed for SIB Operations and Executive Division.

**ORDER**

LETs assigned to SIB shall have the ability to use the County's fuel system in order to maintain the Executive Fleet and to provide a back-up as needed for SIB Operations and Executive Division. All LETs assigned to the Operations Center shall have access to the Gas System and Fleet after hours.

In addition, SIB is responsible for the emergency backup vehicles for the Executive Fleet after hours. Therefore, LETs may need to respond to Fleet at the Eastern Facility at any time, to meet the Executive and facilitate the pick-up of the emergency vehicle(s). When requests for the Emergency Executive Loaner are made to the Operations Center or SIB Media 24hrs, the following procedure should be taken:

- A county tow should be sent out to the location where the Department Executive is located, with drop off at Fleet.
- The on-duty LET, or other available personnel, will meet the Executive at Fleet. The loaner is located inside Fleet's parking, next to the Department's show vehicles with a placard (AFTER HOURS EXECUTIVE LOANER VEHICLE).
- The on-duty LET will give the Executive the loaner and (Frequency Operated Bottom) FOB to the loaner.

On the following business day, the LET in charge of that car, from the Department Executive's Division, should handle the arrangements needed for repair.

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- **20-21 Issuance and Surrender of Press Passes**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-21

**Effective Date:**

03-10-2020

**Subject:**

Issuance and Surrender of Press Passes

**Reference:**

MPP 5-06/000.35 News Media

MPP 3-01/080.15 Press Relations

MPP 3-01/080.16 Photography, Audio, Videotaping by the Public and Press

**PURPOSE**

The purpose of the LASD press pass is to authenticate the identity of a journalist and to allow that person to get closer than the average citizen to police and fire lines, press conferences, emergency evacuation areas or disaster recovery zones, and other Department-related events. This pass affords the bearer of the credential an opportunity to restricted areas to publish matters of public concern and disseminate information to the general public.

Note: An LASD press pass is not required to obtain or have access to information from the Department; the general public, and non-credentialed journalists have the right to information collected by the LASD and can get that information through the Department's websites, live video news conference links, social media, and other information-sharing sources, or by contacting Sheriff's Information Bureau.

### **SCOPE OF ORDER**

Media agencies. There are many media agencies: radio stations, television stations, newspapers, magazines, or websites.

### **ORDER**

Media complaints or press pass requests shall be directed to Sheriff's Information Bureau at (213) 229-1850 or [sibmedia24hrs@lasd.org](mailto:sibmedia24hrs@lasd.org).

Media organizations requesting consideration for their employees seeking press passes must meet the following criteria:

1. The organization must regularly publish, circulate, or broadcast news to the general public.
2. The organization must demonstrate that it covers and publishes news events generated by the activities of police and/or fire department personnel.
3. The organization's personnel must have an actual need to pass through police and/or fire lines to cover news events.
4. The organization must include a copy of their business license.

To be considered for the issuance of press passes, the organization must submit correspondence on official letterhead describing their publication and explaining the reason(s) it is seeking to obtain press passes for its employees.

Once the organization has been approved to receive press passes, a registration package will be sent. The organization must designate a coordinator or contact person to facilitate press pass applicants.

## **New & Renewal Applicants**

When requesting a Los Angeles County Sheriff's Department Press Pass, all first-time applicants, as well as all applicants seeking to renew press passes, must submit the following:

1. One new application form, and
2. One passport-size photo.
  1. The completed application packet must be forwarded to the organization's contact person. After the packet is reviewed for completeness, it must be mailed to the Sheriff's Information Bureau.
3. A copy of government-issued identification with photo.

Upon receipt of the completed package by the Sheriff's Information Bureau Press Pass Coordinator, a "*Request For Live Scan Service*" package will be sent back to the organization's contact person. **Upon completion, it needs to be returned to the Sheriff's Information Bureau Press Pass Coordinator.**

**\*\*\*PRESS PASSES WILL NOT BE ISSUED WITHOUT THE RETURN OF THE LIVE SCAN FORM\*\*\***

A Los Angeles County Sheriff's Department Press Pass remains the property of the Los Angeles County Sheriff's Department and must be surrendered upon demand of the Department for any of the following reasons:

1. If the employee or employer has been convicted by final judgment of conviction, or arrested prior to the date of the application, for offenses involving the use of force or violence on the person of another, converting the property of another, lewd conduct, forgery, embezzlement, vagrancy, or for interfering with or otherwise impeding the activities of law enforcement officers.
2. If the employee abuses his or her press pass authority.
3. If the employee uses his or her press pass to deceive another person or for the purpose of committing or attempting to commit fraud.

If the employee terminates or changes employment.

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- **20-22 SIB Terrorism Liaison Officers**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-22

**Effective Date:**

03-10-2020

**Subject:**

SIB Terrorism Liaison Officers

**Reference:**

MPP 5-09/490.00 Terrorism Liaison Officers and Coordinators

**PURPOSE**

The purpose of this unit order is to have two designated Terrorism Liaison Officers (TLO) for Sheriff's Information Bureau (SIB) to serve as an information conduit between members of the public safety community, public/private sector, citizenry and the US Government, in the fight against threats.

**SCOPE OF ORDER**

The prospective TLO must: Obtain approval (verbal or in writing) from his/her unit commander or designee to participate in the program.



### **Certification**

- Attend the appropriate California Regional Terrorism Threat Assessment Center (RTTAC) specific, Peace Officer Standards and Training (POST) certified 8-hour TLO course, (minimum training standard), with the understanding that the 24 hour POST certified classroom training (3-Day RTTAC TLO Intermediate course) is recommended.
- Understand and sign FOR OFFICIAL USE ONLY (FOUO) non-disclosure agreement.

### **ORDER**

The TLO's primary function is to advise SIB Sworn Staff in identifying suspicious activity related to terrorism and other specific threats. TLOs serve as the point-of-contact within SIB for questions, concerns and the submission of tips and leads regarding terrorism and other threat-related suspicious activity.

The TLO shall disseminate terrorism and other threat-related information and intelligence to SIB Sworn Staff in an efficient and lawful manner. TLOs are responsible for verifying that all personnel with whom they share terrorism-related information have a valid need- and right-to-know the information. TLOs shall NOT independently investigate terrorism tips or leads unless directed to do so by the proper authorities i.e. Federal Bureau of Investigation (FBI), Joint Terrorism Task Force (JTTF), Fusion Center, etc., and stay within the responsibilities of their assigned duties.

TLOs are encouraged to pursue advanced level homeland security training courses as recommended and provided by the Joint Regional Intelligence Center, or other law enforcement partner agency.

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### **• 20-23 Duty Commander and Captain Process**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-23

**Effective Date:**

01-01-2020

**Subject:**

Duty Commander and Captain Process

**Reference:**

**MPP 2-02/050.00 Area Commanders**

**PURPOSE**

Starting in January 2020, Commanders and Captains will be scheduled for weekend duty by reverse seniority.

The schedule for the first-half of the year will be emailed to all Commanders and Captains at the end of November or the beginning of December of the previous year.

The schedule for the second-half of the year will be emailed to all Commanders and Captains at the end of April or the beginning of May.

It's the responsibility of the Commander/Captain to find a replacement if they will not be able to fulfill their assigned duty. Once a replacement is found, they need to notify SIB ([sibopsadmin@lasd.org](mailto:sibopsadmin@lasd.org)) of the change so the schedule can be updated and disseminated.

**SCOPE OF ORDER**

All commanders, captains, and SIB Operations.

## **ORDER**

The Sheriff's Information Bureau, Operations Section, shall be responsible for updating and maintaining the Weekend Duty Command Book. The following is the procedure for completing the Weekend Duty Command Book:

### **Monday**

- The book should be returned by Monday afternoon or Tuesday morning, at the latest, by the outgoing commander/captain.
- If it has not been returned by Tuesday morning, an email shall be sent to the outgoing weekend Captain/Commander, and their secretaries, as a reminder.

### **Tuesday**

- Send email to upcoming Weekend Duty Command Captain and Commander that they will be on-call, and the book will be ready for pick up by Thursday afternoon.
- Cc their respective secretaries and SIB SGT email group.
- Send JDIC message RE: the upcoming Weekend Duty Command.

### **Wednesday**

- Check JDIC for upcoming Tactical Alerts (print if there are any for the upcoming weekend).
- Check with Operations Center for any Operation Plans (print if there are any for the upcoming weekend).
- Update Duty Command Book with:
  - New cover page with Commander/Captain names and dates
  - If there are no Tactical Alerts for the weekend, print cover page
  - If there are no Operation Plans for the weekend, print cover page

### **Thursday**

- Before the book is picked up, check one last time for Tactical Alerts and Operation Plans (if any, print and add to book).
- Make sure weekend duty book has been picked up by 1400 hours. If not, send a reminder email to

Captain, Commander and their secretaries.

**Miscellaneous**

- Update Executive Roster, Department Directory and Org Chart as updates become available.
  - Add Weekend Duty Commander Topics monthly (from Risk Management Bureau)
  - Add any new/updated Newsletters and Field Operations Directives.
- 

**• 20-24 Line of Duty Death Recognition and Department Wide Memorial Band Instructions**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-24

**Effective Date:**

03-10-2020

**Subject:**

Line of Duty Death Recognition and Department Wide Memorial Band Instructions

**Reference:**

MPP 3-03/130.15 Memorial Band

MPP 3-07/120.15 Messages – Types, Transmission and Reception of

## **PURPOSE**

The loss of life in the line of duty is an unfortunate circumstance in our chosen profession. Those who we lose chose this profession to make a difference in this world. And they died as they lived – defending freedom, safeguarding peace, and preserving justice.

Under Sheriff Villanueva, SIB has been provided direction on how our agency will publicly honor non-LASD law enforcement family members who have passed.

## **SCOPE OF ORDER**

Personnel working the Media 24-hour desk.

## **ORDER**

### **MONITORING FOR PEACE OFFICER DEATHS**

As personnel assigned as Assignment Desk or Media Response Desk Deputies monitor news media outlets for incidents involving the Department, they shall also monitor for news relating to the line of duty death of peace officers across the United States.

If a line of duty death is identified, The Deputy working the desk shall attempt to obtain confirmation of the death from the fallen officer's agency. This can be accomplished by either contacting the agency and offering condolences, or monitoring that agencies public information channels for confirmation.

### **IDENTIFYING LINE OF DUTY DEATHS AND LEVEL OF MESSAGING**

The Department publically acknowledges and shows respect for, fallen officers through the use of the Department's official headquarters social media accounts, and the use of a memorial band.

The chart below identifies messaging protocols for most types of line of duty deaths. This includes whether or not a memorial band is authorized, and what social media platform to use for public acknowledgment. If a line of duty death not fitting into these circumstances occurs, desk personnel shall contact a supervisor for direction.

Sheriff's Information Bureau's Unit Orders

LODD Occurrence Location	Memorial Band Authorized (SEND GLOBAL EMAIL)	Memorial Post Authorized for HQ Twitter	Memorial Post Authorized for HQ Facebook	Memorial Post Authorized for HQ Instagram
<b>Within LA County</b>	Automatic Authorization, regardless of type of LODD.	Yes	Yes	Yes
<b>Within California</b>	Authorized if officer died under felonious circumstances.  All others, confer with Sheriff's Office,	Yes	Yes	Yes
<b>Within United States</b>	Confer with Sheriff's Office <b>only if</b> officer is tragically murdered, or extremely tragic events occur (ex World Trade Center on 9-11).	Yes	Only if Officer is murdered, or extremely tragic events occur (ex World Trade Center on 9-11).	Only if Officer is murdered, or extremely tragic events occur (ex World Trade Center on 9-11).

Examples of felonious circumstances are listed below:

- Assault leading to death
- Gunfire (non-accidental)
- Stabbing
- Strangulation
- Drowning
- Crash (Vehicle, boat, motorcycle, etc.) while pursuing a felony suspect
- Vehicular assault on a peace officer leading to their death

**SIB SOCIAL MEDIA MEMORIAL TEMPLATE AND EXAMPLE MESSAGING**

The Department uses a standardized graphics template to recognize fallen officers from other law enforcement agencies. It is a publisher document with instructions detailed within itself.

SIB team members assigned to post the social media graphic shall utilize the template to create a graphic honoring the particular fallen officer.

The preferred image options for the template are as follows:

1. A High-resolution image of the fallen officer in uniform.
2. A Medium-resolution image of the fallen officer in uniform.
3. A High-resolution image of the fallen officer, not in uniform that is in good taste.
  - a. Only if no high or medium resolution image of the officer in uniform is available.
    - i. What is resolution?
      1. Visit <https://www.youtube.com/watch?v=jp2Q2g0A5wc>
      2. Or look for photos that do not look blurry.
2. Memorial Band Badge image of the fallen officer's agency
  - a. NOTE: Verify type and style of badge, as well as band placement before using.

Once the memorial graphic is complete, it shall be posted in accordance with the chart mentioned above onto social media with a message of support for the fallen officer's family and agency.

Examples of proper messages are, but **not limited** to:

1. Our hearts are with the family, friends, and agency of (REPLACE WITH NAME AND RANK OF OFFICER) who paid the ultimate sacrifice in the line of duty. We at @LASDHQ thank you for your service. Your family, friends, and the (REPLACE WITH AGENCY SOCIAL MEDIA HANDLE) will be in our prayers. #LODD #EOW
2. We at @LASDHQ are sending our thoughts & prayers to our law enforcement partners in the (REPLACE WITH AGENCY SOCIAL MEDIA HANDLE) after the line of duty death of (REPLACE WITH NAME AND RANK OF OFFICER) who's life was cut short protecting the people he served. #LODD #EOW
3. The @LASDHQ offers our condolences to the (REPLACE WITH AGENCY SOCIAL MEDIA HANDLE) for the tragic loss of (REPLACE WITH NAME AND RANK OF OFFICER). We all thank you for your service. #LODD #EOW

4. It is with profound sadness that we join in mourning the passing of (REPLACE WITH AGENCY SOCIAL MEDIA HANDLE) (REPLACE WITH NAME AND RANK OF OFFICER) in the line of duty. Our prayers are with his family, friends and partners. #LODD #EOW

**INITIAL MEMORIAL BAND INSTRUCTIONS AND GLOBAL EMAIL MESSAGING**

The Department uses a standardized email template to authorize the use of the Department's memorial band, as described in the chart, as mentioned above.

SIB team members assigned to inform the Department of the band's authorization for use shall utilize the template to notify the Department of:

1. The memorial band's approval for use.
2. The name of the Fallen Officer and their agency.
3. The initial date of authorization for the memorial band.
4. The date when the memorial band shall be taken off.
5. A brief synopsis of the incident leading to the death of the officer.
6. A copy of the memorial band policy with graphics depicting its proper use.
  - a. Example:



**FOLLOW-UP MEMORIAL BAND INSTRUCTIONS AND GLOBAL EMAIL MESSAGING**

As soon as available, SIB team members shall gather information about the fallen officer's funeral services and make a note of that information in the SIB Teams calendar located in outlook.

Assignment desk deputies shall send a global follow-up email to Department members on the day of funeral



services, informing them to remove the memorial band for their next shift the day after services.

**ATTACHMENTS:**

Memorial Graphic template for social media  
Memorial Band Instructions template:



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• **20-25 Sheriff's Retirement Letter**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-25

**Effective Date:**

03-10-2020

**Subject:**

Sheriff's Retirement Letter

**Reference:**

None

**PURPOSE**

The purpose of the Sheriff's Retirement Letter is to recognize employees that retire in good terms from the Department.

**SCOPE OF ORDER**

Sheriff's Information Bureau Operations Office.

**ORDER**

The Captain's Secretary will process the Sheriff's retirement Letters. Procedure for Retirement Letters for Department personnel from the Sheriff will be as follows:

1. Personnel Administration emails the monthly Retirement Agenda.
2. Run and print EIS for each person on the Retirement Agenda.
3. Print any updated rosters for stations/bureaus (in Public Folders – All Public Folders – Rosters – Miscellaneous)
4. Update Operations Lieutenants roster
5. Email Retirement Questionnaire to retiree's operations lieutenant (only for personnel with a listed retirement date, not "Pending" personnel). If there is no reply after the first request, the next month a "Reminder" is sent out, then a "Final Reminder" is sent out a month after that. If there is no reply after the "Final Reminder," the EIS printout and the Retirement Agenda are marked as "No Letter," and the retiree doesn't receive a letter.
6. After the questionnaire is returned, it's matched with the EIS printout. If the questionnaire indicates the retiree should receive a letter, the following information is written on the printout: "Hired" date and "Retired" date (this information is listed on the Retirement Agenda), years of continuous service, and which letter the retiree is receiving: Letter 1 is for regular retirement, letter 2 is for Service Connected

retirement.

7. If the questionnaire indicates the retiree should not receive a letter, then "No Letter" is written on the EIS printout, and on the Retirement Agenda.
  8. Before the letter is written, check EIS again to make sure the retiree's address hasn't changed. If it has, print EIS again.
  9. Use template for either Letter 1 or 2. Save As "Lastname-ltr1 or -ltr2" in the Shared Files. Print draft of letter and proofread.
  10. Once letter is ready, print on small letterhead, and take to Sheriff's Office for Sheriff's signature.
  11. Print small envelope to send letter to retiree's home.
  12. Once letter is signed and returned from Sheriff's Office, make a copy and attach to paperwork (questionnaire, EIS printout, and draft of letter). Stamp paperwork with "Mailed" date (bottom right corner), and Month/Year of retirement (on top right corner).
  13. On Retirement Log, enter Last Name, First Name, Employee Number, Retirement Date and Date Mailed. If the retiree is not receiving a letter, enter Last Name, First Name, Employee Number, and under Comments enter "No Letter."
  14. File paperwork in Admin files under retirement month in the appropriate file cabinets.
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## • 20-26 Audio and Visual Procedures and Processing Audio and Visual Request Forms

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

#### EXECUTIVE DIVISION

#### SHERIFF'S INFORMATION BUREAU

**Unit Order:**

20-26

**Effective Date:**

04-15-2020

**Subject:**

Audio and Visual Procedures and Processing Audio and Visual Request Forms

**Reference:**

N/A

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for audio and visual specialists.

**SCOPE OF ORDER**

There are many events which occur throughout the County of Los Angeles on a daily basis, wherein the Sheriff or a designee of the Sheriff are representing the Department and photography or video documentation of the event is requested or desired. The SIB unit commander has the ultimate discretion to handle the audio and visual projects or to assign replacement technicians. The SIB unit commander should also be made aware of all audio and visual projects being produced by volunteer or other Department photographers, the SIB Video Productions Specialist or the Video Productions Unit (VPU) on behalf of the Sheriff.

To help facilitate this process and the assignment of audio and visual technicians, a new form has been created. This form will allow SIB and the Audio and Visual Unit to track audio and visual assignments, account for digital media projects that are taking place throughout the Department, calendar events and requests and note where the various media is being maintained or stored. The form will serve as a means for the audio and visual technicians to prioritize requests and/or events and will provide awareness to the SIB unit commander. **Requests made by the Office of the Sheriff shall have priority.**

In addition to completing and submitting the form and awaiting approval, the audio and visual technicians are reminded to obtain waivers when necessary and to specifically inform Department members of their intent to record or video them when visiting units, bureaus or events. Objections to being photographed or videotaped made by any Department member should be noted and relayed to an SIB supervisor at the time the photos/videos or photo/video links are provided to SIB. The context of this order and the use of the request form applies to ALL volunteer and other audio and visual technicians being requested to cover LASD or outside agency related events. Its intent is to provide direction and procedures for documenting the complete scope of any audio and visual requests, events, or projects from entities throughout the Department or those

involving outside agencies.

## **ORDER**

When there is a request for an audio and visual technician, or SIB personnel become aware of any audio and visual event or project involving or requiring an official County/Department audio and visual technician, volunteer or otherwise, they shall provide the requesting entity with the **“Audio / Visual Services Request Form”** or complete the form themselves and submit it to SIB Audio and Visual ([SIBAudioandVisual@lasd.org](mailto:SIBAudioandVisual@lasd.org)) e-mail group for processing.

The SIB Audio and Visual Unit representative, video specialist, or other SIB staff will notify the requesting party as to whether or not the event or project will be permitted or an audio and visual technician assigned. They will complete the lower portion of the form and ensure it is added to the SIB Teams Calendar once approved. All audio or videos of the Sheriff and the Department or its members shall be submitted to the SIB Media Group for final review, editing and approval before being posted on any platforms or used in any project or publication. The use of PhotoShop or any editing that changes the original content of any photograph requires the review and approval of the SIB Captain.

The **“Audio / Visual Services Request Form”** can be provided by SIB or found in the LASD Document Center at the following link: <http://lasdweb/sites/eForms/default.aspx>

**APPROVED BY:** ON FILE

**DATE:** ON FILE

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## **• 20-27 Graphics Projects Requests**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**EXECUTIVE DIVISION**

**SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-27

**Effective Date:**

04-15-2020

**Subject:**

Graphics Projects Requests

**Reference:**

N/A

**PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for graphics specialists.

**SCOPE OF ORDER**

There are many events which occur throughout the County of Los Angeles on a daily basis, wherein the Sheriff or a designee of the Sheriff are representing the Department and graphics and artwork for the event are requested or desired. The SIB unit commander has the ultimate discretion to handle the graphic projects and final approval. The SIB unit commander should also be made aware of all graphic projects being produced on behalf of the Sheriff.

To help facilitate this process and the assignment of graphic specialists, a new form has been created. This form will allow SIB and the graphic Arts Unit to track graphic art requests, account for graphic projects that are being made, calendar events and requests and note where the various media is being maintained or stored. The form will serve as a means for the graphic arts specialists to prioritize requests and/or events and will provide awareness to the SIB unit commander. **Requests made by the Office of the Sheriff**

**shall have priority.**

In addition to completing and submitting the form and awaiting approval, the graphic art specialists are reminded to obtain waivers when necessary, especially, but not limited to, when the graphic shows juveniles and/or inmates. Objections made by any Department member should be noted and relayed to an SIB supervisor at the time the graphics are provided to SIB. The context of this order and the use of the request form applies to ALL graphic arts projects being requested to cover LASD or outside agency related events. Its intent is to provide direction and procedures for documenting the complete scope of any graphic arts requests, events, or projects from entities throughout the Department or those involving outside agencies.

## **ORDER**

When there is a request for graphic art or SIB personnel become aware of any graphic art project involving or requiring an official County/Department graphic art specialist, volunteer or otherwise, they shall provide the requesting entity with the **“Graphics Request Form”** or complete the form themselves and submit it to the SIB Audio and Visual ([SIBAudioandVisual@lasd.org](mailto:SIBAudioandVisual@lasd.org)) e-mail group for processing.

The SIB graphic arts unit, or other SIB staff will notify the requesting party as to whether or not the event or project will be permitted or a graphic artist assigned. They will ensure it is added to the tracking database once approved. All graphic projects of the Sheriff and the Department or its members shall be submitted to the SIB Media Group for final review, editing and approval before being published or distributed.

The **“Graphics Request Form”** can be provided by SIB or found in the LASD Document Center at the following link: <http://lasdweb/sites/eForms/default.aspx>.

**APPROVED BY:** ON FILE

**DATE:** ON FILE