Operation Safe Streets Bureau Unit Orders Index

CHAPTER 1 - ADMINISTRATIVE

2005-0 UNIT ORDERS

2005-1 CASE MANAGEMENT AND CASE ACTIVITY LOGS

2005-4 CERTIFICATION OF CREDITABLE SERVICE HOURS

2005-9 RESCINDED

2005-10 REPORTING GANG-RELATED CRIME

2005-13 TRAINING STATUS REPORT

2005-17 NOTIFICATIONS AND REPORTING OF SIGNIFICANT INCIDENTS

2006-3 RESCINDED

2006-4 TIME KEEPING PROCEDURES

2010-1 GANG-RELATED ASSAULTS WEEKLY REPORT

2011-2 FEDERAL INVESTIGATIONS

2012-1 ADMINISTRATIVE PAPERWORK AND NOTIFICATION

2012-3 RESCINDED

2012-4 RESCINDED

2017-1 QUARTERLY FIREARMS QUALIFICATION AND SHOOTING CARDS

CHAPTER 2 - EQUIPMENT/ VEHICLES

2005-12 RESCINDED

2005-14 SUPPLIES

2006-1 BALLISTIC HELMETS

2007-2 UNIFORMS FOR BUREAU PERSONNEL

2015-3 SAFETY EQUIPMENT

CHAPTER 3 - OPERATIONS

2005-3 LAW ENFORCEMENT ACTIVITY OUTSIDE OF LASO JURISDICTION

2005-6 GANG-RELATED HOMICIDES

2005-7 RESCINDED

2005-16 RESCINDED

2005-19 RESCINDED

2009-2 SEB NOTIFICATION

2009-3 DEPARTMENT OF CHILDREN SERVICES (MART)

2009-4 RESCINDED

2009-5 RESCINDED

2010-2 RESCINDED

2014-1 PRE-PLANNED PROBATION COMPLIANCE SEARCHES

2015-1 RELEASE OF IMPOUNDED VEHICLES

2015-2 **RESCINDED**

CHAPTER 4 - MISCELLANEOUS

2005-11 VICTIMS REFUSAL TO PROSECUTE

2005-18 RESCINDED

2005-20 RESCINDED

2011-1 WIRELESS COMMUNICATION DEVICES IN CORRECTIONAL FACILITY

2011-4 RESCINDED

2012-2 RESCINDED

2012-5 RESCINDED

2016-1 MOBILE FIELD INTERVIEW REPORT (M-FIR)

• Chapter 1 - Administrative

CHAPTER 1 - ADMINISTRATIVE

2005-0 UNIT ORDERS

2005-1 CASE MANAGEMENT AND CASE ACTIVITY LOGS

2005-4 CERTIFICATION OF CREDITABLE SERVICE HOURS

2005-9 RESCINDED

2005-10 REPORTING GANG-RELATED CRIME

2005-13 TRAINING STATUS REPORT

2005-17 NOTIFICATIONS AND REPORTING OF SIGNIFICANT INCIDENTS

2006-3 RESCINDED

2006-4 TIME KEEPING PROCEDURES

2010-1 GANG-RELATED ASSAULTS WEEKLY REPORT

2011-2 FEDERAL INVESTIGATIONS

2012-1 ADMINISTRATIVE PAPERWORK AND NOTIFICATION

2012-3 RESCINDED

2012-4 RESCINDED

2017-1 QUARTERLY FIREARMS QUALIFICATION AND SHOOTING CARDS

• • 2005 - 0 UNIT ORDERS

PURPOSE OF ORDER

This order adopts all Field Operation Directives.

SCOPE OF ORDER

This order applies to all Operation Safe Streets (OSS) Bureau personnel.

ORDER

The Department's Field Operation Directives were created for the Patrol Divisions. Therefore, this Unit Order will adopt the Department's Field Operation Directives as written and approved by the Division Chiefs.

• • 2005 - 1 CASE MANAGEMENT AND CASE ACTIVITY LOGS

PURPOSE OF ORDER

This is to standardize and clarify procedures for managing and tracking case activities during an investigation.

SCOPE OF ORDER

This order applies to all Operation Safe Streets (OSS) Bureau personnel.

ORDER

Upon assignment of cases, all personnel shall acknowledge the case assignment in the CLEATS program.

All OSS Bureau personnel shall maintain their cases in chronological order and record case activity in the CLEATS Case Activity Log, which shall be attached to the inside left portion of each case file. In all cases, the Case Activity Log shall be complete, including the date the specific case was assigned, all activities conducted throughout the course of the investigation (e.g., witness, suspect, and victim interviews; District Attorney (DA) filings, DA rejects, etc...) and any final closure notes.

Each sergeant shall review the Case Activity Log upon case closure to ensure it is complete. Any case extending beyond 60 days shall include a log entry into CLEATS indicating an extension by the investigator. Any case which extends beyond 90 days shall require a sergeant's signed approval on an extension supplemental report. The extension supplemental report shall document all reason(s) for the case extension and the expected date of completion.

Additionally, all cases shall be maintained in a complete file. All photographs and documentation shall include the file number. Photographs shall be placed inside of an envelope within the case folder. All cases shall continue to be tracked in the CLEATS, CalGang, and LARCIS databases.

Team sergeants shall utilize CLEATS to manage and review their respective teams' cases. The review process allows team sergeants to determine whether cases are correctly investigated and closed out or designated as "Inactive" in a timely manner. When possible, the team sergeant shall ensure cases are closed out when they are filed.

When cases lack workable information and further investigation is not feasible, the team sergeant shall ensure those cases are inactivated. However, if any new workable information arises, a case may be reopened and/or re-assigned at any time.

Area lieutenants shall review the open assigned LARCIS report every month and shall audit and thoroughly review all open/active cases that extend beyond 120 days. Upon review of the 120-day cases, the area lieutenant shall ensure the cases have been properly updated (including case journal entries, extension supplemental reports, and investigation updates), or, if appropriate, properly closed out.

Current Department policy regarding case management can be found in the "Manual of Policy and Procedures," under the following sections:

- **4-01/005.20 RESPONSIBILITY OF THE DETECTIVE SERGEANT**
- **4-01/005.25 RESPONSIBILITY OF THE INVESTIGATING DETECTIVE**
- **4-01/020.55 CASE REVIEW BY SUPERVISORS**

• • 2005 - 4 CERTIFICATION OF CREDITABLE SERVICE HOURS

PURPOSE OF ORDER

The decentralized and diverse assignments inherent to all positions within the Operation Safe Streets (OSS) Bureau create a unique challenge in certifying creditable service hours. This directive outlines the procedures and responsibilities for logging and for verifying hours worked by employees.

SCOPE OF ORDER.

This order applies to all OSS Bureau personnel.

ORDER

All OSS Bureau staff shall sign in and out daily on the Weekly Time Card.

All team sergeants are responsible for verifying their respective team members' worked hours. Upon verification, team sergeants shall sign and forward the original time sheets to the Bureau's timekeeper. All time-off requests shall be submitted with this paperwork, unless slips are submitted in advance.

The workweek is defined as Sunday through Saturday. It is mandatory that **all time worked,** including regular hours, on-call time, and any overtime worked for the OSS Bureau, contracts, or other units, be reported on the Weekly Time Card. If overtime hours are not reported on the Weekly Timecard, an adjusted Daily Timecard must be submitted along with the Overtime Worked Report form. The regular and overtime hours recorded on the overtime slips must match those on the Weekly Time Card. When claiming travel and/or evidence pick-up time, it shall be noted in the narrative section of the overtime slip and included in the total overtime hours worked. If there are any discrepancies, the Weekly Timecard and overtime slips will be returned to the team sergeant for corrections, which may delay payment to the employee.

Weekly Timecard and overtime slips are due at OSS Bureau Headquarters on Monday by 1000 hours. Each team sergeant is responsible for ensuring that all required documents are submitted to OSS Bureau Headquarters in a timely manner.

These documents are required to prepare the Weekly Overtime Report, which is due at the Detective Division on Tuesday morning of each week.

All paperwork (Weekly Timecards, overtime slips, time-off requests, etc.) shall be completed in indelible ink: pencil is not acceptable. Absolutely no whiteout is allowed on the Weekly Time Card. If an error is made, it should be lined out with a single horizontal line and initialed. Only overtime codes of 901, 902, 903, 904, or 909 require a number in the Control Number box of the overtime slip. That control number will start with 1, 2, 3, or 4, depending on which category the employee worked. The Contract Law Enforcement Bureau requires that all mileage information be reported. Therefore, ensure that you record the County vehicle number, beginning and ending mileage, and the total number of miles driven. If you ride with another deputy or drive your own personal vehicle, please note this in the mileage section. When working overtime at other units, it is mandatory that the overtime slip include the "outside OT org #" code for that unit, written above the Control Number box, to ensure the appropriate unit is charged for the overtime.

Because payroll is now recorded in TIMEi, it is imperative that team sergeants verify, sign, and forward their respective teams' Weekly Timecards and overtime slips to the timekeeper without delay. Inaccurate input and/or delays in posting deputies' time could result in no pay for that particular pay period.

• • 2005 - 10 REPORTING GANG-RELATED CRIME

PURPOSE OF ORDER

This order is to standardize gang-related crime reporting procedures throughout Operation Safe Streets (OSS) Bureau and to provide a guide for all other reporting units to follow.

SCOPE OF ORDER

This order applies to all OSS Bureau Personnel.

ORDER

The following guidelines shall be followed when reporting gang-related crimes and gang-related murders.

GANG-RELATED CRIME

A crime should be considered gang-related when the participants, acting individually or collectively, are believed to be gang members or affiliates.

A crime should also be considered gang-related when:

- The nature of the offense and the circumstances are consistent with crimes committed by known gang members
- The participants were wearing or using common identifying signs, symbols, or colors
- It is determined to be gang-related based on the expert opinion of a gang investigator.

This determination does not require one-hundred percent certainty, only that the circumstances indicate a "**gang nexus**."

A gang-related crime should not be confused with a gang-motivated crime.

Example: *A gang member involved in an argument about their parents kills their sibling. This would be documented as a gang-related murder, although there was no "**gang-motivation**."*

MURDERS

Gang-related murders shall be determined in the same manner as other gang-related crimes. The Bureau maintains the responsibility in determining whether a murder is considered gang-related, based upon the

expertise of bureau personnel and the totality of the circumstances.

To accurately report gang crimes, stat Code 860 must be used to document gang-related incidents in LARCIS. All Bureau investigative team sergeants are responsible for ensuring the 860 stat code is added if the initial report did not accurately classify the incident as gang-related.

• • 2005 - 13 TRAINING STATUS REPORT

PURPOSE OF ORDER

This order is to establish a standardized orientation procedure for all newly assigned detectives at Operation Safe Streets (OSS) Bureau. Each new member will receive a mentoring packet that includes a training task check-off form. This packet, along with the Bureau's training program, will help new personnel develop a thorough understanding of their tasks and responsibilities as investigators while fostering effective techniques and gang expertise.

SCOPE OF ORDER

This order applies to all newly assigned deputy and detective personnel in the OSS Bureau.

ORDER

Newly assigned detectives joining a Bureau detective team will be provided with an investigator mentoring packet and assigned a mentor to guide them through all relevant subject areas.

With the assistance of their mentors, team sergeants, co workers, and the Bureau's training staff, newly assigned detectives will familiarize themselves with the methods, operation, and responsibilities associated with each topic. After discussing each topic—and is some cases, demonstrating their understanding, the detective will initial and date the corresponding section. The team sergeant may provide comments on specific topics as necessary and shall ensure that the mentoring packet is fully completed within the detective's first six months.

Additionally, the team sergeant shall ensure that each newly assigned detective authors at least six search warrants during the mentoring period. If feasible, the detective should also testify at least once in a court of law as a gang expert during this mentoring period. The team sergeant will observe the gang expert testimony, document it on the training task check-off form, and complete the Gang **Expert Testimony Evaluation Form**, which is included in the mentoring packet. The mentoring packets of the newly assigned deputies and detectives will be retained as part of their permanent training folders.

The mentoring packets of the newly assigned deputies and detectives will be made part of their permanent training folders.

• • 2005 - 17 NOTIFICATIONS AND REPORTING OF SIGNIFICANT INCIDENTS

PURPOSE OF ORDER

This order updates the policy for initiating the proper unit notifications and reporting significant incidents. Includes e-mail notifications to an area lieutenant and/or the Unit Commander.

SCOPE OF ORDER

This order applies to all Bureau personnel.

ORDER

When incidents occur beyond the normal scope of Bureau operations (as outlined below), the appropriate supervisor shall be notified within a timely manner. The supervisor shall then contact the concerned lieutenant, who will determine and recommend the necessary notifications.

Significant incidents, such as on or off-duty deputy-involved shootings, large narcotics seizures, firearm seizures, or any incident with the potential to attract media, requires

1. An Operational Log entry through the Sheriff's Information Bureau at (213) 229-2222,
2. A memorandum to Division Headquarters and
3. A copy sent to OSS Bureau Headquarters Operations Staff.

Bureau personnel are encouraged to immediately notify an area lieutenant of all noteworthy incidents.

• • 2006 - 4 TIME KEEPING PROCEDURES

PURPOSE OF ORDER

The purpose of this order is to establish a Bureau-wide policy regarding procedures for maintaining timekeeping records pursuant to a May 2006 Audit.

SCOPE OF ORDER

This order applies to all Bureau personnel.

ORDER

TIMECARD PROCEDURES

1. Employees shall always clearly and accurately complete every field on the timecard, absence request, and Overtime Worked Reports.

2. Employees shall verify their arrival and departure time from court by either by time-stamping the Court Appearance subpoena, or by having the Deputy District Attorney sign the arrival and departure times on the back of the subpoena.

3. Employees shall complete a separate absence request for each non-consecutive absence.

4. Supervisors shall review and ensure that the timekeeping documents are clearly and accurately completed in accordance with the County Fiscal Manual and the Manual of Policy and Procedures.

5. The timekeeper shall ensure that all documents are properly completed before processing them.

6. The timekeeper shall notify supervisors and request corrections for any unusual or unreported data.

   VALIDATION OF TIME DATA RECOMMENDATIONS:

   1. Employees shall use their legal name on all timekeeping documents.

   2. Employees shall ensure that variances posted on their timecards match the supporting documents.

   3. Employees shall always submit an absence request when taking time off or attach a subpoena when working overtime for a court appearance.

   4. Supervisors shall verify that the time data posted on the timecards matches the corresponding

variance documents and validate their accuracy.

5. The time accountant shall validate the accuracy and completeness of all timekeeping documents.

6. The time accountant shall notify supervisors of any discrepancies and missing documents.

TIME I RECOMMENDATIONS:

1. The time accountant shall review the data entered into TIME I to ensure its accuracy.

2. The time accountant shall correct any noted errors.

3. Supervisors shall notify the time accountant of any changes to work schedules.

4. The time accountant shall validate timecards against TIME I and update the employee's work schedule to reflect the actual hours worked and RDOs.

5. Regular shift hours *should not be adjusted* to accommodate overtime.

PROCESSING PROCEDURE RECOMMENDATIONS:

1. Supervisors shall ensure that all Overtime Worked Reports for court appearances are accompanied by a time-stamped copy of the subpoena.

2. Employees shall accurately complete the court Overtime Worked Report.

3. Supervisors shall ensure that court appearance overtime payments are made

---

• • 2010 - 1 GANG-RELATED ASSAULTS WITH FIREARMS WEEKLY REPORT

PURPOSE OF ORDER

This order establishes guidelines for the creation, retention and distribution of the weekly Assaults with Firearms Reports.

SCOPE OF ORDER

This order applies to all Bureau supervisors.

BACKGROUND

The Bureau began distributing the **Weekly Gang-Related Assaults with Firearms Reports in 2003,** to facilitate information sharing between Bureau investigators and surrounding law enforcement agencies.

The report now serves as a valuable information source for not only gang investigators but also for Unit Commanders and Department Executives to assist in deployment and resource allocation strategies.

ORDER

Each station OSS Bureau team will create, input and distribute, a Gang-Related Assaults with Firearms Report by 1000 hours each Monday for incidents occurring during the previous week. The report shall also be sent to surrounding law enforcement agencies gang investigation units.

In preparation for the weekly report, a LARCIS query shall be performed for all reports utilizing 011, 051,153, and 055 stat codes from each station. The OSS team supervisors shall determine whether the generated reports were gang-related, in accordance with Field Operations Directive 00-10, and ensure that the 860 statistical code was properly applied and entered into LARCIS.

Any gang-related assault with a firearm or murder will be entered into the OSS Assault Report Database under one of the following three categories:

1. - **Murder:** Any gang-related murder.
2. - **Assault:** Any gang-related assault with a firearm (245(a)2 P.C.).
3. - **Other:** Any other gang-related assault with a firearm or any gang -related assault upon a peace officer

At the conclusion of each weekly report, a fourth category titled, **"Analysis and Other Information" shall** be included. This section shall be used for non-gang-related incidents and a weekly analysis of gang activity and

intelligence for each station.

• • 2011 - 2 FEDERAL INVESTIGATIONS

PURPOSE OF ORDER

To establish guidelines for Operation Safe Streets Bureau (OSS) personnel participating in federal law enforcement investigations or prosecutions.

SCOPE OF ORDER

This order applies to all Bureau personnel.

ORDER

The Unit Commander shall be notified prior to any Bureau member participating in a federal law enforcement investigation or prosecution. The Unit Commander will assess and approve the requests for Bureau personnel to participate in the investigations or prosecutions.

This unit order is not meant to replace or supersede Field Operations Directive #02-01, which governs assistance to Department detective units or other law enforcement agencies during tactical or non-tactical operations.

• • 2012 - 1 ADMINISTRATIVE PAPERWORK AND NOTIFICATIONS

PURPOSE OF ORDER

The purpose of this order is to establish guidelines for reporting significant incidents, tracking them, and submitting the associated administrative paperwork.

SCOPE OF ORDER

This order applies to all Bureau supervisors.

ORDER

When a member of the Bureau is involved in an incident requiring administrative documentation, including but not limited to:

1. Traffic collisions,

2. Employee injuries,

3. Use of force or allegations of force,
4. Watch Commander Service Comment Report (WCSCR),
5. Vehicle pursuit or foot pursuit,
6. Civil claims, or lawsuits
7. Property Damage

The supervisor shall make an email notification to Bureau Operations at OSSOPS@lasd.org--without delay and no later than 24 hours after the incident. The Bureau's Operations staff will provide an internal Risk Management Bureau-generated tracking number for the incident and a due date.

Supervisors reporting an incident shall provide all pertinent information and identify all involved/witness employees.

All administrative paperwork shall be submitted promptly to the Operations staff for review and approval before being forwarded to Detective Division. Any administrative paperwork submitted after the established deadline must include a reason for the delay in the narrative or on a separate memorandum.

• • 2017 - 1 QUARTERLY FIREARMS QUALIFICATION QUALIFICATION

PURPOSE OF ORDER

The purpose of this order is to establish a policy for retaining range qualification shooting cards (irons), following the mandatory quarterly firearms qualifications.

SCOPE OF ORDER

This order applies to all sworn personnel assigned to Operation Safe Streets (OSS) Bureau who are required to complete mandatory quarterly range qualifications.

ORDER

All sworn personnel who are assigned to the Bureau shall comply with the requirements of Manual of Policy and Procedures (MPP) Section 3-01/050.65, BASIC SHOOTING REQUIREMENTS. Additionally, within seven days upon completing a quarterly qualification, Bureau personnel shall submit their email verification of the completed range qualification to their respective team supervisor (sergeant or lieutenant).

A copy of the email verification shall then be forwarded to the Bureau's training staff. Employees should also retain a copy of their own records.

Providing copies of the email verification to the Bureau's training coordinator is expected to reduce erroneous "Did Not Fire (DNF)" notifications and greatly significantly improve the Bureau's ability to reconcile the DNF list distributed by the Training Bureau.

• Chapter 2 - Equipment & Vehicles

CHAPTER 2 – EQUIPMENT / VEHICLES

2005-12 **RESCINDED**

2005-14 SUPPLIES

2006-1 BALLISTIC HELMETS

2007-2 UNIFORMS FOR OSS BUREAU

2015-3 SAFETY EQUIPMENT

2021-1 **INACTIVE**

• • 2005 - 14 SUPPLIES

PURPOSE OF ORDER

To establish guidelines for Operation Safe Streets (OSS) Bureau personnel regarding supply requests.

SCOPE OF ORDER

This order applies to all OSS Bureau personnel.

ORDER

A Department Supply Requisition is required for supply requests. The team sergeant shall submit the completed form to the team lieutenant, who will review and approve it before forwarding it to the Law Enforcement Technician (LET). The LET will notify the requesting team when the supplies are ready for pickup.

• • 2006 - 1 BALLISTIC HELMETS

PURPOSE OF ORDER

The purpose of this order is to provide specific guidelines for the Bureau's sworn personnel regarding the use of a Department-approved ballistic helmet.

The Department issues sworn personnel a "Bell" Pro level IIIA ballistic helmet, Paulson short face shield, and storage bag.

SCOPE OF ORDER.

This order applies to all sworn Bureau personnel.

ORDER

During search/arrest warrant operations:

- The ballistic helmet shall be worn by personnel serving search warrants during the entry and suspect search phases of the operations, or during any other high-risk situations, in which a violent confrontation with suspect(s) is anticipated. This requirement includes entry and containment personnel.
- Personnel are encouraged to wear the ballistic helmet during the entry phase of parole or probation compliance searches.
- The ballistic helmet, and face shield, shall be worn during all Tactical Response Force deployments.

Storage and Maintenance:

The helmet and face shield shall be stored in the provided storage bag when not in use. The face shield may be removed and stored in a separate compartment inside of the bag. Personnel should exercise caution to avoid losing the attachment screws or the synthetic grommets.

Supervisor Responsibilities:

It shall be the responsibility of the **team sergeant** to ensure personnel under their supervision comply with this order. Exceptions to this policy must be authorized by a supervisor holding the rank of lieutenant or higher.

Replacement Procedures:

- Helmets needing replacement due to due to wear or damage shall be turned into the Department's Central Supply and Logistics for replacement.
- Lost or stolen shall be properly documented in an **SH-AD-49** form and required verbal notification to the area lieutenant. A copy of all related reports shall be provided to the Bureau's training sergeant prior to the issuance of a replacement helmet.

• • 2007 - 2 UNIFORMS FOR OPERATION SAFE STREETS BUREAU

PURPOSE OF ORDER

The purpose of this order is to establish appearance and dress standards for sworn Bureau personnel.

SCOPE OF ORDER

This order applies to all sworn Bureau personnel.

ORDER

To establish a highly recognizable uniform standard specific to OSS Bureau, the only authorized uniforms for sworn personnel assigned or on-loan to this Bureau are the following:

OSS - Gang Detectives:

Bureau Detectives shall wear the Department-approved green raid jacket ("5.11" Tactical Series) embroidered on the right breast with their last name, “O.S.S.,” and the OSS Bureau crest (in descending order). The Bureau pin (w/ the Bureau's crest) may be worn on the right collar. Supervisors shall wear a black pinned-on rank identifier on the left collar. Detectives shall wear dark blue denim jeans ("Levi's", 5 series), a solid black T-shirt, and solid black boots.

If wearing business attire, the green raid jacket or suit jacket/sport coat may be worn over a shirt and tie. The raid jacket shall **not** be worn with a Class "A" or "B" uniform.

Regular body armor and a Sam Browne or Sally Browne gun belt shall be worn in the field. If a detective chooses to wear an outer green ballistic vest carrier, it shall be worn over the green raid jacket or the Class "B" uniform shirt. A tactical drop holster may be worn with an outer ballistic vest.

Gang Surveillance Unit (GSU)

GSU detectives operating in a plain clothes capacity shall wear plain clothes. GSU "take-down" deputies shall wear either a Class "A" or "B" uniform.

OSS - Scent Dog Detail Handler(s):

- Scent Dog Detail handler(s) shall wear the Class "B" uniform with 5.11 pants and solid black boots.

Parole Compliance Teams (PCT):

- See PCT Unit Order 13-02 (attached)

No change upon reorganization from Community Policing Division/COPS Bureau to Detective Division/OSS Bureau.

Tactical Operations:

During tactical operations, Bureau sworn personnel are authorized to wear either the designated green raid jacket and blue jean pants or the Class "B" uniform with 5.11 pants and black boots. All sworn personnel participating in the same search operation shall be consistent and wear the same uniform for the specific

operation and/or deployment, with the exception of Scent Dog Details deputies and PCT members assisting Bureau detectives.

During tactical operations, Bureau sworn personnel are authorized to wear either the designated green raid jacket with blue denim jeans, or the Class "B" uniform with 5.11 pants and solid black boots. All sworn personnel participating in the same search operation shall dress consistently in the same uniform for that specific operation or deployment, except for Scent Dog Detail handlers and PCT members assisting Bureau detectives.

Surveillance Operations:

During surveillance operations, personnel may wear attire appropriate for officer safety and to avoid compromising the operation.

Court Appearance:

Sworn personnel shall wear either a Class "A" uniform or appropriate business attire for court appearances and public presentations. The raid jacket shall not be worn with business attire during court appearances.

Professional Staff:

Professional staff shall always dress in professional attire, as outlined in the Manual of Policy and Procedures, section **3-01/050.80 GROOMING AND DRESS**

Tattoos and Body Art

All personnel are prohibited from exhibiting any tattoo, branding, or other form of body art visible to others.

• • 2015 - 3 SAFETY EQUIPMENT

PURPOSE OF ORDER

The purpose of this order is to provide guidance and policy regarding the responsibilities of sworn personnel assigned to the Bureau when actively contacting citizens in the field.

SCOPE OF ORDER

This order applies to all sworn Bureau personnel.

ORDER

All uniformed Bureau sworn personnel conducting field activities likely to result in citizen contact shall wear approved safety equipment and identification appropriate to their rank, classification, and/or assignment throughout their tour of duty.

Required safety equipment includes:

- Gun belt,
- Service firearm and holster,
- Ammunition case and ammunition,
- Flashlight,
- Baton and holder,
- Handcuffs and case(s)
- Keeper straps
- Key ring holder
- Oleoresin Capsicum "QC" spray canister and holder
- Radio holder

Optional equipment includes:

- Second pair of handcuffs
- Gloves
- Knife and case
- Hobble restraint
- Rainwear
- Sap

A Department-issued helmet and gas mask must be immediately available.

Protective vests shall be worn by all personnel involved in tactical entries or operations where initial resistance may require forced entry into a location. Such operations include, but are not limited to, serving arrest warrants, search warrants, probable cause entries, probation and parole compliance searches, and any other instance when personnel anticipate making an entry even if permission is denied.

• • 2015 - 3 SAFETY EQUIPMENT

PURPOSE OF ORDER

The purpose of this order is to provide guidance and policy regarding the responsibility of sworn personnel assigned to Bureau when actively contacting citizens in the field.

SCOPE OF ORDER

All sworn Bureau personnel.

ORDER

All uniformed Bureau sworn personnel who are conducting field activities likely to result in citizen contacts, shall wear approved safety equipment and identification items appropriate for their rank, classification, and/or assignment during their tour of duty.

Safety equipment shall consist of a gun belt, service firearm and holster, ammunition case and ammunition, flashlight, baton and holder, handcuffs and case(s), keeper straps, key ring holder, Oleoresin Capsicum “OC” spray canister and holder, and radio holder.

The following equipment is optional: second pair of handcuffs, gloves, knife and case, Hobble restraint, rain wear, and sap. A Department issued helmet and gas mask must be immediately available.

Protective vests shall be worn by all personnel involved in tactical entries and overcoming any initial resistance wherein a forced entry may become necessary at a location. Such occasions include but are not limited to the service of arrest warrants, search warrants, probable cause entries, probation and parole compliance searches, and anytime members intend to effect an entry should permission be denied.

• • 2021 - 1 BODY WORN CAMERAS ACTIVATION AND USE

RESCINDED.

• Chapter 3 - Operations

CHAPTER 3 - OPERATIONS

2005-3 LAW ENFORCEMENT ACTIVITY OUTSIDE OF LASO JURISDICTION

2005-6 GANG-RELATED HOMICIDES

2005-7 RESCINDED

2005-16 RESCINDED

2005-19 RESCINDED

2009-2 SEB NOTIFICATION

2009-3 DEPARTMENT OF CHILDREN SERVICES (MART)

2009-4 RESCINDED

2009-5 RESCINDED

2010-2 RESCINDED

2014-1 PRE-PLANNED PROBATION COMPLIANCE SEARCHES

2015-1 RELEASE OF IMPOUNDED VEHICLES

2015-2 **RESCINDED**

• • 2005 - 3 LAW ENFORCEMENT ACTIVITY OUTSIDE OF LASDâ€™S GEOGRAPHICAL JURISDICTION

PURPOSE OF ORDER

The purpose of this order is to establish procedures for members of **Operation Safe Streets (OSS) Bureau** when conducting necessary law enforcement activities outside the geographical jurisdiction of the Los Angeles County Sheriff's Department.

SCOPE OF ORDER

This order applies to all Bureau personnel.

ORDER

The primary mission of OSS Bureau is to enforce the law, reduce gang-related violence, and arrest criminal

street gang members for violations occurring within our assigned areas. While we are obligated to take law enforcement action when criminal activity is observed, this does **not** imply actively seeking out criminal activity outside our jurisdiction. However, this does **not** preclude personnel from entering other jurisdictions on mission-specific assignments, such as serving search warrants on identified suspects or conducting information gathering operations.

When it becomes necessary to enter another agency's jurisdiction to conduct a search operation, a Bureau lieutenant shall be present. Additionally, the agency having jurisdiction shall be notified and provided with the name, rank, and contact telephone number of the on-site supervisor.

When law enforcement activity outside of LASD jurisdiction is initiated based upon an observation, a team sergeant will respond and take appropriate action. This may include, but is not limited to the following:

- Releasing the involved individual(s)/suspect(s) with or without a citation
- Requesting that the agency with jurisdiction respond to the scene and transfer custody to that agency.
- Authorizing arrest and transportation of the suspect(s) for booking.

A lieutenant shall be present whenever sworn Bureau personnel conduct operations outside of Los Angeles County if:

- There is potential for taking law enforcement action or making an arrest.
- Operations involve more than just information-gathering through surveillance.
- Search operations are conducted ten (10) miles or more beyond the county border (except for those assessed as lower-risk operations).
- The search operation is expected to result in an evidence seizure valued at $10,000 or more.

All OSS Bureau personnel are expected to perform law enforcement activities within their assigned jurisdiction. Personnel found outside of their designated patrol area without express permission from the arrest team's supervisor, or without a clearly identified emergency, are subject to discipline.

• • 2005 - 6 GANG-RELATED HOMICIDES

PURPOSE OF ORDER

To establish guidelines for Bureau personnel when a gang-related homicide occurs.

SCOPE OF ORDER

This applies to all Bureau personnel.

ORDER

Whenever a gang-related homicide occurs, a minimum of two Bureau detectives from the local team shall respond. The Station Watch commander, or the Homicide Bureau shall be responsible for notifying the local Bureau team sergeant. Upon notification, team sergeants shall arrange for appropriate personnel to respond. Additionally, team sergeants shall ensure their respective station's Watch Commander is provided with a current local Bureau team phone roster.

This order pertains to all gang-related homicides, regardless of whether a specific gang is targeted.

• • 2009 - 2 SPECIAL ENFORCEMENT BUREAU NOTIFICATIONS

PURPOSE OF ORDER

To establish guidelines for sworn Bureau personnel regarding notifications to the Special Enforcement Bureau (SEB) during search operations involving suspects wanted for, or suspected of, shooting another person.

SCOPE OF ORDER

This order applies to all sworn Bureau personnel.

ORDER

When a suspect wanted for, or suspected of shooting another person, (in violation of California Penal Code sections 245(a)(2), 187(a) or 664/187(a)) has not been taken into custody prior to the execution of a search warrant, a Bureau sergeant shall contact an SEB lieutenant for consultation before proceeding with the I search warrant operations.

A consultation is not necessary if an OSS Gang Surveillance Team (GSU) or a Major Crimes Surveillance and Apprehension Team (SAT) apprehends the primary suspect, prior to executing the search warrant.

The purpose of the consultation is to determine whether a Special Weapons Team or a Tactical Entry Team should serve the warrant.

This order does not supersede or replace any of the mandatory notifications listed on the Search Warrant Preparation Check List.

• • 2009 - 3 DEPARTMENT OF CHILDREN & FAMILY SERVICES MULTI-AGENCY RESPONSE TEAM (MART)

PURPOSE OF ORDER

The purpose of this order is to establish guidelines for the appropriate use of Department of Children and Family Services (DCFS) Multi-Agency Response Team (MART) personnel during pre-planned search warrant operations.

SCOPE OF ORDER

This order applies to all Bureau personnel.

ORDER

The Bureau has collaborated with MART to assist Bureau personnel by responding to child endangerment or neglect incidents encountered during search warrant operations.

This order applies to all pre-planned search warrant operations and in any situation where time allows for a MART investigator to be requested before warrant service. Since the majority of search warrants issued by this Bureau involve firearms or illegal drugs, the following guidelines shall be followed to ensure the safety of minors residing with gang members:

- Advance notification to before a warrant operation is the most effective way of ensuring a rapid response. Team sergeants shall incorporate MART notification into routine pre-service administrative procedures. In cases involving fewer than three locations, MART shall be notified and placed on call or asked to respond at their discretion.

- If, upon service, minors are found in the presence of unsecured firearms, narcotics, or in any condition that poses a threat to their health and safety, a MART investigator shall be asked to respond.

- For operations involving three or more search locations, a MART investigator shall be requested and asked to stage at the command post.

Assistance to DCFS:

- Personnel may be asked to assist DCFS with evidence gathering, such as video or digital photos. Evidence to support DCFS does not fall under the chain of evidence procedures of the Sheriff's Department. Personnel may take additional video and digital photos, not for criminal prosecution, and provide it directly to DCFS workers for Dependency Court.

DCFS Services May Include:

- Taking children into protective custody,

- Formulating a "protective plan" for the family,

- Placing the child with relatives,

- Ordering adult gang members to vacate the home while keeping the family and children in place,

- Monitoring gang families and providing conditional services.

DCFS has lower thresholds for detaining children than law enforcement. Acts of endangerment that rise to the level of a crime must be documented by Bureau personnel in the appropriate first or supplemental report.

Review and Reporting Responsibilities:

- Detectives and sergeants should remain vigilant when reviewing crime reports involving gang-related violence and children.

- If a specific gang residence becomes the target of multiple acts of violence, DCFS personnel should be consulted ~~in order~~ to determine whether or not the children residing at the location are endangered.

A working agreement defining roles and responsibilities has been approved between the Department and DCFS.

• • 2014 - 1 PRE-PLANNED COMPLIANCE SEARCHES

PURPOSE OF ORDER

The purpose of this order is to clarify the responsibility of the Probation Department regarding compliance searches and supervision of Post Release Community Supervision (PRCS) (AB109 and AB117) probationers. It has also established a procedure for documenting notifications before conducting ***Pre-Planned Probation Compliance Searches.***

SCOPE OF ORDER

This order applies to all sworn Bureau personnel.

BACKGROUND

In July 2012, following an approved motion by the Los Angeles County Board of Supervisors, the Probation Department was assigned responsibility for the supervision and rehabilitative services of all adult probationers. Compliance and accountability rest with the Probation Department.

Law enforcement agencies, including the Los Angeles County Sheriff's Department, were tasked with collaborating with the Probation Department to ensure probationer compliance while maintaining public safety. As part of this collaboration, law enforcement is required to make an appropriate notification to probation personnel before conducting a ***Pre-Planned Probation Compliance Search.***

ORDER

Pre-Planned Probation Compliance Searches

Before conducting a ***Pre-Planned Probation Compliance Search,*** notification to the Probation Department is required. This requirement applies **only** to ***Pre-Planned Probation Compliance Searches.*** The notification requirement is met when contact is made with:

- A Deputy Probation Officer (DPO) familiar with the case being investigated,
- A DPO embedded with your team/station,
- The DPO of record.

The notification must be documented in the **Notifications** section of the operations plan prepared before the compliance search.

SEARCH WARRANTS

Notification to the Probation Department or any other compliance entity is **not** required serving a search warrant. Additionally, notification is not required under the following circumstances:

- An active in-progress investigation,
- Established search conditions exist.
- The compliance search is necessary to further a criminal investigation.

COMPLIANCE SEARCHES

Compliance searches remain a valuable tool in furthering criminal investigations. A simple notification to the Probation Department is sufficient to avoid any potential long-term limitations or ramifications regarding this investigative asset.

• • 2015 - 1 RELEASE OF IMPOUNDED VEHICLES

PURPOSE OF ORDER

The purpose of this order is to establish time guidelines on vehicles impounded for evidence for Bureau investigations.

SCOPE OF ORDER

This order applies to all sworn Bureau personnel.

ORDER

When assigning cases, the team sergeant shall notify the assigned detective if the case involves an impounded vehicle.

Within four business days of the vehicle being impounded, it shall be the responsibility of the detective or team sergeant to reclassify the impounded vehicle as "stored." For further information regarding the reclassification of vehicles and vehicle release administrative fees, refer to ***MPP 5-01/090.00 and 5-01/090.10.***

If, during the course of the investigation, it is necessary for the vehicle to remain "impounded" beyond four business days, the Unit Commander or their designee shall be notified regarding the circumstances.

• • 2015 - 2 PROPOSITION 47 ARRESTS

RESCINDED

• Chapter 4 - Miscellaneous

CHAPTER 4 - MISCELLANEOUS

2005-11 VICTIMS REFUSAL TO PROSECUTE

2005-18 RESCINDED

2005-20 RESCINDED

2011-1 WIRELESS COMMUNICATION DEVICES IN CORRECTIONAL FACILITY

2011-4 RESCINDED

2012-2 RESCINDED

2012-5 RESCINDED

2016-1 MOBILE FIELD INTERVIEW REPORT (M-FIR)

2025-1 WARRANT SERVICE AND ENTRY TRAINING

• • 2005 - 11 VICTIMS REFUSAL TO PROSECUTE

PURPOSE OF ORDER

The purpose of this order is to establish a Bureau-wide policy and a standard form for documenting cases in which a victim refuses to cooperate with the prosecution of a suspect.

SCOPE OF ORDER

This order applies to all Bureau detectives responsible for investigating and filing cases.

ORDER

Despite investigative efforts, victims may, on occasion, refuse to prosecute a known suspect in a criminal case. Detectives who encounter a victim who either refuses to prosecute a known suspect or refuses to identify a suspect shall complete a "Victim's Refusal to Prosecute" form.

Detectives shall provide the victim with the form. If the victim refuses to sign, the detective shall note the refusal on the signature line. A sergeant shall then co-sign the form as a witness.

In either case, detectives shall submit the cases to the local filing District Attorney or other prosecuting agency for filing consideration or obtain a "D.A. Reject" on all refusals to prosecute.

The original form shall be kept in the case file, and the detective shall retain a copy in their investigative file.

Area lieutenants will periodically audit cases in which the victim refused to prosecute to ensure compliance with this directive.

• • 2011 - 1 WIRELESS COMMUNICATIONS DEVICE INSIDE OF A CORRECTIONAL FACILITY

PURPOSE OF ORDER

To establish guidelines for all Bureau personnel regarding the use of cellular phones in a correctional facility (station jail, county jail, or court lock-up).

SCOPE OF ORDER

This order applies to all Bureau personnel.

ORDER

Possession of a wireless communication device, including but not limited to cellular telephone, voice over internet protocol (VoIP) phones, or wireless internet device, in a secured area is prohibited per Penal Code 4575 (a) PC.

Any person entering a correctional facility shall be prohibited from having any unauthorized items in their possession per *Custody Division Manual, Sections 3-01.090.00, Security of Personal Property.*

Any deviation from this unit directive shall only be permissible with the prior approval of the respective Assistant Sheriff.

• • 2016 - 1 MOBILE FIELD INTERVIEW REPORT (FIR)

PURPOSE OF ORDER

The purpose of this order is to establish de-confliction procedures and facilitate the sharing of criminal intelligence amongst units within the Department regarding the use and printing of mobile-generated Field Interview Reports (FIRs). This order also includes guidelines for sharing FIRs with outside law enforcement agencies.

SCOPE OF ORDER

This order applies to all sworn Bureau personnel.

ORDER

The advancement of the Mobile FIR allows Department members to electronically author FIRs using their Department-issued smartphones, desktops, and Mobile Digital Computer. The electronic FIR is then evaluated and approved by a supervisor or designee, before criminal intelligence entry. Only evaluated and approved FIRs will pass through the virtual gatekeeper for entry into the CalGang System.

The electronic FIR serves an official “source document", which may replace the traditional paper FIR cards and will be admissible in court.

When investigators require a source document (FIR), they shall request a printed version from the FIR's authoring station (Bureau team, station detective supervisor if no OSS team is assigned, or OSJ for all custody facilities).

Only the following personnel are authorized to print from the FIR system:

- Sergeants and lieutenants with valid FIR accounts
- Cal Gang Help Desk administrators

With approval from the FIR's authoring station supervisor, a printed FIR (source document) may be produced. Requests and approvals for printed FIRs must be submitted via email to ensure chain of custody and approval from the FIR's authoring station. This process is critical to both the de-confliction of ongoing investigations and to ensure the effective sharing of criminal intelligence amongst law enforcement agencies.

• • 2025 - 1 WARRANT SERVICE AND ENTRY TRAINING

PURPOSE OF ORDER

The purpose of this order is to establish periodic warrant service and entry training for members of Operation Safe Streets (OSS) Bureau and patrol station Special Assignment Officers (SAO) team personnel who assist

with search warrant operations.

SCOPE OF ORDER

This order applies to all Bureau personnel.

BACKGROUND

Due to the ongoing Department-wide personnel shortage, and OSS Bureau teams being understaffed, patrol station SAO team personnel are increasingly being utilized by OSS teams to augment their entry lineups during search warrant service operations.

Prior to conducting or participating in a search warrant service operation, Field Operations and Detective Bureau personnel must attend the Department's mandated **TAS I: Firearms Laser Training Update** and **TAS II: Intermediate Warrant Service Tactics Update** once every two years.

ORDER

OSS Bureau teams who rely on their respective patrol station SAO team for assistance during warrant service operations, shall jointly attend warrant service and entry training. Training can be administered by the Tactics and Survival Unit (TAS) or Special Enforcement Bureau (SEB).

All OSS and SAO team personnel attending this training will be documented on an APIS roster. OSS training unit will retain the rosters and will coordinate with OSS team sergeants to ensure all OSS and SAO team personnel stay current with this training.