

## 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
<b>2005-9</b>	<b>RESCINDED</b>
2005-10	REPORTING GANG-RELATED CRIME
2005-13	TRAINING STATUS REPORT
2005-17	NOTIFICATIONS AND REPORTING OF SIGNIFICANT INCIDENTS
<b>2006-3</b>	<b>RESCINDED</b>
2006-4	TIME KEEPING PROCEDURES
2010-1	GANG-RELATED ASSAULTS WEEKLY REPORT
2011-2	FEDERAL INVESTIGATIONS
2012-1	ADMINISTRATIVE PAPERWORK AND NOTIFICATIONS
<b>2012-3</b>	<b>RESCINDED</b>
<b>2012-4</b>	<b>RESCINDED</b>
2017-1	QUARTERLY FIREARMS QUALIFICATION AND SHOOTING CARDS

### CHAPTER 2 – EQUIPMENT / VEHICLES

2005-12	<b>RESCINDED</b>
2005-14	SUPPLIES
2006-1	BALLISTIC HELMETS
2007-2	UNIFORMS FOR OSS BUREAU
2015-3	SAFETY EQUIPMENT
2021-1	BODY WORN CAMERAS ACTIVATION AND USE

### **CHAPTER 3 – OPERATIONS**

2005-3	LAW ENFORCEMENT ACTIVITY OUTSIDE OF LASD JURISDICTION
2005-6	GANG-RELATED HOMICIDES
<b>2005-7</b>	<b>RESCINDED</b>
<b>2005-16</b>	<b>RESCINDED</b>
<b>2005-19</b>	<b>RESCINDED</b>
2009-2	SPECIAL ENFORCEMENT BUREAU NOTIFICATIONS
2009-3 (MART)	DEPARTMENT OF CHILDREN & FAMILY SERVICES MULTI-AGENCY RESPONSE TEAM
<b>2009-4</b>	<b>RESCINDED</b>
<b>2009-5</b>	<b>RESCINDED</b>
<b>2010-2</b>	<b>RESCINDED</b>
2014-1	PRE-PLANNED COMPLIANCE SEARCHES
2015-1	RELEASE OF IMPOUNDED VEHICLES
2015-2	PROPOSITION 47 ARRESTS

### **CHAPTER 4 – MISCELLANEOUS**

2005-11	VICTIMS REFUSAL TO PROSECUTE
<b>2005-18</b>	<b>RESCINDED</b>
<b>2005-20</b>	<b>RESCINDED</b>
2011-1	WIRELESS COMMUNICATIONS DEVICE INSIDE OF A CORRECTIONAL FACILITY
<b>2011-4</b>	<b>RESCINDED</b>
<b>2012-2</b>	<b>RESCINDED</b>
<b>2012-5</b>	<b>RESCINDED</b>
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
<b>2005-9</b>	<b>RESCINDED</b>
2005-10	REPORTING GANG-RELATED CRIME
2005-13	TRAINING STATUS REPORT
2005-17	NOTIFICATIONS AND REPORTING OF SIGNIFICANT INCIDENTS
<b>2006-3</b>	<b>RESCINDED</b>
2006-4	TIME KEEPING PROCEDURES
2010-1	GANG-RELATED ASSAULTS WEEKLY REPORT
2011-2	FEDERAL INVESTIGATIONS
2012-1	ADMINISTRATIVE PAPERWORK AND NOTIFICATIONS
<b>2012-3</b>	<b>RESCINDED</b>
<b>2012-4</b>	<b>RESCINDED</b>
2017-1	QUARTERLY FIREARMS QUALIFICATION AND SHOOTING CARDS

---

## • • **2005 - 0 UNIT ORDERS**

### **PURPOSE OF ORDER**

The purpose of this order is to adopt all Field Operation Directives.

### **SCOPE OF ORDER**

All 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**

The purpose of this order is to unify and clarify the procedures for managing and tracking case activities during an investigation.

### **SCOPE OF ORDER**

All 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 a chronological order and record case activity in the CLEATS Case Activity Log, which shall be attached on the inside left portion of each case file. In all cases, a 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/victim interviews, DA filings, DA rejects, etc...) and any final closure notes.

Each sergeant shall review the Case Activity Log when the case is closed, in order to ensure it is complete. Any case which extends beyond 60 days shall have a log entry into CLEATS indicating an extension by the investigator. Any case which extends beyond 90 days shall have a sergeant's signed approval on an extension supplemental report. The extension supplemental report shall document all reason(s) why the case needed to be extended and the expected date of completion.

Additionally, all cases shall be maintained in a complete file. All photographs and documentation shall have the file number attached. Photographs will 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 will give team sergeants the ability to determine if cases are correctly investigated and closed out, or made "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 subsequent investigation is not feasible, the

team sergeant shall ensure those cases are inactivated. Any case can be re-opened and/or re-assigned at any time, shall any new workable information arise.

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

Current Department policy relating to case management can be found in the "Manual of Policy and Procedures and 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 diversified assignments inherent to all positions within Operation Safe Streets (OSS) Bureau, create a unique problem with the certification of creditable service hours. This directive delineates procedures and responsibilities for logging and for verifying hours worked by employees.

### **SCOPE OF ORDER**

All OSS Bureau personnel.

### **ORDER**

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

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

The work week is Sunday through Saturday. It is mandatory that all time worked, including regular hours, on-call time, and any overtime worked for OSS Bureau, contracts, or other units, shall be reported on the Weekly Time Card. If overtime hours are not reported on the Weekly Time Card, an adjusted Daily Time Card must be submitted with the Overtime Worked Report form. The regular and overtime hours worked on the overtime slips must match 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, included in the overtime hours worked, and total number of hours worked. If there are any discrepancies, the Weekly Time Card and overtime slips will be returned to the team

sergeant for corrections, which may cause a delay in payment to the employee.

Weekly Time Card and overtime slips are due at OSS Bureau Headquarters on Monday by 1000 hours. It is the responsibility of each team sergeant to ensure that all of the required documents are received at OSS Bureau Headquarters in a timely manner. These documents are needed to prepare the Weekly Overtime Report that is due at Detective Division on Tuesday morning of each week.

All paperwork (Weekly Time Cards, overtime slips, time-off requests, etc.) shall be completed in indelible ink; pencil is not acceptable. Absolutely no whiteout is acceptable on the Weekly Time Card. If an error is made, it should be lined out (by means of a single horizontal line through it) 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 a 1, 2, 3, or 4, depending upon which the employee worked. Contract Law Enforcement Bureau requires that we report all mileage information to them; therefore, please make sure you write down 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 have the "outside OT org #" code for that unit written above the Control Number box, so that 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 Time Card 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

The purpose of this order is to standardize gang-related crime reporting procedures throughout Operation Safe Streets (OSS) Bureau and provide a guideline to follow for all other reporting units.

### SCOPE OF ORDER

All OSS Bureau Personnel.

### ORDER

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

#### GANG-RELATED CRIME

All crimes 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/using common identifying signs, symbols, or colors
- based upon the expert opinion of a gang investigator.

This determination is not an exact science and need not be one-hundred percent certain the circumstances indicate there was a “gang nexus.”

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

Example: gang member involved in argument about parents and kills his/her brother. That 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 to be considered gang-related, based upon their expertise.

In order to accurately report gang crimes, stat code 860 must be utilized and documented in LARCIS. All Bureau investigative team sergeants are responsible for ensuring the 860 stat code is added if the first report did not accurately classify the incident as gang-related.

---

## • • 2005 - 13 TRAINING STATUS REPORT

### PURPOSE OF ORDER

The purpose of this order is to establish a procedure in which all newly assigned detectives at Operation Safe Streets (OSS) Bureau receive a standardized orientation regarding the tasks and responsibilities of a Bureau investigator. Each newly assigned member will receive a mentoring packet containing a training task check-off form. This packet, coupled with our training program, will enable new personnel to understand and develop positive techniques and gang expertise.

### SCOPE OF ORDER

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

### ORDER

Newly assigned detectives to a Bureau detective team will be provided an investigator mentoring packet. They will be assigned a mentor to assist them in understanding all of the subject areas.

Newly assigned detectives with the assistance of their mentors, team sergeants, co-workers, and the

Bureau's training staff, will familiarize themselves with the methods, operation, and responsibilities of each of the topics. After discussion and in some cases demonstration, each topic will be initialed and dated by the newly assigned detective. The team sergeant may elect to comment on specific topics if he/she deems necessary. The team sergeant shall make sure the mentoring packet is completed by the end of the detective's first six months.

The team sergeant shall ensure that a newly assigned detective authors six search warrants during the mentoring period. The detective shall also testify at least once in a court of law as a gang expert during the mentoring period. The team sergeant will observe the gang expert testimony and make a note of it on the training task check-off form. The team sergeant will also fill out the Gang Expert Testimony Evaluation form, which is attached to the mentoring packet.

The detective's mentor, team sergeant, and area lieutenant will each sign the completed mentoring packet and return it to the Bureau's training office for final review and approval.

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**

To update the policy for initiating the proper unit notifications and reporting of significant incidents, which shall include e-mail notifications to an area lieutenant and/or the Unit Commander.

### **SCOPE OF ORDER**

All Bureau personnel.

### **ORDER**

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

Significant incidents, such as on or off-duty deputy-involved shootings, large quantities of narcotics, firearm seizures, or any incident which has the potential to attract the attention of the media, requires an Operational Log entry through the Sheriff's Information Bureau at (213) 229-2222, a memorandum to Division Headquarters and a copy sent to OSS Bureau Headquarters Operations Staff.

Bureau personnel are encouraged to make an immediate notification to an area lieutenant about 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 time keeping records pursuant to a May 2006 Audit.

### **SCOPE OF ORDER**

All Bureau personnel.

### **ORDER**

#### **TIME CARD PROCEDURES**

1. Employees shall always clearly and accurately complete every field of the time card, absence request and Overtime Worked Reports.
2. Employees shall verify their time of arrival and departure from courts 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 time documents are clearly and accurately completed as required by the County Fiscal Manual and the Manual of Policy and Procedures.
5. The time keeper shall ensure that all time documents are properly completed before processing them.
6. The time keeper shall advise supervisors and request corrections of any unusual or unreported data.

#### **VALIDATION OF TIME DATA RECOMMENDATIONS:**

1. Employees shall use their legal name on all time documents.
2. Employees shall ensure that variances posted on their time cards match the supporting documents.
3. Employees shall always submit an absence request whenever taking time off, or attach a subpoena whenever working overtime for a court appearance.
4. Supervisors shall match the time data posted on the time cards and the corresponding variance documents and validate their accuracy.
5. The time accountant shall validate the accuracy and completeness of all time documents.

6. The time accountant shall alert supervisors of all discrepancies and missing documents.

**TIME I RECOMMENDATIONS:**

1. The time accountant shall review the data entered into TIME I to ensure it is 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 time cards 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 with the time-stamped copy of the subpoenas.
2. Employees shall accurately complete the court Overtime Worked Report.
3. Supervisors shall ensure payment of court appearance overtime is made in accordance with Section TK-01/008.10 of the Timekeeping Manual.
4. The time accountant shall validate the Overtime Worked Report for court appearance to the subpoena and collect all overpayments.
5. Supervisors shall not allow employees on a 9/80 to alter their scheduled alternate days off or alternate short days.
6. Time account shall ensure proper compensation for all employees working the 9/80 work schedule.

**POLICY VIOLATION RECOMMENDATIONS:**

1. Employees and supervisors shall adhere to the Department policy regarding the working hours and lunch period.
2. The time accountant shall use the Violation Notice form to alert management regarding any violation of the policy.
3. Employees shall indicate all overtime worked on their time cards.
4. Supervisors shall ensure that all overtime is listed either on a time card or on an adjusted time card.
5. The time accountant shall not process overtime without a time card.

If any discrepancies are noted on the time records, employees and their supervisors will be required to respond to OSS headquarters to rectify the error.

---

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

### **PURPOSE OF ORDER**

To establish guidelines for the creation, retention and distribution of the weekly assaults with firearms reports.

### **SCOPE OF ORDER**

ALL Bureau supervisors.

### **BACKGROUND**

The Bureau began distributing the Weekly Gang-Related Assaults with Firearms Reports in 2003, to share information between Bureau investigators and surrounding law enforcement agencies. The relevance of the report now serves as an information source for not only gang investigators, but also for Unit Commanders and Department Executives to help determine 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 should 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 supervisor shall determine whether the generated reports were gang-related, pursuant to 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 in one of 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 is a fourth category titled, "Analysis and Other Information." This field shall be used for other 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 any federal law enforcement investigation or prosecution.

### **SCOPE OF ORDER**

All Bureau personnel.

### **ORDER**

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

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

---

## • • 2012 - 1 ADMINISTRATIVE PAPERWORK AND NOTIFICATIONS

### **PURPOSE OF ORDER**

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

### **SCOPE OF ORDER**

All Bureau supervisors.

### **ORDER**

When a member of the Bureau is involved in an incident that requires administrative documentation including but not limited to a traffic collision, employee injury, use of force, allegation of force, Watch Commander Service Comment Report (WCSCR), vehicle pursuit, foot pursuit, civil claim, lawsuit, or damage to property, the supervisor shall make email notification to Bureau Operations at [OSSOPS@lasd.org](mailto: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 making notifications of an incident shall provide all pertinent information regarding the incident

and identify all involved/witness employees.

All administrative paperwork shall be timely submitted to the Operations staff for review and approval prior to being sent to Detective Division. All administrative paperwork submitted after the established timelines shall 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 policy regarding the retention of range qualification shooting cards (irons), following the mandatory quarterly firearms qualifications.

### **SCOPE OF ORDER**

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 completion of a quarterly qualification, Bureau personnel shall supply their respective team supervisor (sergeant or lieutenant) with the email verification of their completed range qualification. A copy of the email verification shall then be forwarded to the Bureau's training staff. A copy should be kept by the employee for his/her own records.

It is anticipated that providing copies of the email verification to the Bureau's training coordinator, will help reduce erroneous "Did Not Fire (DNF)" notifications and greatly 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	<b>RESCINDED</b>
2005-14	SUPPLIES
2006-1	BALLISTIC HELMETS

2007-2	UNIFORMS FOR OSS BUREAU
2015-3	SAFETY EQUIPMENT
2021-1	BODY WORN CAMERAS ACTIVATION AND USE

---

## • • 2005 - 14 SUPPLIES

### **PURPOSE OF ORDER**

To provide guidelines for Operation Safe Streets (OSS) Bureau personnel regarding requests for supplies.

### **SCOPE OF ORDER**

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 forward it to the Law Enforcement Technician (LET) after approval. The LET will notify the team requesting the supplies when they 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.**

All sworn Bureau personnel.

### **ORDER**

During search/arrest warrant operations:

---

- The ballistic helmet shall be worn during the entry and suspect search phase of the operation by personnel serving search warrants or during any other high-risk situation, wherein a violent confrontation with suspect(s) can be anticipated. This 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 the helmet worn during all Tactical Response Force deployments.

The helmet and face shield shall be stored in the provided storage bag when not in use. The face shield can be removed and stored in a separate compartment inside of the bag. Personnel should be cautious not to lose the attachment screws or the synthetic grommets.

It shall be the responsibility of the team sergeant to ensure that this order is complied with by those personnel under his/her supervision. It shall be the responsibility of a supervisor of at least the rank of lieutenant to authorize an exception to this policy.

Any helmet that needs to be replaced due to wear or damage shall be turned into the Department's Central Supply and Logistics for replacement.

Any helmet that is lost or stolen shall be properly documented in a SH-AD-49 and shall require a verbal notification to the area lieutenant. A copy of all reports will 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**

All sworn Bureau personnel.

### **ORDER**

In an effort 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) with his/her respective last name, "O.S.S.", and the OSS Bureau crest embroidered (in descending order) on the right

breast. 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 blue jean pants ("Levi's", 5 series, dark blue denim pants), a solid black T-shirt, and black boots (solid black in color).

If wearing business attire, the green raid jacket or suit jacket/sport coat may be worn over the shirt and tie. The raid jacket shall not be worn with the 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) detectives who operate 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 black boots.

Parole Compliance Teams (PCT):

- See PCT Unit Order 13-02 (attached)
  - o No change upon re-org 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.

Surveillance Operations:

During surveillance operations, appropriate attire can be worn for the safety of deputy personnel and to not compromise the surveillance.

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 dress in professional attire at all times, per Manual of Policy and Procedures section **3-01/050.80 GROOMING AND DRESS STANDARDS**.



All personnel are prohibited from exhibiting any tattoo, branding, or other form of body art that may be seen by another person.

---

## • • 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

### **PURPOSE OF ORDER**

To establish guidelines for all Bureau personnel, regarding the use of Body Worn Cameras (BWC).

## **SCOPE OF ORDER**

All Bureau personnel.

## **ORDER**

Bureau personnel shall comply with Manual of Policy and Procedure Section 3-06/200.08 – Body Worn Cameras-Activation.

Bureau personnel are authorized to utilize the BWC for recording “knock and notice” announcements, per Penal Code Section 844.

Bureau personnel may utilize the BWC and paired mobile phone camera for administrative pre-search and post-search recordings of a location, and any detained occupants during a search operation.

Exceptions from activating a BWC include:

- Bureau personnel assisting an outside federal or state law enforcement agency’s operation that does not authorize BWC recordings,
- Pre-planned operations that have been authorized in the operations plan as exempt from BWC activations by the Incident Commander.

---

## **• Chapter 3 - Operations**

### **CHAPTER 3 – OPERATIONS**

2005-3      LAW ENFORCEMENT ACTIVITY OUTSIDE OF LASD JURISDICTION

2005-6      GANG-RELATED HOMICIDES

**2005-7      RESCINDED**

**2005-16      RESCINDED**

**2005-19      RESCINDED**

2009-2      SPECIAL ENFORCEMENT BUREAU NOTIFICATIONS

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

**2009-4      RESCINDED**

**2009-5      RESCINDED**

**2010-2      RESCINDED**

2014-1 PRE-PLANNED COMPLIANCE SEARCHES

2015-1 RELEASE OF IMPOUNDED VEHICLES

2015-2 PROPOSITION 47 ARRESTS

---

## • • 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 activity outside of the geographical jurisdiction of the Los Angeles County Sheriff's Department.

### **SCOPE OF ORDER**

All Bureau personnel.

### **ORDER**

Our primary mission at OSS Bureau is to enforce the law, impact gang-related violence, and arrest criminal street gang members for violations that occur within the station areas we serve. We are obligated to take law enforcement action when we observe criminal activity; however, that does not imply that we are to seek out criminal activities outside our jurisdiction. That does not preclude us from entering other areas on mission-specific assignments, e.g., search warrant searches for identified suspects, or information gathering assignments. When it becomes necessary to enter another agency's jurisdiction for a search operation, a Bureau lieutenant shall be present, the agency of jurisdiction shall be notified and provided with the name, rank, and contact telephone number of the on-site supervisor.

When law enforcement activity is conducted in another agency's jurisdiction based upon an observation, a team sergeant will respond and take the appropriate action. That may include but is not limited to the following:

- Release of the individual(s)/suspect(s) with or without a citation
- Call the agency of concern to the scene and release the individual(s) to them
- Authorize the arrest and transportation of the suspect for booking

A lieutenant shall be present any time sworn Bureau personnel are out of the County wherein the possibility exists of taking any law enforcement action, they are likely to arrest an individual(s), or conduct an operation other than just solely for the purposes of information by means of surveillance.

We expect our efforts of enforcing the law to take place within our assigned jurisdiction.

OSS Bureau personnel found outside of their designated patrol area, without the express permission of the arrest team's supervisor, or without a clearly identified emergency, are subject to discipline.

---

• • **2005 - 6 GANG-RELATED HOMICIDES**

**PURPOSE OF ORDER**

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

**SCOPE OF ORDER**

All Bureau personnel.

**ORDER**

Whenever a gang-related homicide occurs, a minimum of two Bureau detectives from the local team, shall respond. It shall be incumbent upon the station watch commander or Homicide Bureau to notify the local Bureau team sergeant. Team sergeants shall make arrangements for appropriate personnel to respond. Team sergeants shall ensure their respective station's watch commanders are provided with a current local Bureau team phone roster.

This order pertains to all gang-related homicides, whether or not it involves a targeted gang or not.

---

• • **2009 - 2 SPECIAL ENFORCEMENT BUREAU NOTIFICATIONS**

**PURPOSE OF ORDER**

To provide guidelines for sworn Bureau personnel regarding the notification of the Special Enforcement Bureau (SEB) on all search operations involving outstanding suspect(s) wanted for or suspected of shooting another person.

**SCOPE OF ORDER**

All sworn Bureau personnel.

**ORDER**

Unless a person wanted for or suspected of shooting another person, in violation of sections 245(a)(2), 187(a) or 664/187(a) of the California Penal Code, is taken into custody prior to the service of a search warrant, a Bureau sergeant shall contact an SEB lieutenant for consultation on all search warrant operations.

---

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

This order does not affect any of the mandatory notifications identified 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 adopt guidelines for the appropriate use of Department of Children and Family Services (DCFS) Multi Agency Response Team (MART) personnel during the service of pre-planned search warrant operations.

### **SCOPE OF ORDER**

All Bureau personnel.

### **ORDER**

The Bureau has entered into a collaboration with MART to provide assistance to Bureau personnel by responding to endangerment or neglect incidents encountered during search warrant services.

This order shall apply to all pre-planned search warrant operations and in any case where the luxury of time affords an opportunity to request a MART investigator prior to warrant service. Because a vast majority of search warrants written by this Bureau are drafted in pursuit of firearms or illegal drugs, the following guidelines shall be followed to ensure the safety of minors who reside with gang members:

- The notification of MART in advance of a warrant operation is the best way of ensuring a rapid response. Team sergeants shall incorporate the notification of MART into their routine pre-service administrative procedures. In all cases where less than three locations are to be searched, MART shall be notified and asked to be placed on-call or to respond at their discretion. If upon service and in all cases where minors are found in the presence of unsecured firearms, narcotics or in any condition that is a threat to their health and safety, a MART investigator shall be asked to respond.
- For operations involving three or more locations to be searched, the presence of a MART investigator shall be requested and asked to stage at the command post.
- 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 from the home while keeping the family and children in place, monitoring gang families and providing conditional services. DCFS has lower “thresholds” for detaining children. Those acts of endangerment rising to a crime must be documented by Bureau personnel in the appropriate first or supplemental report.

Detectives and sergeants reviewing reports should be vigilant in reviewing crime reports involving gang-related violence and children. Should a specific gang residence become the target of multiple acts of violence, DCFS workers should be contacted to assess whether the children residing at the location are endangered or not.

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 as it pertains to compliance searches and supervision of Post Release Community Supervision (PRCS) (AB109 and AB117) probationers. It is also intended to provide a procedure for documenting notifications prior to conducting Pre-Planned Probation Compliance Searches.

### **SCOPE OF ORDER**

All sworn Bureau personnel.

### **BACKGROUND**

In July 2012, pursuant to an approved motion by the Los Angeles County Board of Supervisors, the Probation Department was charged with the supervision and rehabilitative services for all adult probationers.

Compliance and accountability rests with the Probation Department. Law enforcement agencies, such as the Los Angeles County Sheriff's Department, were tasked with collaborating with the Probation Department to ensure the compliance of probationers and in maintaining the public's safety. In order to demonstrate collaboration, we were therefore required to make an appropriate notification to probation personnel prior to a Pre-Planned Probation Compliance Search.

### **ORDER**

Prior to conducting a Pre-Planned Compliance Search, an appropriate notification to the Probation Department is required. This notification only pertains to Pre-Planned Compliance Searches. The notification requirement is met when contact is made with a Deputy Probation Officer (DPO) familiar with the case being investigated, the DPO embedded with your team/station, or the DPO of record. The notification to a DPO shall be documented in the Notifications section of the operations plan that is prepared prior to the compliance search.

## SEARCH WARRANTS

Notification to the Probation Department or any other compliance entity is not required for the service of search warrant(s). A notification is not required during an active in progress investigation, when search conditions have been established, or the compliance search is deemed necessary to further a criminal investigation.

## COMPLIANCE SEARCHES

Compliance searches continue to be a valuable and necessary tool in furthering criminal investigations. A simple notification is all that is necessary to avoid any potential long term limitations or ramifications as it pertains to 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

All sworn Bureau personnel.

### ORDER

When assigning cases, the team sergeant shall notify the assigned detective of a case involving an impounded vehicle.

Within four business days of the vehicle being impounded, it shall be the detective's or team sergeant's responsibility to reclassify the impounded vehicle as "stored." For further 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 be remain "impounded" beyond four business days, the Unit Commander or his/her designee shall be notified regarding the circumstances.

---

## • • 2015 - 2 PROPOSITION 47 ARRESTS

### PURPOSE OF ORDER

---

The purpose of this order is to clarify the responsibility of sworn personnel assigned to the Bureau when making an arrest for criminal charges associated with Proposition 47.

### **SCOPE OF ORDER**

All sworn Bureau personnel.

### **BACKGROUND**

Proposition 47 was passed on November 4, 2014, by the voters of California. These new penalties and offenses became effective November 5, 2014. Proposition 47 has reduced specified offenses to misdemeanors, creates a new “shoplifting” crime and allows resentencing of certain convicted felons as misdemeanor offenders.

### **ORDER**

All OSS sworn personnel who arrest persons for Proposition 47 charges, whether on an open charge or a warrant, shall ensure the arrestee is booked, Livescanned, and a Criminal History check is done to determine if a previous conviction could make the current arrest a felony. Proposition 47 drug possession charges shall be assigned to Narcotics Bureau. During booking, if AJIS and/or Livescan does not accept the new arrest code information, the override function must be used. The intent of this order does not negate an OSS team sergeant’s ability to authorize a field cite and release of arrestees who will likely be problematic during the booking process.

The following offenses are changed from felony to misdemeanor arrests when a value less than \$950.00 is involved, with exception of individuals that are “Proposition 47 Ineligible.” In addition, the listed Health and Safety codes have been changed from felony to misdemeanor offenses.

Penal Codes / Statistical Codes / Charge Level:

- 459.5 / Stat Code 383 (F/M) - The **new misdemeanor crime** of “shoplifting” is defined as entering a commercial establishment, during business hours, with the intent to steal, where the value of the taken items does not exceed \$950. “Shoplifting” as defined may not be charged as a theft or a burglary.
- 473(b) / Stat Code 103 - 107 (F/M) - Forgery of checks and related instruments of not more than \$950 is now a misdemeanor.
- 476a / Stat Code 101 (F) - 102 (M) - NSF checks totaling not more than \$950 (unless 3 or more specified priors) is now a misdemeanor.
- 490.2 / Stat Code 080 - 099 (F/M) — Grand Theft (**any form**) of items valued not more than \$950 is now a misdemeanor. Stat code used depends on what is stolen and where from, not the value of the item.
- 496(a) / Stat Code 290 (F/M) - Receiving/concealing stolen property of items valued not more than \$950 is now a misdemeanor.
- 666 / Stat Code 381 - 389 (F/M) - “Wobbler” “petty theft with a prior” applies only to “Proposition 47



Ineligible” defendants with specified priors and certain elder abusers. For all other defendants petty thefts are **misdemeanors regardless of the number of prior thefts.**

**Health and Safety Codes:**

- 11350 / Stat Code 181 (F/M) - Simple possession of heroin, cocaine, and other listed controlled substances is now a misdemeanor.
  - 11357(a) / Stat Code 182 (F/M) - Simple possession of concentrated cannabis is now a misdemeanor.
  - 11377 / Stat Code 184 (F/M) - Simple possession of methamphetamine, ecstasy, GHB, and other listed substances is now a misdemeanor.
- 

• **Chapter 4 - Miscellaneous**

**CHAPTER 4 – MISCELLANEOUS**

2005-11 VICTIMS REFUSAL TO PROSECUTE

**2005-18 RESCINDED**

**2005-20 RESCINDED**

2011-1 WIRELESS COMMUNICATIONS DEVICE INSIDE OF A CORRECTIONAL FACILITY

**2011-4 RESCINDED**

**2012-2 RESCINDED**

**2012-5 RESCINDED**

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

---

• • **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 use with dispositioning cases wherein a victim refuses to cooperate with the prosecution of a suspect.

**SCOPE OF ORDER**

Bureau detectives responsible for investigating and filing cases.

### **ORDER**

Despite investigative efforts, victims on occasion will refuse to prosecute the known suspects of a criminal case. Detectives who encounter a victim who refuses to prosecute a known suspect or refuses to identify a suspect, will complete a "Victim's Refusal to Prosecute" form.

Detectives shall provide the victim the form. If the victim refuses to sign the form, the detective shall indicate so on the signature line. A sergeant will then co-sign (witness) the form with the detective.

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

The original form will be kept in the case file and the detective shall retain a copy in his/her investigative file.

Area lieutenants will periodically audit cases wherein the victim refused to prosecute in order 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**

All Bureau personnel.

### **ORDER**

Possession of a wireless communication device, including but not limited to, a cellular telephone, voice over internet protocol (VoIP) phone, 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 be 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 and sharing of criminal intelligence amongst units within the Department regarding the use and printing of mobile generated Field Interview Reports (FIRs). This will include the sharing of FIRs with outside law enforcement agencies.

**SCOPE OF ORDER**

All sworn Bureau personnel.

**ORDER**

The advancement of the Mobile FIR allows Department members to author FIRs electronically by utilizing their Department issued smart phones, Department desktops, and Mobile Digital Computer. The electronic FIR is then evaluated and approved by a supervisor or his designee, for criminal intelligence entry. Only an evaluated and approved FIR will go through the virtual gatekeeper for entry into the CalGang System. The electronic FIR will be an electronic "source document", which may replace the paper FIR cards and will be admissible in court.

When investigators require the source document (FIR), they shall request a printed version from the FIR's authoring station (Bureau team, station detective supervisor when no OSS team is assigned, or OSJ for all custody facilities). Sergeants and lieutenants with valid FIR accounts, as well as the CalGang Help Desk administrators, are the only personnel authorized to print from the FIR system.

With the approval of the FIR's authoring station supervisor, a printed FIR (source document) can be produced. The request and approval for a printed FIR should be submitted via email to ensure a chain of custody/approval from the FIR's authoring station. This is extremely important for both de-confliction of ongoing investigations, as well as it guarantees the sharing of criminal intelligence amongst law enforcement.

---