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2005-9 RESCINDED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2006-3 RESCINDED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2012-3 RESCINDED

2012-4 RESCINDED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.