

## **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RESCINDED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RESCINDED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RESCINDED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RESCINDED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

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### **• 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.

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## **• 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**
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## • **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.

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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

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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.

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## • 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.

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