Contract Law Enforcement Bureau Training Bulletins

- **Training Bulletin 1- Single Price Service Units**

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 1 January 2019

Single Price Service Units

Rates and Billing Method

Purpose

Effective July 1, 1998, the Los Angeles County Sheriff's Department implemented a new contract law enforcement pricing system commonly referred to as the "Single Price Service Unit" rate. This pricing system replaced the old method where the price rate depended on the duties performed. The Single Price Service Unit simplifies the billing process and allows the Unit Commander and Contract City more flexibility to ensure officer and public safety.

The Department's Contract Law Enforcement Program began in 1954 with a simple arrangement for payment, wherein cities merely traded their annual fines and forfeitures for general law and traffic services.

In the late 1960's, the Board of Supervisors developed a more comprehensive cost accounting method for recovery of the contract city service charges. However, in the years that followed, the current system of cost accounting was developed, known as the Contract Law Enforcement Cost Model.

Unfortunately, much of the flexibility in the deployment of services was lost due to the various service categories, variable prices and required billing changes. For example, general law cars were more expensive than traffic enforcement cars, which were more expensive than special assignment deputies. This system restricted the station commanders and city staff to redirect law enforcement services without impacting the cost to the concerned city.

The "Single Price Rate and Billing Method" utilizes the "average" cost of a deputy sheriff, no matter the function performed. This eliminated the financial impact and the need for billing memo changes whenever a deputy sheriff's functions changed.

The fiscal impact to both the Department and the contract cities is negligible.

- **Training Bulletin 2- Service Level Authorization Form SH-AD 575**

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 2 June 2019

Service Level Authorization Form SH-AD 575

Annual Contract Service Levels

The Service Level Authorization Form SH-AD 575 is part of the Department's Municipal Law Enforcement contract which documents the cost and amount of service minutes purchased. The 575 also gives the Department the cost of the monthly invoice to be charged to each contract.

The 575 is a Microsoft Excel Spreadsheet which calculates the costs for service and the annual service minutes required.

Contract Law Enforcement Bureau, will prepare a new 575 for each contract in May documenting service levels for the approaching fiscal year (July 1st). These 575s are delivered to Station Commanders for delivery to Contract Cities.

By July 1st, the city-signed form shall be returned to Contract Law Enforcement Bureau (CLEB) along with a request (In a letter or email from an authorized City Official) from the concerned city indicating their desired service levels for the coming fiscal year. This procedure shall be completed for each contract city at the start of every fiscal year, even if there is no change in the city's service level from the preceding fiscal year.

Each time a city desires to adjust contracted service levels after the start of the fiscal year, a new 575 shall be completed and returned to CLEB. The new 575 must be accompanied by a statement from the city (In a letter or email from an authorized City Official) indicating the services they wish to add or delete and the date the change is to take effect. This is required before any changes in authorized staffing or billing can be accomplished.

CLEB will complete a Billing Change Memo to send to Fiscal Administration and follow up with Personnel Administration as necessary. A copy of all SH-AD 575s received at Contract Law Enforcement Bureau shall be forwarded to the concerned Division Chief.

Deputy Staffing Survey

The staffing and deployment of personnel (page 2 of SH-AD 575), should be reviewed by Station Commanders and Service Area Managers each July, January, and after any changes in service levels. Any changes in deployment of staff should be reported to CLEB contract managers. This will be used for departmental service audit purposes and to provide management information related to the Contract Law Enforcement Program. If there is no change in service levels, correspondence from the city is not necessary.

Reference(s)

Manual of Policy and Procedures Section 3-09/280.00

CLEB Training Bulletin 1 - “Single Price Service Unit”

• Training Bulletin 3- Cost Elements for Contract Cities

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 3 January 2019

Cost Elements

For Contract Cities

Purpose
The annual Deputy Sheriff Service Unit rate is determined from the annual expenses and credits supplied by the Los Angeles County Auditor-Controller in the annual Law Enforcement Cost Study. The cost elements

represent major categories and primary elements, yet it is not intended to be all inclusive of every identifiable sub-component. While actual costs will change annually, the categories and elements remain constant.

Cost Elements
A cost determination study is conducted annually pursuant to Board of Supervisors Policy and the requirements of Section 51350, California Government Code. The costs for these categories and generalized elements are determined by the County Auditor-Controller. By law the County is required to recover all authorized costs associated with providing contract services.

The cost includes the proportionate expense of station, department, and county resources. The cost of a Deputy Sheriff Service Unit includes the deputy's salary and benefits as well as the appropriate percentage of the salary and benefits of the support staff. Additionally, the cost includes the proportionate expense of services and supplies, along with other related expenses.

Deputy Sheriff Service Unit rate is determined from cost of the following categories:

- Salaries
- Employee Benefits
- Overtime
- Services and Supplies
- Patrol Overhead
- Departmental Overhead
- County Overhead

These categories include the appropriate cost of each of the following elements:

I. **Salaries**

- Deputy Sheriff, contracted item
- Deputy Sheriff, relief personnel
- Overhead positions (supervisors and other support items)

II. **Employee Benefits**

- Retirement
- Insurance
    - Unemployment
    - Retiree healthcare
    - Long-term disability
    - Life
    - Worker's compensation
    - OASDI (Old Age, Survivors, and Disability Insurance)
- Healthcare
    - Medical

- Dental
- Medicare

- Uniform Allowance
- Peace Officer Relief Fund
- Bonuses
  - Field Training Officer
  - Bilingual
  - Shooting
- Savings Plans
- Dependent Care Spending Account

III. **Overtime (non-reimbursable) - late arrest, report writing, court, emergency shift holdover, IOD**

- Sworn
- Professional Staff

IV. **Service and Supplies**

- Vehicle
  - Emergency equipment
  - Replacement costs
  - Service, parts, and fuel
  - Towing and storage
- Miscellaneous
  - Ammunition, tear gas, and flares
  - Cleaning supplies
  - Computer equipment
  - Conferences and training
  - Office supplies
  - Rents and leases
  - Small tools and instruments
  - Telephone
  - Trash disposal
  - Utilities

V. **Patrol Overhead**

- Captain
- Lieutenants
  - Operations
  - Watch Commanders

- Detective
- Sergeants
  - Operations
  - Watch/Field Sergeants
  - Detectives/Investigators
- Bonus Deputy Sheriffs
  - Watch deputies
  - Detectives
  - Traffic investigators
- Professional staff
  - Dispatchers
  - Jailers
  - Clerical

VI. **Department Overheads (internal support)**

- Administration Services
- Advanced Training
- Contract Law Enforcement
- Data Systems
- Facilities
- Field Operations Support
- Fleet Management
- Internal Affairs
- Internal Criminal Investigations
- Personnel
- Psychological Services
- Risk Management
- Traffic Services

VII. **County Overheads (county support departments outside the Department)**

- Accounting
- Auditing
- Chief Administrative Office
- Countywide support functions
- Payroll
- Personnel
- Purchasing Coordination
- Retirement Fund Administration

- **Training Bulletin 4- Use of Overtime Control Numbers**

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 4 January 2019

Use of Overtime Control Numbers

Guidelines for Contract Cities and Unincorporated Areas

Purpose

This bulletin provides guidelines to properly use overtime required to fill contract vacancies, impairments, workload functions, and special events. These guidelines will also provide staffing strategy to fulfill contract compliance for sworn line personnel. These guidelines are vital to ensure the Department charges and obtains the proper fees to account for any overhead costs associated with the overtime.

Contract Vacancies

Contract vacancies are contracted items the Department cannot assign deputies to due to staffing shortages. Therefore, it is incumbent on the Department to provide adequate amount of overtime for all contract vacancies to ensure our contractual obligations are met.

Contract Impairments

Contract impairments refer to personnel, assigned to a contracted item, who are unable to work due to long-term IOD. Depending on the station's compliance levels, Contract Law Enforcement Bureau may provide contract impairment overtime behind the contracted item. However, if this service can be fulfilled by another person, then the relief personnel should be utilized. If the impaired position cannot be fulfilled with overtime or by other personnel,

then a Billing Suspension should be submitted to Contract Law Enforcement Bureau (CLEB).

Workload Overtime

Workload overtime will occur due to late arrests, report writing, booking of evidence, court appearances, etc. The cost of workload overtime is one of the cost components of a deputy sheriff service unit. Although, the overtime is paid for by the client as part of the rates, it is imperative workload overtime is justified and monitored by the Watch Sergeant and Watch Commander on a case by case situation.

Special Events

Special Event overtime is intended for use with events which meet one or more of the following criteria: one-time unique events, events which occur at irregular intervals, or events that occur at regular intervals, but are beyond the scope of services normally provided under the existing contracted service level for patrol

Other Overtime

On occasion the Department may have the need to loan personnel to other units. It is vital a funding source is identified to ensure there is backfill overtime behind any department personnel loans. This will help ensure contract compliance needs are met. Overtime will not be provided by CLEB for vacancies created by loans to other units.

Overtime Allotments

Contract *Vacancy* and *Impairment* overtime allotments are determined by Administrative Services Division, with a recommendation from CLEB. CLEB recommends overtime allotments based upon station vacancies and impairments indicated in station baselines and year-to-date contract compliance. CLEB will provide an annual Overtime Control Number(s) (OCN) to each station each Fiscal Year to track overtime.

Workload overtime is approved and monitored by the Station Watch Commander on a case by case basis. The Watch Commander should be able to approve workload overtime in order to ensure the department meets all legal requirements and department policies. Although workload overtime is not considered “reimbursed overtime” the overtime rates do include cost recovery from the prior fiscal year. Any over- or underspending will be recaptured or adjusted in the overtime rates the following fiscal year. Allocated Contract Vacancy and Impairment overtime shall not be used for Workload overtime.

Special Event overtime is overseen by CLEB’s Private Entity Desk. Each entity must have a contract and an overtime control number prior to hiring personnel to work the event.

Other overtime is overseen by the Assistant Sheriff's Office or Administrative Services Division. However, unless ordered, the Patrol Division Chiefs, Personnel Commanders, and/or Unit Commanders, should not loan personnel from their contractual duties, unless a backfill funding source has been identified.

Unexpected Variances

During any given day, there may be a sick call-in or other personnel variance(s), which may cause a shift to be short of personnel to provide minimum staffing levels. The Watch
Commander should hire or draft personnel to ensure each shift meets contract, officer safety, and/or public safety needs.

Overtime Budget & Reports

Administrative Services Division and Contract Law Enforcement Bureau track different overtime budgets. CLEB compiles and disseminates a monthly report to the Assistant Sheriff, Administrative Services Division, and each effected Division.

Reference(s)

CLEB Training Bulletin 2 - Contract City Law Enforcement Services Service Level Authorization form, SH-AD 575.

Manual of Policy and Procedures, Section 3-09/280.00, "Service to Contract Cities - Level Change"

Manual of Policy and Procedures, Section 3-09/280.05, "Duties of Station Commanders."

Field Operations Directive 86-47, "Contract City Special Event Overtime Administration."

• Training Bulletin 6- Identification Cards & Biographical Information for City Officials

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 6 January 2019

Identification Cards & Biographical Information for City Officials

Guidelines for Eligibility, Ordering, and Control

Purpose

The purpose of this bulletin is to provide guidelines for ordering identification cards for contract city officials.

Introduction

Contract Law Enforcement Bureau is responsible for the issuance and tracking of identification cards for contract cities. Identification cards provide a means for identifying city officials during emergencies or disasters within their respective jurisdictions. The identification cards do not bestow any peace officer powers to the holder.

Procedures

The Station's Unit Commanders serve as the immediate liaison to their contract city officials for the issuance of identification cards.

Prior to submitting the request to Contract Law Enforcement Bureau, the Station Commander should ensure that the official's biographical information from has been completed.

Should a city official decline to complete the biographical information sheet, an identification card will not be issued.

Biographical Information

The purpose of the biographical information is to provide the Sheriff with the city official's contact information, should the Sheriff wish to disseminate correspondence or contact the city official directly.

The biographical information form should be completed by city councilmembers when first elected or appointed and updated when re-elected. City managers should complete the biographical information form upon appointment and have it updated every four years. City officials have the option to decline completing the biographical information form. Patrol Station staff should notify Contract Law Enforcement Bureau when a city official declines to provide the information.

Identification Card

Upon receiving a written request from a city manager, Station Commanders should comply with the request by submitting an order form and a copy of the city's request to Contract Law Enforcement Bureau.

Along with submitting the identification card order form and biographical information sheet, a digital color photograph of the official shall be included.

Once the identification card order form, biographical information sheet, and digital color photograph are submitted, Contract Law Enforcement Bureau personnel will create an identification card and forward it to the Station's Unit Commander to deliver to the city official.

When a city official leaves office, the Station's Commander shall request that the identification card be returned and once received, shall forward it to Contract Law Enforcement Bureau for disposal. The identification card is the property of the Sheriff's Department and shall be surrendered upon demand.

In addition to coordinating the ordering and the issuance of identification cards, Contract Law Enforcement Bureau maintains a *tracking program* which accounts for all city official identifications cards.

All requests for identification cards will be coordinated through the concerned Station Commanders. Contract Law Enforcement Bureau will not accept orders directly from city managers.

If you have any questions concerning this bulletin, please contact Contract Law Enforcement Bureau personnel at (213) 229-1647.

Reference(s)

Field Operations Directive 86-43, revised 04/2016

City Official Biographical Form

City Official Identification Card Order Form

City Official ID Example:



- **Training Bulletin 7- Contract City Initial Contract and Incorporation Dates**

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 7 January 2019

Contract City Initial Contract and Incorporation Dates

Purpose

The purpose of this bulletin is to provide information regarding the dates of city incorporation and initial law enforcement service contracts.

Introduction

The Los Angeles County Sheriff's Department leads the nation in providing intergovernmental services on a contractual basis. The use of intergovernmental contracts in Los Angeles County dates back to 1954 when the City of Lakewood and the Sheriff's Department entered into the very first agreement for one government entity to provide services to another independent governmental entity.

Over the years, contract services have been so successful that forty-two of the County's eight-eight cities

contract for municipal law enforcement services with the Sheriff's Department.

Contract Law Enforcement Bureau periodically receives calls inquiring when a contract city first contracted, or the city's date of incorporation. These charts list the Departments contract cities by order of initial contract date, in alphabetical order, and by order of incorporation.

Contract Cities - in order of initial contract

ORDER OF CONTRACT	CITY	DATE OF CONTRACT	INCORPORATION DATE
1	Lakewood	April 16, 1954	April 16, 1954
2	Cerritos	April 24, 1956	April 24, 1956
3	La Puente	August 1, 1956	August 1, 1956
4	Rolling Hills	January 24, 1957	January 24, 1957
5	Paramount	January 30, 1957	January 30, 1957
6	Industry	June 18, 1957	June 18, 1957
7	Bradbury	July 26, 1957	July 26, 1957
8	Duarte	August 22, 1957	August 22, 1957
9	Norwalk	August 26, 1957	August 26, 1957
10	Bellflower	September 3, 1957	September 3, 1957
11	Rolling Hills Estates	September 18, 1957	September 18, 1957
12	Pico Rivera	January 29, 1958	January 29, 1958

13	South El Monte	July 30, 1958	July 30, 1958
14	Walnut	January 19, 1959	January 19, 1959
15	Artesia	May 29, 1959	May 29, 1959
16	Rosemead	August 4, 1959	August 4, 1959
17	Lawndale	December 28, 1959	December 28, 1959
18	Commerce	January 28, 1960	January 28, 1960
19	La Mirada	March 23, 1960	March 23, 1960
20	Temple City	May 25, 1960	May 25, 1960
21	San Dimas	August 4, 1960	August 4, 1960
22	Hidden Hills	October 19, 1961	October 19, 1961
23	Avalon	July 1, 1962 (Prior to July 1, 1962 the city had its own police department.)	June 26, 1913
24	Palmdale	August 24, 1962	August 24, 1962
25	Lomita	June 30, 1964	June 30, 1964
26	Carson	February 20, 1968	February 20, 1968
27	Rancho Palos Verdes	September 7, 1973	September 7, 1973
28	La Canada Flintridge	December 8, 1976	December 8, 1976
29	Lynwood	May 1, 1977 (Prior to May 1, 1977 the city had its own police department.)	July 16, 1921
30	Lancaster	November 22, 1977	November 22, 1977
31	La Habra Heights	December 4, 1978	December 4, 1978

32	Westlake Village	December 11, 1981	December 11, 1981
33	Agoura Hills	December 8, 1982	December 8, 1982
34	West Hollywood	November 29, 1984	November 29, 1984
35	Santa Clarita	December 15, 1987	December 15, 1987
36	Diamond Bar	April 18, 1989	April 18, 1989
37	Malibu	March 28, 1991	March 28, 1991
38	Calabasas	April 5, 1991	April 5, 1991
39	Hawaiian Gardens	November 1, 1997 (Hawaiian Gardens first contracted with LASD upon incorporation on April 14, 1964, continuing through February 1995 when the city created its own police department. The city later disbanded their police department and again contracted with LASD on November 1, 1997.)	April 14, 1964
40	Compton	September 17, 2000 (Prior to this time, Compton had maintained its own Police Department since incorporation)	May 11, 1888
41	Maywood	July 6, 2010 (Prior to this time, Maywood maintained its own Police Department)	November 10, 1960
42	Cudahy	July 6, 2010 (Prior to this time, Cudahy contracted its policing services through the City of Maywood)	September 22, 1924

Contract Cities - in alphabetical order

ORDER OF CONTRACT	CITY	DATE OF CONTRACT	INCORPORATION DATE
33	Agoura Hills	December 8, 1982	December 8, 1982
15	Artesia	May 29, 1959	May 29, 1959
23	Avalon	July 1, 1962 (Prior to July 1, 1962 the city had its own police department.)	June 26, 1913
10	Bellflower	September 3, 1957	September 3, 1957
7	Bradbury	July 26, 1957	July 26, 1957
38	Calabasas	April 5, 1991	April 5, 1991
26	Carson	February 20, 1968	February 20, 1968
2	Cerritos	April 24, 1956	April 24, 1956
18	Commerce	January 28, 1960	January 28, 1960
40	Compton	September 17, 2000 (Prior to this time, Compton had maintained its own Police Department since incorporation)	May 11, 1888
42	Cudahy	July 6, 2010 (Prior to this time, Cudahy contracted its policing services through the City of Maywood)	September 22, 1924
36	Diamond Bar	April 18, 1989	April 18, 1989
8	Duarte	August 22, 1957	August 22, 1957

39	Hawaiian Gardens	November 1, 1997 (Hawaiian Gardens first contracted with LASD upon incorporation on April 14, 1964, continuing through February 1995 when the city created its own police department. The city later disbanded their police department and again contracted with LASD on November 1, 1997.)	April 14, 1964
22	Hidden Hills	October 19, 1961	October 19, 1961
6	Industry	June 18, 1957	June 18, 1957
3	La Puente	August 1, 1956	August 1, 1956
31	La Habra Heights	December 4, 1978	December 4, 1978
19	La Mirada	March 23, 1960	March 23, 1960
28	La Canada Flintridge	December 8, 1976	December 8, 1976
1	Lakewood	April 16, 1954	April 16, 1954
30	Lancaster	November 22, 1977	November 22, 1977
17	Lawndale	December 28, 1959	December 28, 1959
25	Lomita	June 30, 1964	June 30, 1964
29	Lynwood	May 1, 1977 (Prior to May 1, 1977 the city had its own police department.)	July 16, 1921
37	Malibu	March 28, 1991	March 28, 1991
41	Maywood	July 6, 2010 (Prior to this time, Maywood maintained its own Police Department)	November 10, 1960
9	Norwalk	August 26, 1957	August 26, 1957

24	Palmdale	August 24, 1962	August 24, 1962
5	Paramount	January 30, 1957	January 30, 1957
12	Pico Rivera	January 29, 1958	January 29, 1958
27	Rancho Palos Verdes	September 7, 1973	September 7, 1973
4	Rolling Hills	January 24, 1957	January 24, 1957
11	Rolling Hills Estates	September 18, 1957	September 18, 1957
16	Rosemead	August 4, 1959	August 4, 1959
21	San Dimas	August 4, 1960	August 4, 1960
35	Santa Clarita	December 15, 1987	December 15, 1987
13	South El Monte	July 30, 1958	July 30, 1958
20	Temple City	May 25, 1960	May 25, 1960
14	Walnut	January 19, 1959	January 19, 1959
34	West Hollywood	November 29, 1984	November 29, 1984
32	Westlake Village	December 11, 1981	December 11, 1981

Contract Cities - in order of incorporation

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27	Rancho Palos Verdes	September 7, 1973	September 7, 1973
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34	West Hollywood	November 29, 1984	November 29, 1984
35	Santa Clarita	December 15, 1987	December 15, 1987
36	Diamond Bar	April 18, 1989	April 18, 1989
37	Malibu	March 28, 1991	March 28, 1991
38	Calabasas	April 5, 1991	April 5, 1991

• Training Bulletin 9- Contract City Events

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 9 January 2019

Contract City Events

Attendance and Funding

Purpose

The purpose of this bulletin is to provide information regarding the various contract city events in which the Sheriff's Department participates as well as the funding sources for the events.

City Organizations and Activities

The contract cities we serve may belong to several organizations. These organizations exist to benefit the interests of the cities, through promoting special interest legislation, protection of local revenue, and various local rule issues.

California Contract Cities Association

The most notable organization and the organization the Department is most active with is the California Contract Cities Association (CCCA). The CCCA is comprised of member cities that contract for major municipal services, such as police services, fire services, animal control, public works, and/or building and safety. Though a statewide organization, the vast majority of its members contract with the Department. Almost all of our contract cities are members of the CCCA.

The CCCA hosts regular "Board of Directors" dinner meetings, generally on the 3rd Wednesday of each month (excluding January and July when no meetings are held). Station Captains and Patrol Division executives are encouraged to
attend with their cities. There is normally a modest cost for dinner. This cost is a direct expense to the attendee, unless paid for by their contract city.

In January of each year, the CCCA hosts a Legislative Trip to Sacramento. The purpose of this event is to allow the various CCCA committee members to meet with state legislators regarding contract city issues and legislation.

The Captain of Contract Law Enforcement and/or their designee attends this annual event to represent the Department. Other department executives and/or station captains are not required to attend this event unless a special interest or need arise.

Bi-annually the CCCA sponsors a seminar which spans 2-3 days. The annual "Municipal Seminar" (usually held in the Palm Springs/Indian Wells area) is held each May. Due to the large attendance and scope of this conference, station commanders and Department executives are *strongly* encouraged to attend this event with their respective cities. The annual "Fall Seminar" is generally held each September. While station commanders and executives are encouraged to attend, this is generally a smaller conference.

The annual Contract Cities Barbecue is held on the third Wednesday of August. Although it is a CCCA event, the department "hosts" the event. Contract Law Enforcement Bureau is responsible for the planning and coordination. This is a contracted event which also relies on an admission fee to offset the cost of the beverages and other miscellaneous expenses not allowed to be procured. The admission fee is a direct expense to the attendee unless paid for by the contract city. All Patrol Station Executives and Station Captains are encouraged to attend this event, as it reflects our enthusiastic support for our contract cities.

Independent Cities Association

The Independent Cities Association (ICA) consists of "full service" or "independent" cities. These words are misnomers as the contract cities provide full and complete municipal services as well through the use of contracting. The member cities generally maintain their own police departments, although a few of our contract cities belong to the ICA.

The ICA meets monthly and have bi-annual seminars (generally in February and July). Station Captains should only consider attendance to any of these events if their contract city is an active participant in the ICA. The Captain and/or their designee of Contract Law Enforcement Bureau attends these Conferences as

representatives of the Sheriff's Department.

League of California Cities

The League of California Cities is an association of city officials in California who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities. All of California's cities are members of the League, including our own contract cities. Station captains should check with their city manager regarding the necessity to attend League functions with their city.

Contract City Manager's Educational Seminar

The annual Contract City Manager's Educational Seminar is held annually at either the end of February or beginning of March. The seminar is a Department event which is fully planned and organized by the Contract Law Enforcement Bureau. Attendance by Department members is generally restricted to Department executives, Patrol Division Chief, Commanders and Captains. City staff attendance is open to city managers and appropriate city staff identified by the city manager (i.e. Assistant City Manager, Public Safety Director). Funding for all participants is provided by Contract Law Enforcement Bureau. No travel/training requests are necessary and no unit funds are required.

Funding for Attendance

CCCA Conferences

Funding to attend the CCCA's annual Municipal Seminar was discussed by the Budget Authority on March 24, 1999. During that meeting, the Budget Authority approved the motion that *"...the Department has an obligation to pay for attendance at the contract cities seminar by chiefs, commanders, captains, and certain selected items that are impacted, through divisional budget allocations or when funding is not available, through funds identified by the Budget Authority."*

Generally, our contract cities pay the cost of attendance for their station captain and very often, certain special assignment personnel (i.e. service area managers). Additionally, some of our cities pay the cost for attendance for their Patrol Division Chiefs and Commanders though this is not always the case. If an attendee is not sponsored by a contract city, the cost for attendance should be paid by the individual station. If the station is unable to fund attendance the Unit Commander should seek funds from their respective Patrol Division. If the Division is unable to fund the event, a funding request should be presented to the Budget Authority to identify potential funding.

Schedule of Events

The following list is a general schedule of events affecting our contract cities (though dates may change):

- January
  - CCCA Sacramento Legislative Tour (2 days)
  - LASD City Manager Conference (2 days)
- February
  - ICA annual Winter Seminar (2 days)
- May
  - CCCA annual Municipal Conference (3 days)
- July
  - ICA annual Summer Conference (3 days)
- August
  - CCCA contract cities “Barbecue” (Hosted by LASD)
- September
  - CCCA annual Fall Seminar (2 days)
- Monthly Events
  - CCCA Board of Director’s Meeting, 3rd Wednesdays (excluding January and July)

Please contact Contract Law Enforcement Bureau at (213) 229-1647 if you have any questions about contract city events, attendance, or funding.

• Training Bulletin 10- Service Compliance Tracking

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 10 January 2019

Service Compliance Tracking

Classification of Personnel for the Mobile Digital Computer and Computer-Aided Dispatch System & Basic Tracking Guidelines

(Training Bulletins 5 and 8 have been rescinded. Pertinent information contained in these rescinded Training Bulletins has been reformatted in this Training Bulletin #10.)

At the direction of the Los Angeles County Board of Supervisors, our Department provides the Board a monthly statistical report for each Sheriff's station's unincorporated areas and contract cities. This report, known as "Electronic Patrol Area Statistical Summary," or eP.A.S.S., provides information such as service level compliance, crime statistics, number of arrests, and calls for service.

This Board-mandated report necessitates that concerned station personnel, including but not limited to patrol and dedicated contract items, diligently log onto a Mobile Digital Computer or a Computer-Aided Dispatch terminal so that the services provided are accurately tracked via the automated Monthly Services Compliance Report.

Appropriate alpha codes were created to include all personnel who use the MDC when in service but whose services are not tracked for compliance (example: non-contracted Station detectives, SEB/GET, OSS/CST/CMB/Custody/HQ Detectives, Community Services Assistants).

Call signs were also created for station contracted support personnel (e.g., professional staff, Community Services Assistants and Security Officers) to use when logging onto a CAD terminal.

These call signs have a station numeric identifier, followed by the "Q" designator (example: a City of Norwalk contracted Station Clerk would log on using one of the call signs from 40Q1 through 40Q4).

(RAPS_500A). Note: Field Operations Directive 00-04 also requires that "all individual field units performing regular field law enforcement duties shall create a Deputy Daily Worksheet through the Mobile Digital Computer and Computer-Aided Dispatch Systems for purposes of logging public contacts."

Modifications to the "Personnel Classification Codes" used in the MDC log-on process are already in place to ensure the accuracy and reliability of reported statistical data.

Effective EM Shift on Tuesday, July 1, 2003, all Department personnel who log onto an MDC when in service, and personnel whose service minutes are tracked for compliance (i.e., patrol deputies, dedicated county, and contracted positions), are required to use the "Alpha MDC Personnel Classification Codes" - Attachment A.

Please refer to the following attachments for additional information pertaining to the use of the new "Alpha MDC Personnel Classification Codes" and basic tracking guidelines:

Attachment A: Alpha MDC Personnel Classification Codes

Attachment B: Instructions to Deputy Personnel for Using the Alpha Personnel Classification Codes.

Attachment C: Instructions to Station & Bureau Staff

Attachment D: Example of Monthly Services Compliance Report (RAPS_500A)

Attachment E: Example of the Purchased Minutes Report (RAPS_500B)

Attachment F: Guidelines for Tracking Contract Cities and Unincorporated Areas' Service Minutes

Attachment G: Lessons Learned

References

- Field Operations Directive 00-11: Sworn Ride Along Program
- Field Operations Directive 00-04: Deputy's Daily Worksheet and Logging Public Contacts
- Field Operations Directive 07-004: Patrol Trainee Minutes Compliance in Contract Cities

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• Training Bulletin 11- ePASS Report

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 11 March 2019

Guidelines for Completion of the Electronic Patrol Area Statistical Summary (eP.A.S.S.) Reports

Purpose

The purpose of this bulletin is to provide

information regarding the accurate completion and timely submission of the electronic Patrol Area Statistical Summary (ePASS) report. This training bulletin supersedes any previously disseminated information.

Responsibilities

- Each Station Commander is responsible for the accurate recording of required data for his/her station

on the monthly ePASS report.

- Each month's original ePASS report shall be reviewed by the Station Commander prior to submission to Contract Law Enforcement Bureau.
- The preceding month's ePASS report must be sent to Contract Law Enforcement Bureau (submit button on ePASS) no later than the due dates listed in the matrix in the right column of this page.

Procedures

- After reviewing the ePASS reports for errors, Contract Law Enforcement Bureau will forward the reports to the concerned Patrol Division Chiefs for review prior to forwarding the reports to Administrative Services Division and the Board of Supervisors.
- Please refer to the "Instructions for Completion of the ePASS (Electronic Patrol Area Statistical Summary) Report" attached to this training bulletin for step-by-step instructions.

Additional Resources

- Field Operations Support Services—Field Operations Directive: 06-04—Equitable Distribution of Patrol Deputy Resources
- Contract Law Enforcement Bureau—Training Bulletin #10—Service Compliance Tracking

Reported PASS Month	Deadline Date For Submission
January	March 1
February	April 1
March	May 1
April	June 1
May	July 1
June	August 1
July	September 1
August	October 1
September	November 1

October	December 1
November	January 1
December	February 1

• • eP.A.S.S. Report Instructions

INSTRUCTIONS FOR COMPLETION OF THE

P.A.S.S. (PATROL AREA STATISTICAL SUMMARY) REPORT

ATTACHMENT TO CLEB TRAINING BULLETIN NUMBER 11

(Rev. February 23, 2018)

The following document shall be used when completing the **P.A.S.S**. (Patrol Area Statistical Summary) Report. In order to compile the monthly report, you will need access to **RAPS II** and **LARCIS**.

To request **RAPS II** access, your Unit Commander must access the Department's Intranet at http://intranet/Intranet/Sites/DSB/TechInfo/Raps/Forms/RAPS_Acct_Request_Form.htm . The RAPS Coordinators will verify that the request actually came from your Unit Commander's User ID account.

To request **LARCIS** access, you will need to attend a LARCIS Training Course. You can request the training through the LARCIS Training Coordinator email group at LARCIS_trng_coordinator@lasd.org .

The following is a categorical set of instructions for each section of the PASS Report:

SERVICE LEVELS: (RAPS_500A Report)

After logging onto to RAPS II, click on "PSTS Inquiry" (Patrol Service Tracking System) from the tool bar located at the top of the screen. Click on "Reports" and then simply enter the search criteria for either a Contract City or Unincorporated Area utilizing the "RAPS_500A

Monthly Service Compliance Report" format.

CRIME STATISTICS: (Department Intranet - UCR Report)

PART I CRIMES are **posted by the 23rd of the month** for the preceding month on the Department's Intranet. The "UCR" (Uniform Crime Report) can be accessed using the following path from the Department's Intranet Site âž¥ *Web Applications âž¥ Crime Data & Statistical Reporting âž¥ Crime Statistics âž¥ Crime & Arrest Reports/Query Tools âž¥ Monthly Crime Report (UCR - Return A)*.

Click on the year/month and the desired station. Each station report contains the Contract City and Unincorporated Area crime statistics, and a grand total for the station.

NOTE: The UCR Return A sorts the Unincorporated Areas into different reports for the Angeles National Forest and Oak Grove Park areas. Add the Unincorporated Areas together to obtain the total.

CRIME CLASSIFICATION	DATA SOURCE
Homicide	Use "Report 1." Add the "Actual Offenses" column for classification "(A) Murder" and "(B) Manslaughter Voluntary" for the total.
Rape	Use "Report 1." The total is in the "Actual Offenses" column for classification "2. Forcible Rape (Total)."
Robbery	Use "Report 1." The total is in the "Actual Offenses" column for classification "3. Robbery (Total)."
Aggravated Assault	Use "Report 1." To obtain the "Aggravated Assault" total, use the "Actual Offenses" column and subtract "(E) Other assaults-simple" from "4. Assault (Total)."
Burglary	Use "Report 1." The total is in the "Actual Offenses" column for classification "5. Burglary (Total)."

Larceny	Use “Report 1.” The total is in the “Actual Offenses” column for classification “6. Larceny-Theft (Total).”
Grand Theft Auto	Use “Report 1.” The total is in the “Actual Offenses” column for classification “7. Motor Vehicle Theft (Total).”
Arson	Use “Report 2 - ARSON.” The total is in the “Actual Offenses” column “Grand Total.”
Total Part I Crimes	Total all of the above crime totals.

PART II CRIMES

Use LARCIS to obtain the Part II Crimes Management Report.

CRIME CLASSIFICATION	DATA SOURCE

Total Part II Crimes	Use LARCIS Crime Information Report - Primary Crime Counts. This Report can be accessed by selecting the following menu options: *LARCIS Main Menu > 5. Management Reports/Statistics > 1. Management Reports > 5. Crime Information > a. All Crime Counts (For Primary Statistical Code)* From the screen, enter the date parameters and select either the city name for the contract city or the RD Grouping for the unincorporated area. If an RD Grouping has not been created, contact the LARCIS Help Desk for assistance. Leave "No Group Selected" highlighted in the "Report Grouped By" field. The Part II Crimes Total is obtained by adding the "count" for each of the following "Stat Code Series" in this Report: "10-" through "26-"; "28-" through "33-"; "39-"; "43-"; and "52-".

AVERAGE RESPONSE TIMES

Use RAPS II to obtain the 416_A Report for response times.

TYPE OF CALL	DATA SOURCE

• ROUTINE (Rou) • PRIORITY (Pri) • EMERGENT (Emr)	From the “Reports” menu, choose the 416_A Report. Enter the applicable “From” and “To” dates, and select your station. Select “Generate Report.” To determine each Contract City’s response time, locate the Patrol Area and Contract City on the left side of the report and use the data indicated under the “Contract Cities” column of the report. To determine the Unincorporated Area’s response time, use the data from the “Total Summary” under the “Unincorporated Areas” column located in the lower right area of the report.

MISCELLANEOUS

CATEGORY	DATA SOURCE
TOTAL ARREST	Use the AJIS PA-84 report printed on each station’s JDIC printer on the first of every month. The PA-84 provides arrest statistics for each station, sorted by the Unincorporated Area and each Contract City. These reports are also available on the LASD Intranet and can be retrieved by using the following path: *General Information âž¥ Crime Statistics âž¥ Monthly Arrest âž¥ Summary Reports*

TOTAL CALLS FOR SERVICE	RAPS II is the source for this information. Note: This is the same source report (416_A) used for Average Response Times section of the Report. From the "Reports" menu, choose the 416_A Report. Enter the applicable "From" and "To" dates, and select your station. Select "Generate Report." To determine each Contract City's total calls for service, locate the Patrol Area and Contract City on the left side of the report and use the "Total" of "Call" indicated under the "Contract Cities" column of the report. To determine the Unincorporated Area's calls for service, use the "Total" of "Call" data from the "Total Summary" under the "Unincorporated Areas" column located in the lower right area of the report.
REPORTS (All URN's)	Use the LARCIS report that provides all URN's drawn. The path to access this report is: *LARCIS Main Menu > (5) Management Reports/Statistics > (4) Management Statistics > (e)URN Count Report* From the screen, enter the date parameters and select either the City name for the Contract City or the RD Grouping for the Unincorporated Area. If an RD Grouping has not been created, contact the LARCIS Help Desk for assistance. Use the number indicated in the "URNS" total at the bottom of the report. DO NOT use the "Reports" total. NOTE: Remember to include any recently drawn manual URN's that are not yet entered in LARCIS.

EQUITABLE VACANCY TABLE

	Staffing (575)	Percent Staffing (575)	Percent Vacant (575)	575 Vacant Positions (contract cities and unincorporated area)	575 Equitable Vacancy Distribution (rounded)	575 Vacancies (contract cities and unincorporated area)
***Contract Cities**	**58**	**67.44%**	**11.63%**	**10**	**7**	
***County Area**	**28**	**32.56%**			**3**	

*This table only reflects 575 contract cities, other contracts, and unincorporated County area patrol deputy staffing. CLEB use only. The CLEB Sergeants will fill out table based on your station's *Baseline, Personnel Report* tab.

As of January 1, 2007, the PASS Report will contain an "Equitable Vacancy Distribution Table." This table will capture 575 contract cities, other contracts, and unincorporated area ***patrol deputy staffing*** vacancies at your station. The staffing figures should match your station's ***Baseline*** staffing worksheet and confirm that an equitable portion of the vacancies are being shared between both the 575 contract cities and unincorporated County areas per **Field Operations Directive 06-04*, Equitable Distribution of Patrol Deputy Resources***. Below is the breakdown of the table:

Column	Data Source
STAFFING (575)	This column lists the total deputy patrol staffing levels for the city, other contracts, and unincorporated areas, based on the city and County 575's.
PERCENT STAFFING (575)	This column is automatically calculated (based on the existing 575's), by dividing the staffing levels in the city and County by the total station 575 staffing level (i.e. 58/86 = 67.44%; 28/86 = 32.56%).
PERCENT VACANT	This column is automatically calculated by dividing the total number of patrol vacancies in your station (both contract cities and unincorporated areas) by the total 575 positions (i.e. 10 vacancies/86 Staffing 575 column = 11.63%).

575 VACANT POSITIONS (contract cities, other contracts, and unincorporated area staffing). For CLEB use only.	This column can be calculated by adding your total patrol vacancies (contract cities, other contracts, and unincorporated areas). Please refer to your station's **Baseline**, ***Personnel Report*** tab (*Direct Contract and Direct Unincorporated 575 Summary Tables)* to ensure that your staffing figures are correct. Do not include any unavailable deputies in your vacancy total, they are not considered vacant positions.
575 EQUITABLE VACANCY DISTRIBUTION (ROUNDED). For CLEB use only.	This column is automatically calculated by multiplying the 575 deployment (Percent Staffing column 575 column) separately for both contract cities and unincorporated areas, by the 575 Vacant Positions column (i.e. 67.44% x 10; 32.56% x 10).
575 VACANCIES (contract cities, other contracts, and unincorporated area staffing)	These are the vacancies that you have assigned to the contract city areas, other contracts, and the unincorporated areas. In order to be equitable, they should closely mirror the Equitable Vacancy Distribution (rounded) column. Unavailable deputies are not a vacancy.

In the narrative section, please ensure that your unit commander provides an explanation if compliance is less than 98% or more than 102% (e.g. scheduled vacations, FMLA, extra enforcement, etc.). If applicable, include information such as changes in crime trends, response times, arrest activity or unusual occurrences.

• Training Bulletin 12- Grant and Growth Deputies

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 12 January 201

Grant and Growth Deputies

Rates and Billing Method

Purpose

This bulletin is to update Departmental guidelines for the purchasing and management of Grant and Growth Deputies for our contract cities. This program has been in existence since the mid-1990's and has proven highly effective in expanding the deployment of deputies within our contract cities.

Background

In order to stimulate the purchase of deputies by our contract cities, the Auditor-Controller developed a reduced deputy rate, which has been identified as a "grant and growth rate." This growth rate allows our contract cities to purchase new deputy personnel at a reduced rate for a limited time. The growth rate and grant rate are composed of the same cost components. This rate is different than the full cost non-relieved deputy rate only in that it does not include the cost for overheads (supervisors, support staff, benefits, overtime, services and supplies).

This program has enabled contract cities to enhance public safety in their communities with increased services such as motorcycle enforcement, special assignment officers, and directed patrols. Without the grant and growth rate, many cities would not be able to afford adding deputy personnel to their contracts. These guidelines governing grant and growth positions are applicable to Contract Law Enforcement Bureau and patrol operations personnel in order to effectively manage the deployment of these deputies in this program.

Although these guidelines are meant to provide stability and accountability for this program, it may at times be necessary to temporarily work outside of these guidelines when unusual or unexpected conditions arise (such as an unexpected increase in gang crimes within a city).

It should be noted, the growth rate should never exceed 18 months, before the contract city converts the item to a full-service item. However, a grant rate can remain in effect for the entire performance period of the grant. The grant will be checked annually with the city to ensure it is valid and ongoing.

• Training Bulletin 13- Unincorporated Patrol

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 13 June 2019

Unincorporated Patrol

Compliance and Tracking

Purpose

Effective July 1, 2013 the Los Angeles County Board of Supervisors restructured the Sheriff's budget to include a budget unit that is specifically dedicated to funding patrol services provided to the unincorporated areas. The following are the guidelines for compliance and tracking of these patrol services.

Invoices and Billing

The Department sends monthly invoices, based on monthly patrol compliance, to the Board of Supervisors for the patrol services provided in the unincorporated areas.

This type of tracking and billing for patrol compliance has been standard for contract city billing.

It is important to monitor unincorporated patrol minutes on a daily basis in an attempt to meet the same monthly compliance levels as each contract city. Stations are encouraged to ensure

DDWS Reports accurately reflect the minutes spent in the correct patrol areas. Consistent review of the current RAPS 500P report will provide an updated indication of contracted patrol compliance.

While it is impossible to predict when significant events occur, it is important for station personnel to strive for 100% compliance each month to ensure a consistent source of funding from the Board of Supervisors as well as the contract cities.

References

- Department of Auditor-Controller report, January 25, 2013, Sheriff's Department—Unincorporated Area Patrol.

- LASD Response Letter, July 29, 2013, Status of recommendations made in the January 25, 2013, Auditor-Controller's report.

• Training Bulletin 14- Prisoner Maintenance Billing

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 14 January 2019

Prisoner Maintenance Billing

Contract City Rates and Billing Method

Purpose

Contract cities pay a substantial amount for our law enforcement services. However, there are other services provided by our Department that are not covered in those costs. Prisoner Maintenance Billing is an example of a cost not included in our Deputy Sheriff Service Unit rates.

Prisoner Maintenance Billing

When a person is arrested and booked solely for a city municipal code violation or a warrant stemming from a city municipal code violation, the city is charged for the booking fee and the cost for each day the arrestee is in the custody of the Sheriff's Department. California Government Code Section 36903 authorizes the county to recover those fees.

In addition to the municipal code violation (or warrant), if the arrestee is also charged with any of the following, the city will not be responsible for any booking or housing related fees: any county, state or federal misdemeanor or felony (open charge or warrant), and 3056 Parole Hold – including flash incarcerations. An exception would be if the other charge is adjudicated prior to the municipal code violation. If this is the case, the city would be charged for the days the inmate is in custody solely for the municipal code violation after the adjudication of the other charge(s).

Watch Commander and Watch Sergeant Responsibilities

It is possible that our contract cities could incur exorbitant costs relating to Prisoner Maintenance Billing fees when reasonable efforts are not made during the arrest process to determine the necessity of booking instead of citing, either for the open charge or warrant.

Each individual municipal code violation or warrant arrest should be scrutinized by the approving supervisor. For example, an arrestee who may require medical treatment or transfer to Inmate Reception Center due to

medical issues or due to extensive medical history would likely be a candidate for release on citation. This is because the city would not only incur the booking fee, but also any and all related medical expenses. These expenses often outweigh the necessity to keep the arrestee in custody for the municipal violation.

Watch Commander HOLDS should generally not be applied to municipal code violations per *MPP Section 5-03/115.20 Misdemeanor Release – Exceptions*. If it becomes necessary to place a HOLD on an in custody solely for a municipal code violation, the Unit Commander and the contract city manager/public safety director (based on the discretion of the Unit Commander) should be notified.

• Training Bulletin 15- Public Safety Equipment Use

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 15 July 2019

Public Safety Equipment Use

Effective July 1, 2014, the Los Angeles County Sheriff's Department began a program with our Contract Cities where they were be able to lease County owned Mobile Digital Computers (MDC's) and/or vehicles with MDC's, for use by their city employee's. In July 2019, the lease of Department vehicles to cities ended. The lease of MDC's is still available.

What prompted the Change?

The Sheriff's Department phased out and upgraded Mobile Digital Terminals (MDT's) to the new MDC technology and security. During this upgrade program, it was brought to our attention some of our Contract Cities had city-owned vehicles with county MDT's. The cities used the MDT's in city vehicles for jobs such as Parking Control Officers and Public Safety Officers for dispatching and obtaining vehicle information. Because of the new technology, the MDT's in use by the contract cities were no longer functional after July 1, 2014.

Due to the Contract Cities' continued need for such services, it was decided to create a new program whereby the cities could gain access to the new MDC's with different options available.

How do we get started?

To begin the program, the Contract City Service Area Manager should contact his Contract Law Enforcement Bureau representative. We will give you the options available to the city and confirm exactly what the city would like to lease.

Contract Law can advise you of the procedure for getting a security clearance for a contract city employee who has a need to use MDC's. The process requires background paperwork, an interview, and fingerprinting. This will be scheduled by station Service Area Managers.

In addition to getting the security clearance, new City Public Safety employees will need to be scheduled for MDC training with the MDC Training Unit (cfmbmdcstrngstaff@lasd.org). Once the city employee has an approved security clearance, the Service Area Manager or station training staff will schedule the city employee for the needed training.

What MDC options are available?

There are currently two options available to our Contract Cities:

Option 1 – This option includes a vehicle-mounted MDC. The City is responsible for the installation of the MDC along with all fuel and maintenance of their city owned vehicle. The city is responsible for locating a vendor capable of the mounting of our MDC per LASD technical specifications.

Option 2 – This option includes a portable MDC only. There are two sizes available (CF 19/CF 31) and the city would be responsible for both the safety and security of the MDC.

(The option to lease a Department-owned vehicle with an installed MDC ended June 30, 2019.)

Cities pay for the initial procurement of an MDC and the annual cost of maintenance and software in the first year. In subsequent years the city will pay for the annual maintenance and software costs. This annual cost may increase or decrease depending on actual costs to the department.

The cost of an MDC procurement includes a 5 year warranty. Cities may retain their MDC's beyond this 5 year period. Replacement and new procurement charges will not be necessary unless the city-held MDC is no

longer upgradable (to new/needed technology) or it is no longer serviceable due to damage or end-of-service-life.

MDC equipment leased is reflected on page 3 of the Contract City Law Enforcement, Service Level Authorization Form (SH-AD 575).

What payment options are available?

The most typical payment option will be 12 equal monthly payments based on the total cost of the option the City has selected at the beginning of the fiscal year. The billing will be included in their regular monthly billing for policing services. The City will also have the option of a lump sum payment for the total whenever the lease program is not initiated at the beginning of the fiscal year.

Check List for City Service Area Managers:

- City Signs SH-AD 575 Requesting MDC equipment
- **Station Contract City Service Area Manager Notifies**:

Contract Law Sergeant

LASD Communications & Fleet Management Bureau

- Do Any New City Public Safety Staff Need MDC Access? (If yes, see “How do we get started?” above.)