

## Compton Station Unit Orders

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- **2023**

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- **2022**

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- • **22-001: CADRE OF ADMINISTRATIVE RESERVE PERSONNEL PROGRAM (CARP)**

### **PURPOSE**

The purpose of this Station Unit Order is to establish unit-level guidelines when working a vacant, fixed patrol assignment as a CARP assignment. It is imperative the city of Compton and the county areas we service, receives the patrol services they have contracted.

### **SCOPE**

This Unit Order applies to all Compton Station personnel assigned to CARP and work a contracted field service unit in lieu of their normal administrative duties. CARPs are utilized as a personnel management tool to mitigate staffing shortages and/or overtime expenses caused by personnel shortages and impairments.

The procedures contained in this order are supplementary and subordinate to those contained within the Department's Manual of Policy and Procedures (MPP) 3-02/290.05, General guidelines; MPP 5-09/520.20, Logging Public Contacts; MPP 5-09/520.25, Logging Field Activities and FOD 00-004, Deputy Daily Worksheet and Logging Public Contacts.

### **ORDER**

#### **FIELD PERSONNEL RESPONSIBILITIES:**

Personnel assigned to CARP as a patrol field unit shall attend the shift briefing and be available to respond to calls for service, as well as actively performing regular patrol duties. Although the Department member working the CARP is not regularly assigned to patrol (crime/traffic car), it is required that they perform the duties of a patrol unit for that shift. They are expected to be in the field as a deterrent to crime, and to readily assist the public and other Compton Station patrol units, as needed.

CARP personnel shall be in full uniform and deploy with all required equipment. CARP personnel shall log on to their Mobile Digital Computer (MDC) immediately upon the beginning their shift and shall stay logged on until the end of their patrol shift.

The method for a Department member to properly document their patrol service is to diligently log their various activities throughout their shift on the Deputy Daily Worksheet (DDWS) via the MDC within their patrol vehicle. Creating tags for the different areas patrolled and different activities performed enhances accountability. Personnel are responsible for creating and maintaining proper unit log activity consistent with Department policy.

SUPERVISOR RESPONSIBILITIES:

The watch commander and/or watch sergeant are responsible for reviewing the in-service for their shift. They shall check to see if anyone working that shift was a CARP. If a unit was identified as a CARP, that unit's DDWS shall be checked to ensure patrol related activities (calls received, observations created, mileage driven, etc.) were performed. If it appears further documentation is required for the CARP shift, the watch sergeant shall email the Department member advising correction, or further documentation, is required for their DDWS.

If any irregularities are identified by a reviewing supervisor beyond standard/common mistakes, the supervisor shall forward the concerns to the Training & Scheduling sergeant.

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• **2021**

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• **2020**

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• • **20-001: Disposing of N95 Masks and Disposable Gloves**

PURPOSE

The purpose of this directive is to ensure all personnel are disposing of the N95 masks and disposable gloves in hazardous waste baskets in order to avoid the spread of the COVID-19 virus.

SCOPE

This order shall apply to all station personnel assigned to Compton Station., including professional staff and station volunteers.

ORDER

All Compton Station personnel shall dispose of all used N95 masks and disposable gloves in a designated basket. These baskets shall be located in designated locations outside the Compton Station building. These baskets shall only be emptied by personnel wearing protective gear.

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• **2019**

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• • **19-001: Approval for Inter and Intra Departmental Communications on Behalf of Compton Station**

**PURPOSE**

The purpose of this directive is to ensure all personnel are acutely aware they shall receive approval from Compton Station Operations prior to the dissemination and/or broadcast of all inter and intra Departmental flyers, electronic mail (email) communications, and Justice Data Interface Controller (JDIC) messages on behalf of Compton Station which are related in nature to on and off-duty Department activities. This will ensure the aforementioned messages are professional in nature and meet Departmental standards and policy.

**SCOPE**

This order shall apply to all personnel assigned to Compton Station.

**ORDER**

All Compton Station personnel shall receive approval from Compton Station Operations for any station related letters, flyers, email communications, and JDIC messages, which are intended to be released inter and intra Departmental, and are related to activities wherein personnel who will attend and/or participate on behalf of Compton Station. The approval of the aforementioned communication shall be granted prior to the dissemination of said communication, and shall only be carried out by a designated supervisor. The exception to this unit order are any communications which are criminal in nature (crime broadcasts, BOLO flyers, etc.)

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• **2018**

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• • **18-001: Community Empowerment Program**

**PURPOSE**

The purpose of the directive is to ensure all personnel are actively participating in Central Patrol Division's Community Empowerment Program. This program embraces the guardian mindset by nurturing community collaborative partnerships, and increasing the amount of non-enforcement contacts between deputy sheriffs and citizens within the jurisdiction of Compton Station.

**SCOPE**

This order shall apply to all personnel working field assignments in the Reporting Districts of Compton Station, including station volunteers.

**ORDER**

The Community Empowerment Program is a collaborative effort between Compton Station and the citizens of the areas we serve, to reduce crime and improve the quality of life. Individuals who live, work, or otherwise have an interest in our communities, are a valuable resource for identifying public concerns.

It is Compton Station's mission to educate the public on personal safety issues, how to report suspicious activities, and how to properly secure their homes/property. To that end, all field personnel shall make regular attempts to initiate social contacts with citizens and document the contact in the MDC system with the clearance code of 755 (community relations).

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**FIELD PERSONNEL RESPONSIBILITIES:**

- Field personnel shall engage in regular, social contact with citizens regarding public safety issues or individual concerns.
- Field personnel shall provide the citizen with a contact card containing safety tips and important phone numbers.
- Field personnel shall utilize the 755 clearance code in both the “obs,” self-initiated activities, or regular calls for service.

**SERGEANT RESPONSIBILITIES:**

- Sergeants shall conduct re-current briefings on the Community Empowerment Program.
- Sergeants shall ensure the proper codification has been entered when reviewing the Deputy Daily Worksheets.
- Sergeants shall ensure field personnel maintain a supply of contact cards in their patrol vehicles.

Examples of instances when handing out contact cards are appropriate:

- Speaking to community groups
- Contacting residents who are outside (watering lawn, walking dog, etc.) while on routine patrol
- During contact with business owners
- Contacting patrons of local coffee shops/restaurants
- During neighborhood watch meetings
- Station events where citizens are in attendance
- When taking counter reports

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• **2017**

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• • **17-001: Release of Department of Motor Vehicles (DMV) License Plate Information to City of Compton Parking Enforcement, Municipal Law Enforcement Services (MLES), and/or Code Enforcement**

**PURPOSE**

The purpose of this Station Order is to establish procedures for releasing Department of Motor Vehicles (DMV) license plate information to the city of Compton Parking Enforcement, Municipal Law Enforcement Services Department (MLES) and/or Code Enforcement.

**ORDER**

The following procedures shall be followed when the city of Compton Parking Enforcement, MLES or Code Enforcement personnel contacts Compton Station dispatch for license plate information:

1. The call shall be transferred to the Watch Deputy.
2. Ensure the city employee requesting the information is calling from the city of Compton Parking

## Compton Station Unit Orders

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Enforcement Dispatch Center [REDACTED TEXT]. No information shall be provided if the city employee is calling from a different telephone number, such as a cell phone number from the field. NO EXCEPTIONS.

3. Obtain the caller's name, rank/position, and employee number (Ensure the individual requesting the information is on the attached roster under Security Division, Parking Enforcement, and/or Code Enforcement).
4. Obtain and verify their supervisor's name (Andre Brown or Robert Childs). If any other supervisor name is provided, politely refuse to provide information.
5. After steps 1-4 are followed, provide the license plate information and inform the caller the provided information is for the purposes of official parking enforcement business only.
6. Document the information requested in the paper log binder located in dispatch and create a service call documenting the request.
7. The Watch Deputy shall clear the call accordingly.
8. If any issues arise, place the city employee on hold and discuss the issue with the Watch Sergeant or Watch Commander.
9. Dispatch a tow company, if one is requested by the caller and log the tow request.

The supervisor for the city of Compton Parking Enforcement and MLES is Andre Brown [REDACTED TEXT]. Attached to this unit order is the roster for MLES, Parking Enforcement, and Code Enforcement.

Any questions regarding the aforementioned procedure can be directed to the Community Relations Sergeant or Service Area Lieutenant.

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### • 2016

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#### • • 16-001: Time Calibration of Issued Tasers

##### **PURPOSE**

The purpose of this Station Order is to establish procedures for the calibrating of newly assigned tasers at Compton Station.

##### **BACKGROUND**

As a result of previous Departmental investigations involving the deployment of Taser devices, it was discovered some of the Tasers assigned to Compton Station contained either factory default or incorrect internally recorded digital time data when downloaded. As a result of potential civil ramifications resulting from this inaccurate information, a corrective action procedure was required.

##### **ARMORY SERGEANT RESPONSIBILITIES**

The Armory Sergeant shall, in addition to the required maintenance and tracking of all Compton Station Armory equipment items, implement a quarterly inspection procedure to verify the internally recorded digital time data for each of the Compton Station Taser devices are updated and accurate.

This is to be accomplished by following the manufacturer's procedures for properly synchronizing each Taser device, using the manufacturers synchronize/downloading hardware located in the Watch Commander's safe.

In the event a Taser device was discovered with a zero percentage power rating or having no power indication, the battery shall be replaced. Upon replacement of the Taser device's battery, the synchronize/downloading hardware shall be used to ensure the device's internally recorded digital time data is updated and accurate.

The Armory Sergeant can designate a deputy to assist in complying with these responsibilities.

### **ARMORY LIEUTENANT RESPONSIBILITIES**

The Armory Lieutenant shall ensure the quarterly inspection procedure is followed to ensure the internally recorded digital time data for each of the Compton Station Taser devices are always updated and accurate.

### **COMPTON STATION PERSONNEL**

Every member of Compton Station using a Taser Device shall ensure either the Armory Sergeant or Armory Lieutenant is notified when a Taser device's battery is replaced as a result of a zero percentage power rating or having no power indication.

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## **• • 16-002: Procedures for the Response of Supervisors to Persons Mentally Ill Calls for Service**

### **PURPOSE**

The purpose of this Station Order is to establish uniform procedures for the response of field supervisors to calls related to Persons Mentally Ill at Compton Station.

### **BACKGROUND**

As a result of several previous Departmental use of force investigations involving mentally ill persons, it was discovered field supervisors were infrequently assigned to these types of calls for service. As a result of potential civil ramifications resulting from these use of force incidents, a corrective action procedure was required.

### **WATCH COMMANDER RESPONSIBILITIES**

The Watch Commander shall ensure the Watch Deputy assigns a Field Sergeant to every Person Mentally Ill call for service and shall ensure a Field Sergeant responds to these calls, without undue delay.

### **FIELD SERGEANT RESPONSIBILITIES**

The Field Sergeant shall, without reasonable delay, respond to these types of calls. The purpose being to supervise, direct, and be a resource for the deputies assigned to handle the call for service. In addition, the Field Sergeant shall avail themselves to the handling deputies and assist with the coordinated response to the call.

### **WATCH DEPUTY RESPONSIBILITIES**

The Watch Deputy shall ensure a Field Sergeant is assigned to every Person Mentally Ill call for service and shall advise the Watch Commander of the nature of this call for service. These types of calls shall be priority calls for service and shall be voiced to ensure the Field Supervisor is aware of the call.

## **HANDLING DEPUTY RESPONSIBILITIES**

Every deputy assigned to handle a Person Mentally Ill call for service, shall coordinate the call and request a Field Supervisor to respond to assist.

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## **• • 16-003: Trust Fund and Miscellaneous Fees Account Procedures**

### **PURPOSE:**

The purpose of this Station Order is to identify the duties of the Property/Evidence Custodian and/or Watch Deputy in handling monies to be deposited in the Trust Fund, and establish procedures safeguarding the Miscellaneous Fees Account at Compton Station.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Property/Evidence Custodian and/or Watch Deputy positions, as well as supervisory personnel overseeing deposits.

### **ORDER:**

Effective immediately, the Property/Evidence Custodian and the Day Watch Deputy shall adhere to the following procedures in preparing monies for Trust Fund Deposit and the accurate processing of monies into the Miscellaneous Fees Account, in accordance with Manual of Policy and Procedures sections 5-04/040.15 and 3-5/060.20, respectively.

The Property/Evidence Custodian's Responsibility in this process shall be:

1. Obtain URN'S from the Detective Bureau's Operation Sergeant which have been cleared by the assigned investigator.
2. List each URN on the "Trust Fund-Summary Form" (SH-AD 359A). The form shall be completed in quadruplicate as follows:
3. - Date – the date the Miscellaneous Receipt is prepared  
- From – name of Station making deposit  
- Miscellaneous Receipt Number – the pre-numbered receipt number  
- URN – of the case involved, which is on the corresponding Property Label  
- Safe Property Leger – the book, page, and line number, which is shown on the corresponding Property Label and the receipt  
- Amount – the total of the monies being deposited for that particular URN  
- Total for Deposit – total of all amounts entered

***Note: Should there be more than one separate set of monies for the same URN, each separate labeled amount of monies will require a separate entry.***

3. Contact the Watch Commander and have listed monies removed from the safe.
4. The Property Custodian signs the safe ledger for each entry. The Watch Commander counter signs.
5. The Property Custodian counts the monies from each package in the presence of the Watch Commander.
6. The total of monies counted is compared and verified to the total amount listed on the Summary Form.

7. The Property Custodian obtains a Miscellaneous Receipt for the total of monies counted from the Watch Commander. The pre-printed number of the Miscellaneous Receipt is recorded in the Safe Ledger by each removed entry by the property Custodian. Copies of the Receipt, the Summary Form, and the monies are given to the Service Assistant for deposit in the Miscellaneous Fees Account.
8. A copy of the Miscellaneous Receipt and Summary by the Property Custodian.
9. The Property Custodian maintains a file specifically for these transactions for record keeping purpose.

***The following procedures shall be adhere to, without deviation, in order to accurately process the Miscellaneous Fees Account:***

1. There shall be only (1) Miscellaneous Fees Receipt book in use at a time and by lowest numerical order.
2. After completely using the present Receipt book, the next book to be put into use shall be taken in numerical order.
3. The Watch Deputy shall count the monies and receipts at the beginning of his or her shift. Such count shall be documented in the Miscellaneous Fees Cash Recorded Ledger as follows: Date, shift, beginning balance, signature, and employee number.
4. The Watch Deputy shall, at the end of his or her shift, perform another audit and make an entry in the ledger to reflect this total as follows: Date, shift, beginning balance, signature, and employee number. The Watch Deputy shall sign his or her signature/employee number to each receipt that he or she completes, or initial those receipts not completed by him or her, to acknowledge such transaction (i.e., sales of reports).
5. No one other than the Watch Deputy shall enter transaction/entries in the Ledger.
6. Change of monies shall not be made from this account, unless it is related to an actual transaction being performed.
7. The Watch Deputy shall make deposits at the bank in accordance with County Code 1.3.7.1, General Controls Over Deposits. Following the deposits, the Watch Deputy shall complete and forward all the receipts, deposit slips, and forms on a Transmittal of Miscellaneous Fees (SH-AD 359) to Fiscal Services Bureau on the next business day following a bank deposit.
8. The Watch Deputy shall immediately report any discrepancies to the Watch Commander.
9. The Watch Deputy shall keep the Miscellaneous Fees under lock and key at all times.

***Note: Per County Code 1.3.7.1, General Controls Over Deposits; Departments that collect \$500 or more in cash or checks daily should make the deposit by the close of each business day.***

When the Compton Station Cash Drawer balance exceeds \$500, a deposit shall be made by the end of that day. Monday through Saturday, a deposit shall be made prior to the close of normal bank hours on each day the Cash Drawer balance exceeds \$500.

If the Cash Drawer exceeds \$500 during non-bank hours, a deposit shall be made on the next day in which the bank is open.

On any day that is followed by a bank holiday, and/or on Saturday Day-Shift when the Cash Drawer balance exceeds \$400, the Watch Deputy shall make a deposit prior to the close of normal banks hours.



• **2015**

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• • **15-001: Detective Bureau Uniform and Equipment**

**PURPOSE**

The purpose of this station order is to establish procedures to minimize risk to Compton Station detective personnel while on duty leaving the facility.

**ORDER**

Compton Station detective personnel leaving the facility while on-duty shall wear the appropriate uniform or business attire and carry their patrol-related duty equipment, including the following:

- Firearm with spare loaded magazines
- ASP/Baton
- O.C. Spray
- Handcuffs
- Handheld Radio

Detective Bureau personnel shall have their safety vest readily available. Compton Station detective personnel shall adhere to the following Manual of Policy and Procedures:

- 3-01/050.80 GROOMING AND DRESS STANDARDS
- 3-03/030.35 MIXING CIVILIAN AND UNIFORM CLOTHING
- 3-03/070.05 DEPUTY SHERIFF CLASS A UNIFORM
- 3-03/070.10 DEPUTY SHERIFF CLASS B UNIFORM
- 3-03/070.55 PLAIN CLOTHES DUTY
- 3-03/130.55 SWORN AND PROFESSIONAL STAFF - NAME BADGE
- 3-03/225.00 FOOTWEAR
- 3-03/280.00 HOLSTERS
- 3-03/350.00 PROTECTIVE VESTS
- 3-03/225.00

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• • **15-002:Employee Performance Log**

**PURPOSE**

The unit performance log is comprised of interim supervisory notations about employee performance during a given rating period. The purpose of the unit performance log is to document supervisors' observations about performance and supervisor/employee discussions about performance (e.g., goals, strengths/weaknesses, career guidance, etc.).

Entries in this log comprise a record of incidents/events, examples of specific performance, discussions

about career developments, or counseling sessions. None of the entries constitute formal commendations or discipline, nor are they a substitute for formal commendations or discipline when appropriate.

### **SUPERVISORY RESPONSIBILITY**

No employee shall have any comment adverse to their interest entered in their personnel file (or any other file used for any personnel purposes by his employer) without the employee having first read and signed the document indicating they are aware of such comment. If after reading the document the employee refuses to sign, that fact shall be noted and witnessed by a second supervisor.

An employee shall have thirty (30) days to file a written response to any adverse comment entered in his personnel file. Such written response shall be attached to the adverse comment.

An employee shall have ten (10) days to file a grievance to any adverse comment entered in this unit performance log.

These Log entries must be used appropriately in each employee's evaluation. Once the evaluation is completed, all entries must be purged from the Log.

Because of the sensitive nature of these Logs, it is extremely important to maintain control over the Logs at all times. All Log entries will be placed in the Performance Log Entry book kept secured in the Watch Commander's office.

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## **• • 15-003: Los Angeles Regional Crime Information System (LARCIS) Audit**

### **PURPOSE**

The purpose of this directive is to establish uniform guidelines for auditing LARCIS logs, which will increase accountability as well as ensure timely submission of the associated reports.

### **SUPERVISORY RESPONSIBILITY**

During their shift, the Watch Sergeant shall conduct an audit of the LARCIS log for activity initiated 24 hours prior to their assigned shift. The Watch Sergeant shall do the following;

- Review the LARCIS log for entries that have not been approved
- If any entry has not been approved, immediately contact the employee and ascertain the status of the report
- Note the reason for the delay next to the URN entry
- Initials and date the URN entry
- Send an email to the employee as a reminder of the contact
- Once all entries have been corrected, notify the Watch Commander, who will make a notation in the Watch Commander's Shift Summary Log

This Directive is intended to increase accountability and ensure all reported crimes are entered into LARCIS

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and scanned into Sheriff's Electronic Criminal Documents Archive (SECDA) system within the desired 48 hour time frame. Thus, reflecting the most current statistics for Part I crimes and in-custody arrests associated with Compton Station.

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• • **15-004: No Questions Asked**

**PURPOSE**

The purpose of this directive is to establish uniform guidelines for off-duty employees who have consumed alcohol at social gatherings and are in need of transportation to their place of residence.

The Department has a "zero tolerance" on alcohol-related arrests and has actively engaged its employees in the education and prevention of such incidents. This type of arrest can expose the employee to court appearances, legal fees, loss of driving privilege, and a possible criminal conviction.

In an effort to ensure employees avoid placing themselves in a position where they feel the only option is to operate a motor vehicle while intoxicated, the captain has provided the below viable alternative. In most cases, unless extenuating circumstances exist, no questions will be asked of the employee other than the location they would like to be transported to.

**WATCH COMMANDER'S RESPONSIBILITIES**

The on-duty watch commander shall do the following:

- Direct a supervisor respond to the employee's location and provide transportation
- Should the distance be excessive, the watch commander shall make an attempt to coordinate an alternative mode of transportation for the employee
- Notify the captain regarding the request and subsequent outcome

This directive is intended to ensure the employee arrives at their desired destination, safe and sound.

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• • **15-005: Los Angeles Sheriff's Department Vehicle Guidelines**

**PURPOSE**

The purpose of this Directive is to establish uniform guidelines for all personnel who operate any type of Los Angeles County Sheriff's Department vehicle at Compton Sheriff Station.

Department personnel shall not use a Department vehicle without the knowledge or permission of his/her supervisor. Personnel shall not violate any traffic law and/or operate a Department vehicle in restricted areas without justification or exigent circumstances. Department personnel shall set a good example for other drivers.

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In an effort to ensure Department personnel follow these procedures, no Department vehicle shall be operated without completion of a daily Vehicle Inspection Sheet. A log entry of the time and date the vehicle was operated shall be generated. Personnel operating the vehicle shall log their name and destination of travel. Personnel shall notify the on-duty Watch Commander when necessary to operate a Department vehicle outside of the Station's Reporting District.

### **WATCH COMMANDER'S RESPONSIBILITIES**

The on-duty Watch Commander shall do the following:

- Direct a supervisor to ensure personnel have been granted permission to operate a Department vehicle.
- Ensure a daily Vehicle Inspection Sheet has been completed and filed in the Vehicle Inspection Packet (Per Station Order #14-002).

This directive is intended to ensure all Department vehicles are inventoried and accounted for.

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### **• • 15-006: Procedures for Ensuring the Internally Recorded Digital Time Data for Each of the Compton Station Taser Devices Are Updated and Accurate**

#### **PURPOSE**

The purpose of this Station Order is to establish procedures to ensure the internally recorded digital time data for the Compton Station Taser devices are always updated and accurate.

#### **BACKGROUND**

As a result of previous Departmental investigations involving the deployment of Taser devices, it was discovered some of the Tasers assigned to Compton Station contained either factory default or incorrect internally recorded digital time data when downloaded. As a result of potential civil ramifications resulting from this inaccurate information, a corrective action procedure was required.

### **ARMORY SERGEANT RESPONSIBILITIES**

The Armory Sergeant shall, in addition to the required maintenance and tracking of all Compton Station Armory equipment items, implement a quarterly inspection procedure to verify the internally recorded digital time data for each of the Compton Station Taser devices are updated and accurate.

This is to be accomplished by following the manufacturer's procedures for properly synchronizing each Taser device, using the manufacturers synchronize/downloading hardware located in the Watch Commander's safe.

In the event a Taser device was discovered with a zero percentage power rating or having no power indication, the battery shall be replaced. Upon replacement of the Taser device's battery, the

synchronize/downloading hardware shall be used to ensure the device's internally recorded digital time data is updated and accurate.

The Armory Sergeant can designate a deputy to assist in complying with these responsibilities.

### **ARMORY LIEUTENANT RESPONSIBILITIES**

The Armory Lieutenant shall ensure the quarterly inspection procedure is followed to ensure the internally recorded digital time data for each of the Compton Station Taser devices are always updated and accurate.

### **COMPTON STATION PERSONNEL**

Every member of Compton Station using a Taser Device shall ensure either the Armory Sergeant or Armory Lieutenant is notified when a Taser device's battery is replaced as a result of a zero percentage power rating or having no power indication.

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## **• • 15-007: Hazardous Location Entry into CAD**

### **PURPOSE**

The purpose of this order is to establish procedures for entering locations deemed as hazardous (officer safety risk) into the Computer Aided Dispatch system (CAD).

### **ORDER**

In order to enhance officer safety for field personnel, locations which field personnel and supervisors deem as hazardous or should be flagged for a specific officer safety concern, shall be immediately entered into the CAD system's database. Such locations include, but are not limited to, where a confirmed mentally ill person(s) reside, where law enforcement personnel encountered hostile or violent individuals (use of force), where hostile dogs may be encountered, commercial facilities known to contain hazardous materials, and when various other officer safety concerns are recognized.

#### **Field Deputies' Responsibility**

When personnel determine a location is potentially hazardous, they shall immediately inform the on-duty watch deputy of the location and of the pertinent information deeming the location as hazardous via an email addressed to the watch deputies' and sergeants' email group.

#### **Watch Deputies' Responsibility**

It shall be the responsibility of the on-duty watch deputy to check their email at the beginning of their respective shift, obtain, and enter all hazardous location requests into the CAD system's database, immediately, but not later than the end of their shift.

#### Watch Sergeant's Responsibility

The respective watch sergeant shall check and verify that all requests to enter hazardous locations into the CAD system are made in a timely manner by the assigned shift watch deputy.

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### • • 08-002: ALPR Car Deployment/Surveillance Technologies

#### **PURPOSE**

To establish protocol regarding the effective deployment of the Automatic License Plate Reader cars (ALPR), fixed ALPR cameras, Closed Circuit Television (CCTV) monitoring and to establish an efficient tracking system for their management and accountability of all related incidents.

The use of video surveillance and other advanced technologies in the field shall be guided by the United States Constitution and all applicable laws relating to a person's reasonable expectation of privacy. Specific guidelines for the practical use of ASAP technologies are guided by Department Policy, common sense, and fairness. The Compton Station Surveillance plan consists of the following technologies; video surveillance (recorded via automated computer server), Advanced Surveillance and Protection (ASAP) radio car(s) equipped with automatic license plate recognition (ALPR), fixed ALPR cameras, and other advanced technologies benefitting public and officer safety. The primary purpose of the Compton Station Surveillance program is to strengthen public safety and address quality of life issues in the community. Personnel that have access to monitors to view footage will passively monitor and not be dedicated solely to view cameras. This will be accomplished by streaming advanced technologies into the Compton Station Dispatch and other work stations to provide field and investigative personnel with real-time intelligence in the field, and video evidence for successful prosecution when applicable. Use of video surveillance and other related technologies by Department personnel shall be restricted solely for primary law enforcement functions. Recorded information used for evidentiary purposes or requested by court order shall be booked into evidence in accordance with Manual Policy and Procedures section §5-04/000. All data, including routine recordings and procedures regarding the CCTV system shall not be considered public information under the Public Records Act.

Sworn personnel may request a copy of a video recording when it relates directly to possible criminal activities. The procedures shall be as follows: When a deputy sheriff becomes aware of video involving possible criminal activity recorded by the Compton Station surveillance systems, he/she shall notify personnel trained in the use of retrieving and storing footage. Any found video shall be saved under the documents file inherent to the Indigo Vision Video Management System and CD burned for evidentiary purposes.

(Note: each monitoring station has the capability of saving video footage). For consistency sake all footage will eventually be stored on the Gateway Sub Station Video Management System. The video shall be saved and logged/named under the corresponding year, month, day, time of incident, and brief description of the incident.

The surveillance cameras are set-up to record 24 hours per day, storing the recorded video footage on the city of Compton server but with firewalls so the public cannot view. The current recording capacity for the server is

approximately 30 days after which time the recorded footage is recorded over. Therefore, it is imperative that requests for footage are done expeditiously.

### **BACKGROUND**

The ALPR vehicles are capable of scanning up to 5000 license plates per shift. When a license plate is scanned by an ALPR car, a photograph of the license plate and vehicle is captured along with a GPS stamped location with date and time. The license plate is then memorialized in a data base that can be queried by any department member via the intranet. The database can be queried for a license plate or a partial license plate.

The ALPR system will alert the users of stolen vehicles, felony vehicles, gang vehicles, 290 PC Registrants, Amber alerts and warrants via the County Wide Warrant System (CWS). Lastly, detective bureau has the capability to enter license plates into the ALPR system as "Hot Lists" in order to alert all ALPR users of a wanted vehicle associated with a crime.

This technology and the immense capabilities of the system has proven to be a very effective tool. In order to have the most impact and maximize the effectiveness of this technology, it is imperative that these technologies are used on a regular basis.

### **POLICY**

Compton Station is assigned one ALPR cars. In addition there are 6 fixed ALPR cameras in the vicinity of the Gateway Towne Center and 22 fixed ALPR cameras along Willowbrook Avenue. The following protocols and policies shall be in effect. The ALPR vehicle will be deployed at maximum levels during the Day and PM shifts. Any incidents associated with the ALPR system shall be memorialized by using the correct stat codes and Special Request Distribution (SRD) procedures.

#### **Patrol Deputies Duties:**

When assigned an ALPR Car, the deputy shall log on and place "ALPR" in the "Special Equipment" section of the MDT log.

Immediately deploy the car into high crime and known gang areas.

In the event the ALPR vehicle cannot be deployed the ALPR vehicle for any reason (inoperable system, missing vehicle, and engine trouble) the deputy shall make immediate notification to the Watch Sergeant.

Any arrest associated with the ALPR system shall be documented using the correct stat code. The arrest stat code shall go on the Classification Line of the arrest report (Shad-49). These stat codes cannot be used in the issuance of an URN Number, but strictly as a secondary code.

- Example: **ASAP ALPR Car / NC / 835**. Additionally, the stat code shall be entered into the deputies MDT Log clearance as a secondary entry.

835 - ASAP - ALPR/MOBILE

836 - ASAP - ALPR/FIXED CAMERA

837 - ASAP - CCTV/FIXED CAMERA  
838 - ASAP - GUNSHOT DETECTION  
839 - ASAP - MISCELLANEOUS (COVERT CCTV OR ALPR)

Since the MCDS has the capability of monitoring the Back Office Server System (BOSS) patrol personnel shall log on to the BOSS system via intranet. The below are instructions to access and monitor the system:

Access the intranet via the SDN

Find the ASAP page

Click on the ASAP and find the Crime Analyst Portion

Click on Crime Analyst Portion and it will ask you initially to download the software.

Click YES

A log on screen will appear shortly thereafter

User name and password are both CPTDIS (use all capital letters)

Log into system

Once into the system near the top of the screen you will see a HOME tab: Click on the tab

Click on the Dispatch Tab and it will take you to the screen you need to monitor any activity via the ALPR cameras.

**You will be alerted if there are any hits (i.e reported stolen cars, armed and dangerous vehicles that have been reported)**

**Watch Sergeant Duties:**

While preparing the shift In-Service, the on duty watch sergeant shall be responsible for the assignment of the ALPR Car. The watch sergeant shall make a notation "ALPR" in the "miscellaneous section" of the daily in-Service next to the units that are assigned the ALPR Cars.

As a guideline, the ALPR Cars should be assigned to a two (2) person car in order to ease the management of the MDT and ALPR Monitor.

After reviewing and approving any arrest report associated with the ASAP Technology, ensure that the deputy has placed the correct stat code on the **"C" Line as well as placing "ASAP" in the SRD section.**

**Note: The same procedures apply regarding logging on to the BOSS system for any computer in the station that has intranet capability. Watch Deputy, Watch Sergeant and Watch Commanders terminal should be monitoring the BOSS system for activity.**

**Watch Commander Duties:**

After reviewing the in-service make notation in the Watch Commander log that the ALPR car is being deployed and that camera screens in Watch Commanders, Watch Sergeants and Dispatch are operational and able to be viewed. If any issues with the cameras are found email the station camera liaison.



**USE OF FORCE INCIDENTS:**

The on-duty watch commander shall be immediately notified by the watch deputy and/or the watch sergeant in all instances where it is discovered a use of force incident by Department personnel is captured on the Surveillance System. The Compton Station watch commander must give his/her approval when Department personnel request to review a use of force incident that has been recorded on the ASAP system.

When a use of force incident by deputy personnel is captured on the ASAP system, personnel shall adhere to MPP 3-10/115.00. Department members shall prepare all necessary written reports related to a force incident prior to reviewing a video recording of the incident. Upon completion of the written report, involved Department members shall be provided the opportunity to review the recorded incident for the purposes of refreshing their memory after the Field Sergeant or immediate supervisor has reviewed the first reports and any separate supplemental reports of the force incident, and concluded that there is no such evidence of apparent misconduct, or a failure to properly notify.

Once the video tape has been reviewed, personnel will have the opportunity to acknowledge in their report that they observed the video and that it either refreshed their memory, adding any corrective language, or that the original written statements were accurate.

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• • **01-011: Impound/Stored Vehicle Handout**

**PURPOSE**

The purpose of this order is to establish a procedure for providing improperly licensed drivers with an information handout when impounding or storing a vehicle.

**ORDER**

When Compton Station personnel issue a citation for driving without a driver's license or driving on a suspended driver's license, and the vehicle is impounded or stored, the personnel shall issue the driver an impounded/stored information handout.

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• • **08-002: Mobile ALPR Deployment/Video Surveillance Technologies**

**PURPOSE**

To establish protocol regarding the effective deployment of the Automatic License Plate Recognition vehicles (ALPR), fixed ALPR cameras, and video surveillance (hence referred as ASAP technologies) to establish an efficient tracking system for their management and accountability of all related incidents.

The use of video surveillance and other advanced technologies in the field shall be guided by the United States Constitution and all applicable laws relating to a person's reasonable expectation of privacy. Specific guidelines for the practical use of ASAP technologies are guided by Department Policy, common sense, and fairness. The Compton Station Surveillance plan consists of the following technologies; video surveillance (recorded via automated computer server), Advanced Surveillance and Protection (ASAP) patrol vehicle(s) equipped with automatic license plate recognition (ALPR), fixed ALPR cameras, and other advanced technologies benefitting the public and officer safety. The primary purpose of the Compton Station Surveillance program is to strengthen public safety and address quality of life issues in the community. Personnel will not be monitoring video but have it available on active situations where video may assist. This

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will be accomplished by streaming advanced technologies into the Compton Station Dispatch and other work stations to provide field and investigative personnel with real time intelligence in the field, and video evidence for successful prosecution when applicable. Use of video surveillance and other related technologies by Department personnel shall be restricted solely for primary law enforcement functions. Recorded information used for evidentiary purposes or requested by court order shall be booked into evidence in accordance with Manual Policy and Procedures section §5-04/000. All data, including routine recordings and procedures related to the video system shall require a court order to release this information to outside entities.

Sworn personnel may request a copy of a video recording when it relates directly to possible criminal activities. The procedures shall be as follows: When a deputy sheriff becomes aware of video involving possible criminal activity recorded by the Compton Station surveillance systems, he/she shall notify personnel trained in the use of retrieving and storing footage. Any found video shall be saved under the documents file inherent to the Indigo Vision Video Management System and backed up on a restricted folder in the Compton Station shared files titled "Camera Video footage". When applicable a CD will be burned (or other acceptable copying means) for evidentiary purposes and booked as evidence.

Note: each monitoring station has the capability of saving video footage. The video shall be saved and named under the Uniform Reporting Number if applicable to include corresponding year, month, day, time of incident, and brief description of the incident. The capability to play back, download and delete recordings will be restricted to the Station Commander, Lieutenants, Sergeants and other personnel authorized by the Captain.

The surveillance cameras are set-up to record 24 hours per day, storing the recorded video footage on the city of Compton's server but with restricted access. The current recording capacity for the server is approximately 30 days after which time the recorded footage is deleted and recorded over. Therefore, it is imperative that requests for footage are done expeditiously. In the event malfunctions with the system are discovered, personnel should refer to the basic trouble shooting information posted in shared files titled (Sergeant Files, Surveillance Camera, Troubleshooting). If the problem still cannot be resolved, contact the station camera liaison or his/her designee. If deemed to be an issue that cannot be fixed with station resources, the City of Compton Information Technology Department (IT) shall be contacted. The City is responsible for maintenance of the system, per the camera Memorandum of Understanding agreed upon by both parties. The on-duty watch commander shall make a log entry in the Watch Commander Log documenting the notification to City IT Department for reported camera issues. Prior to the notification, the watch commander shall ensure that all basic trouble shooting steps have been followed.

### **BACKGROUND**

The ALPR vehicles are capable of scanning thousands of license plates per shift. When a license plate is scanned by an ALPR equipped vehicle, a photograph of the license plate and vehicle is captured along with a GPS stamped location with date and time. The license plate is then saved in a data base that can be queried by any authorized department members via an LASO work station computer.

The ALPR system can alert the users of stolen vehicles, felony vehicles, Sex and Arson Registrants, Amber alerts and warrants over \$26,000, via the County Wide Warrant System (CWS). Detective bureau has the additional capability of entering license plates into the ALPR system as wanted vehicles by contacting the ASAP unit for approval and entry.

This technology and the immense capabilities of the system has proven to be a very effective tool for the law

## Compton Station Unit Orders

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enforcement community. In order to have the greatest impact and maximize the effectiveness of this technology, it is imperative that these technologies are used on a regular basis.

### **POLICY**

Compton Station is assigned one ALPR vehicle. In addition there are 6 fixed ALPR cameras in the vicinity of the Gateway Towne Center and 22 fixed ALPR cameras along Willowbrook Avenue. The following protocols and policies shall be in effect.

The ALPR vehicle will be deployed at maximum levels during all shifts. Any incidents associated with the ALPR system shall be documented and cleared by using the correct stat codes and Special Request Distribution (SRO) procedures.

#### Patrol Duties:

When assigned an ALPR vehicle, the deputy shall log on and place "ALPR" in the "Special Equipment" section of the MDC log.

In the event the ALPR vehicle cannot be deployed (inoperable system, missing vehicle, and engine trouble) the deputy shall make immediate notification to the Watch Sergeant.

Any arrest associated with the ALPR system shall be documented using the correct stat code. The arrest stat code shall go on the Classification Line of the arrest report (Shad- 49). These stat codes cannot be used in the issuance of an URN Number, but strictly as a secondary code.

Example: **ASAP ALPR Car / NC / 835**. Additionally, the stat code shall be entered into the deputies MDC Log clearance as a secondary entry.

- 835 - ASAP - ALPR/MOBILE
- 836 - ASAP - ALPR/FIXED CAMERA
- 837 - ASAP - CCTV/FIXED CAMERA
- 838 - ASAP - GUNSHOT DETECTION
- 839 - ASAP - MISCELLANEOUS (COVERT CCTV OR ALPR)

Since the MDC's have the capability of monitoring the Back Office System Server (BOSS) patrol personnel can log on to the BOSS system via intranet. The below are instructions to access and monitor the system:

Access the intranet via the SON

Find the ASAP logo on the banner page

Click on the ASAP logo and find the Crime Analyst Portion

Click on Crime Analyst Portion and it will ask you initially to download the software. Click YES

A log on screen will appear shortly thereafter

User name and password are both CPTDIS (use all capital letters)

Log into system

Once in the system, near the top of the screen you will see a HOME tab: Click on the tab

Click on the Dispatch Tab and it will take you to the screen you need to monitor any activity via the ALPR cameras.

**Note: You will be alerted if there are any hits by an audible tone and pop up window (i.e. reported stolen cars, armed and dangerous vehicles).**

Watch Sergeant Duties:

While preparing the shift In-Service, the on duty watch sergeant shall be responsible for the assignment of the ALPR vehicle. The watch sergeant shall make a notation "ALPR" in the "miscellaneous section" of the daily in-Service next to the units that are assigned the ALPR Cars.

After reviewing and approving any arrest report associated with the ASAP Technology, ensure that the deputy has placed the correct stat code on the "C" Line as well as placing "ASAP" in the SRO section.

**Note: The same procedures apply regarding logging on to the BOSS system for any computer in the station that has intranet capability. It is highly advisable that the Watch Deputy, Watch Sergeant and Watch Commander monitor the BOSS system for activity.**

Watch Commander Duties:

After reviewing the in-service make a notation in the Watch Commander log that the ALPR vehicle is being deployed and that the video monitors in Watch Commanders,

Watch Sergeants and Dispatch are operational and available for viewing. If any issues with the cameras are found email or contact the station camera liaison.

**USE OF FORCE INCIDENTS:**

The on-duty watch commander shall be immediately notified by the watch deputy and/or the watch sergeant in all instances where it is discovered a use of force incident by Department personnel is captured on the Surveillance System.

The Compton Station watch commander must give his/her approval when Department personnel request to review a use of force incident that has been recorded on the surveillance system.

When a use of force incident by deputy personnel is captured on the surveillance system, personnel shall adhere to MPP 3-10/115.00. Department members shall prepare all necessary written reports related to a force incident prior to reviewing a video recording of the incident.

Upon completion of the written report, involved Department members shall be provided the opportunity to review the recorded incident for the purposes of refreshing their memory after the Field Sergeant or immediate supervisor has reviewed the first reports and any separate supplemental reports of the force incident, and concluded that there is no such evidence of apparent misconduct, or a failure to properly notify.

Once the video has been reviewed, personnel will have the opportunity to acknowledge in their report that they observed the video and that it either refreshed their memory, adding any corrective language, or that the original written statements were accurate.

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• **2014**

• • **14-002: Tour of Duty Equipment Reporting**

**PURPOSE**

The purpose of this station order is to establish guidelines for the inspection and inventory of the usage of county vehicles assigned to Compton Station.

**SCOPE**

This order shall apply to all Compton Station personnel.

**POLICY**

5-09/240.10 TOUR OF DUTY EQUIPMENT REPORT

The driver of every County vehicle shall inspect and inventory his assigned vehicle prior to the start of his shift, noting any damage or missing items, plus a statement of the vehicle's general condition on the Tour of Duty Equipment Report (form SH-CR-159). The completed form shall be submitted to the Unit Commander.

5-09/240.05 MECHANICAL DEFECTS AND/OR DAMAGES

The driver of every County vehicle shall inspect his or her assigned vehicle for mechanical defects and/or damage prior to accepting the vehicle. If any discrepancies are noted, a Driver's Vehicle Condition Report (form LAFM-OPS500) shall be completed and brought to the attention of the employee's immediate supervisor. All subsequent mechanical defects shall also be reported.

The concerned supervisory personnel shall coordinate the submission of such Driver's Vehicle Condition Report to the proper Sheriff's Department representative, depending upon the location of the reporting unit.

All Compton Station personnel utilizing county vehicles shall properly and accurately complete a Tour of Duty Equipment Report (Vehicle Slip) prior to usage. Any mechanical defects or collision damage shall be reported on the Tour of Duty Slip and reported to an immediate supervisor.

The Watch Sergeant shall ensure Tour of Duty Slips are submitted for the usage of county vehicles prior to the start of every shift. The sergeant shall review the vehicle slips and conduct random vehicle inspections to ensure accuracy.

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• • **14-004: Improper Use of Statistic Codes**

## **PURPOSE**

The purpose of this unit order is to establish procedures to properly document, report, and classify crime reports. The following corrective measures will also address deficiencies in training, supervisory review, and documentation.

## **SUPERVISORY RESPONSIBILITY**

### **WATCH SERGEANT/FIELD SERGEANT**

All sergeants shall familiarize themselves with the contents of "Assault Stat Codes – Proper Assignment" Newsletter, dated January 28, 2004. This newsletter will be a recurrent topic during shift briefings. While reviewing submitted reports, supervisors will confirm the proper statistic code is used in the reporting of each appropriate crime. Supervisors will notify the author of the when an improper statistic code is used and take appropriate administrative action to correct the error.

### **WATCH COMMANDER**

On Monday of each week, the shift watch commander will conduct an audit of at least ten (10) reports from the previous week's submitted reports. Upon completing the audit, an entry into the watch commander's log shall be made documenting the results and any corrective action taken to address deficiencies.

### **MASTER FIELD TRAINING OFFICER**

The Master Field Training Officer (MFTO) will meet with all field training officers and conduct a separate training session to ensure they are familiar with the contents of the newsletter and the proper application of the statistical codes when completing crime reports. This training will be recurrent and documented on an APIS roster to ensure accountability at all levels.

### **DETECTIVE BUREAU REVIEW**

Each detective bureau team sergeant will review, document, and correct reports which were found to contain errors of inappropriate use of statistical codes. When statistical code errors are identified, the team sergeant will document the Uniform Report Number (URN) and the incorrect statistical code used, and they will identify the appropriate statistical code, the author(s) of the report, and the approving supervisor on a log maintained by the bureau operations sergeant. This log will be reviewed by the detective bureau lieutenant on a weekly basis. The team sergeant will then complete a supplemental report correcting the error and will notify the approving supervisor and the shift watch commander.

• • **14-005: Desk Response Procedures**

**PURPOSE**

The purpose of this order is to establish procedures for monitoring response times to calls and desk responsibilities on delayed response from field units.

**ORDER**

Desk Personnel

In order to provide the citizens of Compton and the surrounding unincorporated areas a reasonable expectation of timely service, desk personnel (dispatcher and watch deputy) shall continually monitor calls for service dispatched to field personnel. These calls shall be monitored for acknowledgement, enroute time, arrival time, completion time, and hold time duration (if applicable).

Dispatcher's Responsibility

The dispatcher shall monitor all calls sent to field units that are indicated on the dispatcher's terminal. The dispatcher shall inquire on all calls that field personnel have not arrived to within the established response thresholds. The dispatcher shall actively monitor the status of all field units that are shown to be dispatchable. The dispatcher shall issue calls for service to all available personnel in order to minimize response times.

Any calls with a justifiable, extended response time shall be reassigned to another available unit to ensure personnel arrived at the call within a reasonable amount of time. Any call with an unexplained, extended response time shall have a field sergeant assigned to the call to facilitate punctual handling of the call.

Those calls that have reached the station threshold for delayed response (emergent calls for service under 6 minutes, priority calls for service under 15 minutes, and routine calls for service under 40 minutes) shall be identified by the dispatcher. The dispatcher shall inform the watch deputy of the status of the call. The dispatcher and watch deputy shall collectively have desk personnel initiate the Station Desk Procedure for Delayed Response and ensure the caller is informed of delay per Field Operations Directive 90-012.

Watch Deputy Responsibility

It shall be the responsibility of the watch deputy to actively monitor all calls for service issued by the dispatcher. The watch deputy shall ensure calls are properly dispatched to ensure timely response by field personnel. Any call identified with an extended response time shall be scrutinized by the watch deputy to determine the cause of the delay.

Any calls that automatically flag on the watch deputy terminal for "No Ack" or "No Unit 10-97" shall be immediately identified and a determination made on the most expedient manner in which to resolve the delay. The watch deputy shall ensure the informant on the call is advised of delay and attempt to give them the estimated time field personnel will arrive to handle the call, per FOD 90-012. The watch deputy shall report to the watch sergeant or watch commander on the status of any call where there is no valid explanation on why the call is delayed.

Watch Sergeant Responsibility

Upon being contacted by the watch deputy and notified of a call with an unexplained extended response time, the watch sergeant shall further investigate the call in an attempt to determine the cause of delay. The watch sergeant will contact the person assigned to the call and conduct an inquiry as to the reason for the delay. If there is a plausible explanation for the delay, the watch sergeant shall reinforce the importance of a timely response. If there is no reasonable explanation, the watch sergeant shall consult with the watch commander, and appropriate administrative action shall be taken.

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• • **8-002: Armory Procedures**

**PURPOSE**

The purpose of this order is to establish procedures for the issuance, return, and accountability of Compton Station's armory weapons.

**ORDER**

The following order shall be followed to check out, check in, and inventory the weapons assigned to Compton Station's armory, in order to ensure their proper safeguarding, maintenance, and accountability on every shift.

- All Compton Station armory weapons checked out for use by a deputy shall be properly logged into each deputy's daily worksheet (i.e.. Special Equipment R/24, S/G-12, S/B-2, T/3) and vehicle inspection form.
- All Compton Station armory weapons shall be returned to the Compton Station armory at the completion of the deputy's shift. Under no circumstances shall weapons be kept/stored in locker, work space, vehicle, or any place other than the armory.
- Compton Station armory AR-15s being check out for use in Department approved training shall be indicated in the remarks section of the Compton Station Armory Inventory sheet.
- Weapons stored in Armory #2 are not for routine patrol. They are either out of service due to malfunction, stored as response team weaponry, or unissued weapons. Under no circumstances shall these weapons be placed into service without the approval from the watch commander or armory sergeant. Access to the Armory #2 key shall be strictly monitored.

Deputy Responsibility

It is the responsibility of each deputy to ensure the proper safeguarding, accountability, and return of all Department weapons. Deputies shall properly account for the equipment issued on the vehicle inspection sheet and shall be properly logging in their daily worksheet. The deputy shall email the Compton Station Armory Sergeant indicating any weapon that is not functioning correctly or needs immediate care.

Watch Sergeant Responsibility

The watch sergeant on every shift shall conduct a detailed inventory of the Compton Station armory, utilizing the Compton Station Armory Inventory Sheet, in order to accurately account for all Compton Station weapons. The watch sergeant shall physically verify the weapons remaining in the armory against those weapons indicated in the on-duty deputies' logs.

Each vehicle inspection form shall be reviewed to confirm the equipment portion reflects the same information as provided in the deputies' logs and the Compton Station Armory Inventory Sheet. Any discrepancies shall



be handled immediately and corrected. In the event an armory item is still not located, an email detailing the discrepancy and what action(s) were taken shall be sent to the Compton Station Armory Sergeant and noted in the Watch Commander Log.

#### Armory Sergeant Responsibility

The armory sergeant will conduct monthly inspections of the armory for organization, condition, and cleanliness. He/she will review all Compton Station Armory Inventory Sheets and bring discrepancies to the armory lieutenant. The armory sergeant will ensure the armory equipment is in compliance with proper storage procedures. He will also request additional equipment and replacement equipment as necessary.

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- **2013**

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- **2012**

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- **2011**

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- • **8-001: Transport of AR-15 Rifle for Department Approved Training**

#### **PURPOSE**

The purpose of this Station Order is to establish procedures regarding transporting an AR-15 rifle for Department approved training. The order will maintain accountability and responsibility on the employee if he/she chooses to transport the AR-15 rifle home prior to training.

#### **ORDER**

The following order shall be followed in order to insure the safeguarding of a Department issued AR-15 weapon that is in your care and custody for the purpose of training.

1. The selected AR-15 rifle will be checked out with the on duty Watch Commander and a notation made indicating the rifle will be at training. The magazines and ammunition needed for the training shall be checked out with the rifle.
2. The AR-15 rifle, shall be transported in either a hard or soft rifle case with a lock that will be issued with the weapon by the Station Armory Sergeant.
3. The weapon and case will be secured in the employee's private vehicle and hidden from view during transporting.
4. In transporting from the station, the employee shall make all attempts to drive directly home. However, if the employee must make a stop between the station and their home, it is their responsibility to maintain a watchful eye on their vehicle in order to insure or prevent the weapon from being stolen or lost.

5. Once at home, the weapon and case will be secured in a manner that complies with California Penal Codes: 12035 P.C. & 12036 P.C., in order to safeguard against any children from tampering with it.
6. At the completion of training, the weapon will be secured and transported in the aforementioned manner back to Compton Station as soon as possible. The AR-15 will be checked in by the Watch Commander.
7. An "AR-15 RIFLE TRAINING FORM" will be completed in duplicate. The original will remain at Compton Station, and the carbon copy will follow with the weapon.
9. In the event the weapon is lost, stolen or damaged during training, reporting procedures will be in effect per our Department's Policy & Procedures. Refer to sections: 3-01/040.15 CARE OF COUNTY PROPERTY AND EQUIPMENT AND 3-03/060.00 STOLEN OR LOST DEPARTMENT PROPERTY

Any questions regarding the aforementioned procedure can be directed to the Armory Sergeant.

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## • • 1-001: Search Operations

### **PURPOSE**

The purpose of this Station Order is to establish procedures to minimize risk to Compton Station patrol personnel when conducting parole/probation compliance operations, and/or lower to moderate risk search operations.

When planning a search operation, the paramount concern will always be for the safety of the public, our personnel, and the protection of property.

### **PROCEDURE**

Compton Station patrol personnel wishing to conduct a search of a residence pursuant to a subject's parole or probation status shall notify their supervisor and advise him/her of the circumstances. The supervisor shall be the permanent rank of sergeant or above, and will serve as the Incident Commander.

A risk assessment shall be conducted in accordance with MPP Sections 5-09/465.10 SEARCH OPERATIONS - RISK ASSESSMENT and 5-09/465.20 SEARCH OPERATIONS PREPARATION CHECK LIST. Moderate risk search operations are defined as having one or two of the hazards associated with high risk operations. Lower risk operations have none of the risk factors associated with high risk operations.

Station personnel shall conduct the appropriate inquiry into the L.A. Clearinghouse to establish that there are no conflicting investigations.

Moderate risk search operations require the following:

- A signed Ramey or search warrant at the time of service (except probation and parole searches), a signed Entry and Search Waiver, SH-R-410, (in the case of a consent search), or an audio/video taped

verbal consent.

- SH-R-461 is required for all search operations, which must be reviewed by the Incident Commander prior to conducting the search.
- Operations plan requirement may be waived by the Incident Commander.

All personnel involved in a search operation shall attend the operation briefing.

All searches shall be conducted in teams of two (2) Deputies per room.

The Incident Commander shall be an individual holding the permanent rank of Lieutenant or above whenever a search operation is expected to result in an evidence seizure valued at \$10,000 or more.

### **DOCUMENTATION**

The Incident Commander shall direct deputy personnel to video tape the location prior to commencing the search and again at the conclusion of the search. The locations of all search warrant services, excluding those deemed lower risk, shall be videotaped.

Upon rendering a location secure (after completing a sweep for persons/items posing a threat to officer safety), the entry team leader shall ensure that the location is videotaped, including a descriptive narrative of the location and any and all damage to the location. The narrative should also include descriptive information such as the color, trim, location of the address and any unusual features, etc. Pre-existing damage, along with damage resulting from law enforcement activities, as well as the general condition of the location, shall be videotaped and identified in the narrative.

The Incident Commander shall verify that all the required videotaping is completed. All persons found inside the location shall be identified on video tape. Each person shall be asked about presence of money, valuables and firearms before the search begins.

A report describing the execution of the plan and any subsequent search shall be written and include the following information:

- All Deputies present during the search of the location,
- A listing of each item of evidence seized, specifically describing the location where it was recovered and the name of the Deputy who recovered it.

Should a search operation result in no additional evidence of a crime, a SH-AD-49 shall be written with statistical code 810, documenting the incident (SEARCH OPERATION (PROBATION/ PAROLE) / NC / 810). If an arrest is made from the search operation, a copy of the arrest report takes the place of this.

The RD shall be specific to the location of the search operation, i.e. no using 2899 as a catch all for addresses within other Sheriff's Station area.

### **SEARCH OPERATION PACKAGE**

A search operation package shall be completed by the Incident Commander, which will consist of the

following:

LASD Search Documentation Checklist on a letter size manila envelope containing:

- SH-R-461 Search Warrant Preparation Check List
- Operations Plan
- DVD of pre/post search video
- SH-AD-49
- Applicable miscellaneous documentation

In the absence of a Compton Station archive drive specifically designated for search operation videos; it is recommended the Incident Commander keep a second DVD disc for their own records.

### **ARCHIVE**

The designated sergeant with the collateral duty of maintaining the Search Operation collateral duty shall review each package for accuracy and completeness. The packages shall be entered into LARCIS as a search operation, and retained at the station for a period of two years.

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- **2010**

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- **2009**

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- • **09-001: Parolee Assistance Program**

### **PURPOSE**

The Parolee Assistance Program was created to contact parolees in the station area and provide them with information that identifies programs to assist the parolees and their families. Programs such as domestic violence counseling and AA (Alcoholics Anonymous), which are locally available to the parolees, will also be provided at the time they are contacted by station personnel.

### **POLICY**

#### Parolee Contact

The Compton Station Special Assignment Team (SAO) shall report on the second Wednesday of each month to the station Crime Analyst in order to obtain a new list of parole releases for the current month. This list will be compiled by the station crime analyst using the California Department of Corrections LEADS (Law Enforcement Automated Data Systems) Program. The list of parole releases will, at a minimum, have the parolee's full name, physical description, address (subject to availability), offenses, parole agent name, and

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contact information.

The SAO team deputies shall contact each parolee on the list and obtain the information necessary to complete an FI (Field Interview) Card. The original FI Cards shall be submitted to OSS and the copies saved for the Detective Bureau archives. In addition, the deputies shall provide each parolee a tri-fold pamphlet listing resources and support organizations providing free and nominal fee services such as free/low cost medical assistance and mental health assistance.

All parolee contacts shall be made within 30 days of receiving the parolee list. Each contact shall be documented by creating an MDT Observation using the complete street address. The detailed log clearance shall be made using the parolee's full name and clearance code 811 (PAROLEE CONTACT). If the parolee is not contacted on the first attempt, a minimum of one (1) additional attempt must be made before the end of the month.

#### Tri-Fold Pamphlet

The tri-fold pamphlet will provide the parolee information that will benefit him/her and their family. Information will be based on services locally available and usually free or low cost to the parolee. Information in the pamphlet will include:

Employment Resources  
Homeless Shelters  
Free and Low Cost Medical and Mental Health  
Substance Abuse and Addiction Recovery

#### Tracking and File Management

Compton Station Detective Bureau will be responsible for assignment, collection, and tracking of the Parolee Assistance Program. The files will be stored and maintained in the Compton Station Detective Bureau and available for Divisional Inspection. A sworn member of the Detective Bureau will be designated as the Parolee Assistance Program Manager. The Program Manager will ensure all the prior months parolees were contacted and archive all documentation monthly.

The previous month's complete list of parolee contact information will be due on the first Wednesday of each month and submitted to the Compton Station Detective Bureau for review by the Parolee Assistance Program Manager. This review will ensure that an attempt has been made to contact all parolees listed on the monthly report. Any parolees not contacted on the previous month will be re-contacted on the following month's detail.

This station order and the "tri-fold" pamphlet must be reviewed annually in order to update changes regarding program efficiency and possible changes to the list of available resources.

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## • • 08-035: Earthquake and Disaster Planning

### PURPOSE

The outline responsibilities of Compton Station personnel in the event of a major earthquake or other disaster.

## **POLICY**

The primary concern for personnel should be the safety and well-being of their families. However, for those deputies on duty at the time of the disaster, this may not be possible. Their individual responsibilities and duties will prohibit them from responding to their homes to provide assistance. To help on-duty personnel in contacting their families, we have created a special telephone number at the Station Emergency Operations Center. This number is being reserved to be explicitly used by family members of on-duty personnel and off-duty personnel to call the station. Every effort will be made to ensure the welfare of the on-duty employee's family.

Emergency Telephone No.: (310) 605-6500

## **Employee Responsibility**

### **On duty personnel**

1. Shall remain at their assignment until properly relieved.
2. Primary functions are:
  1. Damage assessment of critical facilities and locations to include all Sheriff's facilities in the Station's area.
  2. Lifesaving
  3. Maintenance of peace and order.

### **Off duty personnel**

1. When personnel become aware of the magnitude of the disaster, they shall make every effort to ascertain to what phase the Department has been mobilized (Refer to Manual of Policy and procedures, Section 5-06/020.05 through 5-06/020.25).\
2. Personnel scheduled for the next shift, after stabilizing their family, shall report to Compton Station.
3. If telephone communications are unavailable personnel shall automatically respond after securing their family and home.
4. All deputies shall make every effort to respond to Compton Station. Personnel should plan alternate routes and methods of transportation with this end in mind. Those personnel, who are unable to respond to Compton Station, are required to respond to the nearest Sheriff's facility. In order to be prepared for this possibility, sworn personnel shall maintain at least one Class B "Emergency Response Uniform," a weapon to be used with this uniform, and other equipment as personnel deem fit at home.

All sworn personnel should prepare their families and themselves to be on-duty or on-call at the station for 72 hour period.

All deputies should remember that they have a moral obligation to respond in the event of an earthquake or

disaster. Although their family's safety is of the utmost concern to any employee, without personnel responding to the emergency and performing their assigned tasks, the station and the Department will become ineffective in saving lives and restoring order to a possible chaotic situation.

Proper planning and preparation by the deputy's family will help minimize the impact of the disaster.

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## • • 08-037: Post-Earthquake Reporting Procedures for Off-Duty Personnel

### PURPOSE

This order establishes reporting procedures for off-duty Compton Station personnel following a major earthquake.

### POLICY

In order to facilitate the coordinated and timely relief of station personnel following a major earthquake, off-duty personnel shall adhere to the following guidelines:

- A. Personnel shall give priority to stabilizing their family situation.
  1. Obtaining necessary medical treatment, food, and water.
  2. Home damage assessment.
  3. Relocation if necessary.
  4. Listen to news broadcasts regarding extent of damage, road closures, utility damage, etc.
- B. As soon as possible, attempt to telephone Compton Station and advise the watch commander of availability and ETA; obtain reporting time and location (station operations may be relocated due to earthquake damage).
  1. If unable to report for duty, give reason (i.e., injured, unable to stabilize family, no transportation, etc.).
  2. If you are unable to report to Compton Station, but could respond to a station or facility closer to home, notify this station and the other facility.
  3. If unable to contact Compton Station, contact another station or facility and coordinate your response through them.

### *SPECIAL NOTE:*

*Carpools should be organized to transport personnel to and from work. Off-duty personnel shall make*

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*every effort to expedite their availability for work so that on-duty employees can be afforded the opportunity to tend to their families.*

All personnel can anticipate two-platoon, 12-hour scheduling, during the recovery period.

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## • • 08-067: XTS 3000 Portable Radio Issuance, Control, and Care

### **PURPOSE:**

The purpose of this order is to establish general procedures for the assignment, issuance, maintenance, and inventory of the portable XTS 3000 radio, allocated to Compton Sheriff's Station.

### **ASSIGNMENT:**

The watch deputy is responsible for assigning radios to all personnel assigned to work a patrol function on the upcoming shift. The procedure for this will be as follows:

The watch deputy will place the assigned radio numbers on the in-service sheet and the radio audit form. Deputies working the upcoming shift will be responsible for retrieving their assigned radio and one battery from the watch deputy prior to the start of their shift. Radios and batteries will no longer be left unattended in the briefing room.

Deputies are required to use only the radio assigned to them for the shift. If a deputy needs to use a radio not assigned to them, they must notify the watch sergeant.

All radios returned at the end of shift shall be returned to the watch deputy and have their radio marked as returned on the Radio Audit Form.

The watch sergeant is responsible for assigning radios to any special event overtime personnel and all other authorized personnel on an "as needed" basis. Prior to assigning these radios, the watch sergeant will check the audit form and verify the radio is available. Under no circumstance shall any personnel retrieve a radio without first obtaining authorization from the watch sergeant and being listed on the radio audit form.

### **ISSUANCE OF BATTERIES:**

The batteries and the battery charger will be kept inside dispatch in the locked radio room under the control of the watch deputy. They will be responsible for charging and rotating the batteries.

Request from other deputies or outside units for charged batteries will be handled by the watch sergeant. The watch sergeant will make the decision if enough charged batteries are available for the patrol deputies first, and then exchange the uncharged battery for a charged one. If a detective is available, request for charged



batteries can be exchanged through Detective Bureau.

### **MAINTENANCE:**

When radios are issued or returned, they shall be turned off. If the radio malfunctions or needs a knob replacement, Mic. replacement, etc., it will be the duty of the watch deputy to have the radio transported to SCC for replacement as soon as practical.

Any battery that fails to be recharged will be checked. If the battery still fails to recharge properly, the Watch Deputy will have the battery transported to SCC for replacement as soon as practical.

### **INVENTORY:**

The watch deputy will inventory all patrol radios from the prior shift to ensure all radios are returned. The procedure for this will be as follows:

The Audit Form will have two pages. The first page will include only radios assigned to patrol. The form will contain the date, shift, and unit of each person assigned a radio. The watch deputy will use the in-service from the prior shift to match each assigned radio to the current shift Radio Audit Form. This will include any unassigned radios and will account for the physical presence of every radio. If a radio is unaccounted for, the watch deputy will begin an active search for the radio. If the radio was assigned to the shift prior, every effort will be made to contact that deputy. The deputy will be required to provide enough details to locate the radio. When all the radios on the Audit Form have been recorded, this will be presented to the watch sergeant and, after review, will be placed on the Watch Commanders Radio Audit Board.

Page two of the Audit Form will list all the assigned radios to specialized units and all reported missing radios. Both pages will be maintained by the watch deputy.

Under no circumstances will personnel be permitted to keep a radio not used on the current shift. Deputies needing the radio to complete after-shift investigations will contact the watch deputy, and exchange the battery for a charged one. This is to allow the nearly exhausted battery to be placed on the charger.

The watch sergeant will have ultimate responsibility for radio accountability during their shift. The watch sergeant will determine appropriate action to be taken if there is any discrepancy regarding the radio inventory.

The watch commander will note the results of the radio audit in the Watch Commander's Daily Activity Log. Any discrepancies not resolved by the shift watch sergeant before the end of shift will be relayed to the oncoming Watch Commander for appropriate follow up.

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### **• • 08-003: Internal Telephone/Field Audit**

## **PURPOSE**

The purpose of this station order is to establish procedures for conducting internal station telephone audits and field audits. The internal audit is designed to ensure that station personnel who work answering the phone or responding in person, appropriately and professionally handle calls. This evaluation system will act as a tool to monitor station personnel and ensure members of the community and Department are assisted in a polite, courteous, and professional manner.

## **PROCEDURE**

Each shift Watch Commander, Watch Sergeant, or designated personnel shall evaluate how station personnel answer the telephone and complete a Phone Audit form. This will be accomplished twice a shift. Deficiencies will be addressed on a case by case manner through training or performance log entry, if necessary. The form will include any remedial actions taken. The forms will be placed in the operations mailbox found in the Watch Commander's office. These forms, after being reviewed, will be forwarded to the designated sergeant who shall record which lieutenant or sergeant completed the form.

Each shift Field Sergeant shall evaluate how station personnel conduct themselves at calls for service and complete a Field Audit form. This will be accomplished twice a shift. Deficiencies will be addressed on a case by case manner through training or performance log entry, if necessary. The form will include any remedial actions taken. The forms will be placed in the operations mail box found in the Watch Commander's office. These forms, after being reviewed, will be forwarded to the designated sergeant who shall record which lieutenant or sergeant completed the form.

Telephone and Field Audit forms shall be forwarded to Compton Station operation's staff for filing and record keeping purposes.

Attached is a copy of Department policy regarding the procedures for answering the station telephones.

## **MPP 3-07/090.00 INCOMING CALLS**

Procedures for handling emergency and routine incoming calls are outlined in the subsections which follow. All calls shall be answered promptly, efficiently, and courteously. Personnel shall properly identify themselves by unit and name when answering all incoming telephone calls.

### **3-07/090.25 ROUTINE INCOMING CALLS**

Establishing and maintaining good public relations shall be a primary concern of all Department members handling incoming telephone calls. The following procedures shall be observed:

- Give proper identification when answering the telephone, stating Unit of Assignment and name
- Handle the call yourself, when possible, unless the caller asks to speak to a specific person
- When necessary to refer the caller to another unit, explain the reason and provide caller with the correct number before transferring the call

## Compton Station Unit Orders

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- If caller has already been transferred, offer to obtain requested information and return the call or obtain an accurate source of information for the caller
- Return calls promptly, notifying caller of action being taken or results of your efforts to obtain correct information.
- Use message forms when taking messages: record the following information:
  - Called person's name,
  - Caller's name and affiliation,
  - Date and time of call,
  - Message,
  - Receiver's name.

### Telephone Demeanor

The public's perception of our organization is directly impacted by our courtesy and thoroughness during daily telephone contacts. All personnel shall utilize the basics of effective telephone communications:

- Greet the caller with a professional tone,
- Listen closely,
- Be helpful,
- Empathize, and
- Avoid Department/police jargon.

By utilizing these five easy steps, the Department will present a professional image and promote better customer service.

### Procedure

All personnel who answer incoming telephone calls shall greet the caller by identifying themselves and unit of assignment. Below are examples of standard greetings that may be adapted for every unit on the Department:

#### Data Systems:

"Records Management, Mr./Ms./Mrs. Smith, how may I help you?"

"Good afternoon, Records Management, Mr./Ms./Mrs. Smith, can I help you?"

#### Homicide Bureau:

"Detective Smith, Homicide Bureau, how may I help you?"

"Homicide Bureau, Mr./Ms./Mrs. Smith, can I help you?"

#### Lakewood Station:

"Deputy Smith, Lakewood Station, how may I help you?"

“Good morning, Sheriff’s Station, Mr./Ms./Mrs. Smith, can I help you?”

#### Telephone Demeanor Audits

To ensure compliance with Department policy, random audits will be conducted. The results of these audits will be reported to the Office for the Undersheriff on a monthly basis. A copy of these results will also be sent to each unit audited. Unit Commanders are responsible for commending employees who performed in accordance with this policy. Unit Commanders shall take appropriate administrative action regarding employees who demonstrated substandard performance in an area covered by the audit.

#### **MPP 3-07/090.10 EMERGENCY INCOMING CALLS - BUSINESS SYSTEM**

Emergency calls directed to a station complaint desk, received on the business system, shall take precedence over all other business system calls. Any routine call in progress shall be placed on "hold" until each new incoming call is answered to determine if it is an emergency call.

When calls for emergency service or assistance are received by a unit other than the unit having jurisdiction, all necessary information shall be obtained and the information relayed to the concerned unit or agency immediately. This procedure is in accord with the Department policy of not transferring calls of an emergency nature, received on the business system and giving all possible assistance to the caller.

If there is any question of jurisdiction or when available information indicates that our emergency service can arrive sooner than that of the agency having jurisdiction, a unit of this Department and necessary allied emergency equipment shall be dispatched.

The incident and action taken shall be entered in the dispatch system and a tag number assigned so that the incident will be recorded.

#### **MPP 3-07/090.15 THE 9-1-1 EMERGENCY TELEPHONE NUMBER SYSTEM**

Without exception, only emergency calls shall be taken on the 9-1-1 line. Do not transfer a non-emergent 9-1-1 call to a business line. This procedure does not remove the caller from the incoming 9-1-1 telephone trunkline, though appearances would tell you otherwise. Should a non-emergent call be received on this line, transfer the caller to the 9-1-1 nuisance line recording and the caller will be informed that 9-1-1 is to report emergencies only.

Station complaint desk personnel answering 9-1-1 lines shall:

1. Do so without delay - the line should not ring more than twice before being answered,
2. Answer: "9-1-1. What is the emergency?",
3. If "Foreign Exchange" appears on the Automatic Location Identification (ALI) display unit above the caller's address, the deputy shall look at the address carefully. "Foreign Exchange" should alert the deputy that the call is originating outside the station area. If an emergency, the deputy shall determine which police or Sheriff's station has jurisdiction and immediately transfer the call,
4. Immediately transfer calls reporting incidents of smoke/fire to Fire Dispatch. Do not interrogate the caller. All calls reporting the same smoke/fire incident shall be transferred, not terminated,
5. Immediately transfer calls reporting injury traffic accidents to Fire Dispatch, regardless of jurisdiction. Calls reporting injury traffic accidents within station jurisdiction, including contract cities, may be placed

in conference with Fire Dispatch to obtain all necessary information,

6. Remain on the line until the transfer is complete,
7. Transfer or terminate all calls expeditiously to free the 9-1-1 lines.

A 9-1-1 call that has been transferred to the station complaint desk shall not be transferred a second time. All necessary information shall be obtained and relayed to the concerned unit or agency immediately.

When a 9-1-1 line is answered and the call is disconnected prior to determining its nature or completing a transfer, deputies shall utilize available resources to determine an appropriate response.

### **FIELD OPERATIONS DIRECTIVE 90-03**

#### Standard Greeting for Station Operators

Station operators handle virtually all incoming calls during standard business hours, therefore, all calls received by the station operator shall be answered as follows:

Example: "Compton Sheriff's Station Operator, how may I direct your call?"

#### Standard Greeting for all Station Personnel

When station operators are not available to answer incoming calls, calls are automatically forwarded to the station desk. Station desk personnel and all other station personnel shall answer all non-9-1-1 calls in the following manner:

1. State the name of the unit or station
2. State your rank or title,
3. Ask, "how may I help you?"

Example:

(Deputy) "Compton Sheriff's Station, Deputy Smith, how may I help you?"

(Professional Staff) "Compton Sheriff's Station, Mr./Ms/Miss Jones, how may I help you?"

#### Optional Generic Greeting for all Station Personnel

Stations who serve contract cities may choose to have a more "generic" greeting. In these instances, personnel answering telephones should delete the station's name in their greeting and replace it with "Good morning," "Good afternoon" or "Good evening" (depending on the time of day).

## Compton Station Unit Orders

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