

2015

• 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

• 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.

• 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 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.

• **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.

• **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.

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.

• 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.

• 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.

• **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.

• 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.

• 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

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

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
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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.