# Marina del Rey Station Unit Orders

## • Detective Unit Orders

### • • Court Management

**PURPOSE**
The purpose of this Court Services Plan is to emphasize Department policy that requires all personnel to serve the judicial process in a responsive, cooperative, and effective manner. The goal of this plan is to ensure that all arrests are correspondingly supported by evidence and testimony that will result in convictions.

**SCOPE**
This Directive applies to all Marina Del Rey Station employees.

**ORDER**

The following directive has been prepared in a category format for ease of comprehension.

**I. ACCOUNTABILITY**

Court Services Sergeant

The Detective Bureau Sergeant has the collateral responsibility for managing the station's court operations. He/she will actively monitor and audit all aspects of court procedures, including appearances, overtime expenditures, and personnel complaints. The Detective Bureau Sergeant has the full time responsibility for supervising station personnel involved in court operations, including compliance with all Department and unit policies. He/she will maintain a liaison with the local court officials, the District

Attorney's Office, and station personnel. He/she will be responsible for ensuring accuracy, completeness, and appropriate documentation of all court related overtime expenditures. He/she will work in conjunction with the District Attorney's office to

insure that the appropriate personnel are subpoenaed to court. He/she will conduct immediate supervisory inquiries regarding personnel who arrive late for court, personnel who fail to obey lawful orders (subpoenas) to appear in court, and any court related personnel complaints. He/she shall periodically observe Deputies/employees during courtroom testimony and, if necessary, provide any counseling and training for improvement. The Detective Sergeant shall be the direct supervisor of the Station Court Deputy. The Detective Sergeant shall review the subpoena register or the computerized subpoena e-mail system each court day and will cause all personnel who did not initial or acknowledge the e-mail, re: receipt of a subpoena for that date, to be telephoned at an appropriate hour and informed of their required court appearance.

Station Court Services Officer or Court Deputy

The Station Court Services Officer/Court Deputy may be sworn, or non-sworn, and shall be responsible for subpoena control, assisting with the coordination of employee witnesses needed in court, and assisting the Detective Sergeant. Subpoenas may be received daily from the Detective Sergeant, from other Sheriff's facilities, personally delivered to the station, or received through the mail. The Court Services Officer/Court Deputy shall record and track all subpoenas and court documents relating to Marina Del Rey Station field operations, including Subpoena Duces Tecum requests. He/she will also be responsible for maintaining telephone coordination each court day with the District Attorney's Office's Witness Coordinator and for completing the "on-call" court overtime slips.

Patrol Sergeants

Patrol Sergeants shall review the content of all arrest reports to ensure that only Deputies essential for case prosecution are written into the report.

Supervisors shall ensure that, where possible, in routine misdemeanor arrests situations, the arresting officer has conducted or witnessed the searches, tests or interviews, so that only he/she need be subpoenaed to testify in court (MPP 3â€‘02/290.10).

The last paragraph of a report should state the name of the Deputy who can testify to all the facts (MPP 3â€‘02/290.10).

## II. UNIT SUBPOENA PROCEDURES

It is our intent to ensure the appearance of all subpoenaed personnel when subpoenas are received at least five working days prior to the appearance date (barring prescheduled variances or unforeseen circumstances).

Subpoenas received less than five working days prior to the appearance date will only be accepted when it is certain that the employee will be available for timely service (1328 P.C.). Every effort will be made to ensure the Deputy's/employee's appearance in court. If the employee was not served, the Court Services Officer or Detective Sergeant shall notify the court that timely service was not made and the subpoena shall be returned to the issuing court.

Upon receiving a subpoena, the Court Service Officer/Court Deputy shall:

- Enter all subpoenas on the Daily Court List via the subpoena E-mail system.

- Check the employee's schedule to ensure there will be no conflict with service or attendance. **Note**: "Be in court" subpoenas will normally take precedence over other activities, with the exception of pre-approved vacations. The Court Services Officer or Court Services Sergeant will notify the court of any conflict.

- Place the subpoenas in the appropriate shift's, or specialized unit's subpoena folder or box, e.g.,

Detectives, COPs. Mail and/or E-mail subpoenas to personnel no longer assigned to Marina Del Rey station.

· Upon receipt of changes, record/update subpoena information and advise the employee.

· Each court day, the subpoenaed Deputy shall contact Witness Coordinators (beginning at 1100 hours) to determine the status of "on-call" personnel.

· Notify any personnel no longer on-call and all personnel who will continue to be "on-call" for the afternoon court session.

· Maintain a "telephone log," noting the date/time, names of parties contacted, the names of the defendants, and results of conversations to and from the District Attorney's Office. The log shall indicate any verbal notifications made to the subpoenaed employee. The logged information shall be maintained as a reference to evaluate any nonappearance by unit personnel.

Deputies/employees shall:

· Acknowledge and print the E-mailed Subpoena and use it as the actual Subpoena if none is issued.

· Appear as ordered, on time, and properly attired. If granted "on-call" status, ensure that all appropriate on-call procedures are followed.

· Be thoroughly familiar with the case and be prepared to testify.

· If a conflict arises after receipt of the subpoena, it is the Deputy's/employee's responsibility to notify the District Attorney's Office. If he/she is not able to appear in court, he/she shall notify the Court Services Officer/Court Deputy of his/her inability to appear in court and provide the name of the authorizing District Attorney. If the conflict is due to a pre-approved vacation, injury, illness, etc., the employee shall contact the Court Services Officer immediately and provide subpoena information and the expected return-to-work date.

Emergencies:

In the event an emergency arises which conflicts with a court appearance, the subpoenaed employee shall contact the District Attorney's Office prior to the case being called and provide information requiring the absence or delay. The employee shall then inform the Court Services Sergeant, explain the emergency, and provide the name of the person notified in the District Attorney's Office, the case number, and the defendant's name.

Subpoenas served by other units:

Occasionally personnel from other Departmental units (i.e., Homicide, Child abuse, etc.) personally serve subpoenas on Marina Del Rey Station personnel. In those instances it is incumbent upon the served employee to immediately notify the Court Services Officer of the subpoena so that the appropriate court list can be updated.

Failure To Appear:

Deputies/employees who fail to appear in court and have not been excused by the District Attorney's Office will be listed on a "no-show log" maintained by the D.A.'s Office. When necessary, the District Attorney's Office will notify the Detective Sergeant of any developing patterns of "no-shows." The Detective Sergeant will investigate all complaints from the District Attorney's Office. The results of this inquiry will be reported to the Supervising Deputy District Attorney and to the Marina Del Rey Station Unit Commander. Employees failing to appear in court are subject to disciplinary proceedings and may be subject to contempt of court proceedings.

Court Listings:

Marina Del Rey Station personnel respond to subpoenas from several courts, some of which are listed below:

Culver Municipal Court

4130 Culver Blvd.

Culver City, Calif. 90230

Inglewood Municipal Court

One Regent St.

Inglewood, Calif 90301

Santa Monica Superior Court

1725 Main St.

Santa Monica, Calif 90401

Los Padrinos Juvenile Court

7281 E. Quill Dr.

Downey, Calif. 90242

LAX Court

11701 South Lacienega Blvd.

Los Angeles, California 90045

## III. EVIDENCE (PICKUP, DELIVERY, AND RETURN)

When ordered by the Court or the District Attorney's Office to bring evidence to court in connection with a case on which the employee is appearing, the following procedures shall be followed:

Evidence (including narcotics smoking pipes, scales, etc.) can be picked up from the station's Property Custodian. The Property Custodian is available from 0600-1400, Monday - Friday. If the court does not keep the evidence, the Deputy shall return it to the Property Custodian the same day. Unless relieved of the evidence, employees shall keep evidence in their immediate possession to maintain chain of custody. Under no circumstances, shall a Deputy/employee keep evidence in his/her possession overnight or longer than necessary to transport to or from court. If returned after normal business hours, evidence, with appropriate forms attached, can be secured in the "inside" evidence locker, (weapons in the weapons locker, narcotics in the secured narcotics receptacle, and other miscellaneous evidence items on the shelves).

Evidence held at the station for over 90-days is generally transferred to Central Property. If it is necessary to order evidence held at Central Property, it shall be ordered via the station's Property Custodian. The property will be forwarded to Marina Station a minimum of five-days prior to the court date. It is the responsibility of the original Deputy who booked the evidence (or the subpoenaed patrol Deputy if the Deputy who booked the evidence is not subpoenaed) to ascertain the availability of evidence on cases that are nearing the 90$^{th}$ day and, if necessary, to notify the station's Property Custodian of the need to have evidence ordered from Central Property.

Employees picking up evidence at the station shall have the Watch Sergeant sign the face of their subpoena indicating that evidence was picked up and the time of pick-up. When more than one Deputy is subpoenaed for a case, only one may be compensated for evidence pick-up.

Evidence in narcotics cases such as pipes, scales, pagers, etc. are maintained by the station's Property Custodian. Photographs of narcotics are maintained by the Station Narcotics Crew. Photographs of narcotics evidence can only be released by Narcotics Bureau personnel, not the Property Custodian. It is the responsibility of the subpoenaed Deputy/employee to obtain a photograph of the narcotics evidence prior to the day of court. This can be done by contacting a member of the station Narcotics crew by phone, memo, or e-mail and advising them of the need for the photograph, then following the instructions given. If not held by the court, photographs need not be immediately returned to the narcotics office. They may be retained by the employee until their next work day, then returned

## IV. IN-COURT OVERTIME PROCEDURES

Deputies/employees appearing in court during non-working hours will be paid overtime in accordance with Department Policy and existing M.O.U.'s. When submitting for court related overtime there are specific expectations and requirements of the Deputy/employee.

<u>Overtime Payment:</u>

Deputy personnel are eligible for a minimum of three hours, plus the actual time spent in court which exceeds two hours. Travel time and time spent picking up evidence is now included in the three-hour minimum. Note: Travel and Evidence Time handling is no longer considered. Also, overtime shall be earned credited and paid in fifteen (15) minute increments and no overtime shall be allowed for a period of less than fifteen (15) minutes.

Must Appear Subpoenas (Employee's Responsibility)

**Culver Court**: Sign-in on the Court Log and time stamp the back of the first page of the subpoena or e-mail in the Sheriff's office. Report directly to the Deputy District Attorney handling the case and check in. Determine the status of your case and, if necessary, assist in locating other witnesses or provide other assistance as needed.

When excused from court, immediately sign-out on the Court Log and time stamp the back of the first page of your subpoena or e-mail again. Include on the Court Log the case disposition, i.e., continued to (date), diversion, guilty, held to answer, etc. If the case has been trailed, notify the Court Services Officer/Court Deputy immediately. If a new subpoena is to be issued, it is not necessary to make this notification.

**Inglewood Court:** Employees shall log in/out on the Court Log and time stamp the back of the first page of their subpoena or e-mail in the Sheriffs Office Sergeant's office. Report directly to the Deputy District Attorney handling the case and check in. Check the status of the case and assist as needed.

When excused from court, immediately sign-out on the Court Log and time stamp the back of the first page of your subpoena or e-mail again. Include on the Court Log the case disposition (i.e., continued to (date), diversion, guilty, held to answer, etc.) If the case has been trailed, notify the Court Services Officer/ court Deputy. If a new subpoena is to be issued, it is not necessary to make this notification.

**Other Courts:**

The same general procedures as described above apply. Virtually all courthouses have a time stamp. However, on the occasion that no time stamp is available, request the Deputy District Attorney or an officer of the court to attest to your arrival and departure time by writing the information on your subpoena and by writing and signing their name.

If a copy of your subpoena or e-mail is not available, or your summons was via telephone, provide the information on a blank subpoena form. A supply of blank subpoena forms is maintained at both local court adjacent to the Court Log sign-in sheet. Submit that form with your overtime slip. Include all pertinent information, i.e., case number, file number, DDA's name, defendant's name, etc.

## V. ON-CALL COURT STATUS

When an employee receives an "on-call' subpoena, the Court Services Officer/Court Deputy will record it on the daily subpoena list.

If an employee desires to have his/her status changed from "Be in Court" to "On-call," the employee must contact and receive permission from the appropriate Deputy District Attorney/Public Defender personally. **The Court Services Officer/Court Deputy is not responsible for amending a subpoena's status to "on-call."** Once permission is granted, the employee shall contact the Court Services Officer/Court Deputy and provide the following information:

- Court case number
  - Defendant's name
  - Court Department or Division
  - DDA or DPD authorizing on-call status
  - Starting time
  - Telephone number or pager number for immediate contact with an estimated ETA to court (no more than one (1) hour).

Personnel who are assigned to day shift on their subpoenaed court date shall notify the Court Services Officer and shall remain in the field or readily available on an "on call" basis. The Court Services Officer will notify the employee when to respond to court. When notified, the employee shall respond to court without delay and the Detective Sergeant shall be notified. The Court Services Officer/Court Deputy shall coordinate this process and will maintain periodic contact with the concerned Deputy District Attorney or witness coordinator.

If an employee's case is continued as "on-call" for the following court day, the employee shall notify the Court Services Officer/Court Deputy and provide relevant information, including the name of the authorizing Deputy District Attorney.

In those instances when an "on-call" subpoena is not for a fixed period of time (i.e., 10:30 - 12:30) it is the employee's responsibility to inform the Court Services Officer/Court Deputy if he/she wants to be notified of the termination of "on call" status for the court day. If the employee desires to be contacted and has not been informed by 1200 hours, the employee shall contact the Court Services Officer/Court Deputy to ascertain on-call status. If the employee learns of a change of on-call status from the court, the employee shall inform the Court Services Officer/Court Deputy.

The Court Services Officer/Court Deputy will prepare "on call" overtime slips and forward them to the employee who shall review, sign, and submit the form to the Detective Sergeant for approval.

Failure to Respond to an "On-Call" Summons

*An "on-call" status for court is equally as important as a "be in court" subpoena.*

If notified to respond to court in answer to an "on call" subpoena, personnel shall respond immediately, unless exigent circumstances exist and proper notifications have been made with the court. If for any reason an employee is not capable of responding to an "on-call" summons, the Court Services Sergeant or the Watch Sergeant shall be notified immediately and the appropriate Deputy District Attorney shall be contacted. Personnel who fail to respond to an "on call" subpoena or court summons may be subjected to disciplinary action and contempt of court proceedings.

Personnel "on-call" for one case and appearing on another, or "on-call" for multiple courts, must notify the Court Services Officer so all cases can be monitored.

Continuances:

Personnel verbally ordered to return to court on another date by a judge (no subpoena issued), shall notify the Court Services Officer as soon a possible so the new court date can be recorded in the appropriate court list. A continuance carries the same weight as a subpoena.

## VI. COURT DEMEANOR AND ATTIRE

Personnel concerned in cases before the courts shall be punctual in attendance. They shall dress either in full uniform, including Sam Browne, or in civilian clothes of good taste and businesslike appearance. When in civilian dress, a coat and tie shall always be worn. Sports shirts shall not be worn. Employees shall properly prepare cases in which they are concerned. They shall suitably arrange for presentation to the court all property which is to be used as evidence (MPP 3-01/050.95).

Personnel shall not chew gum while giving testimony. They shall speak calmly and explicitly in a clear, distinct and audible tone so as to be easily heard by court and jury. They shall testify with the strictest accuracy, confining themselves to the case before the court. They shall neither suppress nor overstate the slightest circumstance with a view toward favoring or discrediting any person (MPP 3-01/050.95).

Except for those Deputies who are in uniform and on-duty, marked patrol cars shall not be taken to court. Any exception to this must have to express authorization of the on-duty Watch Sergeant. Upon such authorization, personnel will complete the “Vehicle Check-out Form” located in the Watch Sergeant’s Office prior to leaving the station and immediately upon return. They shall also complete and submit a Driver’s Tour of Duty - Vehicle Inspection Sheet, prior to use. Watch Sergeants are to closely scrutinize requests to take patrol vehicles to court and shall only authorize such use under the most compelling circumstances.

## VII. OVERTIME WORKED REPORT (SH-R-251)

All employees claiming overtime for court appearances must complete the “Overtime Worked Report” (SH-R-251), attach their time stamped subpoena, and submit it to the Court Services Sergeant for approval and signature. The specially designed Court Overtime Worked Report (SH-R-251) shall be used. Overtime slips shall be submitted as soon as is practical. Overtime slips shall not be held for any period of time in order to orchestrate payment during a specific pay period.

All subpoenas requiring a response to the court on overtime, shall be time stamped “in” and “out” on the back of the first page of the subpoena. If the “time in” stamp is prior to the ordered reporting time of the subpoena, the time ordered to appear will be recorded. If the employee did not respond to court while on-duty, a maximum of one-hour travel time may be added. If applicable, one-half hour may be added if evidence was picked-up prior to court and the subpoena has been signed by the Watch Sergeant.

If off-duty and ordered to respond to court from an “on call” subpoena, a minimum of two hours half-time compensation, including travel to court, will be granted to an employee who receives an on-call subpoena provided the on-call status is not cancelled prior to the date of the subpoena. However, additional compensation will not be granted for “on-call” subpoenas which are issued for the same or overlapping time periods as “must appear” subpoenas.

## VIII. APPEARANCE BEFORE, OR QUESTIONING BY, ANY GRAND JURY, GOVERNMEI AGENCY, BOARD OR COMMITTEE

It is the employee's responsibility to immediately notify the Unit Commander when ordered to appear before any Grand Jury or to offer any testimony before a governmental agency, board, or committee. If a verbal request is made directly to the employee, the requestor shall be referred to the Unit Commander. Under no circumstances may an employee tape record testimony given before a Grand Jury.

Any employee who is contacted by any governmental agency conducting an investigation into possible civil rights violations, which could involve this Department or its members in any litigation or criminal charges, shall not submit to any questions or disclose any information until appropriate Departmental units are consulted and/or notified. Employee's shall direct the representative of any inquiring agency to contact the Internal Affairs Bureau for interview arrangements.

## IX. ACCEPTANCE OF OTHER SUBPOENAS

Civil Subpoenas/Process:

Subpoenas involving civil litigation against Marina Station personnel or the Department shall only be accepted at the station by the Watch Commander or the Watch Sergeant or by the Watch Deputy in their absence. The accepted civil process shall be forwarded to the Operations Office. Subpoenas or civil process for small claims actions or other civil actions, wherein the County of Los Angeles and the Sheriff's Department is not party to the action, may also be accepted (substitute service) for a station employee by the Watch Commander, Watch Sergeant, or Watch Deputy. This process shall be forwarded to the appropriate employee.

Lawsuits or claims naming the Department, Sheriff, Undersheriff, or Assistant Sheriffs shall only be accepted by the Civil Litigation Unit, Risk Management Bureau (4900 Eastern Avenue, Suite 102, Commerce, Ca.).

Subpoena Duces Tecum (SDT) Criminal Cases:

The Court Services Officer/Court Deputy will accept and process all Subpoena Duces Tecum requests that are received at the station. He/she shall be responsible for ensuring that any required fees are paid or deposited prior to accepting the request. He/she shall notify the Operations Sergeant, who shall coordinate the request for records with appropriate station personnel or forward the request, as necessary, to the appropriate Sheriff's Department unit. When requested records have been compiled, the requested information will be forwarded to the requestor by the Court Services Officer.

## X. EXAMPLES FOR REPORTING COURT OVERTIME

1. An employee arrives to Court at 09:00 and departs at 09:45 which totals 45 minutes, therefore, an asterisk will be placed in the "Total O/T Hours section since he/she is entitled to the minimum 3-hours. The other asterisk shall be placed in the "Detailed Explanation & Justification of Overtime Worked" section next to "court appearance minimum."

2. An employee arrives to Court at 09:00 and departs at 12:00 which totals 3-hours,

therefore, an asterisk will be placed in the "Total O/T Hours" section because this

section will not correspond with the "Overtime Hours Worked" (From/To) Section since he/she is entitled to 4-hours (3 hour minimum plus 1 hour for additional time in court). The other asterisk shall be placed in the

"Detailed Explanation & Justification of Overtime Worked" section next to "court appearance minimum."

3. An employee arrives to Court at 0900 and departs at 1600 which totals 7-hours,

therefore an asterisk will be placed in the "Total O/T Hours" section because this section will not correspond with the "Overtime Hours Worked" (From/To) section since he/she is entitled to 6-hours (3 hour minimum plus 4 hours in court, less 1 hr lunch) and his/her shift began at 1500 hours. The other asterisk shall be placed in the Detailed Explanation & Justification of Overtime Worked" section next to "court appearance minimum."

4. An employee arrives to Court at 09:00 and departs at 1100 which totals 2 hours, therefore, an asterisk will be placed in the "Total O/T Hours" section because this section will not correspond with the "Overtime Hours Worked" (From/To) section since he/she is entitled to the minimum 3-hours even though his/her shift began at 1000 hours. The other asterisk shall be placed in the Detailed Explanation & Justification of Overtime Worked" section next to "court appearance minimum."

Court overtime conditions existing outside of the these examples are to be discussed with the Detective Sergeant. For additional information, refer to the Policy and Procedures Manual sections 3-02/290.10, 5-07/270.00 and MOU.

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## • • Crime tip hotline information

**PURPOSE**

Marina del Rey Sheriff Station has created a new "crime tip" hotline- (310) 482-6002. This hotline was developed to provide the communities of Marina del Rey, Windsor Hills, Ladera Heights and View Park an easy-to-remember telephone number for reporting crime tips. This management directive will outline the policy and procedures related to the use of the hotline and subsequent follow-up investigations.

**SCOPE**

This order shall apply to all station personnel assigned to Marina del Rey station detective bureau.

**ORDER**

When a citizen calls the crime tip hotline to report information relating to a crime, they will listen to a brief message advising that if they have a life-threatening emergency or need to speak to Sheriff Station personnel, they should hang up and call 9-1-1. The message will then ask them to provide as much detailed information about the criminal activity they wish to report. The caller may identify themselves or remain anonymous.

After a call is received, the recorded message will be accessed and handled by authorized Marina del Rey Station detective personnel.

Detective Personnel

Marina del Rey Station detective personnel shall be responsible for follow-up investigation of the crime tips. The station's Detective Bureau Lieutenant, or designee will be responsible for managing the tips received. This person shall be responsible for retrieving the recorded crime tip messages, evaluating its

content and ultimately assigning the tips to an investigator and / or field personnel for follow-up.

Within 30 days of the receipt of the crime tip, the unit investigator shall complete a case status. The case status will provide information as to the case (information lead to an arrest (case number), active investigation continuing, unable to proceed with information, information incomplete, false information, etc.)

Upon retrieval of the crime tip from the recorder, the Unit Investigator shall record the tip in a yearly date book, indicating the date, time and nature of the tip. The investigator shall also assign a Case Assignment status (i.e. investigating continuing, no workable, suspect arrested - case number, referred to another unit / policing agency etc.) at the end of 30 days. If the tip is investigated beyond 30 days, then it will "roll over" to the next 30 days.

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## • • Static Surveillance

**PURPOSE**

Surveillance operations are an important tool for the prevention of crime, the apprehension of criminals and the maintenance of safe communities. This order has been developed to improve officer safety by promoting consistency, enhancing accountability and standardizing many aspects of "static surveillance" operations.

This order defines "static surveillance" operations and provides operational guidelines for personnel when conducting same.

**SCOPE**
This order applies to all Field Operations Region II personnel.

**ORDER**

There are two basic types of surveillance, static (fixed post) and mobile. This order applies only to pre-planned static surveillance operations and does not impact short duration "site surveys", containments, general patrol activities nor spontaneous posting of personnel at fixed locations (i.e. the immediate placement of a unit at a fixed location in response to a crime broadcast).

Static Surveillance defined: A covert observation of person(s), places, vehicles and/or activities of suspected or known criminal offenders from a fixed location.

When a surveillance is necessary, the personnel involved shall complete an operations plan outlining the surveillance in its entirety. Once completed, the operations plan shall be approved by the Unit Commander. The operations plan should include all appropriate information pertinent to a safe and successful operation. Examples of such information would include photographs (when available) of known suspects and undercover personnel (wearing the clothing they will be deployed in), and known hazards in and around the area to be surveilled. This material may be included with the plan in the form of attachments.

The on-duty Watch Commander, Watch Deputy, and all personnel participating in the surveillance operation shall be briefed as to the contents of the operations plan and shall be provided a copy of said plan. It is recommended that all on-duty patrol personnel, including supervisors, be briefed regarding the type and

duration of the operation being conducted.

A surveillance log shall be maintained. The log shall include all pertinent data related to the operation including start/end times of the surveillance, use of video and audio tapes, and all contacts by undercover personnel as well as detentions or arrests related to the operation.

The use of video and or audio recording devices is strongly encouraged during all surveillance operations.

A supervisor at the rank of Sergeant or above, if not physically present at the surveillance, shall be available to immediately respond in the event of a problem or significant incident.

The operations plan and log shall be retained in the original case file under the file number assigned to the operation. When arrests are made, team members and detectives are encouraged to provide these documents to the District Attorney at the time of filing.

**Unit Commander Responsibilities:**

The Unit Commander is responsible for ensuring that personnel under their command are advised of this order, receive such training necessary to properly implement this order and adhere to this order. Furthermore, this order establishes minimum standards for static surveillance operations. Unit Commanders may impose more stringent protocols when deemed necessary by individual circumstances.

The operations plan should include all appropriate information pertinent to a safe and successful operation. Examples of such information would include photographs (when available) of known suspects and undercover personnel (wearing the clothing they will be deployed in), and known hazards in and around the area to be surveilled. This material may be included with the plan in the form of attachments.

The on-duty Watch Commander, Watch Deputy, and all personnel participating in the surveillance operation shall be briefed as to the contents of the operations plan and shall be provided a copy of said plan. It is recommended that all on-duty patrol personnel, including supervisors, be briefed regarding the type and duration of the operation being conducted.

A surveillance log shall be maintained. The log shall include all pertinent data related to the operation including start/end times of the surveillance, use of video and audio tapes, and all contacts by undercover personnel as well as detentions or arrests related to the operation.

The use of video and or audio recording devices is strongly encouraged during all surveillance operations.

A supervisor at the rank of Sergeant or above, if not physically present at the surveillance, shall be available to immediately respond in the event of a problem or significant incident.

The operations plan and log shall be retained in the original case file under the file number assigned to the operation. When arrests are made, team members and detectives are encouraged to provide these documents to the District Attorney at the time of filing.

**Unit Commander Responsibilities:**

The Unit Commander is responsible for ensuring that personnel under their command are advised of this order, receive such training necessary to properly implement this order and adhere to this order. Furthermore, this order establishes minimum standards for static surveillance operations. Unit Commanders may impose more stringent protocols when deemed necessary by individual circumstances.

# • Field Related Unit Orders

## • • Out of Area Arrests

**PURPOSE**
The purpose of this Order is to establish guidelines for approving arrests, by uniformed Marina del Rey Station Patrol personnel, made outside the jurisdictional boundaries of the Station area.

**SCOPE**
This order shall apply to all sworn station personnel assigned to Marina del Rey Station.

**ORDER**

While it is not the intent of this order to discourage the aggressive pursuit of law violators, good management of field resources, and our commitment to community service, dictate that our focus be in the Marina del Rey Station jurisdiction as opposed to other areas.

In the event that a field unit makes a citizen contact out of the area, the Field Sergeant shall be immediately be notified of the circumstances of the contact. The Field Sergeant approval shall be obtained prior to making an arrest out of the area. Arrests out of the area will normally be restricted to the following:

- Observed Part I and Felony crimes.

- Warrants for felonies occurring within the Department's jurisdiction.

- Authorized mutual aid responses and/or dispatched calls for service.

Prior to making an arrest out of the area, the field unit shall scrutinize the necessity for making the arrest. Such factors as the seriousness of the crime, the potential threat to the community and the ability to successfully prosecute should be considered.

Nothing in this order should prevent field units from taking appropriate action in the event of a citizen initiated contact outside of the station jurisdiction. In this instance, the field unit shall take appropriate police action, notify the proper jurisdiction, and advise the field Sergeant of the circumstances of the stop.

## • • Deferred Reports

**PURPOSE**
The purpose of this directive is to establish uniform guidelines for deferring reports while considering our

public service responsibilities and overtime constraints.

**SCOPE**
This Directive applies to all station personnel.

**ORDER**

When any of the following criteria applies to a report being considered for deferment, the report shall be completed before the deputy's/employee's end-of-shift, unless otherwise directed by the Watch Commander:

- Suspect(s)/Subject(s) arrested/detained (unless cited out),
- Workable information, which requires follow-up prior to the deputy's return to duty,
- Private Person's arrest,
- The case assignment for the report is to a unit outside Marina Station,
- A noteworthy person is listed as the victim or suspect,
- Large loss crimes requiring notifications,
- Indexable information requiring entry into computer systems,
- Deputy/police/city/county employee listed as victim or suspect,
- The following day is the deputy's RDO or scheduled variance,
- With the concurrence of the assigned investigator, an “active” report may be deferred until the following day.

The Watch Sergeant shall be notified prior to the end of the deputy's shift that a report is being considered for deferral. The Watch Sergeant shall determine if any of the above criteria applies to the report being considered. Once the report is authorize for deferral, the deputy shall:

- Print the required information in the deferred report log, which also requires the Watch Sergeant to acknowledge the entry with his/her signature,
- Complete the face page of the report with complete file number. Copy the completed face page of the report (retaining the original for completion), write "DEFERRED" in the upper right corner, and submit it to the Watch Sergeant for attachment to the deferred log as a reference,
- Upon returning to work, notify the dispatcher that a deferred report is in need of completion and provide the dispatcher with an estimate of time necessary to complete the report,
- Complete the deferred report prior to initiating any observations, patrol checks, or other self initiated activities. (The deputy shall assist on any assigned calls, requests for assistance/back up, and then immediately return to completing the report),
- Ensure that the deferred report is cleared from the deferred log upon submitting it to the Watch Sergeant.

The Watch Sergeant shall follow-up on all incomplete deferred log entries and shall ensure that each shift's Watch Deputy conducts periodic reviews of the station's URN log to ensure report accountability.

No reports shall be deferred longer than 24-hours. Deputies shall notify the Watch Sergeant of any compelling or substantial reasons a deferred report cannot be completed on the next work day. If necessary, the Watch

Commander shall determine the proper course of action to ensure the completion of the report.

## • • Excess Federal Property

**PURPOSE**
The purpose of this directive is to ensure all personnel are performing the following anytime items are received from the Federal Excess Property Unit: inspect, inventory and record items as they are received.

**SCOPE**
This order shall apply to all station personnel assigned to Marina del Rey Station.

**ORDER**

Anytime items are received from the Federal Excess Property Unit

they shall be inspected, inventoried and recorded as being received. The date received, signature and employee number of who received these items shall be recorded on the inventory control sheet. Copies of the inventory control sheet shall be forwarded to the Unit Commander for accounting and distribution.

All Federal Excess Property is now considered “County Property” and all issuing and accounting polices and procedures shall be followed per the Manual of Policy and Procedures.

The Federal Excess Property shall be stored in a secured location. Only persons authorized by the Unit Commander may access this secured location.

The Unit Commander and/or the designate are the only ones authorized to remove, issue, assign, give out, transfer or entrust Federal Excess Property to another.

Personnel issued any Federal Excess Property are responsible for their care and maintenance.

Federal Excess Property shall be returned to the Unit Commander and/or his designee, when personnel are transferred to another unit, suspended from duty, retired or resigned. The Property and Evidence Unit may be consulted as to the disposition of certain consumable property items.

## • • Parolee Assistance

**PURPOSE**
The purpose of this unit order is to establish procedures for the Marina del Rey Sheriff’s station “Parolee Assistance Program.” This order will outline procedures related to contacting parolees recently released within the Marina del Rey, View Park, Ladera Heights and Windsor Hills jurisdiction. The focus of the program is to provide information specific to Marina Station’s area that will benefit parolees and their family, residing within our area. The information provided is to supplement the information they will receive from the California Department of Corrections (CDC) and the monthly Parole and Community Team Meetings (PACT).

**SCOPE**

This order shall apply to all station personnel assigned to Marina del Rey Station.

**ORDER**

Patrol Deputy

Marina del Rey Station patrol deputies will be responsible for verifying "Parolee LEAD" information provided to them by Detective Bureau. Upon receipt of a LEAD from detective bureau, the patrol deputy will contact the parolee within the first thirty days after their release from custody. The patrol deputy will contact the parolee at his/her home. During the contact, the deputy will complete a "Field Interview Report" (FIR). The deputy will give the parolee a tri-fold containing information about prevention/intervention community-based programs specific to Marina del Rey Station's area.

**Note**: The deputy will handle any violations observed during the contact in accordance with all state and federal laws, local ordinances, and the Department's Policy and Procedures Manual.

The deputy initiating the contact will log the contact in their MDT log, utilizing stat code 811. Any arrests resulting from the contact will be documented in the MDT log utilizing the proper arrest stat, and stat code.

Detective Bureau

The Marina Station's detective sergeant will be responsible for monitoring the Parolee LEADS program. The detective sergeant or his/her designee will retrieve the parolee information from the computer system called, "Parole LEADS." Patrol personnel will be given parolee LEAD information on a weekly basis. As a secondary resource, the detective sergeant will ensure that a detective attends the weekly PACT meetings conducted by State parole for Marina Station's district. The assigned detective will obtain a pre-designated folder for Marina Station area, containing parole leads of individual recently paroled. The detective will review the information provided. The detective will then contact the parolee(s), complete an FIR and provide the parolee with an informational tri-fold. The detective will also clear the contact via MDT log utilizing stat code 811.

In order to comply with the Department's Annual Inspections / Audits, the detective sergeant will ensure that all "LEADS" contacts and attempted contacts are updated in the system daily. All electronic copies and original LEAD sheets will be maintained by Marina Station Detective Bureau and readily available upon request.

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## • • Crime Broadcast

**PURPOSE**
The purpose of this directive is to establish uniform guidelines for completing Crime Broadcasts in a timely manner so that all station personnel are aware of workable information in regards to crimes occurring in our stations area.

**SCOPE**
This Directive applies to all station personnel.

**ORDER**

When any of the following criteria are available to the Deputies at a report call, a “Just Occurred” or a “Now” call a JDIC crime broadcast should be completed.

- A noteworthy or violent crime (most felonies)
- Workable information such as suspect(s) description, weapons used, vehicle(s) description or motive.
- Serialized property.

The Deputies will complete a “CRIME BROADCAST” worksheet which will be submitted for approval by the Watch Sergeant or Watch Commander. After the worksheet is approved it shall be forwarded to the secretaries for entry. The following information, if available, should be noted.

Worksheet information, continued

- Crime
- Date and time of occurrence
- Victim’s name
- Location of occurrence
- Suspect’s name and/or description
- Weapon(s) used
- Vehicle(s) Description(s)
- Loss (if theft or robbery/burglary)
- Any specific MO

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## • • Armory

**PURPOSE**
The purpose of this order is to establish guidelines and procedures regarding the security, safety, control and issuance of station weapons, both lethal and less lethal.

**SCOPE**
This order shall apply to all station personnel assigned to Marina del Rey Station.

**ORDER**

**Issuance and Control**

1. Every deputy shall complete the “check out” portion of the Weapon Check-Out Sheet for every lethal and less lethal weapon that they take out of the station armory.

2. Every deputy shall write the complete serial number for every lethal and less lethal weapon that they are assigned, on the vehicle inspection sheet prior to going in service.

3. The Watch Sergeant shall account for every weapon by ensuring that an inventory of the station armory is completed after the second briefing of every shift on a daily basis.

4. At the end of each shift, every deputy shall either check in their assigned lethal and less lethal weapons into the station armory or personally turn them over to an oncoming deputy. Under no exceptions will any lethal or less lethal weapon be left in a patrol car or patrol boat.

5. Every deputy shall complete the "check in" portion of the Weapon Check-Out sheet for every lethal and less lethal weapon they check back into the station armory.

**Authorized Quantities of Ammunition for the AR-15**

1. Each AR-15 carrying case shall be equipped with one 20 round magazine (loaded with 18 rounds) and six 30 round magazines (loaded with 28 rounds in each magazine).

**Ammunition**

1. At no time will ammunition be taken out of the station armory without receiving prior permission from the Armory Sergeant.

**Safety**

1. Loaded shotguns, stunbag guns and AR-15's are not permitted in the station, unless emergency circumstances arise. These weapons shall be loaded or unloaded in the station parking lot with the barrels pointed upward.

2. Under no circumstances will a Shotgun, Stunbag gun or AR-15 be carried in a patrol car or patrol boat with a live round in the chamber.

3. Under no circumstances will any lethal or less lethal weapon be stored in the station armory with a round in the chamber or magazine well.

**Security**

1. All lethal and less lethal weapons shall either be locked in the station armory or secured in a patrol car/patrol boat that is currently in-service.

2. Under no circumstances will any lethal or less lethal weapon be left in an unassigned patrol car, patrol boat, or stored in a personal locker.

**Daily Inspection**

1. Each deputy checking out a lethal or less lethal weapon is responsible for checking its serviceability. If a weapon is found to be unserviceable, the deputy conducting the inspection shall complete a weapons

repair tag (located in the station armory) and attach it to the particular weapon. The weapon will then be secured in the station armory.

**Maintenance and Cleaning**

1. The station Armory Sergeant shall ensure that each lethal and less lethal weapon is inspected, cleaned and lubricated at least once per quarter.

2. If an AR-15 is checked out to a deputy in order to attend the Basic Certification class or Recertification class, the deputy shall return the weapon clean, oiled and with a full ammunition replacement.

**Records**

1. The station Armory Sergeant is responsible for assigning an Armory Deputy/Taser Coordinator.

2. The station Armory Sergeant is responsible for ensuring that the Armory Deputy conducts quarterly inspections.

3. The station Armory Sergeant is responsible for conducting and maintaining a complete inventory record of all lethal weapons, less lethal weapons, ammunition, gas and Mobile Response Field Force equipment.

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## • • Armed Prohibited Persons System APPS

**PURPOSE**
The purpose of this unit order is to establish a procedure for firearm processing according to Department guidelines.

**SCOPE**
This order shall apply to all Marina del Rey Station personnel.

**ORDER**

Marina del Rey Station Deputies who initially receive a firearm at the station front counter or in the field:

- Make the firearm safe for handling;
- Contact Arson Explosives Detail at (323) 881-7500, if personnel are unsure of how to make the firearm safe, or if it is not possible to make the firearm safe;
- If the circumstances warrant, process the firearm for fingerprints;
- Be able to identify the firearm by serial number or markings. If there is no serial number, or the number is obliterated, contact Arson Explosives Detail at (323) 881-7500. Deputies shall not scratch initials or badge numbers on the firearm or otherwise mark it for identification purposes;
- Issue a Surrendered Firearms Receipt (SH-CR-627) to any person surrendering firearm. Obtain person’s signature on the receipt if possible;
- Record the Uniform Reporting Number (URN) on the evidence label, and place the firearm in evidence,

and prepare the appropriate report (example, Incident Report, SH-R-49).

Firearms held for evidence may be submitted to the crime lab for various processing as follows:

- Fingerprints – a Print Deputy Request shall be completed via teletype for routine fingerprinting at the Station;
- NIBIN (National Integrated Ballistics Information Network) entry â€‘ submit the firearm to the Crime Lab, Firearms Identification Section and note on the laboratory receipt “NIBIN.” Evidence custodians shall ensure that the firearm has been rendered safe and fingerprinted (if necessary), prior to submission to the Crime Lab;

**Submission of Firearm:**

- All centerfire semiautomatic handguns, .25 caliber or larger, shall be submitted to the SSB/Firearms Identification Section for test fire and NIBIN database image entry;
- Empty pistol magazines, when available, shall be submitted and packaged with the firearm. If no magazine is available, this shall be indicated on the laboratory receipt;
- All ammunition seized with the firearm shall be submitted;
- Ammunition shall not be taped together, marked, or otherwise altered in any manner;
- Ammunition should be placed in an envelope, bag, or other suitable container. This container should be labeled, then submitted with the firearm and magazine(s);

**NOTE:** Extreme caution should be used when packaging ammunition either as evidence or property. Ammunition should be packaged separately from firearms and magazines, and away from sharp or pointed objects which could strike the primer of a centerâ€‘fire or rimâ€‘fire cartridge.

- Rifles may be submitted. Contact SSB/NIBIN personnel at (323) 260-8511 prior to submission;

**Submission of Expended (fired) Cartridge Cases:**

- All crimeâ€‘related expended cartridge cases, .25 caliber or larger, shall be submitted to the SSB/Firearms Identification Section for NIBIN database entry;

**Special Considerations:**

- All homicideâ€‘related evidence submissions shall be made by handling Detectives;

For submissions of large numbers of firearms (greater than five firearms at a time), please contact the SSB/NIBIN personnel prior to submission to make arrangements for receiving the firearms.

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## • • Care for Detainee Money

**PURPOSE**

The purpose of this correspondence is to establish uniform guidelines for the care of a person’s money, during their detention. Nothing in this order shall conflict with the L.A. County Sheriff’s Department’s Manual of Policy and Procedures, directives, newsletters, and/or case law.

**SCOPE**
This directive applies to sworn personnel's responsibility to care for a detainee's money.

**ORDER**

When conducting a stop, you are responsible for the detainee's money during the detention. Once you discover and/or take possession of the detained person's money, it is recommended that you personally hand the money back to the person as soon as possible in the event of no arrest. Preferably, this should be done in front of your partner, or a witness.

It is ***not*** advised to leave a detainee's money on the hood, trunk, or other parts of the patrol vehicle.

For additional information regarding your responsibility as it relates to property, refer to the Manual of Policy and Procedures 5-4/000.00: Property and Evidence-Authority and Responsibility.

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## • • Authorized Headgear

Scope

The purpose of this Unit Order Directive is to identify the authorized and non-authorized headgear Marina Del Rey Station sworn personnel can wear while on-duty.

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## • • Field Sergeants Required Response To All Priority and Emergent Radio Calls

**PURPOSE**

The purpose of this unit order is to ensure there is proper supervision of all priority and emergent radio calls for service at Marina del Rey.

**SCOPE OF ORDER**

This directive shall apply to all Marina del Rey Station field sergeants with a special emphasis on the watch commander monitoring and ensuring that field sergeants respond to all priority and emergent radio calls for service.

As noted in 2-02/080.00 of the Manual of Policy and Procedures, Sergeants are the most visible and critical element of sworn supervision within the Department. Sergeants are also first-line supervisors with primary responsibility for ensuring compliance with the professional and ethical standards of the Department by all subordinate Deputy Sheriffs and civilian employees. A crucial part of a sergeant's responsibilities entails monitoring the activity of field patrol units.

Additionally, field sergeants are held accountable for the proper supervision of their personnel during calls for service. As a reminder, all priority and emergent calls are voiced by Sheriff's Communications Center (SCC) dispatchers via the dispatch frequency.

**DIRECTIVE**

All Marina del Rey Station field sergeants shall carefully monitor all priority and emergent radio calls, which are voiced by SCC dispatchers. They shall also verbally acknowledge and indicate they are en route to these calls, via Sheriff's radio. The station dispatcher shall also assign a field sergeant to all priority and emergent calls for service.

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## • • Authorized Headgear

Scope

This directive applies to all sworn personnel who elect to wear headgear during the course of their duties.

Directive

The following headgear is *authorized* to be worn:

Class A Campaign hat with Cap Piece

The olive drab green felt, triple-brim Class A hat, manufactured by the Stratton Hats Company, may be worn by sworn members while wearing the Class A uniform. The hat shall be worn with cable and acorn ornamentation, cap piece, and chin strap. The cable shall be black and gold for deputies and sergeants, and solid gold for lieutenants and above.

Watch Cap

The watch cap shall be black in color of tightly-woven material and “LASD” letters embroidered on the lower front in one-half inch gold thread.

Baseball Style Cap

The cap shall be olive drab green in color with subdued black Sheriff’s star patch, with the wording “Sheriff’s Department” or “Deputy Sheriff”.

Please refer to Manual Policy and Procedures 3-03/250.00 – Headgear.

The following headgear is *not authorized* and shall not be worn while on-duty:

Western Style Hat.

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## • Harbor Operations Unit Orders

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### • • Harbor Patrol Operations during major storms and disasters

**PURPOSE**
The purpose of this order is to re-introduce procedures for Harbor Patrol Operations during emergencies such as a major storm, tsunami, or other natural disasters. In every situation stated within this order, the Harbor Master and/or Assistant Harbor Master shall be contacted by the Watch Commander and briefed regarding the situation.

**SCOPE**
This order shall apply to all station personnel assigned to Marina del Rey Station.

**ORDER**

Earthquakes

The Station operations during and after an earthquake are covered in the Station's Emergency Operation Plan.

Depending on the intensity of an earthquake in the Marina or nearby area, damage may range from slight to total devastation. After the shockwaves have subsided and required assessments of injuries and damage have been completed, movement of personnel and civilian victims by water may be the only available alternative. After the safety of people and other Station commitments have been attended to, considerations should be made for the safety, security, and possible movement of vessels from damaged docks to a safer location.

Tsunami

A tsunami, commonly, although incorrectly referred to as a tidal wave, is a sea wave caused by an undersea earthquake, volcanic eruption, or by an earthquake close to shore. Although a tsunami may be no more than a slight rise in the sea, it cannot be discounted since it has the potential of destroying the entire Marina area. Any major Pacific Coast earthquake, other than one in the vicinity of Marina del Rey, would cause a tsunami warning/watch to be initiated. Once generated, the wave course, speed, and intensity can be accurately projected and a tsunami warning/watch would be issued by the West Coast & Alaska Tsunami Warning Center, the National Weather Service and the California State Office of Emergency Services.

A tsunami warning could be cause to activate the Stations' Emergency Operations Center. Tsunami warnings, issued periodically, will advise the last known location, size, speed, and direction of travel. Depending on where it started, the "wave" could arrive at the Marina within minutes or many hours. Indications of the "wave's" severity can be monitored from bulletins broadcast by the WCATWC or may be obtained by attempting to contact locations that are closer to the point of origin.

Time permitting, and if warranted by potential severity, the following shall be accomplished:

* A determination must be made, by the Watch Commander, utilizing all available information, if the Station EOC is to be activated.

* If an tsunami wave is anticipated will an evacuation be necessary.

* As soon as possible after the initial warning is received, and an evacuation is imminent and/or the safety of Harbor Patrol boats are threatened, begin a phased call-out of additional boat crews.

* Other agencies mooring their vessels at the Station docks must be notified of any impending danger to their vessels.

* Marina apartment managers, Dockmasters, Yacht Clubs and businesses in the area must be advised, as soon as possible, either by phone, or in person, by units in the field.

* Boat crews must warn persons on the jetties to evacuate.

* Move inactive Station boats to a safer location, such as the Maintenance Yard dock or Launch Ramp docks in Basin-H.

Since tsunamis gain force and speed when they reach the continental shelf, the Coast Guard will usually order their vessels to sea to minimize the danger to their boats. It can be expected that inquires will be received from boat owners if they too should move their vessels to sea to ride out the wave. Because of liabilities involved, no recommendations should be given.

If the Stations' Emergency Operations Center determines that the "wave" will cause major damage to the marina, all Department boats that can get underway will be ordered to sea. They should proceed to approximately seven (7) miles offshore, the one hundred fathom curve. This will help to ensure their survival and availability after the "wave" has struck.

Major Storms

Storms in the Marina area are normally moderate in nature and cause only minor damage. On occasion, a major storm or series of storms may hit the area and cause havoc. Rain, heavy seas, high tides, and strong winds can create conditions that may break vessels free from their moorings, damage or destroy docks, and flood or sink other vessels.

The National Weather Service will issue notices well in advance of major storms. Since the Marina Station is a designated weather observation station, appropriate storm warning flags/lights shall be displayed.

Indicators of a major storm or potential damage to vessels and docks are:

* Sustaining or increasing winds in excess of 25 knots. Waters of the main and entrance channel will become confused with wind waves and white caps.

* Tides around six feet coupled with large swells from the sea. White water will usually be seen coming across the top of the detached breakwater. This will cause a surge down the entrance channel.

* Heavy rainfall over an extended period of time flooding or sinking smaller vessels.

* Storm/Sea Advisories form the National Weather Service.

* Any combination of the above described elements.

During a storm, Station boats and docks must be continually monitored for safety. Mooring lines should be doubled when possible, boats should be secured to the lee (downwind) side of docks. Boats must be pumped as necessary to prevent them from sinking. If time permits, vessels at the Station docks may have to be moved to safer locations as indicated in the tsunami section. They must then be checked at specific intervals dependent upon current conditions.

Boat patrol checks of all anchorages will be continually conducted to insure that vessels are properly secured. Boat crews will re-secure lines as necessary, pump sinking vessels, and advise the anchorages, via the desk, of any damage observed to docks. All activities will need to be logged and a report of assistance written for all boats pumped, excluding dinghies. Desk personnel shall monitor the VHF Marina Radio, Channel 16, at all times.

Movement of Privately Owned Vessels

As in any major catastrophe, damage assessments will take precedent over the movement of vessels.

Whenever it becomes necessary to move privately owned vessels to protect them or the docks from further damage, an attempt to contact the concerned dockmaster should be made. We will assist dockmasters with vessels in danger at their anchorages.

Before any vessel is moved, all utility hook-ups must be disconnected. All dock lines shall be moved with the vessel to be used at the new location.

Consideration should be given to open slips within the same anchorage, the County Transient Docks or other protected anchorages in that order. Landside units, time permitting, may be used to assist in finding alternative berthing locations. Personnel should recognize that fact that because of the very nature of the disaster, there may be no place to move said vessels.

Supervision of Harbor Patrol Units

In the event of a major operation or disaster, the Harbormaster and/or Assistant Harbormaster shall be notified. It is imperative that either the Harbormaster or Assistant Harbormaster respond to the major operation or disaster to direct the activities of the boat crews and assisting personnel in moving vessels, transporting people and conducting waterborne emergency operations. Upon their arrival, they must be fully briefed by the field supervisor or handling unit, whereupon they will assume command of the incident.

Reports

During major disasters, boating accident reports are not required unless the vessel is actually underway and involved in an accident. However, a Report of Assistance shall be completed on every vessel moved or assisted. Any damage observed prior to the movement of the vessels, the old and new berthing location, will be included in the report. Notes may be kept and reports completed when time permits, however they should be completed prior to going off shift unless deferred by the Watch Sergeant, Harbormaster or Assistant Harbormaster.

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## • • Patrol Boat Code 3

**PURPOSE**
The purpose of this directive is to establish policy and procedure for emergency (Code 3) patrol boat operations.

**SCOPE**
This order shall apply to all station boat personnel assigned to Marina del Rey Sheriff's Station.

**ORDER**
**1. EMERGENCY DEFINED**
An emergency is an urgent circumstance during which life and/or property is at great risk.

**2. LEGAL ISSUES**
California Code of Regulations - Title 14 sections 6590 and 6591 define appropriately marked and equipped

law enforcement vessels and describe the distinctive blue light such vessels must show during emergency operations. Our patrol vessels and their lights conform to these sections. California Harbors and Navigation Code section 652.5(d) requires other vessels to slow to a minimum speed for steerage and give the right of way to a law enforcement vessel operating with an illuminated blue light and sounding a siren as necessary. Vessels are required to stay clear and not inhibit or interfere with the law enforcement vessel during such operation. Under 655.2(b) H&N, a law enforcement vessel displaying the proper blue light is exempt from local or state imposed speed limits.

## 3. CIVIL AND CRIMINAL LIABILITIES

The H&N section discussed above specifies that other vessels are to give the right of way to a law enforcement vessel operating Code 3. Additionally, the section also directs vessels to reduce speed and give way if a stationary law enforcement vessel is showing an illuminated blue light and is conducting related operations. However, there is no section, as there is for emergency vehicles in the CVC, that specifically releases the operator of the law enforcement vessel from civil liability.

Sections 656(c)(1) and 656(2) H&N discuss public entities and their employees the possibility of liability while engaged in a rescue operation. The employee of a public entity will not be liable for damages unless guilty of a crime or conscious disregard for the safety of others. The public entity will be liable for civil damages if the employee fails to act as "a reasonably prudent person would act...under similar circumstances."

This section might be interpreted to include a Code 3 response on the way to conduct a rescue operation, or it may be interpreted to cover only acts conducted during the rescue itself. Also, while the majority of Code 3 boat operations are rescue related, an emergent response to a crime related call may at times be required. The above listed sections do give a limited amount of protection for a law enforcement agency conducting patrol boat operations. However, deputy personnel must always exercise extreme caution during Code 3 operations and supervisors must recognize their responsibilities in these matters. Nothing relieves the deputies operating a patrol boat or the supervisors monitoring the operation from using due care to prevent a mishap.

## 4. DESK CREW RESPONSIBILITIES

The desk crew may direct the patrol boat to respond Code 3 by dispatching a call with an emergency designator in the same manner as for a patrol car. The desk crew shall exercise control of such operations by closely monitoring the LASD and Marine VHF frequencies and maintaining radio communications with the patrol boat(s) until the emergency situation has been stabilized. The desk crew shall notify the Watch Commander immediately regarding any Code 3 patrol boat operation, whether initiated by the desk or by the patrol boat crew themselves.

## 5. WATCH COMMANDER RESPONSIBILITIES

The Watch Commander, upon notification of a Code 3 patrol boat operation, shall move directly to the dispatch area and immediately establish the following:

--Actual reason and necessity of the Code 3 operation.

--Safety conditions concerning the deputies, the patrol boat, and others affected by the operation.

--Adequate communications with the deputies and others involved in the operation.

--Command, control, and coordination of the operation.

The Watch Commander is responsible for the decision making. The very first decision is to verify the actual necessity to conduct the operation. Given a safer alternative that will still satisfy the necessity present, the Watch Commander shall terminate the Code 3 operation in favor of a more appropriate response.

A secondary consideration involves a series of decisions by the Watch Commander to continue or abandon the operation based on additional facts as they become known. This review must continue until the operation is terminated and the situation is stabilized. The Watch Commander will document the incident in the Shift Summary Report for the Unit Commander.

**6. BOAT CREW RESPONSIBILITIES**

During Code 3 patrol boat operations, deputies must operate Department vessels in accordance with all governing rules and regulations. The speed limit exemption granted in 655.2(d) H&N does not release the boat operator from due care to prevent an accident.

Boat crews may become involved in Code 3 operations resulting from either a dispatched call, an observation, or as a result of a call on VHF Ch 16. In all cases, the deputies must adhere to the following:

--the patrol boat shall be operated in a safe and prudent manner. Safety shall be the utmost concern.

–the speed of the patrol boat shall not exceed that which is safe for the prevailing conditions, ie: weather, sea conditions, harbor facilities, boat traffic density, wake, channel and basin structures, moorings, etc.

--If initiating a Code 3 response, the boat crew shall establish immediate and ongoing radio communications with the station dispatcher. This radio communication will be via LASD radio and/or Marine VHF as the situation dictates and the boat crew will relay all pertinent information required by the dispatcher until the emergency is stabilized.

–the boat crew shall activate the blue strobe lights continuously and the siren shall be sounded whenever necessary throughout the Code 3 operation.

--The deck hand deputy shall act as a lookout and assist the helmsman as required

–the wake from the patrol boat shall be monitored during the Code 3 operation and an evaluation of the potential hazard of the wake vs. the nature of the emergency must be conducted. If the wake from Code 3 operations is potentially hazardous to vessels, docks, or other property, speed shall be immediately reduced UNLESS the boat crew has reason to believe that the emergency is such that an immediate threat to human life or the possibility of serious injury to a human being exists. Only the threat to human life or of serious bodily injury will justify continued high speed operation in areas, such as the harbor basins, where wake damage is possible.

–the boat crew will note in their log the following information related to the Code 3 operation: starting and ending points, reason, route taken, and whether or not any wake damage was likely or if any wake damage was reported by citizens at the scene or when the patrol boat returned to normal operations.

**7. CODE 3 RESPONSES, SUMMARY**

Generally, a Code 3 response should not create more danger or liability than no response at all.

The Watch Commander is responsible for authorizing such operations while the boat crew is responsible for safe seamanship and boat handling. Typical Code 3 response situations include, but are not limited to:

--Reported or observed boat fires.

--Reported or observed vessels in distress or in danger of sinking or grounding.

--Reported or observed vessels that have capsized and persons are believed to be in the water or trapped under water or below decks.

--Transport of emergency equipment to save lives, fight fires, or prevent the loss of a vessel.

--Transport of medical personnel or injured persons.

--Transport of personnel to support emergency operations.

--Response to emergency assistance requests from law enforcement, fire, or lifeguard personnel.

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## • • Avalon Prisoner Transport

**PURPOSE**
The purpose of this order is to establish guidelines for prisoner transport from Avalon Station, Catalina Island. Avalon Station will often arrange their own prisoner transport via commercial ferry service or by Sheriff's Department patrol vessel at Isthmus Harbor. On occasion, certain situations will preclude Avalon Station from using these options, i.e. 5150 transport, limited fuel availability for the Isthmus boat, or other circumstances which necessitate immediate transportation.

**SCOPE**
This order shall apply to all station boat personnel assigned to Marina del Rey Station.

**ORDER**
**Procedures:**

Prior to picking up any prisoners for Avalon Station, the following procedures need to be adhered to.

After calling Marina del Rey station and making the request, MdR Watch Deputy shall notify the Watch Commander and Watch Sergeant and check with the Jailer to make sure there is room in the jail. If our jail is full, Avalon station must make arrangements for other housing at another station. Marina del Rey station can still make the transport to be accepted by the other station, i.e. Carson, Lomita, etc. The exchange maybe conducted at the Port of Long Beach or San Pedro ferry terminal at the discretion of the transporting boat crew.

Prior to Marina del Rey Station responding to Avalon, the booking packet shall be completed. This includes completed booking packet, medical screening forms, OK to book if needed, warrants and transmittals, and the inmate transport checklist. The Marina del Rey jailer should be contacted when the booking is complete to verify requirements.

Avalon should not transfer the prisoner in the JDIC system until after the prisoner has arrived at the station. It will be the responsibility of the accepting facility to notify Avalon station when the prisoner has arrived so the transfer can be completed.

No evidence shall be transported with the prisoner, unless prior arrangements have been made.

All personal property should accompany the prisoner. If property is released, it should be all property, not a partial release.

The transporting boat crew shall verify that all items on the “Avalon inmate transport checklist” are completed. This checklist shall accompany the booking packet.

The maximum number of inmates to be transported per crossing will be at the discretion of the Marina del Rey Boat crew and Marina del Rey Watch Commander. This decision should be based on several factors such as sea and weather conditions, type of crimes, 5150s, time of transport, etc.

Any overtime that may be required will be the responsibility of Avalon station (Fund Org# 15776). If overtime is required, Avalon station Watch Commander shall be notified and approve the overtime prior to our patrol boat leaving Marina del Rey Station.

If due to staffing shortage, Marina del Rey station is unable to conduct the transport with available personnel, the on-call “Tradition” crew may be contacted. Sgt. Carriles should also be contacted if the on-call boat crew needs to respond.

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## • • Life Jacket Wear

**PURPOSE**
The purpose of this order is to establish guidelines for mandatory use of personal floatation devices (Life Vest) for station personnel, sworn and non-sworn ride-alongs, inmate workers, and prisoners.

**SCOPE**
This order shall apply to all station boat personnel assigned to Marina del Rey Station.

**ORDER**

Station Personnel

All Station personnel while on any department vessel, shall wear a U.S. Coast Guard approved Type I, II, III, or Type V PFD while that vessel is underway. A vessel underway is defined as any vessel not moored or anchored.

Station personnel will be provided Department PFDs while onboard Department vessels. All Station boat operators will be issued Department PFDs with "Sheriff' silk screened on the rear or front panel. Department issued float coats (Type III) must have Department shoulder patches and a "Class B" Sheriff Star affixed to the left front panel.

Guests, Non-Department Members All guests and non-department members shall wear a U.S.C.G. approved

PFD while onboard station vessels. PFDs will be provided and should not be labeled "Sheriff'.

Trustees, Work Release, and In-Custody All Trustees, Work Release, and In-Custodies shall wear an approved PFD at all times on any vessel, whether underway or not. They shall also wear an approved PFD at all times while on any dock.

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## • • Impounded and Stored Vessels

SCOPE

This Station Order establishes policy and procedure for the impounding and storing of vessels. This order addresses the necessary paperwork and verbiage needed for impounding and storing vessels and the procedures for the release of personal property from the vessel.

1. LEGAL ISSUES

Los Angeles County code of ordinances, Title 19 - Chapter 19.12. – Harbors - Part 6 Anchoring, Mooring and Security of vessels, 19.12.1070 A. (If any unattended vessel shall be found to be anchored or moored illegally within a county harbor, waterway, or maritime facility, or if the harbor master has reasonable grounds to believe that a vessel has been abandoned within a county harbor, waterway or maritime facility, the harbor master may assume custody of such vessel and cause it to be removed and held or placed in storage. The harbor master shall not be held liable for any damage to such vessel, nor liable to its owners before or after assuming custody.)

2. CIVIL ACTIONS AND LIENS

2023 California Code - Harbors and Navigation Code – Division 3 – Vessels - Chapter 2 - Civil Actions and Liens - Article 4 - Boaters Lien Law Section 509:

No lien shall attach to any personal property in or on the vessel except that which is carried on the vessel for lifesaving, safety, mooring, and operating purposes. Personal property not subject to lien shall be given to the registered owner or the owner’s authorized agent upon demand.

3. BOAT CREW RESPONSIBILITIES

When towing a vessel due to a time violation (either the 4 hour or 15-minute laws), boat personnel should include, on the vessel impound report and citation, what times they observed the vessel in violation of the law.

When an owner of an impounded or stored vessel request to retrieve personal property from their vessel, the harbormaster should schedule the retravel and oversee the release of the property. The Harbormaster’s Office should instruct the owner to fill out the vessel impound release form and review the proof of ownership documents (registration/USCG Documented vessel) to verify ownership. Once ownership is verified, the on-duty boat crew will escort the owner of the vessel to the docks and provide a reasonable time (approximately 15 minutes) for them to retrieve essential property.

The hours to retrieve property from stored or impounded vessels are during regular business hours (8am -

5pm) Monday - Friday, excluding holidays.

Exceptions to the time constraints for property retrieval may be made by the Watch Commander on a case-by-case basis.

4. DESK CREW RESPONSIBILITIES

When a citizen at the front counter requests to retrieve their personal items from an impounded vessel, the desk personnel should summon the on-duty boat crew to meet with the boat owner to accomplish this task, after the proof of ownership was verified.

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# • Jail Unit Orders

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## • • Clear Out Gas

**PURPOSE**
The purpose of this order is to establish guidelines for the use of Clear Out gas to facilitate the removal of recalcitrant/combative inmates from a jail cell.

**SCOPE**
This order shall apply to all station personnel assigned to Marina del Rey Station.

**ORDER**
Clear Out gas is made from a combination of Oleoresin Capsicum (OC) spray and CS gas. It is non-flammable and may be used inside a structure when residual contamination or fire is a concern. The use of Clear Out has proven to be very effective when used during cell extractions and riot situations.

Directed cell removals are accomplished through directed force in situations where it becomes necessary to remove an inmate, who refuses to exit a cell. The goal in a cell removal is to restore order, maintain the security of the facility and remove inmates, when necessary, with a minimal amount of force.

The tactics, equipment, special weapons, and force used to remove an inmate from a cell shall be employed to overcome only that level of resistance confronting Department personnel. Therefore, the force utilized to remove an inmate should begin and end at the lowest possible level.

The inmate shall be afforded the opportunity to comply with instructions and exit voluntarily prior to implementing such measures. If simple instructions and requests fail to cause an inmate to exit his cell, the watch sergeant shall be notified. If the watch sergeant is unsuccessful in gaining the inmate’s cooperation, the watch commander shall be notified and respond to the area. Negotiations shall resume to gain the inmate’s cooperation.

The authorization for the deployment of Clear Out gas can only be given by the watch commander, or higher authority in the chain of command. In no instance will authorization be given for the use of Clear Out gas by other than authorized personnel.

Clear Out gas or OC spray will normally be the initial tools of choice in a removals, and will, when feasible, be employed before any other weapons are used. In such cases, it is important that the agent be given time to take effect. Deputy personnel should consider delaying entry until such time.

The use of Clear Out has the potential to affect those deploying it. For this reason, all personnel should be aware of the possibility of being exposed to the agent. Personnel deploying Clear Out shall wear Department approved particulate masks during the application of the agent. Authorization to use Clear Out shall only be given to qualified personnel. Personnel deploying the gas shall have completed the required special weapons training for this chemical agent.

Watch Commander Responsibility:

Once it is determined that a cell removal may be necessary, the watch commander shall be notified and shall:

- Respond to the location and assume incident command responsibility,
- Confer with the watch sergeant/field sergeant to ensure all other options have been exhausted,
- If appropriate, notify the unit commander,
- Plan the removal and tactics to be used with the watch sergeant/field sergeant,
- Time permitting, evaluate the inmate(s) medical screening form to determine if the Fire Department/medical personnel should be notified prior to the commencement of the removal process,
- Approve the plan, and standby during team and supporting personnel briefing, deployment and completion of removal,
- Ensure the inmate is secured,
- Ensure the inmate receives appropriate medical treatment,
- Conduct the necessary interviews.

NOTE: The watch commander shall ensure the use of Clear Out is appropriate. The use of Clear Out may cause cross contamination in the adjacent jail cells and other parts of the administrative building. Evacuating the jail, including all non-involved inmates, and administrative personnel from the building should be evaluated prior to the use of gas products in the station's jail.

NOTE: A cell removal shall not escalate to a cell extraction without the presence of a life threatening emergency, exigent circumstances or unit commander's approval (or his/her designee when he/she is not available).

Videotaping:

To ensure accurate records regarding tactical operations and injury allegations, the watch commander shall ensure the documentation of the incident with videotape. This shall include:

- Videotaping the entire removal; including all attempts made requesting the inmate's compliance,
- Videotaped interviews of all inmates involved in the incident,
- Videotaped documentation of all alleged injuries. Each inmate shall be questioned relative to his injuries on videotape,
- Specific commentary as to the decision factors that led to use of Clear Out gas to effect the cell removal.

Cell removals shall be noted in the watch commander's log. Verbal notification shall be made to the unit commander. The use of aerosol chemical agents constitutes the use of force. The watch commander shall ensure the appropriate documentation detailing the use of force is completed by involved personnel.

All inmates exposed to chemical agents shall be given medical assistance as soon as possible after exposure.

Clear Out gas will be stored in the Marina del Rey Station armory and shall not be issued for any purpose of a routine nature. The station's inventory of gas products shall be inventoried annually by the armory sergeant.

Incident Analysis and Review:

The watch commander shall ensure that all phases of the cell removal are debriefed with involved personnel. A critical incident debriefing form shall be completed and submitted to the unit commander for review.

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## • • Sobering Cell

**PURPOSE**
The purpose of this order is to establish guidelines and procedures for booking and housing persons arrested for DUI, 647f P.C., and/or 11550 H&S.

**SCOPE**
This order shall apply to all station personnel assigned to Marina del Rey Station.

**ORDER**
In compliance with Title 15, all persons arrested for DUI, 647f P.C., and /or 11550 H&S, who are a threat to their own safety or the safety of others due to their state of intoxication (Symptoms include but are not limited to: inability to care for onself or another; inability to stand or walk without minimal assistance; unresponsive to verbal stimulation etc.) will not be booked nor housed at Marina Station.

Instead, those individuals shall be temporarily housed at West Hollywood Station, the Century Regional Detention Facility, or South Los Angeles Station until it has been determined that they can care for his/her safety and/or the safety of another. Then they shall be picked up and returned to Marina Station, for the completion of the booking process.

**NOTE:** When we arrest any individual for being Under the Influence of Alcohol or Drugs and/or 647(f) PC, an "INTOXICATION ASSESSMENT" form shall be completed, even if we are not charging them with the violation. Also, during the completion of this form, if we denote that the individual's "Coordination" is affected, we shall not house that individual at Marina Del Rey Station.

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## • • Security of personal property

**PURPOSE**
The purpose of this order is to establish guidelines and procedures regarding the prohibition of Departmental employees (Sworn & Professional Staff) or other persons having in their possession unauthorized items

inside Marina Station's jail. This order shall not supersede the Department's Custody division Manual Sections 3-01/090.00 and 3-01/090.05, and/or section 4575 of the California Penal Code.

**SCOPE**
This order shall apply to all station personnel assigned to Marina del Rey Station.

**ORDER**
Any employee or person entering the Marina Station jail shall be prohibited from having in their possession any unauthorized items per Custody Division Manual Section 3-01/090.00, Security of Personal Property (i.e., firearms, knives, ammunition, batons, saps, personal phones, etc.).

Personal phones are described as any wireless communication device, including but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless internet device, as per Custody Division Manual Section 3-01/090.05.

Penal code 4575 (a) states, "Any person in a local correctional facility who possesses a wireless communication device, including but not limited to a cellular telephone, pager, or wireless internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars ($1000)."

Any deviation of this Station Order shall be with the approval of the Undersheriff.

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## • • Inmate Safety Checks

**PURPOSE**
The purpose of this order is to set forth policies and procedures governing inmate safety checks for all inmates housed at Marina del Rey Station Jail.

**SCOPE**
This order shall apply to all station personnel assigned to Marina del Rey Station.

**ORDER**
To comply with state regulations and to act in conformance with existing policy regarding inmate safety checks, the following shall be conducted:

Frequency of the Inmate Safety Check

All inmates housed in the station jail shall be visually checked at least once per every half hour.

STATION ORDER 15-02

*See table below for the exact frequency of inmate safety checks relative to the inmate's specific classification, i.e., general population, intoxicated inmates, suicidal inmates, and juveniles.

To prevent an inmate's ability to plan around anticipated checks, the safety checks shall be conducted in a staggered fashion, i.e., each check is conducted within the time interval, but not repeatedly and precisely at

the same interval.

Inmate Safety Check Defined: Nature and Quality

Station jail and supervisory personnel shall conduct periodic, visual checks to look for the following:

- Signs of life such as breathing, talking, or bodily movement; AND
- Signs of distress such as bleeding, injury, difficulty breathing, or other behavior indicating the individual's welfare may be in jeopardy.

Station jail personnel shall look into the cells by opening the outer jail door, entering the inner sally-port area, and visually looking into the rooms/cells. Personnel shall visually inspect each inmate from a reasonable distance and inspect the general area for any items obstructing their view. If such items exist, jail personnel shall ensure such items are removed in accordance with appropriate officer safety principles and tactics.

***If there is doubt about an inmate's condition, personnel shall attempt to elicit a response from the inmate.***

***If the inmate is non-responsive, then personnel shall immediately adhere to Emergency Alarm Activation and Supervisory Notification Procedures set forth in Marina del Rey Station Unit Order #15-03.***

Once such procedures are completed, personnel shall immediately render first aid and, if necessary, cardiopulmonary resuscitation (CPR). Proper officer safety practices shall be observed at all times prior to initiating first aid and/or CPR, i.e., removing other inmates from the cell and securing them in a separate cell.

- **NOTE:** Time is critical during this period and although personnel shall take appropriate actions to ensure scene safety, they must bear in mind their duty to immediately render first aid and preserve life.

Personnel who perform first aid procedures and/or CPR shall continue these practices until relieved by qualified station personnel, qualified medical personnel, or they are physically unable to continue life-saving procedures.

If station jail personnel, during their assigned shift, are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required.

Inmate Safety Check Documentation

All inmate safety checks shall be recorded as manual entries on the daily Prisoner Count sheets with the time, date, and name of the person who conducted each check.

Housing of Inmates:

Upon completion of the “Station Jail Inmate Classification Questionnaire” form, the on-duty jailer(s) must segregate inmates in accordance to the level of their charges (felony vs. misdemeanor), security levels, and other special classifications (i.e., crimes against children, noteworthy arrest, escape or attempt escape inmates). The jailer(s) must screen intoxicated inmates and temporarily house them in a sobering cell at West Hollywood Station, Century Regional Detention Facility, or South Los Angeles Station. All persons arrested

for being Under the Influence, DUI, 647(f) PC, and/or 11550 H&S, who are a threat to their own safety or the safety of others due to their state of intoxication (Symptoms include, but are not limited to: inability to care for oneself or another; inability to stand or walk without minimal assistance; unresponsive to verbal stimulation, etc.) will not be booked nor housed at Marina del Rey Station.

Upon completion of the observational period(s) in a sobering cell at West Hollywood Station, Century Regional Detention Facility, or South Los Angeles Station, and when feasible, inmate(s), who are booked for alcoholic intoxication or under the influence of a controlled substance, shall be picked up and returned to Marina del Rey Station, for the completion of the booking process. The inmate(s) shall be placed in regular housing cells with other inmates that have the same security points as mandated by the "Station Jail Inmate Classification Questionnaire" form.

Watch Sergeant Responsibilities

- The Watch Sergeant on every shift shall conduct two inmate safety checks. The checks shall be documented manually on the daily Prisoner Count sheet in the same manner noted above.
- The Watch Sergeant shall ensure required inmate safety checks are being conducted and properly documented.
- The Watch Sergeant shall inspect the remaining areas of the jail to ensure safe and secure conditions are being maintained.
- The Watch Sergeant shall record their inmate safety checks in the electronic Uniform Daily Activity Log, e-Gatebook section under, "Supervisor Checks."

Watch Commander Responsibilities

- The Watch Commander on every shift shall conduct two inmate safety checks. The two checks shall be documented manually and electronically, in the same manner noted above.
- The Watch Commander on each respective shift shall conduct a random audit of inmate safety checks once every month. The random audit shall consist of accessing the closed-circuit television system used to monitor jail activities. The Watch Commander shall obtain surveillance footage, observe the date and time of inmate checks, and confirm the checks correspond to the manual entries. If discrepancies are found, the Watch Commander shall investigate and take appropriate action.
- The Watch Commander on each shift shall notify the Operations Lieutenant via e-mail of his/her findings from the monthly random audit. The e-mail shall be sent no later than the 30th day of each month.

If station jail personnel notify a supervisor, a sergeant or above, that an inmate safety check cannot be completed, the supervisor must ensure the check is conducted within the appropriate time interval.

Frequency of Inmate Safety Checks and Inmate Classification

| **Inmate Classification** | **Frequency Interval:** |
|---|---|
| General Population Inmates | Once per 30 minutes |

| | |
|---|---|
| Intoxicated Inmates | Once per 30 minutes |
| Suicidal Inmates | Once per 15 minutes |
| Juveniles (Secured Detention & Locked Enclosure only) | Once per 30 minutes |
| Intoxicated Juveniles | Once per 15 minutes |

## • • Releasing Inmates from Station Jail, Deputies Presence Required

**Purpose of Directive**

The purpose of this correspondence is to establish uniform guidelines to ensure the safe release of inmates from the station jail. Nothing in this order shall conflict with the L.A. County Sheriff's Department's Manual of Policy and Procedures, directives, newsletters, and/or case law.

**Scope of Directive**

This directive applies to all personnel responsible for the release of inmates from the station jail.

**Directive**

When an inmate is to be released from the station jail, the jailer shall notify the on duty watch commander. The watch commander will ensure a deputy responds to the jail to provide security while the jailer releases an inmate from our jail.

## • Station Parking Assignment

Scope

The purpose of this memorandum is to provide an updated Station Order – assigned parking spaces for Marina Del Rey Station (MDR) personnel. This order will be adhered to Monday through Friday, between 0600-1800 hours and will be in effect until superseded by a new revision or tactical emergency, which warrants temporary suspension of this order.

The following parking spaces have been pre-assigned to specific personnel as shown below:

| | | | |
|---|---|---|---|
| 49 | Watch Commander | 40 | Scheduling Deputy |

| | | | |
|---|---|---|---|
| 48 | Field Sergeant | 39 | Operations |
| 47 | Watch Sergeant | 38 | Supervising Station Clerk |
| 46 | Community Relations Sergeant | 37 | Patrol Secretary |
| 45 | Timekeeper | 36 | Administrative Jailer |
| 44 | Operations Lieutenant | 35 | Law Enforcement Technician |
| 43 | Operations Sergeant | 34 | Assistant Harbor Master |
| 42 | Captain's Secretary | 33 | Harbor Operations Sergeant |
| 41 | Scheduling Sergeant | 32 | Watch Deputy |

The sergeant and watch commander parking spaces are restricted 24/7. Please contact MDR watch sergeant or watch deputy if someone is parked in your pre-assigned spot to determine who the vehicle belongs to. We will make the necessary arrangements for the vehicle to be moved.

All other personnel shall park their privately owned vehicles in the secured parking lot across the street from the station. Do not park in non-designated spots or visitor spaces. In addition, privately owned vehicles not belonging to station personnel shall park in the spaces designated for visitors during normal business hours, Monday through Friday, between 0700-1800 hours.