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 90th 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.

Overtime Payment:

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.

• 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.

• 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.

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