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.

• 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

• 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.

• 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.

• 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.

• 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.

• 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.

• 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.
