Station Administration

- **2020**
- **2018**
- • **18-1 ASAP/ALPR GUIDELINES**

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 18-1 September 7, 2018

Effective Date:	09/07/2018	Last Date Revised:	
Last Date Reviewed:		Next Review Date:	09/07/2019

ASAP/ALPR GUIDELINES

PURPOSE

The purpose of this station order is to establish procedural guidelines and responsibilities for personnel to properly utilize and document hits and/or arrests derived from the fixed !Automatic License Plate Reader (ALPR) cameras and Automated Surveillance and Protection (ASAP) units in the Carson Station area.

BACKGROUND

ALPR is a computer-based system that utilizes special cameras to capture a color image, as well as an infrared image, of the license plate of a passing vehicle. The plate is automatically run to see if it is stolen, or has any other wants/warrants associated with it. If a match is found, the user is notified of the

vehicle "hit" by an audible alert and an associated notation on the user's computer screen.

GENERAL GUIDELINES

Mobile ALPR unit users receiving an alert that a vehicle is stolen, wanted, or has a warrant associated with it shall immediately confirm the status of the vehicle by running the license plate either manually via the MDC/CAD or over the radio via SCC, unless compelling circumstances are present or officer safety issues make it unsafe to do so. In such cases, deputies shall confirm the status of the wanted vehicle as soon as possible. When requesting SCC to confirm the status of an ALPR hit, the deputy shall advise SCC the request is for an ALPR hit on a vehicle. In the case of a stolen vehicle hit, personnel may regard the vehicle as a known stolen vehicle while awaiting secondary confirmation. If the decision is made to initiate Code 9 operations prior to secondary confirmation, deputies shall request the Duplex Patch and announce their status in a manner similar to the following:

"Carson 163 is Code 9 behind a 10-29V ALPR hit..."

A vehicle pursuit is considered unauthorized until secondary confirmation has been obtained. This is why it is imperative that deputies include "ALPR" verbiage in their initial broadcast.

ASAP/ALPR GUIDELINES SEPTEMBER 7, 2018

STATION ORDER 18-1

FIXED CAMERAS

- Currently, Carson Station has cameras in fixed positions at the following locations:
- 2 Cameras — Scottsdale Estates entrance.
- 2 Cameras — Scottsdale Estates exit.
- 4 Cameras — N/B Alameda Street at Sepulveda Boulevard
- 3 Cameras — N/B Wilmington Avenue at Sepulveda Boulevard
- 2 Cameras — W/B 223" Street at Arco Road

ALPR TRAILERS

There are three (3) ALPR trailers disguised as temporary roadside digital speedometer warning signs (alerting passing motorists of their speeds). Their placement throughout Carson's patrol area is at supervisor discretion or upon the recommendation of any sworn personnel. Placement of the trailers shall be logged in dispatch in a conspicuous location such as a grease board. The oncoming watch commander shall be notified of their location. The watch commander will ensure ALPR trailer locations are disseminated to all field personnel.[1]

DESK PERSONNEL RESPONSIBILITIES

- The Watch Deputy and Dispatcher shall insure the Target Alert System (TAS) is activated and enabled at all times

  throughout their shift.

- In the event a hit is verified for a 10-29V, high bail or felony warrants, or Amber Alerts, the information shall be

  relayed to the patrol units without delay.

- As soon as practical, a call shall be generated for documentation purposes. If the information is relayed via L-TAC,

  and the vehicle is not located, an OBS shall !be generated by the desk and cleared if a patrol unit has not already done so.

- **All Call/OBS generated from the fixed ALPR cameras shall be cleared with the stat code 836, even if the**

  targeted vehicle is not located. *It is imperative we accurately record these hits to track the effectiveness*

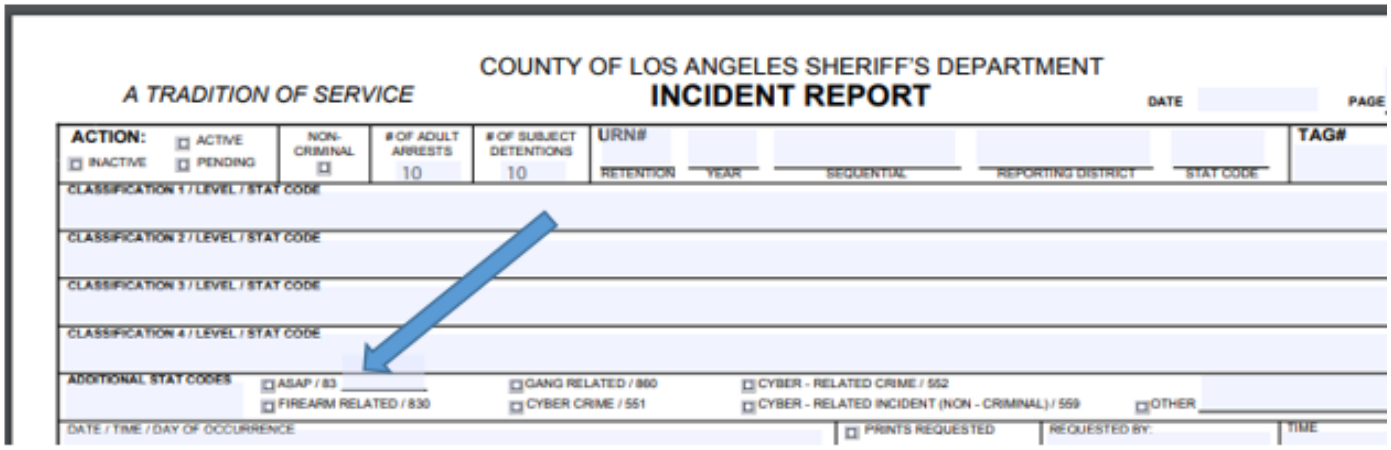
  of the system for statistical purposes.

Please ensure the following stat codes are used:

835 - ASAP - ALPR/MOBILE

836 - ASAP - ALPR/FIXED CAMERA

Any incident associated with the ALPR system shall be documented using a secondary ALPR statistical code. **The statistical code shall be written in the box on the top of the Incident Report (SH-R-49) *and* in the MDT clearance.** ALPR statistical codes cannot be used for the issuance of an URN number, but shall be used as a secondary statistical clearance code only.

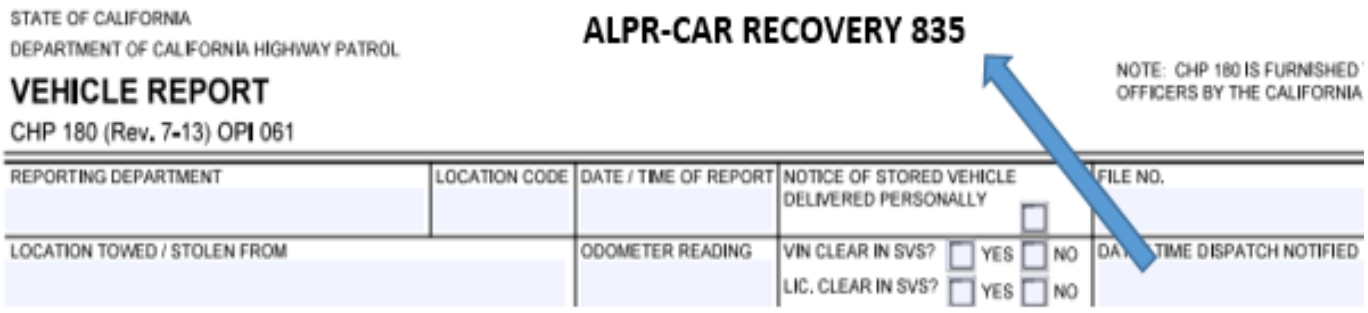

COUNTY OF LOS ANGELES SHERIFF'S DEPARTMENT
A TRADITION OF SERVICE
INCIDENT REPORT
DATE
PAGE
ACTION: ACTIVE INACTIVE PENDING
NON-CRIMINAL
OF ADULT ARRESTS 10
OF SUBJECT DETENTIONS 10
URN# RETENTION YEAR SEQUENTIAL REPORTING DISTRICT STAT CODE
TAG#
CLASSIFICATION 1 / LEVEL / STAT CODE
CLASSIFICATION 2 / LEVEL / STAT CODE
CLASSIFICATION 3 / LEVEL / STAT CODE
CLASSIFICATION 4 / LEVEL / STAT CODE
ADDITIONAL STAT CODES
ASAP / 83
FIREARM RELATED / 830
GANG RELATED / 860
CYBER CRIME / 551
CYBER - RELATED CRIME / 552
CYBER - RELATED INCIDENT (NON - CRIMINAL) / 559
OTHER
DATE / TIME / DAY OF OCCURRENCE
PRINTS REQUESTED
REQUESTED BY:
TIME

ASAP/ALPR GUIDELINES **SEPTEMBER 7, 2018**

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Additionally, any vehicle recovered using the ALPR system shall have "ALPR RECOVERY" written across the top of the CHP-180 and the secondary ALPR statistical clearance code will be entered into the MDT clearance log.


STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE REPORT
CHP 180 (Rev. 7-13) OPI 061
ALPR-CAR RECOVERY 835
NOTE: CHP 180 IS FURNISHED
OFFICERS BY THE CALIFORNIA
REPORTING DEPARTMENT
LOCATION CODE
DATE / TIME OF REPORT
NOTICE OF STORED VEHICLE DELIVERED PERSONALLY
FILE NO.
LOCATION TOWED / STOLEN FROM
ODOMETER READING
VIN CLEAR IN SVS? YES NO
LIC. CLEAR IN SVS? YES NO
TIME DISPATCH NOTIFIED

SUPERVISOR RESPONSIBILITIES

It is the responsibility of Carson supervisor(s) to ensure the implementation of this order.



Unit Commander Signature

- **2017**

- • **17-1 ACCESS TO AND USAGE OF THE CARSON COPS TRAILER**

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 17-1 July 13, 2017

Effective Date:	07/13/2017	Last Date Revised:	
Last Date Reviewed:		Next Review Date:	07/13/2018

ACCESS TO AND USAGE OF THE CARSON "COPS" TRAILER

PURPOSE:

The purpose of this station order is to establish policies and procedures governing access to and usage of the Carson "COPS" trailer.

SCOPE OF THE ORDER:

The order applies to all Carson Station personnel.

GENERAL GUIDELINES:

The Carson "COPS" trailer is a pivotal point of operations for Carson "COPS" team members. It serves as a place where team members can coordinate operations and discuss city matters. It also provides a place where team members can author reports. The trailer also provides a secure structure to house team equipment.

Due to the nature of Carson "COPS" operations and for the accountability of the team's equipment, the Carson "COPS" trailer is to be used only by those members of Carson Station currently assigned to Carson "COPS" or those assisting with a given operation.

The Carson "COPS" trailer is not to be used for socializing purposes, sleeping quarters, and/or any other non-work related personal reasons.

CARSON STATION

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CONTRABAND/EVIDENCE STORAGE

The Carson "COPS" trailer **shall not** be used to store contraband and/or evidence seized.

All evidence seized shall be booked and processed in accordance with the Department's Manual of Policy and Procedure 5-04/040.00 BOOKING OF PROPERTY/EVIDENCE ITEMS and shall be stored in the manner described by the Department's Manual of Policy and Procedure 5-04/040.70 INITIAL STORAGE LOCATION OF PROPERTY/EVIDENCE UPON BOOKING

SERIALIZED EQUIPMENT/WEAPONS

All serialized and inventoried equipment shall be maintained by designated Carson "COPS" personnel unless that item is specifically issued to a "COPS" team member. If an item is specifically issued to a Carson "COPS" team member that member is responsible for that item.

Carson "COPS" team members who are issued a patrol rifle shall store their assigned patrol rifle in accordance with the Department's Manual of Policy and Procedure 5-09/170.25 STORAGE AND MAINTENANCE

"COPS" SUPERVISOR RESPONSIBILITIES

It is the responsibility of Carson "COPS" supervisor(s) to ensure the implementation of this order.

The supervisor(s) shall have an accounting of all personnel who has a key to access the trailer. In event of a significant staffing rollover, an assessment should be made to recommend the locks to be changed to maintain the accountability and security of the trailer and equipment therein.

• • 17-2 KEY BLOCK LOG - WATCH COMMANDER'S OFFICE

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 17-2 October 25, 2017

Effective Date:	10/26/2017	Last Date Revised:	
Last Date Reviewed:		Next Review Date:	

KEY BLOCK LOG — WATCH COMMANDER'S OFFICE

PURPOSE:

The purpose of this station order is to establish policies and procedures governing the use and accountability of keys issued by the Watch Commander.

SCOPE OF THE ORDER:

The order applies to all Department personnel.

GENERAL GUIDELINES:

Several times throughout a given shift, Department personnel utilize keys that are affixed to the Watch Commander's primary key block, while others contained within the Watch Commander's safe are issued upon request. Currently there is no tracking system in place to accurately

account for the whereabouts of keys nor has there been a written record of dates and times keys were issued or to whom.

WATCH COMMANDER'S RESPONSIBILITY

When a request is made by any Department member for a given key or key block, the Watch Commander shall ensure that member's name, unit of assignment and employee number are recorded on a *Key Checkout Log.* The date and time shall also be recorded. This log will be located in the Watch Commander's office in a conspicuous location. It shall be the Watch Commander's responsibility to review this log at both the beginning and end of their assigned shift.

CARSON STATION

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PERSONNEL RESPONSIBILITY

Any Department member requesting use of any key found in the Watch Commander's office shall obtain verbal authorization from the Watch Commander who in turn, will direct the member to document the use of a given key(s) on the *Key Checkout Log.* In the event the Watch Commander is unavailable, authorization shall be obtained from the on-duty Watch Sergeant who shall abide by the same protocols as that of the Watch Commander. If the Watch Sergeant is unavailable and an urgency exists, the member shall seek authorization, both written and verbal, from any on-duty supervisor (rank of sergeant and above) assigned to Carson Station.

GENERAL ACCOUNTABILITY

The *Key Checkout Log* will be kept in a marked three-ring binder that is never to leave the Watch Commander's office. Logs will be kept in this binder for a period of one (1) year. At year's end, the logs will be removed from the binder and scanned into a shared file for later retrieval if necessary. A new set of blank replacement logs will then be placed in the binder.

OVERSIGHT:

As a collateral duty, a station lieutenant will be assigned to oversee and account for the usage of the log. This lieutenant shall also oversee the purging of expired logs and their eventual transfer to digital shared

files.



JASON SKEEN, CAPTAIN

• • 17-3 USAGE OF THE CARSON JAIL VAN

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 17-3 October 26, 2017

Effective Date:	10/26/2017	Last Date Revised:	
Last Date Reviewed:		Next Review Date:	10/26/2018

USAGE OF THE CARSON "JAIL VAN"

PURPOSE:

The purpose of this station order is to establish policies and procedures governing access to and usage of the Carson "JAIL VAN."

SCOPE OF THE ORDER

The order applies to all Carson Station personnel.

GENERAL GUIDELINES:

The Carson station jail van is to be used for jail evacuations and the transportation of prisoners in large numbers.

The Carson station jail van will be parked in the most northern booking stall on the booking line near the rear evacuation door to the jail.

This van is not to be used to for any other non-jail related function, unless expressed written consent is given by the on duty Watch Commander.

The Carson station jail van can be accessed by the use of a standard patrol key.

SUPERVISOR RESPONSIBILITIES

It is the responsibility of Carson supervisor(s) to ensure the implementation of this order.

• 2016

• • 16-01 ADMINISTRATIVE PAPERWORK REPORTING

Los Angeles County Sheriff's Department

UNIT ORDER

Carson Station

UNIT ORDER NUMBER: 16-01 Janurary 1, 2016

Effective Date:	01/01/2016	Last Date Revised:	01/01/2016

Last Date Reviewed:	05/23/2017	Next Review Date:	05/23/2018

ADMINISTRATIVE PAPERWORK REPORTING AND TRACKING

PURPOSE:

The purpose of this order is to establish guidelines for the reporting, tracking, and submission of administrative paperwork.

POLICY:

When a member of Carson Station becomes involved in an incident that requires administrative documentation including, but not limited to, a traffic collision, employee injury, use of force, allegation of force, Watch Commander Service Comment Report (WCSCR), vehicle pursuit, foot pursuit, civil claim, or damage to property, the on-duty watch commander, regardless of rank, is responsible for:

- Ensuring the initiation of a watch commander log entry in the Station/Bureau Administration Portal - Watch Commander Log (WCL) without delay
- Emailing the WCL narrative of the WCL to the "Carson Operations" email group
- Ensuring notifications of an incident include all pertinent information regarding the incident and identification of all involved employees
- If an event requires entry into the Preliminary Data Entry (PDE) module of the Personnel Performance Index Program, ensuring the handling supervisor enters the necessary information into the PDE module
- Ensuring all incidents are entered into the Risk Management Tracking program by the handling supervisor
- Reviewing the incident documentation (package) from the handling supervisor for accuracy and completeness
- Ensuring submission of completed incident documentation to Operations pursuant to this Order

CARSON STATION
UNIT ORDER 16-01

All administrative paperwork shall be submitted to the Operations Office prior to the guidelines

provided below. All administrative paperwork submitted after the below timelines shall include a reason for the delay on a separate memorandum.

An electronic copy of the completed administrative paperwork and any accompanying documents, photographs, or videos shall be placed in the station's shared ADMIN IN-BOX folder.

STAFF WORK	DEADLINE TO OPERATIONS
CIVIL CLAIMS	15 CALENDAR DAYS
FORCE PACKAGES	20 CALENDAR DAYS
IODs	24 HOURS
PURSUIT PACKAGES	20 CALENDAR DAYS
TRAFFIC COLLISIONS	5 CALENDAR DAYS
WCSCRs	20 CALENDAR DAYS



• • 16-02 CASE MANAGEMENT AND SUPERVISORY REVIEW

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 16-02 March 11, 2016

Subject: Case Management and Supervisory Review			
Effective Date:	03/11/2016	Last Date Revised:	03/11/2016
Last Date Reviewed:	05/16/2017	Next Review Date:	05/16/2018

PURPOSE:

The purpose of this order is to specify procedures for managing, tracking, and closing cases during an investigation. This order shall also set forth the supervisory responsibilities regarding case closure procedures in the Department's record management system, Los Angeles Regional Crime Information System (LARCIS).

SCOPE OF ORDER:

This order shall apply to all detective personnel and detective supervisors assigned to Carson Station detective bureau. Nothing in this unit order shall supplant standardized procedures set forth in Field Operations Directive 11-01, Standardized Procedures for Detective Unit Operations and this directive shall be adhered to in conjunction with FOD 11-01.

ORDER:

Detective Investigator Responsibilities

Case Management:

All case files shall be maintained in a neat, uniform manner and each case file shall be maintained as a complete package. Paperwork shall be secured within the case folder. A case journal (SH-R-405) or CLEATS Activity Log shall be affixed to the inside left of the case folder. The log shall be comprehensive and document, in a summary fashion, the investigative steps (i.e., "work-up") taken by the detective. This account shall include, but not be limited to, the case assignment date, the date acknowledged by the detective, actions taken such as interviews, photographic line-ups, correspondence submitted or received, telephone calls, database

research, district attorney filings or

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rejections, and any other final closure notes. The case journal or CLEATS Activity Log shall be kept current, i.e., updated within the three business days of the last action taken by the detective.

Case Tracking:

All detective personnel shall monitor and track their assigned cases. Detectives shall maintain their case files in chronological order. Under no circumstances shall a case journal or CLEATS Activity Log be utilized in lieu of a supplemental report, if such a report is required to document significant investigative activities.

Should an assigned case extend beyond **60** days, the detective shall document the extension as a case journal entry or entry in the CLEATS Activity Log, and the entry shall indicate notification to a detective sergeant, who shall be identified by name.

For a case extending beyond **90** days, the detective shall complete an extension memoranda and obtain the detective supervisor's written approval. The memoranda shall indicate the nature and reasons for the extension, as well as a proposed date of completion. The memoranda shall be included in the case file.

Should an assigned case extend beyond **120** days, the detective shall complete an extension memoranda every 30 days and obtain the detective lieutenant's written approval. The memoranda shall indicate the nature and reasons for the extension and the proposed date of completion. The memoranda shall be included in the case file.

Case Closure:

Once a detective's investigation is complete, along with all necessary written reports, the detective shall complete a case closure form (SH-R-77 or electronic equivalent). The detective shall indicate on the form the appropriate LARCIS case clearance codes. This form shall be affixed to the right side of the case folder and placed on top of the incident report, supplemental reports, and any other documentation. The detective shall submit the completed case file package to the detective

supervisor for review, concurrence, and approval.

Under no circumstances shall a detective access the LARCIS database to enter, input, or change a case clearance code for any assigned case. Nor shall a detective access the LARCIS database to change an assigned case from "pending" to "active."

Detective Supervisor Responsibilities

Each detective supervisor in charge of his/her team detectives shall utilize CLEATS or other systematic means to track, monitor, and review their team's cases. The review process shall use LARCIS as a management tool (as required per Field Operations Directive 11-01), but the LARCIS "active/assigned" report shall not be the sole means of tracking and monitoring cases.

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During a twice monthly review, the detective supervisor shall ensure cases are being investigated correctly and in a timely fashion. Such reviews shall include an inspection of the case folder and its contents. The detective sergeant shall ensure cases do not remain open unnecessarily and they are closed once they are filed with district attorney's office. If there is a district attorney filing rejection, the detective supervisor shall review the case file and determine if further investigation is required.

Once detective supervisors receive a closed case package, they shall ensure its completeness, e.g., a case closed with "victim non-desirous" shall include, absent extenuating circumstances, a signed non-prosecution form. Detective supervisors shall also adhere to closure procedures set forth in FOD 11-01, Standardized Procedures for Detective Unit Operations. A closed case review shall be conducted no later than ***3 business days*** after its submission to a detective supervisor. Once the case review is complete, the detective supervisor, or his designee (i.e., a detective secretary), shall input the appropriate case clearance codes in LARCIS.



- **2015**

- • **97-03 DEFERRED REPORTS**

Los Angeles County Sheriff's Deaprtment

STATION ORDER

Carson Station

STATION ORDER NUMBER: 97-03 JANUARY 25, 2015

Effective Date:	01/25/15	Last Date Revised:	01/25/15
Last Date Reviewed:	05/26/17	Next Review Date:	05/26/18

DEFERRED REPORTS

PURPOSE:

The purpose of this order shall be to establish policies and procedures for deferring reports by all personnel assigned to Carson Station while considering our public service responsibilities and overtime constraints.

GENERAL GUIDELINES:

When an employee realizes that he/she will be unable to complete any report(s) during their assigned shift, he/she shall notify the watch sergeant who shall approve or disapprove the deferral. Deferred reports shall be completed within 24 hours of the incident unless otherwise approved by the watch commander. If the employee is not scheduled to work the next day, the report shall not be deferred.

A report may be deferred when:

-There is no workable information

-Misdemeanor field releases

-Misdemeanor non-desirous

-Felony, no workable information

-Traffic collisions with no injuries

-Traffic collisions with minor injuries and no follow-up

-Late arrest/in-custody reports may be deferred when a PCD has been completed and detectives are aware of the incident and concur with deferral of the report.

Child Abuse reports **shall not** be deferred, per M.P.P. Section 4-06/023.00.

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SCOPE OF DIRECTIVE:

This directive applies to all personnel assigned to Carson Station.

DIRECTIVE:

Deputy Responsibilities

Once the report is authorized for deferral, the deputy shall;

- Print the required information in the deferred report log
- Complete the face page of the report, with the complete file number
- Photocopy the completed face page of the report and write "DEFERRED" in the upper right corner of the copy and submit to the watch sergeant for attachment to the deferral log as a reference
- At the beginning of their next shift, 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 and dry erase board upon submitting it to the watch sergeant.

Watch Sergeant's Responsibilities

When a report has been approved for deferral, the watch sergeant shall sign the deferred log and enter the appropriate information on the dry erase board. The watch sergeant shall write, on the left side of the **URN** Log, "DEFERRED," including the date and the approving supervisor's initials. Once the report is approved, it shall be marked accordingly on the URN Log. The watch sergeant shall check the URN Log each shift and ensure all reports from the prior day's shift are either turned in or deferred.

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 time. If necessary, the watch commander shall determine the proper course of action to ensure the completion of the report.

• • 15-01 DISPATCHING, DELAYED RESPONSE PROCEDURES, AND EXCEPTION REPORTS

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 15-01 January 9, 2015

Effective Date:	01/09/2015	Last Date Revised:	03/16/2016
Last Date Reviewed:	03/02/2016	Next Review Date:	01/09/2017

DISPATCHING, DELAYED RESPONSE PROCEDURES, AND EXCEPTION REPORTS

PURPOSE:

The purpose of this directive is to ensure dispatchers and watch deputies are actively managing calls for service and assigning calls to minimize the number of calls that exceed our station goal response times, referred to as "over threshold." Maximum thresholds for the Department are discussed in FOD 90-12. However, the station has the ability to set realistic and appropriate goals commensurate with the expectations of the unincorporated communities and contract city served by this station. As such, thresholds have been reset as shown:

- Emergent - 5 minutes
- Priority - 7 minutes
- Routine - 30 minutes

The response time rule, known as the 7/30 rule, was established to ensure station response times were met. The rule was not intended to *obligate* a patrol deputy to respond within the established time frames when it was *unreasonable* to do so. The procedures set forth below establish the duties and responsibilities of all personnel involved in the assignment, management, and handling of service calls when the 7/30 rule cannot be met. It also clarifies the roles and responsibilities of supervisors to oversee the desk operation and conduct daily audits to ensure compliance with this order.

The following procedures are intended to increase accountability and ensure calls are properly being dispatched, tracked by dispatchers, and actively monitored by watch

deputies. Load balancing, monitoring status of all pending calls and

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availability of units in the field requires continual "real time" attention by the dispatcher, watch deputy, field sergeant, and watch commander.

POLICY:

This order references the following Department policies:

- FIELD OPERATIONS DIRECTIVE 90-12, STATION DESK PROCEDURE/RELAYED RESPONSE POLICY
- FIELD OPERATIONS DIRECTIVE 04-03, STATION DESK AND FRONT COUNTER OPERATIONS

SCOPE OF ORDER:

This directive applies to all personnel assigned to patrol, as well as the dispatcher, watch deputy, watch sergeant, field sergeant and watch commander positions at Carson Station.

DIRECTIVE:

DELAYED RESPONSE PROCEDURES

Patrol Deputy

As mentioned above, the 7/30 response time rule, does not *obligate* you to respond within the established time frames when it is *unreasonable* to do so.

However, a patrol deputy shall do the following:

- Advise the watch deputy or dispatcher, verbally or via MDC, that you will be extended beyond the 7 or 30 minute threshold, respectively. Advise as to the anticipated length and reason for the delay.
- Indicate in the service call's clearance narrative the notification was made to the watch deputy or dispatcher (i.e., W/D 914N) and note the reason for the delay.

Dispatcher

- Upon receiving a patrol deputy's notification regarding a service call delay, the dispatcher shall evaluate the current resource allocation and current volume of calls to determine whether to re-assign the call. The dispatcher shall either re-assign the call for service and/or notify the informant of the delay. The notification shall be logged in the remarks section of the call by typing, "informant advised of delay," or "IAD."
- If there is an incident requiring a large resource allocation and service call delays are anticipated to be lengthy, the dispatcher or his designate must advise the informant of the delay as soon as possible and enter the notification (IAD) in the remarks section of the call.

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- Regardless of whether the dispatcher receives a notification from a patrol deputy about a service call delay, the dispatcher or his designate shall advise the field sergeant if the timer for any 7/30 call expires **twice or more.**

Watch Deputy

- Upon receiving a patrol deputy's notification regarding a service call delay, the watch deputy shall advise the dispatcher about the delay. The watch deputy and/or the dispatcher, shall evaluate the current resource allocation and current volume of calls to determine whether to re-assign the call. The watch deputy and/or the dispatcher shall ensure the informant is advised of the delay and ensure such notification is logged in the remarks section of the call as, "informant advised of delay," or "IAD."

Field Sergeant

- Upon receiving a dispatcher's notification regarding continued timer expirations, the field sergeant shall check the unit status of the concerned patrol unit and ensure the unit's ability to respond to the service call. The field sergeant shall continue to monitor the subsequent response activity, and, if necessary, the field sergeant shall request the dispatcher re-assign the call.

- If the field sergeant requests a call's re-assignment, the field sergeant shall assign himself to the call and indicate in the remarks section the reason for re-assignment and any other actions taken.

- The field sergeant shall monitor field response activities once per hour by checking "Waiting Incident" status and "Assigned Incident" status via the MDC. If necessary, the field sergeant shall communicate with the dispatcher and handling patrol unit to address any present or potential response time concerns.

Watch Sergeant

- The shift watch sergeant shall monitor field response activities once per hour by checking "Waiting Incident" status and "Assigned Incident" status via the CAD terminal. The shift sergeant shall communicate with the dispatcher and field sergeant, if necessary, to address any present or potential response time concerns.

Watch Commander

- The shift watch commander shall monitor field response activities once per hour by checking "Waiting Incident" status and "Assigned Incident" status via the CAD terminal. If necessary, the watch commander shall communicate with the dispatcher, handling patrol unit, and field sergeant to address any present or potential response time concerns.

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EXCEPTION REPORT PROCEDURES

Watch Deputy

All personnel assigned to the watch deputy position shall be responsible for the following:

1. Print a copy of the Exception Report from CAD for the shift 24-hours prior.

2. Review the report for log errors.

3. If there are any log errors they must be corrected during that shift, notify the author of the log or the error either personally or via email.

4. Errors discovered on each deputies Deputy Daily Work Sheet (DDWS) shall be recorded on the "Over Threshold Auditing" Excel document matrix under the "Other Errors" tab.

5. Complete the "Over Threshold" audit of calls by recording the reason each call on the Exception Report exceeded the time threshold. A detailed explanation regarding the delay is required for each listed call.

6. Update the 'Time Expirations" tab. Record the explanation each time the call was reset as reflected on the exception report.

7. No explanation is necessary if the same call was already addressed in the "Over Threshold" tab.

8. When the review is complete, the watch deputy will notify the watch sergeant.

Watch Sergeant

All personnel assigned to the watch sergeant position shall be responsible for the following:

1. The watch sergeant shall reconcile the exception report and ensure the Excel "Over Threshold Auditing" document tabs are correct and there are no errors reflected on the deputy's DDWS.

2. The watch sergeant shall review the explanations noted in the Over Threshold Auditing document and note their initials along the right column of the entry.

3. The watch sergeant shall examine the exception report denoting timer expirations. In any instance where the timer expirations for a 7/30 call occurred twice or more, the watch sergeant shall examine the call details and ensure the call was handled as outlined above.

4. When the review is completed, the watch sergeant shall advise the watch commander of the completed review and any deficiencies noted.

Watch Commander

All personnel assigned to the watch commander position shall be responsible for ensuring adherence to this order. Watch commanders shall verify the audits

have been completed during their tour of duty and notate that on the watch commander's log. Any notable concerns discovered, discrepancies or issues unable to be resolved or corrected may be included on the log or handled via memorandum to the unit commander.

Oversight

The lieutenant with the collateral oversight of desk operations shall regularly monitor for compliance with this order. Any notable concerns should be corrected and/or brought to the unit commander's attention at the earliest possible opportunity.



• • 15-02 TIMELY SUBMISSION AND APPROVAL OF REPORTS

Los Angeles County Sheriff's Department

UNIT ORDER

Carson Station

UNIT ORDER NUMBER: 15-02 January 26, 2015

Subject: Timely Submission and Approval of Reports			
Effective Date:	01/26/2015	Last Date Revised:	06/20/2016
Last Date Reviewed:	06/20/2016	Next Review Date:	06/20/2017

PURPOSE:

The purpose of this order is to identify the proper procedures for the timely submission and

approval of written reports. The order will delineate the responsibilities of employees and supervisors regarding the matter.

GENERAL GUIDELINES:

Carson Station personnel write over 10,000 reports each year and a majority of these reports are approved without corrections and processed accordingly. This fact is testament to the high quality of written work completed by Carson personnel. In certain instances, however, reports are rejected by a supervisor. In other cases, the reports are forwarded to Carson Station's Traffic Office and subsequently require correction. This directive will provide guidelines for the proper handling of reports when they are rejected by a supervisor.

SCOPE OF ORDER:

This directive applies to all personnel assigned to Carson Station.

ORDER:

Deputy Responsibilities

All personnel must be accountable for managing their time efficiently when handling matters assigned to them. This includes the timely submission of reports. Personnel shall turn in all written reports to a supervisor as soon as reasonably possible for approval. Field units shall make every effort to utilize a field supervisor for report review and approval.

CARSON STATION
UNIT ORDER 15-02

Personnel shall ensure ***all*** reports, either approved or requiring approval, are submitted to the watch sergeant prior to the end of their assigned shift. This includes the face page of reports properly deferred (see Unit Order 97-03, Deferred Reports, revised 01-25-15).

If an employee discovers a supervisor rejected his/her report, the employee shall make the necessary corrections and resubmit the report **prior to the end of his/her shift.** Employees shall submit **all** reports, originals or those requiring correction, in a timely manner and shall not hold reports until the end of shift for approval.

Sergeant Responsibilities

A sergeant who finds errors in a report shall do the following:

- Note the necessary corrections and include his/her legible name as the reviewing supervisor.
- Page the concerned deputy via the station's public address system and send a message to the deputy's MDC via the CAD system. If the concerned deputy is still on duty, every effort should be made to have the deputy correct and resubmit the report prior to the end of his/her shift, time permitting.
- If the concerned deputy does not respond or has ended his/her shift, the sergeant shall also send an e-mail to the concerned deputy informing them of the required corrections. The sergeant shall place the corrected report and a copy of the sent e-mail in the appropriate "rejection" folder in the watch sergeant's office.
- Legibly initial the URN log and indicate the report was rejected and the rejection date
- Note the rejected report on the dry erase board outside the watch sergeant's office.

Watch sergeants shall check the rejection folders at the beginning of their shift. If any reports remain from the previous day (or earlier), the watch sergeant shall review the in-service to see if the concerned deputy is working. If so, the watch sergeant shall direct that deputy to make the appropriate corrections and resubmit the report prior to the end of their shift.

Watch sergeants shall also review the URN log prior to the end of their shift to ensure all file numbers generated on the previous shift are accounted for — either as approved, rejected, or deferred. In addition, watch sergeants shall review the URN log to ensure each entry has a notation regarding the status of the associated report, the report type, a sergeant's initials, and the date. Signed off reports require no status. For example:

- 49, SI (Sergeant's Initials), 6/20 - (signed off report example)
- Deferred 555, SI, 6/20 - (not just "T/C," but specify 555, PDO, etc.)
- B/0 180, SI, 6/20
- Supp/Smith. SI, 6/20 - (include author on supps in case there are several)

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When the temporary entries at the bottom of the URN log contain more than ten (10) new URNs since the last printed URN log, a new URN log sheet shall be requested from the secretariat. Only full pages of URNs (10 numbers) shall be used. When a new URN log sheet is provided, the on-duty watch sergeant shall be responsible for transferring the temporary notations at the bottom of the previous URN log sheet(s) to the appropriate spaces on the new sheet.

Watch sergeants shall make every effort to ensure URN log entries are not left blank with no indication as to a report's status. If there is a discrepancy as to a report's status, the watch sergeant shall make further inquiries with the concerned deputy and brief the relieving watch sergeant.

Sergeants shall be responsible for identifying personnel who demonstrate difficulty in managing their time and develop an appropriate course of action for these employees to improve their time management skills.

Traffic Reports

Traffic reports shall be handled as follows:

Reporting Deputy Responsibilities

- The reporting deputy shall treat traffic reports in the same manner as criminal incident reports insofar as submission and deferral requirements. In effect, traffic collision reports shall be submitted to the watch sergeant prior to the end of the reporting deputy's shift, unless properly deferred.
- When a reporting deputy receives notification of a rejected traffic report on his/her shift, the reporting deputy shall make the necessary corrections and re-submit the traffic report ***by the end of that shift.***

Watch Sergeant Responsibilities

- Watch sergeants receiving such reports shall not correct them, but forward them to the station's Traffic Office for review and approval. The watch sergeant shall note on the URN log the type of report (555, PDO, etc.), date of receipt, and legibly initial. The watch sergeant shall place the report in the "Traffic" tray in the watch sergeant's office.

Traffic Office Responsibilities

- Traffic Office personnel shall retrieve traffic reports from the "Traffic" tray in the watch sergeant's office and place their legible initials and the date just inside the right edge of the URN log box.
- Traffic Office personnel shall account for the receipt of traffic reports utilizing an internal tracking system. If traffic reports require rejection, Traffic Office personnel shall do the following:

  - Indicate the required corrections along with the reviewing person's name
  - Note the rejection date via the internal tracking system and send an e-mail to the concerned deputy
  - Place the rejected report and a copy of the sent e-mail in the "rejected" folder in the watch sergeant's office
  - Initial the URN log in the watch sergeant's office, indicate the report was rejected, and note the rejected date.

- The traffic sergeant shall review the internal tracking log daily to ensure all rejected reports are re-submitted by the concerned deputies within the appropriate time frame and take necessary action if required.

CHRIS E. MARKS, CAPTAIN

• • 15-03 DESK OPERATIONS - LESS LETHAL WEAPONS, FIREARMS, RESTRAINT DEVICES

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 15-03 JANUARY 30, 2015

Effective Date:	01/30/2015	Last Date Revised:	01/30/2015
Last Date Reviewed:	05/26/2017	Next Review Date:	05/26/2018

DESK OPERATIONS — LESS LETHAL WEAPONS, FIREARMS, RESTRAINT DEVICES

PURPOSE:

Amongst many duties, personnel assigned to desk operations are tasked with the immediate security of the lobby and the front desk. In the event an incident occurs in the station's front

desk/lobby area compelling desk personnel to use force, it is imperative they have force options readily available for immediate use, including Department authorized weapons and restraint devices. The purpose of this unit order is to establish procedures for maintaining less lethal weapons, firearms, and restraint devices at the station's front desk.

POLICY:

MPP SECTION 5-06/040.35, PROCEDURE FOR THE USE OF INDIVIDUALLY ISSUED OLEORESIN CAPSICUM (O.C.) AND O.C. + CHLOROBENZYLIDENE MALONONITRILE (C.S.) BLENDED AEROSOL AGENTS.

MMP SECTION 3-03/210.05, REVOLVER/SEMI-AUTOMATIC PISTOLS (ON AND OFF DUTY).

SCOPE OF DIRECTIVE:

This directive applies to all sworn personnel assigned to Carson Station desk operations.

CARSON STATION

STATION ORDER 15-03

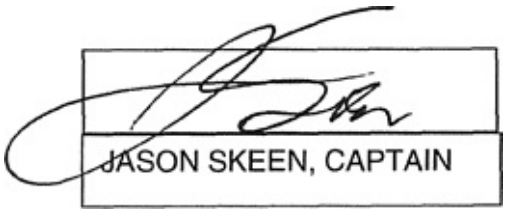
DIRECTIVE:

Less lethal weapons, firearms, and restraint devices shall be maintained by sworn personnel and the following guidelines shall be adhered:

- Each deputy working the dispatch area shall carry ***on their person*** a Departmentally-approved canister of O.C. or O.C./C.S. spray.
- The dispatch area shall have at least one Departmentally-approved Taser (X-26 model or newer variant) readily accessible at all times. At least one additional Taser cartridge shall also be available.
- All sworn personnel assigned to the dispatch area shall carry ***on their person*** their Department authorized, on-duty, sidearm.
- Handcuffs shall be available and maintained at the desk area for use as needed. A minimum of one set of handcuffs shall be available to each sworn member assigned to the desk during any given shift.

SWORN DESK PERSONNEL:

- Sworn personnel assigned to desk operations shall inventory and safely inspect weapons and restraint devices at the beginning of their shift.
- The watch deputy shall note the inspection in the watch deputy's DDWS.
- The watch sergeant will be advised immediately when any of these tools are not available to desk personnel.



• • 15-04 LOGGING SPECIAL EQUIPMENT IN DDWS AND DAILY ACCOUNTABILITY OF PATROL EQUIPMENT

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 15-04 APRIL 9, 2015

Effective Date:		Last Date Revised:	
Last Date Reviewed:		Next Review Date:	

LOGGING SPECIAL EQUIPMENT IN DDWS/DAILY ACCOUNTABILITY OF PATROL RIFLES, SHOTGUNS,

STUNBAG SHOTGUNS, TASERS, and BLUECHECK DEVICES

PURPOSE:

The purpose of this order is to establish procedures that will assist in the inventory and control of specialized patrol equipment including patrol rifles, shotguns, stunbag shotguns, TASERs, and BlueCheck devices.

POLICY:

This directive references the following Department policies:

- CFMB Newsletter 15-01, Rifle Deployment Tracking
- MPP Section 3-03/210.10 Department Shotgun
- MPP Section 5-06/040.20 12 Gauge Stunbag Weapons
- MPP Section 5-06/040.95 Electronic Immobilization Device (TASER) Procedures

SCOPE OF DIRECTIVE:

This directive applies to all sworn personnel assigned to Carson Station who deploy with the following equipment:

- Patrol Rifles
- Shotguns
- Stunbag Shotguns
- TASERs
- BlueCheck Devices

CARSON STATION

STATION ORDER 15-04

DIRECTIVE:

FIELD PERSONNEL

All patrol personnel **shall** enter the serial number or station identifier of the following equipment into Deputy Daily Work Sheet (DDWS) under "Specialized Equipment." If assigned a patrol rifle, it shall be the first entry. All equipment **shall** be listed according the following examples:

- Patrol Rifle - R/(space) (the last four digits of the serial number)
  Example: "R/ 1234"

- Shotgun - SG (station identifier located on the slide)
  Example: "SG5"

- Stunbag Shotgun - SB (last four digits of the serial number located on the stock)
  Example: "SB1234"

- TASER - TZ (last four digits of the serial number)
  Example: "TZ1234"

- BlueCheck - Station identifier located on the front of the device
  Example: "BC069"

Some weapons and equipment have been assigned to a team, an area, or an individual, however, any weapons and/or equipment assigned to the armory shall be returned to the armory at the end of shift. Armory weapons or equipment shall not be retained by personnel (in their lockers, warbags, or elsewhere) beyond the end of their shift.

EARLY MORNING WATCH SERGEANT

The EM Watch Sergeant will print a copy of the unit roster. He/she will check off all shotguns, stunbag shotguns, and TASERs logged into the field units' DDWS on the Armory Reconciliation Sheet. The Watch Sergeant will then reconcile the shotgun closet and the armory, checking off all shotguns, stunbag shotguns, and TASERs present. Once this task is complete, he/she will sign and date the armory reconciliation sheet and turn it into the watch commander.

Every effort shall be made to successfully reconcile the armory before the end of shift. In the event the sheet cannot be resolved, the watch sergeant and watch commander of the next shift will be notified and they will continue the efforts to locate any missing weapons. The armory lieutenant and sergeant shall be notified of any discrepancy. The Unit Commander shall be updated on the progress in resolving the discrepancy.

CARSON STATION

STATION ORDER 15-04

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EARLY MORNING WATCH COMMANDER

The Watch Commander shall review the Armory Reconciliation Sheet to ensure all equipment has been properly accounted for. The Watch Commander will then store the completed sheet on the designated clipboard in the watch commander's office.

_____

CHRIS E. MARKS, CAPTAIN

• • 15-07 INMATE SAFETY CHECKS

Los Angeles County Sheriff's Department

UNIT ORDER

Carson Station

UNIT ORDER NUMBER: 15-07 October 20, 2015

Subject: Inmate Safety Checks			
Effective Date:	10/22/2015	Last Date Revised:	08/11/2016
Last Date Reviewed:	08/11/2016	Next Review Date:	08/11/2017

PURPOSE:

One of the primary objectives for personnel assigned to the station jail is to ensure the safety and security of all inmates housed within the jail. Whether in a custody facility or a station jail, there is a proven history that inmate safety checks, if done adequately, help prevent inmate injuries, deaths, and assaults.

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

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail, as well as supervisory personnel conducting inmate safety checks.

ORDER:

To comply with state regulations and to act in conformance with existing Custody Division 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 30 minutes.

*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.

CARSON STATION
UNIT ORDER 15-07

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, i.e., an "arousal attempt."

An arousal attempt can be made by:

- ***calling the inmate by name while observing from the hall; or***
- ***making a loud noise, such as scraping or knocking keys across the doors or bars; or***
- ***asking another inmate in the cell to attempt to get a response; or***
- ***if unable to obtain a verbal response to stimulation, obtain backup and attempt to physically rouse the person.***

If the inmate is non-responsive, then personnel shall immediately adhere to Emergency Alarm Activation and Supervisory Notification Procedures set forth in Carson Station Unit Order 15-08.

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.

CARSON STATION
UNIT ORDER 15-07

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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.

Intoxicated Inmates, Use of Sobering Cell & Housing

Due to an inmate's state of intoxication, an inmate may pose a threat to his/her own safety or the safety of others. Inmates displaying symptoms of intoxication including being unable to care for oneself, being unable to stand or walk without more than minimal assistance, and being unresponsive to verbal stimulation shall be temporarily housed in a sobering cell.

> NOTE: Inmates with other medical complications (as noted on the Medical Screening form) are inappropriate candidates for a station sobering cell and should be transferred to an appropriate custodial facility with licensed medical personnel.

Intermittent, direct, visual observation of inmates held in the sobering cell shall be conducted no less than **once per every 30 minutes** to monitor their behavior and ensure they are breathing in a regular manner. **These checks shall be recorded by the jailer on the back of the Intoxication Observation Sheet.**

The primary goals of inmate safety checks for intoxicated inmates are to:

1. To observe the inmate's breathing and determine his/her breathing is regular, as opposed to erratic or difficult.

   NOTE: Loud, stertorous snoring is an indication of difficulty in breathing and requires closer monitoring.

2. Engage in an arousal attempt, if necessary, to ensure the inmate can respond to verbal or pressure stimulation **(shaking them awake).** This is the most important monitoring procedure for jailers in non-medical settings.

If an intoxicated inmate is unresponsive, personnel shall adhere to the policies stated above (Unit Order 15-08) regarding emergency alarm activation, supervisory notification, and rendering of life-saving procedures.

In no case shall an **intoxicated** inmate be held in a sobering cell over six hours, without a re-evaluation by the jailer. If, after re-evaluation, it is the jailer's opinion that the inmate:

- **Is not sobering up,** then an evaluation by a medical staff person is needed to determine whether the inmate has an urgent medical problem.

CARSON STATION
UNIT ORDER 15-07

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- **Is sobering up,** then it is the jailer's responsibility to complete another evaluation, as indicated on the **Intoxication Observation Sheet** and continue to monitor.

An inmate no longer meeting the intoxicated criteria above shall be removed from the detoxification cell since they are now able to continue booking procedures.

Once the inmate sobers up (from either drugs or alcohol), **he/she should be moved from the sobering cell and housed in a regular cell. When feasible, inmates shall be placed in a regular cell with <u>other</u> inmates who have the same security points as mandated by the Station Jail Inmate Classification Questionnaire form.**

<u>Watch Sergeant Responsibilities</u>

- 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.

CARSON STATION
UNIT ORDER 15-07

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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

CHRIS E. MARKS, CAPTAIN

• • 15-08 JAIL EMERGENCIES AND SUPERVISORY NOTIFICATION PROCEDURES

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

UNIT ORDER NUMBER: 15-08 October 20, 2015

Subject: Jail Emergencies and Supervisory Notification Procedures			
Effective Date:	10/22/2015	Last Date Revised:	10/22/2015
Last Date Reviewed:	05/26/2017	Next Review Date:	05/26/2018

PURPOSE:

The purpose of this order is to establish procedures for the use of the station jail's emergency activation systems during a jail emergency. This order shall also set forth the notification process, specifically supervisory notification procedures, during a jail emergency.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail.

ORDER:

In the event of a jail emergency, it is imperative resources are summoned as soon as possible. Just as important is the need to notify a supervisor of the incident, as the supervisor shall ensure all necessary actions are being taken and shall be present to manage the incident.

Jail emergencies shall include, but are not limited to:

- Use of force
- Inmate Deaths
- Attempt Suicides

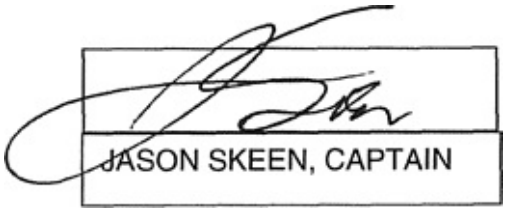
CARSON STATION

STATION ORDER 15-07

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- Unconscious or Non-Responsive Inmates
- Inmate Assaults

Seven alarm panels are located throughout the jail as a means to notify other station personnel their immediate assistance is required. Each panel has an alarm button that sends a warning alert to station desk personnel. In the event of a jail emergency described above, station jail personnel shall utilize this system as a primary means of notification ***unless*** other expedient means exist at the time the emergency is discovered.
Once the emergency alert system is activated and with due regard for officer and scene safety, station jail personnel shall immediately make proper verbal notification to the watch sergeant or above.



• 2014

• • 04-03 STATION DESK AND FRONT COUNTER OPERATIONS

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: July 28, 2014



FROM: REGINALD D. GAUTT, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 04-03**

STATION DESK AND FRONT COUNTER OPERATIONS (Revised 07-15-14)

Purpose of Directive:

The purpose of this directive is to establish guidelines to ensure that personnel assigned to the station desk and front counter provide quality service. Contact with station desk and front counter personnel shall be a positive experience that leaves an impression of professionalism.

Scope of Directive:

This Directive applies to all station personnel.

Directive:

The patrol station desk is a pivotal point for station operations. It is the communications and information center from which all operational activities are facilitated, or at the very least, coordinated. Desk personnel receive and evaluate the public's request for service and have available to them the vast resources of the Department, other public agencies, and many private entities with which to fulfill the law enforcement missions of the Department.

Establishing and maintaining good public relations shall be a primary concern of all desk personnel both at the counter and over the telephone. Courtesy is the polite manner in which you speak with people. Courtesy is needed to obtain the acceptance and support of the public and supports our Core Value of "respect for the dignity of all people."

It is important that desk personnel be knowledgeable and have appropriate resources available to them in order to provide the public with a high level of service. Therefore, every station shall have a hard copy

CARSON STATION MANAGEMENT DIRECTIVE 04-03

STATION DESK AND FRONT COUNTER OPERATIONS (Revised 07-15-14) July 28, 2014

reference book easily accessible to all desk personnel. This reference book shall contain the contact information located in the computer aided dispatch consoles. This information shall include, but is not limited to, phone numbers and addresses of important locations such as hospitals, tow companies, fire stations, utility companies, animal control, city halls, and schools; information highlighting the special needs, interests and concerns of each city or area within the station's jurisdiction; and any reference or resource material unique to that individual station. This book shall assist desk personnel with providing the public with commonly requested information in the event the computer systems become unavailable.

The front counter shall be staffed with friendly, helpful personnel who will professionally greet and assist persons seeking assistance. All stations shall have someone available at the station's front counter on a daily basis from 0800 to 2200 hours (including weekends). From the hours of 2200 to 0800, as well as holidays, the Watch Deputy shall ensure that any person seeking service will be helped in a timely manner. Station Commanders have the flexibility to staff the counter in any manner they deem appropriate, including using explorers, CSO's, reserves, and civilian volunteers.

Front lobby areas should be kept well lighted and display a professional, businesslike appearance. The lobby should be in good repair and not be cluttered with papers. All signs required by Department policy shall be appropriately displayed and maintained.

Telephone Demeanor

The public's perception of our organization is influenced by our demeanor and thoroughness during daily telephone contacts. All personnel shall use the basics of effective telephone communication:

Greet the caller with a pleasant tone

Listen closely

Be helpful

Empathize

Avoid Department/police jargon

End call by asking caller, "Is there anything else I can help you with?"

By using these basics, the Department will present a professional image and will promote better customer service.

CARSON STATION MANAGEMENT DIRECTIVE 04-03

STATION DESK AND FRONT COUNTER OPERATIONS (Revised 07-15-14)
July 28, 2014

Delayed Response Policy

A caller will be contacted and advised of a delay if units have not been dispatched or are unable to arrive within the station's specified time limit.

Training

All employees assigned to a desk position shall attend Desk Operations Training given by the Mobile Digital Communications System (MDCS) staff as soon as possible. The employee will also be required to read the Desk Operations Manual, as well as take and pass the associated test, within the first 30 days of assignment. The completed test will then be placed into the employee's training file.

Any employee scheduled to work a desk position on a temporary or relief basis shall meet with the watch commander prior to the employee's first shift to be briefed on the expected performance while assigned to the desk. The employee is required to read the Desk Operations Handout and sign a receipt acknowledging that they have received the handout prior to their assignment to the desk. The receipt will then be placed into the employee's training file.

Unit Commanders shall designate a lieutenant to be responsible for managing the training program and record keeping.

Unit Commanders are encouraged to identify outside training (public or private sector) in the area of customer service for desk operations personnel.

Supervisor Responsibilities

Audits of the desk and front counter shall be done on a daily basis. The watch commander and the watch sergeant shall each listen to two phone calls per shift. Additionally, the watch commander must contact one caller per week. Both types of audits shall be documented on the appropriate forms which will be retained in a folder for the duty commander to peruse during their station visits. The audits shall be reviewed quarterly by the Station Commander. The audits shall be retained for two years.

Lunch and Break Procedures

Desk personnel are allowed one 30 minute lunch break and two 15 minute breaks during the 8 hour shift. However, due to the unpredictable nature of desk operations, unexpected circumstances could prevent a desk employee from being relieved.

CARSON STATION MANAGEMENT DIRECTIVE 04-03

STATION DESK AND FRONT COUNTER OPERATIONS (Revised 07-15-14)
July 28, 2014

15 Minute breaks

One break is to be taken in the first 4 hours of the shift and the second break during the last 4 hours of the shift. Neither break can be taken as the first or last 15 minutes of the shift.

Lunch breaks

The lunch break is inclusive in the paid 8 hour shift. The most ideal time frames for lunch breaks vary by shift and will be determined by the shift supervisor. However, all lunch breaks must be completed prior to the last 2 hours of the shift. It shall be at the discretion of the on-duty supervisor, on a day to day basis, to determine the feasibility of allowing a desk employee to leave the station for their 30 minute lunch break. If an employee wishes to leave the facility, prior approval must be obtained by the Watch Deputy and proper notifications made regarding absence from their work area.

Absence from Dispatch work area

Should a desk employee leave their work area for any reason, that employee shall notify the Watch Deputy and/or the dispatcher that they intend to leave and the anticipated time of absence to ensure that there is no compromise of normal desk operations. Under no circumstances shall a desk employee leave their work area without notifying their immediate supervisor or a designee.

RDG:JLH:jlh

• • 14-01 SHIFT AND RDO SCHEDULING

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF=S DEPARTMENT

“A Tradition of Service”

OFFICE CORRESPONDENCE

DATE: March 6,

2014

FILE NO.

FROM: EDDIE RIVERO, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 14-01**
SHIFT AND RDO SCHEDULING

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines for station personnel regarding shift transfers and RDO requests.

Scope of Directive:

This directive applies to all personnel assigned to Carson Station and becomes effective immediately.

Directive:

In order to ensure fairness and consistency regarding shift transfers and RDO preferences, the following procedures shall be adhered to:

- **SHIFT TRANSFERS -** Shift transfers shall be determined by unit seniority and preferred shift availability, followed by time in grade and Department seniority.
- **RDO PREFERENCE-** RDO preference shall be determined by shift seniority followed by unit seniority, time in grade, and Department seniority.
- **SHIFT ASSIGNMENT FOLLOWING DUTY ON SPECIAL TEAM OR OTHER SPECIAL DUTY-** Upon completion of duty on a special team or other special assignment, the needs of the station will determine what shift the concerned personnel are assigned to. If the concerned personnel do not return to the shift they were on prior to serving in a special assignment, they will have priority to return to their previous shift when an opening becomes available. RDO's will be determined by the RDO preference procedures.

MANAGEMENT DIRECTIVE 14-01

March 6, 2014
SHIFT AND RDO SCHEDULING

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Additional administrative procedures concerning shift transfers and RDO preferences are as follows:

- **NOTIFICATIONS-** When it is anticipated that a shift and/or certain RDO's will become available, scheduling and training will send an e-mail to all concerned personnel. A deadline to respond will be included in the e-mail. Absent exigent circumstances, non-responses or responses after the deadline will not be given consideration. Any exceptions must be approved by the unit commander.
- **FAILURE TO ADHERE TO ESTABLISHED PROCEDURES-** It is the responsibility of all Carson Station personnel to adhere to the procedures established in this directive. There will be no adjustments to shifts or schedules as a result of an individual's failure to adhere to these procedures.

ER:JCA:jca

• • 14-02 PRIVATE VEHICLE STORAGE AND RESPOSSESSION

761551N25A SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: March 5, 2014

FILE NO.

FROM: EDDIE RIVERO, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION UNIT ORDER 14-02**

PRIVATE VEHICLE STORAGE AND REPOSSESSION

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines for Carson Station personnel regarding the reporting and processing of Private Vehicle Storage and Repossession reports.

Scope of Directive:

This directive applies to desk personnel at Carson Station and is effective immediately.

Directive:

INTAKE

Desk personnel fielding calls for service in which a vehicle is being stored at the request of a private party or repossessed shall fill out the form titled "Private Vehicle Storage / Repossession." Once the form is complete with all available and applicable information, a file number is drawn which shall be documented on the form.

DISTRIBUTION

Once the "Private Vehicle Storage / Repossession" form is completed, the employee completing the form shall make a photo copy of the form. The employee shall immediately hand-carry both the original form and the copy to the station secretary. The secretary shall sign the copy and indicate the date and time received. The employee will then take the signed copy to the Watch Sergeant who shall keep the copy until the original form is entered and returned, along with the printout to the Watch Sergeant report in-tray. The Watch Sergeant shall then process the original and give the signed copy to the Watch Deputy to be maintained in the desk log.

PROCESSING

Upon receipt of the "Private Vehicle Storage / Repossession" form, the secretary shall immediately enter the vehicle into the Stolen Vehicle System (SVS). Once completed, the secretary shall hand-carry the original form, along with the SVS printout, to the Watch Sergeant

for processing.

In the case where there is no station secretary on duty, the employee completing the form shall immediately notify the Watch Sergeant or Watch Commander and a determination will be made whether to hold the form for the next available station secretary coming on duty or arrange for entry by another station secretary.

ER:JLH:jlh

• • 14-03 PROCEDURES FOR HANDLING PROBABLE CAUSE DECLARATIONS

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: May 28, 2014

FILE NO.

FROM: EDDIE RIVERO, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 14-03**

PROCEDURES FOR HANDLING PROBABLE CAUSE DECLARATIONS

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines for station personnel regarding the processing of probable cause declarations (PCD) on weekends and holidays.

Scope of Directive:

This directive applies to all personnel assigned to Carson Station as the watch

deputy and becomes effective immediately.

Directive:

The guidelines for processing probable cause declarations on weekends and

holidays are as follows:

1. Meet with jailer and reconcile all completed PCDs with in-custodies.
2. Complete "Arresting Agency Probable Cause List" with suspect information from PCDs (include those transfers to custody facilities).
3. On **Saturday** between 1000-1300 hours, the duty judge will call the station and telephonically approve the PCDs, which are read to him/her by the handling watch deputy. The judge will give the probable cause finding and time to the handling watch deputy. The approval of PCDs will be done on a taped telephone line or manually recorded.
4. Please read the PCD prior to the judge calling. Provide the following PCD information to the judge: last name, first name; booking number; date and time of arrest; charge; read the PCD narrative; then fill out the back of the PCD with the judge's information.
5. The handling deputy will list the probable cause finding and time on the "Arresting Agency Probable Cause List" and complete the telephonic approval section of the PCD form.
6. Return a copy of the approved probable cause list and PCDs to the jailer.

MANAGEMENT DIRECTIVE 14-03 **May 28, 2014**

PROCEDURES FOR HANDLING PROBABLE CAUSE DECLARATIONS

-2-

7. In the event a PCD is rejected by a judge, the handling watch deputy shall

either re-write the PCD (using all the information provided on the original

PCD, but changing the narrative to reflect the charge), or contact the Weekend Duty Detective for assistance.

NOTE If a judge has not contacted the station by 1330 hours, contact Norwalk Station,

who in most cases will have a judge at the station on Saturdays. If there is no judge at Norwalk Station,

contact the District Attorney Command Post at 213-974-3607

For **Sunday** PCD reviews, the handling watch deputy may call the District Attorney

Command Post for approval OR drop off the PCDs by 1000 hours at the following

location:

Los Angeles Police Department

Emergency Operations Center

500 E. Temple Street

Los Angeles, CA 90012

On weekends and holidays, all probable cause declaration results must be retrieved in person

because there will be no court staff available to fax the results.

If for some reason a PCD is missed on Saturday, which is due to expire on Sunday, then process the PCD on

Sunday through either the LAPD EOC or the District Attorney Command Post.

In the event the regularly scheduled shift watch deputy is off (vacation, sick, etc.), then the assigned

watch deputy may contact the Weekend Duty Detective by 0900 hours with any questions, and/or

requests for assistance with processing the PCDs.

ER:ALT:alt

• • 14-04 EXCEPTION REPORTS

761551N25A - SH - AD - 32A (2172)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE December 8, 2014

FILE NO.

FROM: CHRIS E. MARKS, CAPTAIN
CARSON STATION

TO: WATCH SERGEANTS
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 14-04**

EXCEPTION REPORTS

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines for station personnel assigned as the watch sergeant regarding the processing of the Exception Reports.

Scope of Directive:

This directive applies to all personnel assigned to Carson Station as the watch sergeant and is effective immediately.

Directive:

The guidelines for processing exceptions reports for each shift:

1. Print a copy of the exception report from CAD for the shift 24-hours prior.

2. Review the report for long errors and extended response times.

3. If there are any long errors, notify the author of the log to correct the error. Note the method of notification of the exception report (i.e. personally, email, etc.).

   a. If the notification is made personally, the watch sergeant shall ensure the correction(s) are made before the end of their shift.
   b. If the notification is made via email, the watch sergeant shall require the correction(s) to be made within 4 days and a reply from the author when the corrections are made.

4. If there are any extended response times, notify the author of the log to amend the tag clearance to reflect the reason for the extended response or adjust the arrival time, whichever is the case.

MANAGEMENT DIRECTIVE 14-04
December 8, 2014

EXCEPTION REPORTS

-2-

Note the method of notification of the exception report (i.e. personally, email, etc.).

   a. If the notification is made personally, the watch sergeant shall ensure the amendment(s) are made before the end of their shift.
   b. If the notification is made via email, the watch sergeant shall require the amendment(s) to be made within 4 days and a reply from the author when the amendments are made.

5. Sign the exception report and place the report in the Exception Report binder located in the watch sergeant's office.

***NOTE** The watch sergeant may amend a clearance, by time or narrative, if he/she can*

determine the cause of the extended response time. If a clearance is amended by the watch sergeant, he/she shall make a notation on the exception report indicating the amendment.

Oversight:

A designate of Operations shall regularly review the exception reports to ensure they are prepared properly, notifications are made, and corrections/amendments are completed. The designate will be responsible for archiving the completed exception reports.

CEM:RP:rp

• 2012

• • 12-03 SECURING OF TACTICAL WEAPONS

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF=S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: August 8, 2012

FILE NO.

FROM: EDDIE RIVERO, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 12-03**
SECURING OF TACTICAL WEAPONS

A. Purpose

The purpose of this order is to establish policy for the proper securing of the AR-15 and the Benelli M2 shotgun by Carson Station personnel.

B. Background

The deployment of AR-15 rifles provides personnel with the capability to deliver accurate fire at much greater distances than with a handgun, and it provides added levels of protection from armed suspects. The Benelli M2 provides deputy personnel the option of a semi-automatic shotgun and is an effective weapon during tactical operations. These weapons must be safely secured when not deployed.

C. Scope of Policy

This policy will establish guidelines and procedures concerning the above tactical weapons and ***shall*** be adhered to by all Carson Station personnel.

D. Accountability

Only Carson Station personnel who successfully complete the mandatory training will be allowed to deploy the AR-15 rifle and the Benelli M2 shotgun. Only Department-owned AR-15 and Benelli M2 shotguns shall be issued to deputy personnel authorized to deploy them. **On-duty use of personally owned AR-15 rifles and Benelli M2 shotguns is prohibited.**

1. POLICY

A. Weapon Security

The AR-15 rifle ***shall*** normally be carried locked in the rifle rack of patrol units equipped with a rack. Otherwise, the rifle ***shall*** be carried in a Department-authorized case secured in the cargo carrying area of the

MANAGEMENT DIRECTIVE 12-03
SECURING OF TACTICAL WEAPONS
August 8, 2012

vehicle. The rifle ***shall*** be carried with the bolt closed on an empty chamber, safety on, and a loaded magazine in the weapon.

The weapons maintained at Carson Station, unless deployed in field supervisor or rifle cars, ***shall*** be stored in the armory. Under no circumstances will these weapons be stored in personal lockers, personal vehicles, or in county vehicles when not in use.

When the Benelli M2 shotgun is not in use, the weapon ***shall*** be stored in a secure location in its carry bag. This means a locked county facility within a secure locked storage locker or in the station's armory.

5-09/170.25 - Storage and Maintenance

< 5-09/170.20 - Reporting the Use of the Patrol Rifle (Niewer/Manuals/10008/Content/12364
source=TextSearch&searchQuery=weapons%20storage)

5-09/170.30 - Routine Field Deployment > (Niewer/Manuals/10008/Content/12366?
source=TextSearch&searchQuery=weapons%20storage)

The weapons maintained at each Station/Unit, unless deployed in field supervisor or rifle cars, shall be stored in the armory or in a secured locker when they are issued exclusively to specific qualified personnel. Cleaning of the patrol rifle shall only be performed by personnel possessing current patrol rifle qualification. Maintenance and repair shall be performed by armorers of the Weapons Training Unit. Station/Unit personnel shall not break down or "field strip" patrol rifles except as required for cleaning purposes. Unit Commanders

shall ensure that all equipment issued by the Weapons Training Unit associated with each rifle — such as optics, magazines, flashlights, slings, and ammunition carriers — are accounted for and serviceable.

Unit Commanders shall ensure all weapons at their facilities are rotated for use during the training of assigned personnel. This shall be done to ensure the weapons are functioning properly, are accurately sighted for field use, and are cleaned on a regular basis.

= 09/18/2014 Los Angeles County Sheriffs Department - Version 2019.12.18.1

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• 2011

• • 11-01 WATCH COMMANDER FACILITY INSPECTIONS - GUIDELINES AND RESPONSIBILITIES

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A TRADITION OF SERVICE"

Date: April 4, 2011

File:

OFFICE CORRESPONDENCE

FROM: BERNICE ABRAM, CAPTAIN
CARSON STATION

TO: WATCH COMMANDERS
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 11-01**

WATCH COMMANDER FACILITY INSPECTIONS - GUIDELINES AND RESPONSIBILITIES

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines and responsibilities with regard to Watch Commander Facility Inspections.

Scope of Directive:

This directive applies to all lieutenants and sergeants assigned to a watch commander position. This directive is effective immediately.

Directive:

To ensure proper protocol is followed regarding mandatory facility inspections, the following procedures shall be adhered to:

- A minimum of two facility inspections shall be conducted by the watch commander during his or her assigned shift.
- These inspections shall include the station interior and exterior, as well as the station perimeter, including the visitor parking lot and adjacent sidewalks.
- These inspections shall be thorough in scope, with special emphasis toward identifying safety and safety-related hazards, and taking immediate remedial action when appropriate.
- These inspections shall be documented in the Watch Commander Log.

BA:TW:tw

• • 11-02 OPERATION OF BLACK AND WHITE PATROL VEHICLES BY NON-

SWORN

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A TRADITION OF SERVICE"

OFFICE CORRESPONDENCE

Date: July 13, 2011
File:



FROM: EDDIE RIVERO, A/CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 11-02**

OPERATION OF BLACK AND WHITE PATROL VEHICLES BY NON-SWORN PERSONNEL

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines and responsibilities for non-sworn personnel and the operation of black and white patrol vehicles.

Scope of Directive:

This directive applies to all non-sworn personnel assigned to Carson Sheriffs Station. This directive is effective immediately.

Directive:

Because the public cannot distinguish between sworn and non-sworn personnel operating black and white patrol vehicles, non-sworn personnel are directed to cover the light bar with an "Out of Service" cover prior to their operation.

Any deviation from this directive must be approved by either the station's unit commander or watch commander.

NOTE:

The intent of this directive is in no way meant to hinder or discourage non-sworn personnel from operating Carson Station's black and white patrol vehicles when appropriate. It was established, however, with the safety of non-sworn personnel being paramount.

ER:RS:rs

• • 11-03 UNAUTHORIZED ITEMS INSIDE STATION JAIL

751551N2SA - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

`A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: September 6, 2011

FILE NO.



FROM: EDDIE RIVERO, ACTING CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: CARSON STATION MANAGEMENT DIRECTIVE 11-03

UNAUTHORIZED ITEMS INSIDE STATION JAIL

PURPOSE OF DIRECTIVE

The purpose of this Management Directive is to provide direction regarding the prohibition of any employee or person having in their possession unauthorized items inside the Carson Station Jail. This order shall not supersede the Department's Custody Division Manual, Sections 3-01/090.00 & 3-01/090.05, and/or section 4575 of the California Penal Code.

PROCEDURES

Any employee or person entering the Carson 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 Management Directive shall be with the prior approval of the Undersheriff.

ER:TW:tw

• • 11-04 COURT PROCEDURES â€” GUIDELINES AND RESPONSIBILITIES

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: September 20, 2011

FILE NO.



FROM: EDDIE RIVERO, ACTING CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 11-04**

COURT PROCEDURES — GUIDELINES AND RESPONSIBILITIES

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines and responsibilities with regard to court appearances, the Electronic Subpoena (E-Subpoena) system, and evidence handling procedures.

Scope of Directive:

This directive applies to all station personnel directed to court by order of subpoena. This directive is effective immediately.

Directive:

I. ACCOUNTABILITY
Court Liaison Lieutenant

The Detective Bureau Lieutenant 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.

Court Liaison Sergeant

The Court Liaison 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 conduct immediate supervisory inquiries regarding personnel who arrive late or do not appear in court, and any other court-related complaints. He/she shall periodically observe deputies/employees during courtroom testimony and, if necessary, provide counseling and training for improvement.

MANAGEMENT DIRECTIVE 11-04
September 20, 2011

COURT PROCEDURES — GUIDELINES AND RESPONSIBILITIES

Court Liaison Officer

The Court Liaison Officer may be sworn or non-sworn and shall be responsible for subpoena control. Subpoenas may be received daily form the courts, delivered to the station, or received through the mail. The Court Liaison Officer shall oversee the eSubpoena system, and record and track all subpoenas and court documents relating to Carson Station field operations, including Subpoena Duces Tecum requests. He/She shall be responsible for maintaining telephone coordination, with the District Attorney's Office's Witness Coordinator each court day, and for completing the "on-call" court overtime slips.

Patrol Sergeants

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

The last paragraph of a report should state the name of the deputy(ies) who can testify to all of the facts. When possible in routine misdemeanor arrests, the arresting officer shall conduct witness searches, tests, or interviews so only he/she needs to be subpoenaed to testify (MPP section 3-02/290.10).

II. UNIT SUBPOENA PROCEDURES

eSubpoenas

To ensure proper protocol is followed regarding acknowledgement of subpoenas, court appearances, and the submission of related overtime, the following procedures shall be adhered to:

- When you receive an eSubpoena, you shall click "I ACKNOWLEDGE." This immediately notifies the District Attorney's Office that you are aware of your subpoena and will appear in court. The employee will be considered personally served via e-mail when the eSubpoena appears in their inbox. If, for any reason, an employee is unable to access their Department e-mail account during a workday, the employee shall contact the Court Liaison Officer or supervisor to ensure they are served with subpoenas that have been sent to their Department e-mail account.
- You must appear in court as directed, on time and properly attired.
- Time stamp your subpoena with your arrival and departure times. If the time stamp is inoperable or otherwise unavailable, have the deputy district attorney sign you in and out. If your case is continued, or if you are ordered back the following day, notify the Court Liaison Officer. A new subpoena may not be issued.

MANAGEMENT DIRECTIVE 11-04 **September 20, 2011**

COURT PROCEDURES — GUIDELINES AND RESPONSIBILITIES

If this occurs, make a copy of your current subpoena and have the deputy district attorney initial the date and time that you must next appear in court. An overtime slip without a time-stamped subpoena cannot be processed.

- Submit your court overtime in a timely fashion. It is considered late if it is submitted the week after the overtime is worked.

  Ensure the overtime slip is filled out completely, with the name of the defendant and court case number on the explanation side, as well as on the Adjusted Daily Time Card. All court overtime slips are to be submitted only to the Court Liaison Sergeant. There is a tray for this purpose on the door of the Emergency Operations Office, located at the east end of the Detective Bureau hallway.

Traffic, Public Defender, Department of Motor Vehicles, and Civil subpoenas are still received via U.S. and County Mail. They shall be placed in the employee's mailbox for service. It is the employee's responsibility to check their mailbox at least once during each work day.

Subpoenas received less than five days prior to the court date may not be accepted or served.

Failure to Appear / No Acknowledgement

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 District Attorney's Office. When necessary, the District Attorney's Office will notify the Court Liaison Sergeant of any developing patterns of "no-shows." The Court Liaison 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 Carson Station Unit Commander. Employees failing to appear in court are subject to disciplinary action and may be subject to contempt of court proceedings.

The Court Liaison Officer also monitors all "no acks" through the eSubpoena system. The eSubpoena system allows two days for you to acknowledge your subpoena. Per Department Policy, you are to check your e-mail at least once during each work day (MPP 3-07/210.20). If you do not acknowledge an "on call" subpoena prior to the court date, you cannot be compensated.

If you are subpoenaed to court, you are expected to be there. If you will be unable to appear, you must notify the Compton Court Witness Coordinator at (310) 605-7506 as soon as you are aware of your unavailability. In addition, if you have any concerns regarding your subpoena, or if you need to speak directly with the deputy district attorney handling your case, call their office for assistance.

MANAGEMENT DIRECTIVE 11-04
September 20, 2011

COURT PROCEDURES — GUIDELINES AND RESPONSIBILITIES

III. EVIDENCE (PICK UP, DELIVER, AND RETURN)

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

The evidence can be picked up from the station's Property Custodian. The Property Custodian is available from 0600-1500 hours, Monday-Thursday, and from 0600-1400 hours, every other Friday. Narcotics evidence can be obtained from a member of the station's Narcotics crew each weekday prior to going to court. If the court does not keep the evidence, the deputy shall return it to the Property Custodian or Narcotics Bureau detective the same day. Unless relieved of the evidence, employees shall keep the evidence in their immediate possession to maintain the chain of custody. Under no circumstances shall a deputy 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 form 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 Carson Station a minimum of five days prior to the court date.

Narcotics evidence can only be released by a Narcotics Bureau detective, not the Property Custodian. If it is known that Narcotics Bureau detectives will not be available to release evidence the day of the court appearance, it is the deputy's responsibility to make prior arrangements to have the narcotics evidence secured in the Watch Commander's safe the day before court. Narcotics personnel shall complete and attach a SH-CR-599 and have the Watch Commander secure the evidence in the safe for the testifying deputy to pick up the following day.

To ensure narcotics evidence is available for court, deputies shall submit a copy of the subpoena, clearly marked "Need Evidence" on the face. This copy shall be directed to the station Narcotics Office three to five days prior to the court date.

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

MANAGEMENT DIRECTIVE 11-04
September 20, 2011

COURT PROCEDURES — GUIDELINES AND RESPONSIBILITIES

IV. ON-CALL COURT STATUS

The Court Liaison Officer CANNOT modify a subpoena from "Must Appear" to "On-Call" status. This must be done by a deputy district attorney.

The Court Liaison Officer will notify the employee when to respond to court. When notified, the employee shall respond to court without delay. If, for any reason, the employee is not capable of responding to an "on-call" subpoena, the Court Liaison Sergeant or 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 may be subject to disciplinary action and contempt of court proceedings.

If an employee's case is continued, or if he is placed "on-call" verbally by the court, the employee shall notify the Court Liaison Officer so the new court date can be recorded on the court list. A continuance carries the same weight as a subpoena.

It is the employee's responsibility to inform the Court Liaison Officer if he/she learns of a change of on-call status from the court.

V. APPEARANCE BEFORE, OR QUESTIONING BY, ANY GRAND JURY, GOVERNMENTAL 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.

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. Employees shall direct the representative of any inquiring agency to contact the Internal Affairs Bureau for interview arrangements.

VI. ACCEPTANCE OF OTHER SUBPOENAS

Civil Subpoenas/Process

Subpoenas involving civil litigation against Carson Station personnel or the Department shall only be accepted at the Station by the Watch Commander or Watch Sergeant, or by the Watch Deputy in their absence. The accepted civil process shall be forwarded to the Operations Office.

MANAGEMENT DIRECTIVE 11-04
September 20, 2011

COURT PROCEDURES — GUIDELINES AND RESPONSIBILITIES

Subpoenas or civil process for small claims 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. The subpoena or civil process shall be forwarded to the Court Liaison Officer to be recorded and given to the appropriate employee.

Lawsuits or claims naming the Sheriff, Undersheriff, Assistant Sheriff, or the Department shall only be accepted by the Civil Litigation Unit, Risk Management Bureau.

Subpoena Duces Tecum (SDT) Criminal Cases

The Court Liaison Officer 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.

ER:CC:cc

• 2010

• • 10-01 GUIDELINES AND RESPONSIBILITIES OF PERSONNEL UTILIZING THE ALPR SYSTEM

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: February 23, 2010

FROM: BERNICE ABRAM, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 10-01**

GUIDELINES AND RESPONSIBILITIES OF PERSONNEL

UTILIZING THE AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines and responsibilities of personnel utilizing the Automated License Plate Recognition (ALPR) system.

Scope of Directive:

This directive applies to all station personnel responsible for the deployment and management of the ALPR vehicle. This directive is effective immediately.

Directive:

Carson Station has two assigned ALPR vehicles. It will be the

responsibility of the Fleet Sergeant to authorize and assign the use of the ALPR car only to trained personnel. The Fleet Sergeant will maintain a roster with the names and shifts of personnel deploying the ALPR car. The Fleet Sergeant or designee will maintain the following weekly schedule for the assignment of the ALPR vehicle:

ASAP CAR SCHEDULE - 01/17/2010 - 01/

USER	SHIFT	1/17/2010	1/18/2010	1/19/2010	1/20/2010	1/21/2010	1/22/2010	1/23/2010	1/24/20
GRACIA, M	EM	2000-0600						NOT FILLED	
GONZALEZ							2200-0800		
LOPEZ			2200-0800						
ARGUETA		0800-1800							

CLAY	AM				0600-1600				
KING									
MAUTIER								0(	
CHO, M	PM				1400-0000				
CONWAY							1400-0000		
KENNARD									
HARRIS		1600-0200							
ASAP CAR TRAINED ALTERNAT									
CHAM (TO)	AM								

MANAGEMENT DIRECTIVE 10-01
February 23, 2010

GUIDELINES AND RESPONSIBILITIES OF PERSONNEL UTILIZING

THE AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM

Patrol Deputy Duties:

1. Due to the computer based capabilities of the ALPR system, the vehicle shall be deployed exclusively for its intended use - scan and store license plate data. In the event any component of the ALPR car computer system is inoperable, the deputy shall notify the Watch Sergeant on duty and the car shall immediately be removed from the line. While pending repair, the ALPR car shall not be used unless approval is granted by Operations or the Watch Commander on duty.
2. The ALPR cars shall be parked at the station's designated parking space marked "ASAP CAR." This location is in proximity to the station's wireless access point signal necessary to download/upload database information. At the start of shift, the deputy shall download the latest wanted vehicle information from the central DOJ database. At the end of shift, the deputy shall upload all scanned vehicles into the LASD central database.
3. The Deputy assigned to the ALPR car shall log on entering "ALPR" in the "Special Equipment" section of the MDT log. ALPR users will download the latest information data file from the ALPR server prior to leaving the station's wireless access point area.
4. During the deployment of the ALPR car, users receiving an alert that a vehicle is stolen, wanted, or has a warrant associated with it shall conduct the following:

- Confirm the status immediately unless officer safety issues deem it unsafe.

- When requesting SCC to confirm the status of the alert, advise SCC the request is for an ALPR alert on a vehicle.
- Create an **OBS** or use the **Code-6** MDT key if necessary.
- If a "Code-9" is initiated while awaiting a secondary confirmation due to the alert on a stolen vehicle, deputies shall advise SCC prior to receiving a secondary confirmation by MDT/SCC.

  Example: "164 is Code-9 on a 10-29V ALPR hit"

5. Any incident associated with the ALPR car shall be documented using the secondary ALPR stat code - **835-ALPR/Mobile.** The stat code will be used in the MDT clearance and on the classification line of the Incident Report (SH-R-49) if an arrest was made.

   Example: **ASAP ALPR Car / NC / 835**

MANAGEMENT DIRECTIVE 10-01 **February 23, 2010**

GUIDELINES AND RESPONSIBILITIES OF PERSONNEL UTILIZING

THE AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM

3

6. For recovered stolen vehicles with no suspect in custody, the recovering deputy shall write **"ALPR-CAR RECOVERY 835"** on top of the CHP-180 and use the stat "835" in the MDT clearance.

7. The following stat codes are applicable to the ASAP-ALPR system:

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

Resources:
Questions regarding the use of the ALPR system may be directed to **ASAP-TEAM@ LASD.ORG** or call **(562) 345-4476.**

For the complete directive procedural guidelines, refer to Field Operations Directive 09-04, dated August 17, 2009.

• 2007

• • 07-01 ASSIGNMENT AND DISTRIBUTION OF PATROL RADIOS

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE February 13, 2007

FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: CARSON STATION MANAGEMENT DIRECTIVE 07-01

ASSIGNMENT AND DISTRIBUTION OF PATROL RADIOS

Purpose

This proposal establishes in draft form a station policy for procedural accountability regarding the issuance of the XTS3000 radios to patrol, detectives and specialized units.

Scope

This proposal is intended for all patrol personnel, jailers, field supervisors and shift supervisors

assigned to Carson Station. This proposal is not intended for routine operations involving contract services, including but not limited to the Home Depot Center where personnel would be assigned different radios.

Proposal

Due to issues addressed during the last Command Inspection conducted by the Communications and Fleet Management Bureau (CFMB) dated January 31, 2006, involving the XTS3000 radios, the following proposal was written based on the findings of the CFMB staff.

It is intended that the Watch Sergeant from the shift prior to the oncoming shift will assign specific radios to individual deputies. This will be documented on the oncoming in-service and a radio list roster. Refer to the attached copies for examples. The radios will be maintained by the Watch Sergeant who will verify the serial numbers of the radios. The Watch Sergeant shall issue the designated radio to the assigned deputy.

Personnel going off duty shall personally hand their portable radio to the Watch Sergeant who will log the returned radio back into the inventory. If the Watch Sergeant is unavailable, the Watch Deputy will be responsible for the distribution and/or collection of the radios. During each shift, the Watch Sergeant will reconcile the inventory list with the actual radios in stock.

Management Directive 07-01 **February 13, 2007**

Assignment and Distribution of Patrol Radios

-2-

All forms for this inventory shall be available on the station "shared files" in Sgt/Lts/Miscellaneous/Radio Inventory. Reconciled copies shall be kept in a notebook located in the Watch Sergeant's Office entitled "Radio Inventory Logs."

Specialized Teams

The station's special teams i.e., COPS, PET, DB. etc, will be issued permanently assigned XTS3000 radios. It will be the team sergeant's responsibility to take inventory and maintain a status report of the assigned radios; a copy of which, should shall be given to the Watch Sergeant by the end of each month. In the event a radio is rendered inoperable, the team sergeant of the specialized team will complete the appropriate paperwork and have the radio replaced through the station's Watch Sergeant. An inventory sheet will be designated for each specialized team and

maintained in the Station "shared files"Sgt/Lts/Miscellaneous/Radio Inventory.

TSR:CLJ:TMK:tk

• • 07-02 DEPARTMENT OF JUSTICE FINGERPRINT CONFIRMATION REQUIREMENT PRIOR TO RELEASE

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: October 31, 2007

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 07-02**

DEPARTMENT OF JUSTICE FINGERPRINT CONFIRMATION REQUIREMENT

PRIOR TO RELEASE.

Purpose of Directive:

The purpose of this directive is to establish procedures for DOJ confirmations prior to releasing inmates in our custody.

Scope of Directive:

This directive applies to all station personnel.

Directive:

Prior to releasing any inmate from our custody, all station personnel shall wait for the

Department of Justice (DOJ) confirmation that fingerprints are acceptable to the State Automated Fingerprint Identification System (AFIS). This shall NOT be confused with our local Automated Fingerprint Identification System (LAFIS). LAFIS alone does not meet the requirements of an in-custody release. The only exception will be a watch commander's approval and signature on the release package.

Releasing an inmate prior to DOJ confirmation can have significant consequences:

- Once an individual is released, there is usually no second opportunity to reprint and resubmit acceptable prints to the State
- The suspect will not be checked against any of the State (DOJ) or National (FBI) databases
- The suspect's arrest will not register in the Automated Criminal History System (ACHS)
- The prints will not be available to other agencies in the State for a latent print comparison
- A potential 3 strike candidate will not be recognized
- If the suspect is on the terrorism watch list, the FBI will not be notified
- A dangerous criminal may be released

The State AFIS responses are averaging two to three hours to reach the various custodial and jail facilities. Therefore, it is recommended that rejections are reprinted as soon as possible.

TSR:TMP:JPB:jpb

- **2006**

• • 97-01 STATION OVERTIME POLICY

761551N25A - SH - AD - 32A (2112)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

DATE March 15, 2006

OFFICE CORRESPONDENCE FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-01**

STATION OVERTIME POLICY (Revised 03-15-06)

Purpose of Directive:

This Management Directive concerns Carson Station's overtime policies. These procedures are established in the furtherance of Department Overtime Guidelines

(Departmental Manual of Policy and Procedures, Section 3-02/280.00).

This policy is not intended to restrict overtime that is necessary to complete duties. Individual time management is something we must all be aware of if we are going to be fiscally responsible. The management of overtime is a responsibility we all share.

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

OVERTIME/WORK RESTRICTIONS

Personnel are expressly prohibited from working overtime, except in an emergency situation, without the prior written approval of a supervisor.

County ordinances prescribe that personnel shall not work more than 96-hours of overtime per calendar month, or more than twelve (12) consecutive days without a regular day off (RDO), except when necessary to appear in court, or under other special circumstances approved by a Division Chief. The 96-hour limit includes all classifications of overtime such as unit, special event, etc. Another exclusion to the 96-hour and 12-day limitation is court time, which does not count against either limit.

MANAGEMENT DIRECTIVE 97-01 (Revised) **March 15, 2006**

STATION OVERTIME POLICY

-2-

No employee may work back-to-back doubles except when necessary to appear in court, or under other special circumstances approved by a Division Chief A back-to-back double is defined as working 16 hours followed by another 16 hours in two (2) consecutive 24 hour periods. Additionally, with the exception of exigent situations, no more than nineteen (19) hours may be worked consecutively.

No employee may work more than twelve (12) consecutive days without a day off as a result of a swap, except when necessary to appear in court, or under other special circumstances approved by a Division Chief

No employee may work back-to-back doubles as a result of a swap, except when necessary to appear in court, or under other special circumstances approved by a Division Chief A back-to-back double is defined as work 16 hours followed by another 16 hours in two (2) consecutive 24 hour periods.

Prior to an employee working overtime at any other Unit, expressed authorization from the Carson Station Unit Commander or designated station supervisory personnel must be received.

Whenever an employee works overtime at a unit other than their permanent unit of assignment "it is the responsibility of the unit where the overtime was earned to immediately notify the employee's permanent assignment." This is to assist in precluding individuals from violating the provisions of Manual of Policy and Procedure, sections 3-02/010.15 and 3-02/010.17 (no employee may work more than 12 consecutive days without a day off...; no employee shall work more than nineteen (19) hours consecutively; no employee may work

back-to-back doubles...)

OVERTIME PRIORITIES

To ensure that the station can maintain the proper level of service and provide adequate staffing to ensure officer safety, the following overtime priorities are established:

1. All overtime related to the Station's operations shall be the highest priority. This includes, but is not limited to, overtime necessary for filling vacancies, meeting inordinate workload demands, court appearances, etc.

2. Overtime related to other Station contractual obligations (Schools, Special Events and Private Entity Contracts) shall be the next priority. Personnel working overtime positions at units other than this unit should advise the scheduling staff to avoid a conflict. Assignments volunteered for at the last minute or when the scheduling staff is unavailable must be approved by the Watch Commander.

3. Other Department Facilities overtime (Court Services Division, Custody Division, etc.) shall be the third priority.

MANAGEMENT DIRECTIVE 97-01 (Revised) March 15, 2006

STATION OVERTIME POLICY

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OVERTIME SCHEDULING

Pursuant to the above priorities, overtime assignments not related to the station's operations may be curtailed if the station's commitments cannot be met on a voluntary basis. (Exceptions to this guideline are Department-wide special events (i.e., Rose Parade, election events, and Regional/Departmental mobilizations.) This measure will only be implemented when essential, and care will be exercised in order to minimize any adverse impact on station personnel.

If station staffing commitments cannot be met on a voluntary basis and it becomes necessary to order personnel to work, this will be accomplished in as equitable a fashion as possible. The station's reverse seniority rotation policy, Management Directive 9702, shall be utilized for ordering patrol personnel to work overtime and equitable procedures will be established by non-patrol units should the need arise.

OVERTIME AUTHORIZATION AND APPROVAL

The proper management of the monthly station overtime allotment is the responsibility of all managers, supervisors, and deputies assigned to this command. Accordingly, the following procedures for the authorization and approval of overtime are established.

GENERAL GUIDELINES

1. All claims for overtime shall be pre-approved by the Watch Commander or the authorizing supervisor and shall be submitted at the conclusion of the activity which necessitated the working of overtime. All end-of-shift overtime shall be pre-approved by the Watch Commander. This overtime authorization shall be pre-approved in increments not to exceed two hours.
2. Supervisory personnel approving overtime shall ensure the accuracy of the overtime slip.
3. Overtime slips that lack the proper authorization and approval shall be returned to the employee for correction.
4. To ensure proper coding and billing, all overtime slips involving non-station assignments, School Contracts, Special Events, or Private Entity (i.e., those involving Control or Unusual Occurrence numbers such as D.U.I. cars, truancy cars, gang suppression cars, bicycle patrols, etc.) shall be submitted to the involved employee's immediate supervisor (usually Watch Sergeant) for approval, and signature. Once approved, the original of these slips shall be forwarded directly to the unit time keeper.

MANAGEMENT DIRECTIVE 97-01 (Revised) **March 15, 2006**

STATION OVERTIME POLICY

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5. The station's Scheduling staff shall develop and maintain a method of tracking denied time off requests so supervisors and Watch Commanders can promptly review this information if an employee is suspected of abusing sick call-ins or last minute time off requests.

PATROL OVERTIME

1. **Vacancy Overtime/Shift Adjustments**

   "Minimum Staffing" is a term that defines the minimum daily number of patrol units that should be fielded on each shift to ensure that the station meets its contractual

obligations at the end of the fiscal year. Sample in-services for each shift are available to supervisory personnel that identify each field unit and position that is necessary to provide a minimum level of staffing. The Unit Commander has authorized the Watch Commanders to deviate from minimum staffing guidelines if necessary to properly manage daily operations.

Watch Commanders shall carefully review the in-service sheet for the following shift to ascertain if overtime is required to fill vacancies due to sick call-ins or unscheduled variances. Officer safety and specific articulable shift needs shall receive the highest priority and may necessarily require the expenditure of overtime.

To ensure equal availability of overtime to fill behind sick call-ins or unscheduled shift variances, personnel will sign-up in advance in a journal maintained by the Watch Sergeant. Personnel will have their names recorded on the appropriate date and shift indicating their desire to work an overtime assignment. The cumulative amount of overtime worked during the current cycle and the total amount of overtime the prior cycle shall be recorded next to the employee's name. The Watch Sergeant shall be responsible for identifying the appropriate employee to work the overtime based on the station's specific needs and the availability of the employee to work the overtime assignment without adversely affecting reporting times and unit deployment. If no employee signs up for overtime and no other employee volunteers to work the overtime assignment, existing procedures to "draft" an employee shall be followed (refer to Management Directive 97-02.) Watch Commanders shall periodically review the journal to ensure it is being maintained properly and that overtime is being equitably distributed.

MANAGEMENT DIRECTIVE 97-01 (Revised) **March 15, 2006**

STATION OVERTIME POLICY

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2. Late Reports

Requests by personnel for overtime for late reports shall be granted only after a determination that the report cannot be deferred. The deferred report log shall continue to be maintained at the Watch Sergeant's Desk. (refer to Management Directive 97-03.)

All overtime to be worked to complete late reports shall be authorized by the Watch Commander prior to being worked. The Watch Commander will evaluate the time required to complete the report. The Watch Commander's signature and amount of

time authorized shall be entered in the "Supervisor Pre-Approving" section on the overtime slip. If additional overtime is necessary, the requesting deputy shall take the report being written to the Watch Commander for additional review and for authorization to submit for additional overtime.

Watch Sergeants shall closely monitor deputies on overtime to ensure that the reports are completed within the allotted time. Prior to being relieved, Watch Sergeants shall brief the on-coming Watch Sergeant regarding the status of any employee writing reports on overtime.

With respect to training officers and trainees, it is not necessary that the training officer remain with the trainee when the trainee is competent to write the particular report involved.

Upon completion of the overtime, the Watch Sergeant, after reviewing the overtime report, shall sign in the space marked "Supervisor's Signature."

Arrest reports shall not be deferred, unless otherwise directed by the Watch Commander. Other reports shall be written at the time the incident occurs unless other duties such as "calls for service" and emergent situations preclude the completion of such reports.

Field Sergeants shall monitor unit activity and approve reports in the field. When late arrests or reports occur, the Watch Sergeant will ensure that sufficient assistance is provided to expedite the booking and/or paperwork.

When appropriate, supervisors and managers will attempt to pass on work to the on-coming shifts to avoid end-of-shift overtime.

MANAGEMENT DIRECTIVE 97-01 (Revised) **March 15, 2006**

STATION OVERTIME POLICY

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DETECTIVE BUREAU OVERTIME

All overtime worked by station detectives shall be on a pre-authorized basis, approved by the Detective Unit Lieutenant or, in his/her absence, the Watch Commander.

TRAINING OVERTIME

Training shall be accomplished, insofar as possible, during regular duty hours. Any overtime for training shall have the prior approval of the Training Lieutenant. Overtime expended for personnel at training will be documented by using the appropriate code.

TSR:BSB:bsb

• • 97-02 OVERTIME DRAFT POLICY

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

DATE March 14, 2006

OFFICE CORRESPONDENCE FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-02**

OVERTIME DRAFT POLICY (Revised 03-14-06)

Purpose of Directive:

To establish a uniform, equitable policy for drafting Station personnel to fill patrol vacancies created by staffing shortages, call-ins, or other emergent circumstances when no volunteers exist.

Scope of Directive:

This Directive applies to all sworn and civilian personnel.

Directive:

The draft will be conducted on a rotational basis using reverse Department seniority for on-duty personnel as the selection criteria, with ties being broken by utilization of alphabetical name listings.

The draft seniority list will be maintained in the Watch Sergeant's Office and updated from a master list maintained by the Training/Scheduling Office. When a vacancy occurs and no one volunteers to fill the position, the Watch Sergeant will consult the draft list, choosing the next qualified on-duty person in order of least seniority. It will be the obligation of the chosen deputy to advise the sergeant if working the ordered overtime would conflict with other Department mandates concerning overtime. Examples would be: working more than ten days in a row; working more than 18 hours straight; working back to back doubles; working more than 96 hours overtime in a month; or having worked an ordered overtime spot during the cycle of the draft list (refer to Management Directive 97-01.)

MANAGEMENT DIRECTIVE 97-02 **March 14, 2006**

OVERTIME DRAFT POLICY

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If a conflict does arise, the deputy may be exempted for that day and the next person on the list is selected. However, the bypassed deputy will become the next in line on the draft list. The process will be repeated each time the names on the list are exhausted.

If the position to be filled is one which normally would be filled by a Sheriff's Desk Operations Assistant (**SDOA**) or a Custody Assistant (**CA**), then the ordering process will begin with those personnel until all available options have been exhausted. If no **SDOA** or **CA** volunteers are found, then deputies may be considered and allowed to volunteer for the position. If no Deputy Sheriffs volunteer, then a **SDOA** or **CA** will be ordered to work.

In order to guard against inequities, no trading of positions on the draft list will be allowed. Likewise, volunteering to work an overtime position one day to take the place of an ordered overtime position on another day will not be allowed.

The list utilized for the selection of deputies or employees to work "ordered overtime" will commence with the least senior deputy, **SDOA** or **CA** and will remain in effect for as long as it takes to pass through the most senior person on the list at least one time before it will

revert back to the beginning.

TSR:BSB:bsb

• • 97-04 EMERGENCY DESK PROCEDURES

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE:
June 22,
2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-04**

EMERGENCY DESK PROCEDURES:

GENERAL GUIDELINES / SHOTS FIRED / ATTACK ON THE LOBBY /

FOUND EXPLOSIVE DEVICE / HOSTAGE SITUATION WITHIN THE

STATION (Revised 06-22-06)

Purpose of Directive:

This directive sets forth Carson Station's policy and procedures regarding a controlled response to a tactical situation occurring in/around the station.

Scope of Directive:

This directive applies to all work areas, shifts, and employees assigned to duties at Carson Station.

Directive:

The following general procedures are to be followed by desk personnel in the event they are confronted with an emergency situation near an entrance to the station, in the lobby, or in the desk area. A response to an armed attack into the station, or on its perimeter, will most likely be the result of a swift attack instituted against the lobby. However, an attack via any of the entry doors to the station cannot be discounted.

A rigid plan is not feasible. The deputy(s) under attack will more than likely bear the brunt of any attack and will have to respond by whatever means available to him/her at that instant. If the attack is limited and confined to one area, the affected deputy(s), or whomever becomes aware of the situation, must attempt to warn personnel throughout the station of the circumstances.

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

General Guidelines

If an emergency situation occurs in the station lobby or desk area, the following general guidelines shall be followed. Since an armed attack could occur at several different locations inside and outside of the station, a flexible response plan is necessary. The following options are listed as guidelines in the event circumstances allow for a coordinated response.

1. Immediately contain the situation by utilizing personnel at strategic locations. Create an isolation zone to keep the contained area from growing and keep personnel from driving or walking into the containment (i.e., primary and secondary containment).
2. Immediately notify the Watch Commander, Watch Sergeant, and other station personnel as deemed appropriate. These notifications can be made by utilizing the station's Public Address system, dispatch system, or by sending personnel to relay the

infoiiiiation. It is imperative that notifications be made immediately throughout the station. Attempts must be made to alert/inform all personnel, sworn and non-sworn.

3. Summon necessary resources (field personnel, Fire Department, SEB, Arson/Explosives, EOB, etc.)
4. Order non-uniformed personnel in administrative offices to secure themselves in the most accessible and safe office available outside of the secondary containment area. They will remain there until notified to move elsewhere or until notified that the situation has been stabilized.
5. Notify concerned Sheriff's Stations, requesting their assistance if necessary.
6. If applicable, establish a command post away from the affected area, though preferably within the secondary containment area, and at the appropriate point, establish an Incident Log.
7. Notify appropriate Sheriff's Department personnel and units (Station Command, SCC, SHB, FOR II Headquarters, Duty Commander, City Officials, etc).

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

-3-

8. If necessary, evacuate the desk area. The evacuation may be partial or complete depending upon the circumstances. Routine telephone service can be provided as long as the telephone operator can remain at her post. If this is not possible, place the telephones on night lines and call forward the desk lines to the secretariat, operations, or detective bureau and move the desk operations to one of these locations. Go "on paper" and self dispatch using handheld radios. Switch 9-1-1 lines to Lennox Station.

Note: The entire station may have to be evacuated under some situations. Desk personnel must be familiar with the procedures for switching the entire dispatching and communications capabilities to another Sheriff's station capable of absorbing the significant increase in telephone and dispatching responsibilities (preferably Lennox Station) during the time that Carson Station is evacuated or isolated.

9. If necessary, halt all vehicle and pedestrian traffic around the station.

10. If possible, the Incident Commander may direct properly equipped unifoimed deputies to take up

positions that will allow them cover and also allow them to provide cover for

evacuating or moving personnel.

11. Armed intrusion into, or which threatens, the interior of the station or a breach of other entry points must

be dealt with by whatever means available to those in the station. If possible, personnel should attempt

to evacuate the affected area and take up positions in an effort to contain the suspect(s) and to provide

cover for possible evacuations or movement of personnel.

Shots Fired / Attack on the Lobby

If the station should come under attack or if personnel working in the lobby/desk area are fired upon, the following procedures shall be followed:

1. If appropriate, personnel shall return fire, following applicable Departmental policies. Personnel shall be particularly cognizant of civilian visitors and employees and shall take whatever measures necessary to ensure their safety.

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

2. Immediately broadcast the situation to field units and coordinate their response to the station, advising them of the safest route to take to prevent them from responding into the line of fire.
3. Immediately broadcast the situation over the station's Public Address system.
4. If personnel are available, consider positioning aimed personnel to secure and cover the lobby/desk area and other alined personnel to secure other entrances to the station.
5. Advise the Watch Commander and the Watch Sergeant.
6. Advise the jailer to lock down all prisoners, including trustees.

7. Request the assistance of detectives and other non-unifonned personnel as needed. Use caution in positioning or involving non-uniformed personnel to avoid mistaken identity situations.
8. If appropriate and at the direction of the Watch Commander, special weapons may be deployed from the armory (AR-15, tear gas, sting balls, etc).
9. Establish a command post away from the desk area and initiate an Incident Log.
10. Make appropriate notifications and switch 9-1-1 calls to Lennox Station.

Found Bomb / Explosive Device

If a suspicious package/device is discovered near or in the station lobby, the following shall be followed:

1. Immediately notify the Watch Commander and Watch Sergeant.
2. An immediate evacuation of visitors and personnel may be necessary. The location of the

package/device will detelinine the extent of the evacuation. The Watch Commander

will make the final detennination re: evacuation. (If normal desk operations are halted due to

an evacuation, refer to general guidelines for continued

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

-5-

desk/dispatching capabilities. If faced with an extended operation, contact EOB and

request a mobile dispatching unit to be brought to the station.)

3. A safe perimeter must be established, including the possible closure of roads bordering the station and possible evacuation of nearby residences.

4. Make appropriate notifications and establish an Incident Log.

Hostage Situation Within The Station

If a hostage is taken within the station area, following procedures should be considered:

1. Take all appropriate steps to contain the suspect(s) and hostage(s). (Consider this situation the same as you would a barricaded suspect.)
2. Immediately notify the Watch Commander and the Watch Sergeant.
3. Immediately notify SEB and the Crisis Negotiations Team and request their response.
4. Designate one deputy to attempt to open a dialogue with the suspect.
5. If possible, dispatch armed deputies to sufficiently provide cover and to keep the suspect(s) and hostage(s) under surveillance.
6. Notify station personnel so they will not inadvertently interfere with the operation.
7. Establish a primary and secondary perimeter on the station.
8. Establish a command post away from the desk area and initiate an Incident Log. (If the desk area is involved, refer to general guidelines for relocating desk/dispatching responsibilities.)
9. If necessary, completely evacuate all non-essential personnel.

Management Directive 97-04 (Revised)
June 22, 2006

Emergency Desk Procedures

10. Make appropriate notifications.

TSR/PN/clk

• • 97-05 STORAGE AND IMPOUNDMENT OF VEHICLES

761551n25A - SH - AD - 32A

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: May 12, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-05**
STORAGE AND IMPOUNDMENT OF VEHICLES
(22651(p) CVC and 14602.6(a) CVC) (Revised 05-12-06)

Purpose of Directive:

To establish a uniform station policy concerning storage and impoundment of vehicles per Vehicle Code Sections 22651(p) CVC and 14602.6(a) CVC.

Scope of Directive:

This Directive applies to all station personnel.

Directive:

Department personnel shall take appropriate enforcement action when they encounter a driver who is unlicensed, or is driving on a suspended or revoked license. The most appropriate action selected should be based upon the totality of the circumstances for each enforcement contact. Consideration should be given to previous actions which failed to deter the driver. In any event, only one vehicle removal authority shall be used in each instance.

A notice of the storage shall be mailed or personally delivered to the registered and legal owners within 48 hours, excluding weekends and holidays, in accordance with Vehicle Code Section 22852(a).

Also in accordance with Vehicle Code Section 22852(a), the legal owner and registered

owners of record, or their agents, of a vehicle that is impounded pursuant to Vehicle Code Section 22651(p) or 14602.6(a) shall be afforded the opportunity to have a post-storage hearing to deteiiiiine the validity of the storage. The request must be received in person, in writing, or by telephone within 10 days of the date appearing on the notice. The hearing should be conducted as soon as possible thereafter (within 48 hours excluding weekends and holidays)

MANAGEMENT DIRECTIVE 97-05 (Revised)
MAY 12, 2006

STORAGE AND IMPOUNDMENT OF VEHICLES

I. SECTION 22651(p) CVC

Vehicle Code Section 22651(p) allows an officer to remove a vehicle after the driver has been issued a citation for certain driver's license violations. These driver's license violations include Vehicle Code Sections 12500,14601, 14601.1, 14601.2, 14601.3, 14601.4, 14601.5, and 14604. Also, there is no Vehicle Code restriction prohibiting the storage of a vehicle when a licensed passenger is present within the vehicle.

Impoundment Procedures:

ALL of the following conditions **must** be satisfied prior to impounding a vehicle pursuant to Vehicle Code Section 22651(p):

1. The deputy has taken reasonable precaution to ensure the non-existence of a driver's license or that the driving privilege is actually suspended or revoked at the time of the enforcement contact. (Note: If the driver has an expired driver's license only, store the vehicle for this section only);
2. The deputy has determined the person's driving privilege is suspended or revoked but the D.M.V. service code is unenforceable (i.e. "Service I") and the driver denies knowledge of the suspension/revocation;
3. The deputy has issued a citation for 12500(a) CVC;**and** completed a DL-310 in cases of suspension/revocation without good service;
4. The vehicle is physically on a highway or public lands, or is on private property after being seen (by a deputy) on a highway or public lands.

Release Procedures:

A vehicle stored pursuant to Vehicle Code Section 22651(p) shall be released:

1. Upon court order;
2. When the registered owner, lien owner or agent furnishes a valid driver's license, current vehicle registration and has paid any applicable city or county fees.

II. SECTION 14602.6(a) CVC

Vehicle Code Section 14602.6(a) provides for a 30 day impoundment of a vehicle when the

driver has never been issued a license, or has a suspended or revoked driver's license.

This section does not apply to drivers who have an expired driver's license.

MANAGEMENT DIRECTIVE 97-05 (Revised)
MAY 12, 2006

STORAGE AND IMPOUNDMENT OF VEHICLES

-3-

Impound Procedures:

All of the following conditions must be satisfied prior to impounding a vehicle for Vehicle Code Section 14602.6(a):

1. The deputy has taken reasonable precaution to ensure the non-existence of a driver's license or that

the driving privileges are actually suspended or revoked at the time of the enforcement action.

2. The deputy has deteiiiiined the license is suspended or revoked with an enforceable service code

and the action has not ended.

OR

The service is not good, however the driver admits knowledge of his/her license status,

OR

The driver has never been issued a driver's license.

3. The deputy has cited/arrested the driver for the appropriate suspension/revocation Vehicle Code section,

or 12500(a) CVC, and issued a DL-310 foiiii when appropriate.

4. The vehicle is physically on a highway or public lands, or is on private property after being seen (by a deputy)

on a highway or public lands.

5. The deputy has marked the "agency hold" box and indicated "HOLD FOR 30 DAYS" or the top of the

CHP-180.

Release Procedures:

A vehicle impounded for Vehicle Code Section 14602.6(a) shall be released:

1. Upon court order.
2. Upon completion of the 30 calendar day impoundment period.

Date of storage/impound counts as day one. Vehicle release can be processed at any time during the 30t^{h} day:

3. Upon order of the station hearing officer (Watch Commander or Traffic Supervisor) who has ruled the impoundment invalid after conducting a post-storage (Stypman) hearing.

MANAGEMENT DIRECTIVE 97-05 (Revised)
MAY 12, 2006

STORAGE AND IMPOUNDMENT OF VEHICLES

4. Upon presentation of a valid driver's license by the driver at the time of enforcement

and proper insurance by the owners of record.

5. When the impounded/stored vehicle has been reported stolen (signed CHP-180 on file).

III. ADDITIONAL PROCEDURES

1. Whenever a vehicle is impounded for Vehicle Code Sections 22651(p) or 14602.6(a) the deputy SHALL attach a copy of the driver's license or I.D. printout, or any printout indicating the driver has no driver's license.
2. When applicable, any statements made by the driver admitting knowledge of his/her license suspension are to be included in the narrative portion of the CHP-180.
3. Any City or County Administrative Fee's are to be collected prior to the release of any vehicle impounded for Vehicle Code Sections 22651(p) or 14602.6(a).

TSR:RS:rs

• • 97-06 INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

DATE April 17,2006

OFFICE CORRESPONDENCE FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-06**

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Purpose of Directive:

Everyone benefits from a safe and healthful work environment. The health and safety of each employee, whether working in an office or in the field, is a critical concern. This directive assigns specific responsibilities for the management of the station's Injury and Illness Prevention Program.

Scope of Directive:

This directive applies to all assigned personnel.

Directive:

Safety Officer and Responsibilities

The Operation Lieutenant is the program administrator (Safety Officer) and has the responsibility of the overall management and administration of the Injury and Illness Prevention Program and shall sit as the Chairperson of the Safety Committee. The Operation Lieutenant shall designate a Sergeant to assume functional responsibility for the implementation and maintenance of the program and its mandated records. All supervisors are responsible for carrying out the dictates of the IIPP in their respective work areas.

Safety Program Participation

All employees are responsible for using safe work practices; for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. All station personnel shall abide by the standards and procedures set forth in the station's IIPP.

MANAGEMENT DIRECTIVE 97-06 **April 17, 2006**

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

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As part of an employee's annual performance review, the employee shall be evaluated on his/her compliance with safe work practices following the Department's established

evaluation guidelines.

Any Depai tnient member who is unaware of correct and proper health and safety procedures will be provided training. Willful violations of safe practices may result in disciplinary action in accordance with Department policy.

Safety Education and Training

This station shall take full advantage of all Departmentally provided training to ensure that all employees use common sense and caution, exercise safe procedures in the work place and establish healthy practices for quality daily living. Training will be conducted during shift briefings and staff meetings. As necessary, sergeants shall debrief significant events that occur. Matters concerning occupational health and safety may also be communicated to employees by documentation and posting.

All training will be documented by the Training staff and all records shall be retained for the period established by policy. All briefing training will be documented in the Watch Commander's daily shift summary log.

Safety Committee

The Safety Committee shall review any problem brought to its attention with the goal of providing a recommendation for resolution. Committee members shall make every effort to identify problems or safety hazards. They shall review all employees injuries and accidents seeking ways to enhance training to prevent further occurrences. Safety Committee members will also review all reported work-site hazards and make recommendations to the Safety Officer to ensure corrective action is taken.

The Safety Committee shall meet once every quarter. The meeting agenda will be developed and a meeting conducted with the Safety Officer, or designee, as Chairperson. The Chairperson shall document meetings, concerns, recommendations, and distribute meeting notes to all unit personnel. Members may be assigned safety problems to be researched for corrective recommendations. A report on corrective action will be presented at the next scheduled meeting. Critical items that may have warranted immediate action, should also be discussed at the next meeting.

Safety Incidents

All injuries or accidents will be documented, and all records retained as per established Department policy.

MANAGEMENT DIRECTIVE 97-06 **April 17, 2006**

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Facility Inspections

Inspections of the facility shall be conducted at least once during each tour of duty by the Watch Commander or his/her designee. The inspection shall be recorded in the Watch Commander's Daily Shift Summary Log.

Hazard Reporting

All station members are encouraged to be alert to conditions, equipment and procedures which present a hazard to persons or property, or which constitute a violation of law. If any of these situations are encountered, they must be dealt with appropriately. If the problem demands it, emergent action must be taken by notifying the appropriate authority, or by taking immediate corrective action.

Hazard Reporting Forms are available to all personnel and shall be maintained in the Watch Sergeant's office. These foiins offer a means of reporting hazards that are non-emergent in nature. When completed, they should be submitted to the Operation Lieutenant/Safety Officer for follow-up action.

The Safety Officer will assign the report to a supervisor, who shall determine as soon as possible, the best possible solution. In the event a solution is not readily apparent, the hazard shall be addressed by the Safety Committee. The Safety Officer, or their designee, shall ensure that the hazard informant is notified of the corrective action.

All hazard reports and their dispositions shall be retained and filed for a period of two years.

TSR:MAZ:mz

• • 97-10 REQUESTS FOR SERVICE BY LOCAL GOVERNMENT OFFICIALS

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 22, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-10 REQUESTS FOR SERVICE BY LOCAL GOVERNMENT OFFICIALS OR REPRESENTATIVES (Revised 06-22-06)**

Purpose of Directive:

To establish station policy concerning requests for police services from local government officials or employees. This applies to the contract City of Carson and to members of our unincorporated areas Community Advisory Committee.

Scope of Directive:

This policy applies to all personnel assigned to Carson Station.

Directive:

The policy includes segments defining:

- Responsiveness
- Complaint desk officer responsibilities
- Dispatcher / Watch Deputy Responsibilities
- Field deputy responsibilities
- Watch sergeant responsibilities
- Watch commander responsibilities

Responsiveness

City and County officials and their representatives shall be given priority when they request the services of the Sheriffs Department. Each request shall be treated as if it was from the

Unit Commander. Our contractual obligation and our commitment to Community Based Policing require special attention for requests for services.

Complaint Desk Officer Responsibilities:

Upon receiving a call for service, the desk officer shall ascertain as many situational facts as possible the request for service. Appropriate information shall be entered into the CAD system

MANAGEMENT DIRECTIVE 97-10 **June 22, 2006**

REQUESTS FOR SERVICE BY LOCAL GOVERNMENT

OFFICIALS OR REPRESENTATIVES (Revised)

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with a complete name / title description entered as the information (Le. Informant: John Doe, Carson Mayor). The informant shall be asked if he/she desires a follow-up contact, either by radio car or telephone call. When all pertinent information is relayed to the dispatcher, the desk officer shall inform the Watch Sergeant of the call and the circumstances.

Dispatcher and Watch Deputy's Responsibilities:

The dispatcher will assign the call and advise the handling unit fo any essential information needed, including the name and title fo the informant. The dispatcher will also ensure that the assigned field unit has been advised to contact the informant before or after the call is handled. The dispatcher shall monitor the receipt of the call by the field unit to ensure that a timely response is made.

The watch deputy shall coordinate the communication requirements of this directive.

Field Deputy Responsibilities:

After the call has been dispatched and acknowledged, the field deputy shall promptly respond. Upon completion of the call, the handling unit shall immediately report the circumstances to the Watch Sergeant. Any need for documentation other than an MDT entry shall be based on the circumstances. Absent extenuating circumstances, the informant's request for confidentiality shall be granted.

Watch Sergeant's Responsibilities:

The watch sergeant shall inform the watch commander of the call for service. The status of the call shall be monitored and when the call has been completed, the watch commander shall be briefed. Any reports generated as a result of the call for service shall be copied and forwarded to the watch commander.

Watch Commander's Responsibilities:

The watch commander shall record the call fro service in the shift summary and if necessary or directed, shall ensure that appropriate notifications are made. The watch commander shall review the information and ensure that all related documents, memoranda, reports are forwarded to the Unit Commander via the operations lieutenant.

TSR:JPB:jpb

• • 97-11 POSITIVE PERFORMANCE PLAN

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 24, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-11**
POSITIVE PERFORMANCE PLAN (REVISED 06-25-06)

Purpose of Directive:

Providing personalized supervision and counseling by supervisors to their subordinates has been a historical problem to accomplish and maintain, particularly because supervisors have not been assigned personal responsibility for specific employees. While supervisors are responsible for the performance and conduct of their subordinates, we tend to overlook the need to foster and create an effective supervisory relationship with employees. To ensure personal interaction between supervisors/managers and subordinates at Carson Station, the Positive Performance Plan shall be implemented. This plan will assist in accurately evaluating a subordinate's performance and assist in detatinining training needs. This plan will also enhance unity of command, strengthen responsibility, clarify authority, and establish accountability.

Scope of Directive:

The Positive Performance Plan applies to all employees assigned to Carson Station.

Directive:

Creation of a "Team" Concept for Evaluation and Supervision

To create a chain-of-command and to maintain responsibility and accountability, each sergeant and non-sworn supervisor shall be assigned to a specific lieutenant. Each deputy and non-sworn employee shall be assigned to a sergeant. In effect, each lieutenant and sergeant/supervisor will become the team leader of a group of subordinates (fornierly referred to as "pods" at Carson Station.)

While Team Sergeant/Supervisors will maintain general responsibilities for overseeing the work and conduct of all employees, they will be responsible for maintaining a "special relationship" with subordinates on their team. Whenever appropriate, team leaders shall be responsible for investigating minor infractions and for recording positive performance involving their team members. If another supervisor has a positive or negative contact with another team's member, a copy of any memo or other documentation of the incident should be shared with the employee's team leader.

MANAGEMENT DIRECTIVE 97-11
June 24, 2006

POSITIVE PERFORMANCE PLAN (Revised)

A strong evaluation component has been built into the Positive Performance Plan. While team leaders are encouraged to establish and maintain continuing the two-way communications with their team leaders, they shall be required to conduct quarterly meetings with each member.

During these supervisory/counseling meetings, team leaders will reinstate their performance expectations for each team member. This will include an overall evaluation of the employee's performance to date. This meeting should be conducted in a non-folinal environment and the team ember's opinions and ideas should be solicited. Positive and substandard performance and conduct should be analyzed and goals for the next quarter should be discussed and established. The team leader should determine what he/she can do to assist the employee in achieving these goals. Each supervisory/counseling session shall be recorded on a standardized Quarterly Performance Review form.

Quarterly Positive Performance reviews with an employee shall include personal relations and conduct (with an emphasis on discourtesy complaints), defensive driving techniques, use of force, and a review of the employee's PPI. Other areas of review, evaluation, training, or counseling may also include, but are not limited to, any of the following:

"Leadership, tactical situations, productivity (arrests/citations/case clearance/special projects), uniform appearance, grooming standards, maintenance of equipment, report writing, recurrent briefings, recurrent testing, application to duties, absenteeism, officer/workplace safety, effective use of patrol time, proper use of MDT and JDIC terminals, response times, training needs development, goals and objectives, meeting the needs of our Contract City, Community Oriented Policing, Core Values, our Mission Statement, Station Management Directives, Department Directives."

Record Maintenance

Team Sergeants and supervisors shall submit Quarterly Performance Review forms to their respective Team Leaders for review to ensure thoroughness and objectivity.

Completed forms will be placed in a Quarterly Performance Review form binder maintained in the Watch Commander's office. The Quarterly Performance Review foiiiis will be used as resource data for the team member 's annual or transfer perfoiniance evaluation.

Team leaders will be evaluated in part on the quality of supervision they provide to their team members. Team lieutenants will also be responsible for assisting their assigned sergeants/supervisors with their team leader responsibilities.

Maintenance of the Format

The station's Scheduling Supervisor will attempt to keep team members on a

schedule/shift that allows frequent contact with their team leaders. However, it is recognized that this will not always be possible. In such cases, team members, with the concurrence of both team leaders, will be allowed to switch to a new

MANAGEMENT DIRECTIVE 97-11 **June 24, 2006**

POSITIVE PERFORMANCE PLAN (Revised)

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team to ensure as much supervisory contact as possible.

The Training/Scheduling office will be responsible for coordinating team changes among the team leaders. A member should be removed to a new team when the member and the team leader share less than one day per week on the same shift. When a team change has been effected, it will be the Training/Scheduling office's responsibility to send written notice fo the change to the concerned employees, team leaders, and team lieutenants. It will be incumbent upon team leaders to share information about the transferring team member.

As significant staffing changes occur, the Training/Scheduling office will provide team lieutenants and team leaders with an automated list of their respective team members. These lists shall include each team member's dues dates for annual evaluations and quarterly meetings.

TSR:JPB:jpb

QUARTERLY PERFORMANCE REVIEW
Carson Station

Employee: Date: Quarter:

Assignments:

Review Areas	Competent	Needs Approval
Quantity		
Quality		
Work Habits		
Personal Relations		
Adaptability		
Supervisory Ability		
Other:		

Comments:

Goals:

Employee: _____ Date: _____

Supervisor: _____

Reviewer: _____

Record additional information on reverse side of form if necessary

• • 97-13 STATION COMPUTER OPERATIONS: SOFTWARE APPLICATIONS

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 24, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-13**

STATION COMPUTER OPERATIONS: SOFTWARE APPLICATIONS

(REVISION 06-24-06)

Purpose of Directive:

This directive sets forth Carson Station's policy and procedures regarding the use of computer software applications and is in furtherance of Departmental Manual fo Policy and Procedures, § 3-05/160.00.

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

The manual of Policy and Procedures § 3-05/160.00, Regulations for Installing Software on Computers at Sheriff's Department facilities reads as follows:

Unauthorized copying, installation and/or use of licensed software is prohibited by federal

law. To ensure that members do not place themselves or the Department in jeopardy of violating copyright infringement laws, unit commanders are responsible for the management of software utilized by personnel under their command at Department facilities. Required actions by unit commanders include the following:

- All software programs, whether purchased, public domain, free or demonstration/evaluation type license, shall be documented and maintained in a unit systems library. The library must be supervised by a staff member specifically designated by the unit commander. Selection of staff for this function is not restricted by rank or title and should be the most qualified person(s),
- Software provided on removable media (i.e., disk, CD-Rom, removable hard disk) must be kept in a locked cabinet. If the software is maintained in an electronic file (i.e., accessible hard disk or network), strict access controls within the computer system must be in place. Procedures to record the receipt, removal, transfer and/or disposal (returned/destroyed) of software shall be maintained,

MANAGEMENT DIRECTIVE 97-13
June 24, 2006

COMPUTER OPERATIONS (Revised)

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- A request for evaluation of a software program at a unit or facility can only be authorized by the unit commander, who must determine the need for retention and ensure the safe return of the product. When software is received at a unit, standardized logs and evaluation forms must be used to track the testing and review of the software. The evaluation software must be tracked through the testing period and properly disposed of at the end of the evaluation period. Department foiiiis for this process are available on request from the Data Systems Bureau,
- Proper procedures for avoiding copyright violations must be reinforced through training at each unit. Recurrent briefings, unit meetings orientation of new employees and unit optional training methods must be utilized and documented by the unit commander to emphasize the Department's position,
- Access to all computer equipment where software can be copied to removable media in violation of license agreements must be restricted to personnel authorized by the unit commander. In situations where computers are networked, or individual computers contain critical software or data, proper password security must be in place,
- Software licensed by one unit and provided to and utilized by Department personnel of another unit on controlled computers, requires dual responsibility. The control of the licenses is the responsibility of the providing unit's commander. Ensuring that the

license agreement is not violated by unauthorized copying, installation and/or use at the specific unit where it is installed is the responsibility of that unit commander,

- Software utilized by on-duty Departmental personnel on their personally owned computers located on County property must be licensed software,
- Any computer equipment located at any off-site facility controlled by the Department is subject to the same rules as enumerated in this directive.

Inspections to insure compliance with this policy shall be accomplished in the following methods:

- Unit commander inspections,
- Random inspections by Inspectional Services Unit with technical assistance from the Data Systems Bureau,
- Unannounced inspections by the Chief

The Operations Lieutenant shall be responsible for designating a sergeant to assume collateral responsibilities for computeroperations and to ensure station compliance with Departmental guidelines.
This directive and Departmental policy specifically prohibits the introduction and use of any software program or application onto any station computer's hard drive or network without the prior authorization fo the Computer Operations supervisor.
The Computer Operations supervisor shall be responsible for maintaining all aspects fo the station's computer systems and shall conduct periodic inspections of all computer systems and hard drives to ensure compliance. Any unauthorized software programs introduced into the system shall be removed.

TRS:JPB:jpb

• • 97-14 CELLULAR TELEPHONE USAGE

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFFS DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 22, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 97-14**
CELLULAR TELEPHONE USAGE (REVISED 06-22-06)

Purpose of Directive:

To establish uniform guidelines for the inventory of Department and City owned cellular telephones, to prevent unauthorized use, and for maintaining a record fo cellular telephone use.

Scope of Directive:

This Directive applies to all station personnel.

Directive:

Department or City of Carson owned cellular telephones shall be used only in furtherance fo official Sheriff's Department of City of Carson business missions.

All calls made with a cellular telephone shall be recorded on the "Carson Station Cellular Telephone Log" (see attached master copy). Calls on the telephone log shall be compared to calls recorded on the billing statements to monitor for abuse and proper recording. It shall be the following individuals responsibility to maintain a current inventory of cellular telephones, to maintain a file of appropriate documents, and to conduct usage reviews for each billing cycle:

- C.O.P.S. Team Supervisors: Cellular telephones assigned to the Community Oriented Policing Team.
- P.E.T. Team Supervisor: Cellular telephones assigned to the Park Enforcement Team.
- Collateral Duty Sergeant for Communications Equipment: Cellular telephones assigned to the mobile command post.

These reviews shall be documented and any disparities or violations shall be reported immediately via memo to the Unit Commander. Any person making "personal calls" on the cellular telephones shall be responsible for reimbursing the entity owning the cellular telephone.

TSR:JPB:jpb

CARSON STATION

CELLULAR TELEPHONE LOG

PHONE # _____ ~~â‘ 160S~~ ~~â‘ 160L~~ â‘ MOBILE C.P. â‘ C.O.P.S. â‘ OTHER _____

DATE	# CALLED	REASON	MADE BY	DURATION

• • 98-01 CITY OF CARSON - ADMINISTRATIVE VEHICLE STORAGE FEES

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 06, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 98-01**

CITY OF CARSON - ADMINISTRATIVE

VEHICLE STORAGE FEES (Revised 04-06-06)

Purpose of Directive:

The purpose of this Management Directive is to establish procedures for the collection of administrative fees for vehicles stored/impounded within the City of Carson boundaries.

Scope of Directive:

This directive applies to all Station personnel.

Directive:

The City of Carson adopted resolution #49-024, which requires that an administrative fee be collected for vehicles stored/impounded under the following circumstances:

- Vehicles abandoned or disabled on the highway,
- Vehicles on the highway with the registration expired for over six months,
- Vehicles upon the highway creating a hazard,
- Vehicles blocking a driveway and no other immediate remedy is available,
- Vehicles being operated by an unlicensed driver, or a driver who has a suspended or revoked driver's license,
- Vehicles having 5 or more outstanding parking citations,
- Vehicles parked in tow-away zones, or,
- Vehicles stored/impounded for any other reason pursuant to the vehicle code.

<u>Exceptions</u>

Vehicles that have been stored/impounded for any of the following reasons shall be exempt from the administrative fee:

- Vehicles that were reported stolen at the time of storage or impound,
- Vehicles stored/impounded as part of a vehicle abatement program,

MANAGEMENT DIRECTIVE 98-01
April 06, 2006

ADMINISTRATIVE VEHICLE STORAGE FEES (Revised)

-2-

Vehicles sold at lien sale pursuant to Section 3068.1 to 3074, inclusive, of the Civil Code and Section 22851 of the Vehicle Code, unless the sale is sufficient in amount to pay the lien holder's total charges and proper administrative costs,

- Vehicles stored as a result of a traffic collision,
- Vehicles impounded only for evidentiary purposes, or,
- Vehicles stored due to the driver's arrest for DUI and the driver was released from custody under the authority of 849(b)(1) PC,
- Vehicles released pursuant to a repossession.

The City of Carson has provided receipts to be completed at the time the administrative fee is collected. The city receipts are three (3) part with sequential numbers. The original receipt (white copy) for the payee, the first copy (yellow) is for the City's records, and the second copy (pink) is for the Station's records.

Only cash, cashier's checks, or money orders (no personal checks), will be accepted as payment. Cashier checks or money orders shall be made payable to the

"City of Carson" and picture identification (preferably a California Driver's license or Identification card) will be required. The driver's License or Identification Card number and the acceptor's initials shall be indicated on the face of the check. The cash receipt, together with a properly completed Release of Vehicle Hold foiiii

(SH-CR-94), shall serve as the authorization for the tow company to release our hold on the vehicle.

Legal/registered owners of stored/impounded vehicles must respond to the station, pay the administrative fee, obtain a copy of the cash receipt and the Release of Vehicle Hold foiiii, and present it to the tow company to obtain the release of their vehicle.

The monies collected for the city administrative fees shall be kept in a separate locked

cash box in the station's dispatch area. The cash box shall be bolted to the top of the watch deputy's desk, and shall be under his/her exclusive control. All monetary transactions shall be personally handled by the on-duty watch deputy. A written log of fees collected shall be maintained by the watch deputy and the balance kept current.

City cash receipts shall be used in numerical order and each receipt will be accounted for on the cash receipt log. Voided receipts require the signature of the watch commander, including an explanation why the receipt was voided and the date it was voided. Voided receipts shall be plainly marked with the word "VOID" in bold letters across the face. The original copy, plus the city's copy of the voided receipt, shall be included with the funds deposited with the city. The station copy of each voided receipt shall be filed in the Traffic Office and retained for two years.

DESK PERSONNEL RESPONSIBILITIES

Desk personnel shall complete the city cash receipt, including the name, address, and telephone number of the person the vehicle is being released to. Additionally, the vehicle

MANAGEMENT DIRECTIVE 98-01
April 06, 2006

ADMINISTRATIVE VEHICLE STORAGE FEES (Revised)

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description and license number, file number, release date (date administrative fee paid), and the amount paid lines shall be completed. The desk person who collects the fee shall enter his/her name and employee number on the "Officer Name and Employee #" line and the person paying the fee shall sign and date the form on the line indicated.

The original copy of the receipt shall br given to the registered /legal owner of the vehicle. The city receipt (yellow) will remain in the cash box with the cashier's check, money order or cash payment. The city receipt shall be paper clipped to the payment. The station copy (pink) shall remain with the City copy, until it is filed in the traffic office.

The cash receipt log shall be completed after each transaction. Each section shall be completed and a running balance maintained. Voided receipts shall also be logged in numerical order.

In the event the registered/legal owner wishes to contest the validity of their vehicle's storage or impound, he/she shall be directed to the watch commander or the traffic

supervisor to schedule a stypman hearing.

Owners of vehicles which meet the requirements for "exemption" from the administrative fee must also respond to the station to obtain a written release. The Release of Vehicle Hold form shall be issued to the registered/legal owner of the vehicle with a notation that the administrative fee has been waived. The name and employee # of the person waiving the fee shall be printed under the notation

"ADMINISTRATIVE FEE WAIVED BY". Administrative fees shall not be waived by personnel below the rank of lieutenant.

WATCH DEPUTY RESPONSIBILITIES

The watch deputy on each shift shall be responsible for the maintenance of the cash receipts, log, and overall security of the fees collected. At the beginning of each shift, the oncoming watch deputy shall verify the balance of fees collected with the off-going watch deputy.

As transactions occur, the watch deputy shall verify each entry on the cash receipt log by placing his/her initials in the "Comments" area. This includes the entry of receipts that have been voided.

The day shift watch deputy shall be responsible for transferring the funds to a city representative. This will take place on a daily basis (Monday through Thursday). The watch deputy shall place all of the funds in the city's lock box together with the pink and yellow copies of the cash receipt log and the yellow copies of the cash receipts. The watch deputy shall also ensure that the original receipt and the first copy of any voided receipts are also placed in the lock box for transfer to the city.

After depositing the funds with the City Treasurer's office, a receipt for funds shall be obtained. The receipt will be returned to the Stations Traffic office. It shall be stapled to the original copy (copies) of the cash receipt log together with the station's copies of all of the corresponding cash receipts. The original cash receipt logs shall be delivered to the traffic supervisor who shall retain them for a period of three (3) years.

MANAGEMENT DIRECTIVE 98-01
April 06, 2006

ADMINISTRATIVE VEHICLE STORAGE FEES (Revised)

WATCH COMMANDER RESPONSIBILITIES

If the registered/legal owner requests a Stypman (or post-storage) hearing, the watch commander (with a permanent rank of lieutenant) shall conduct a hearing to determine if the vehicle was stored or impounded lawfully. The watch commander shall also sign all voided administrative fee cash receipts. The traffic supervisor may be utilized to conduct the hearing in the lieutenant's absence.

TRAFFIC SUPERVISOR RESPONSIBILITY

The stations traffic supervisor shall be the overall coordinator of the City of Carson's administrative fee program and shall act as a liaison with the City Treasurer's office. The traffic supervisor shall maintain an adequate supply of the City's cash receipts and cash receipt logs. The traffic supervisor shall be responsible for maintaining station copies of receipts, which shall be retained for three years.

TSR:JPB:jpb

• • 98-02 MISCELLANEOUS FEES ACCOUNTS-BANK DEPOSITS

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 30, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 98-02**

MISCELLANEOUS FEES ACCOUNTS/BANK DEPOSITS (Revised 04-30-06)

Purpose of Directive:

This Management Directive establishes procedures for the collection and bank deposit of miscellaneous fees received at Carson Station. These procedures are established in the furtherance of Department Fiscal Procedures (Manual of Policy and Procedures, 3-05/060.15).

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station, both sworn and civilian. Although the Day Shift Watch Deputy is tasked with performing the necessary functions to deposit fees collected, the Day Shift Watch Commander shall have overall responsibility for ensuring that miscellaneous fees are collected and deposited properly.

Directive:

The Watch Deputy on each shift, with periodic review of the Watch Sergeant, shall be responsible for the security of monies (miscellaneous fees) collected in payment for transactions occurring at the station's public counter, (i.e., fingerprint cards, copies of reports, etc.) Checks accepted for payment shall be respectively endorsed immediately.

As mandated by Departmental policy, and in addition to the normal fee collections, stations shall:

Include their "Hold in Trust" cash property with the monies deposited to the Miscellaneous Fees Bank Account, as outlined in the Property and Evidence chapter of the Manual of Policy and Procedures. Such money and receipts shall be kept under lock and key during the shift.

TSR:MH:mh

• • 98-03 JAIL OPERATIONS REPORTING REQUIREMENTS FOR 4032 P.C.

761551 N25A SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

DATE April 03, 2006

OFFICE CORRESPONDENCE FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: CARSON STATION MANAGEMENT DIRECTIVE 98-03

JAIL OPERATIONS: REPORTING REQUIREMENTS FOR 4032 P.C. (Revised 04-03-06)

Purpose of the Directive:

The purpose of this directive is to ensure uniform compliance with a newly enacted law, Penal Code Section 4032 - Battery By Gassing. This law, enacted January 1, 1998, is defined as "...intentionally placing or throwing, or causing to be thrown, upon the person of another, any mixture of human excrement or other bodily fluids or substance." This law pertains to custody environments and personnel employed at correctional facilities. One element of this law allows *forced* testing of inmates for certain types of diseases when they commit this crime.

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station, specifically those personnel assigned to the station Jail Operations.

Directive:

This law **mandates** that the custody facilities (including all jail lockups) forward certain specific information to the Board of Corrections on each incident of "gassing." The following information shall be forwarded to Custody Division's Support Services Unit (which must forward the information to the State Board of Corrections **within 30 days** of the incident.)

- A copy of the incident/crime report;
- A summary of medical tests performed on the victim and suspect including the results

and costs;
- The disposition of the case including prosecution or discipline action;
- Rap sheet of arrests and convictions of the suspect;
- A summary of any procedural steps or equipment that have been added to prevent or deal with future incidents;
- The final results of any criminal prosecution, if known.

MANAGEMENT DIRECTIVE 98-03 **April 03, 2006**

JAIL OPERATIONS (Revised)

-2-

Within 10 days of any reported incident, the Administrative Jailer shall ensure that all requested information is sent to:

Custody Support Services

Attention: Operations Sergeant
Twin Towers Correctional Facility
450 Bauchet Street, Room E815
Los Angeles, California 90012

The Administrative Jailer will also ensure that a copy of all information submitted is filed at Carson Station for future reference.

TSR:VLP:vlp

• • 98-04 REPORT ACCOUNTABILITY

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: July 24, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: CARSON STATION MANAGEMENT DIRECTIVE 98-04
REPORT ACCOUNTABILITY (Revised 07-24-06)

Purpose of Directive:

This directive ensures the timely completion of police reports and provide for file number accountability.

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

The Watch Deputy for each respective shift shall review the Master URN Log daily, (including Manual URN's) to note any delinquent reports over 24-hours.

- The Watch Deputy's review shall note only delinquent reports and should not include deferred reports until such time as they become past due.
- The Watch Deputy shall note only URN numbers drawn by Carson Station personnel (URN numbers on both the sergeant's URN log and Manual URN log). Other unit URN numbers, such as Narcotics, Safe Streets Bureau, G.E.T., etc., will not be included in review.
- To assist the Watch Deputy while checking the URN log for missing report numbers, colored marking pens will be issued to identify each designated shift; (blue for AM, red for PM, and green for EM). The designated shift Watch Deputy shall review the log from the previous 24 hour designated shift (For example: The PM Watch Deputy will

review the log for the PM generated URN numbers from the previous PM shift drawn URN numbers, the EM Watch Deputy is responsible for the past EM drawn file numbers, the same AM Watch Deputy is responsible for the AM past 24 hour drawn file numbers). The Watch Deputy shall initial the bottom right corner of the page where he or she last reviewed the URN log utilizing the designated shift colored pen.

- The Watch Deputy shall complete, in duplicate, a Missing Report Memo (see attached) when delinquent reports over 24-hours and past deferred reports are identified.

MANAGEMENT DIRECTIVE 98-04 **July 24, 2006**

REPORT ACCOUNTABILITY (Revised)

- The original of the completed Missing Report Memo will be kept as permanent record at the Watch Sergeant's desk in the Missing Report Memo Log.
- The copy of the completed Missing Report Memo will be given tot he deputy who obtained the URN number.
- The Watch Deputy shall list the name of the deputy, the URN number, and the date the URN was drawn on the Missing/Delinquent Report sheet which will be posted on the Watch Sergeant's office window. Deputy personnel shall be responsible for checking the Missing/Delinquent Report sheet prior to each shift to expedite the process of locating the missing report.
- The Watch Sergeant shall note and sign the completed duplicate Missing Report Memo.
- Personnel receiving the Missing Report Memo shall complete the appropriate information therein, and, without delay, submit the documents to the Watch Sergeant for approval.
- Once the delinquent report has been approved, the Watch Sergeant shall sign of the appropriate Missing Report Memo from the Missing Report Memo Log, as well as the Master URN Log. The deputy's name shall also be crossed out from the Missing/Delinquent Report sheet.
- Deputy Personnel who draw a file number(s) in error shall submit a memorandum requesting to void the file number(s). This shall be done as soon as possible. This memorandum (see attached form) shall be presented to the Watch Sergeant to counter sign. This memorandum shall be placed in the secretaries "In" tray for proper voidance accountability.
- URN numbers for outside agencies (i.e., Safety Police, LAUSD Police, etc.) shall be obtained from the station secretary. The reports will only be generated in person (not

over the telephone). The station secretary will be assigned to complete a log titled "Outside Agency URN Request" (see attached). The secretary will fill in the appropriate fields in the log (i.e. the officer's name and employee number, agency, area of assignment, contact phone number, the URN number generated, time and date.) The "Outside Agency URN Request" log will be in a binder located in the secretariat. If the station secretary is not available for this task, the Watch Deputy shall assist the officer in obtaining the URN number and follow the aforementioned procedures.

TSR:JPB:jpb

• • 99-01 BACK SEAT INVESTIGATIVE DETENTIONS

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: March 19, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 99-01**

BACK SEAT INVESTIGATIVE DETENTIONS (Revised 03-19-06)

PURPOSE OF DIRECTIVE:

The purpose of this Station Order is to establish procedures governing Seated and Back Seat

Investigations and to identify appropriate circumstances for its use by field personnel.

SCOPE OF DIRECTIVE:

This directive applies to all personnel assigned to Carson Station.

DIRECTIVE:

The Seated Investigative Detention technique involves deputy personnel who have contacted a person(s) in the field, and either directs them, or seeks their voluntary compliance, to submit to a detention and sit on the curb. This technique increases field personnel's margin of safety by eliminating the detainee(s)

mobility. While the Seated Investigation Detention provides a significant increase in the deputies' margin of safety, the following issues must be considered.

- Regardless of the technique utilized by field personnel, ***any detention must meet the legal requirement of reasonable suspicion sufficient to justify an investigative detention.***
- The Seated Investigative Detention (SID) is not appropriate in all situations. Many persons, particularly women wearing dresses, or men in nice clothing may refuse to sit on the curb. In those instances, they should be given the opportunity to sit in the back seat of the patrol car.

MANAGEMENT DIRECTIVE 99-01 **March 19, 2006**

BACK SEAT DETENTIONS (Revised)

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- If a Seated Investigative Detention is used, deputy personnel must be able to articulate why this detention was used, and have the required reasonable suspicion for their detention pursuant to current case law. It should not be used as a matter of routine or convenience.

- As with all detentions and significant citizen contacts, ***the detention shall be documented in the Deputy Daily Worksheet.***
- It is important to remember that every contact will be judged by the person detained and those witnessing the detention. As with all daily contacts, it is important to explain our actions to members of the public. In a vast majority of the instances, most persons detained by Department personnel will be satisfied with a brief explanation of our actions, and remain strong supporters of law enforcement. ***Every effort shall be made to satisfactorily explain your actions to the detainee*** if the contact does not result in an arrest.
- If, in the opinion of the deputy, a member of the community is not satisfied with the explanation given by the deputy, and in all cases where a detainee requests one, a field supervisor shall be notified, and conditions permitting, shall respond to the location to contact the citizen.

BACK SEAT INVESTIGATIVE DETENTIONS

From a community point of view, being detained in the back seat of a radio car is generally interpreted as a negative experience. Detainees feel isolated, embarrassed or ridiculed and view the deputy as authoritarian and antagonistic. Those **ill** feelings are then often communicated in the form of service complaints.

Since a detention is in essence a temporary suspension of an individual's personal freedom, we must be prepared to fully justify our actions. Our level of justification must rise congruently with the level of imposed restrictions.

Deputies continue to have a variety of options which would allow for the safe detention of *suspicious* individuals. Those options include, but are not limited to:

- Soliciting the person's cooperation.
- Obtaining a valid identification foul' from the detainee then directing him/her to sand at a safe distance while you conduct further investigation.
- Utilizing the Seated Investigation Detention technique as described in Field Operations Support. Services Newsletter 45.

- Requesting additional personnel to assist in your investigation.
- Placing the detainee in the back seat of a radio car.

MANAGEMENT DIRECTIVE 99-01 **March 19, 2006**

BACK SEAT DETENTIONS (Revised)

-3-

- Handcuffing the detainee.
- Arresting the suspect.

Deputies are not discouraged from utilizing the back seat of their radio car as a foiin of secure detention when justified. However, deputies should be prepared to fully justify their actions to the person being detained and Department supervisors.

Back Seat Investigative Detentions should not occur as a matter of routine.

Persons detained solely for Vehicle Code infractions and minor City/County ordinance violations should not be detained in the rear seat of a radio car.

Once an individual is lawfully detained, a Back Seat Investigative Detention may be justified under the following circumstances:

- The detainee agrees to sit in the back seat area under his/her own volition and there is a specific need to provide for a secure detention.
- The detainee has no acceptable form of identification and the significant nature of the suspected crime would warrant a secure detention.
- The detainee is suspected of a crime involving violence.
- The deputy has knowledge that the detainee is on parole or has outstanding warrants.
- The detainee is mentally unstable (psychological or drug induced)
- The detainee displays articulable behavior which leads you to believe that the suspect might flee from your custody.
- The detainee displays an articulable threat to officer safety.
- The nature of the suspected crime requires the separation and secure detention of multiple suspects.
- To prevent aggression, or interference, by victims or other third parties against the detainee.
- The detainee is pending actual arrest.

The decision to detain an individual in the back seat area, with or without their expressed permission, must be based on a specific and justifiable need to provide secure detention. Unless the detainee is arrested deputies who initiate a Back Seat Investigation Detention **SHALL:**

- Explain the reason for the detention to the detainee(s).
- Once a person has been detained in the back seat of a radio car, a notification must be made to the Field Supervisor, via the MDT as soon as safely possible. If the person complains about being detained in the back seat, mention this in your notification.

MANAGEMENT DIRECTIVE 99-01
March 19, 2006

BACK SEAT DETENTIONS (Revised)

-4-

- Log all Back Seat Investigative detentions. The MDT activity log entry will include the name of the person detained, the location of the detention, and the reason for the detention. Deputies will also include the initials "BSD" at the end of the log entry narrative. The initials "BSD" signifies that a Back Seat Detention occurred.
- Duties permitting, Field Supervisors shall respond and monitor Back Seat Investigative Detentions.

The decision of whether or not to place someone in the rear seat of a radio car, or to keep them there, is not irreversible, that is, when circumstances change so should the need to utilize, or continue to utilize the Back Seat Detention.

TSR:CJP:cjp

• • 99-02 STATION EVACUATION PLAN (EMERGENCY/FIRE)

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 22, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 99-02**

STATION EVACUATION PLAN (EMERGENCY/FIRE) (Revised 06-22-06)

Purpose of Directive:

To establish guidelines to concisely and directly info'_ ni station personnel of the precautions and procedures to use when affecting a station evacuation. The plan addresses specific fire hazards, avenues of evacuation, specific assignments, and reoccupation procedures. Although this plan is specifically directed at fire evacuation, it will be utilized as the evacuation plan for this facility in the event evacuation becomes necessary due to any natural or man-made disaster.

Scope of Directive:

This directive applies to all station personnel.

Directive:

The following general procedures are to be followed by personnel in the event of a fire, smoke, or other disaster requiring an evacuation of Carson Station.

Carson Station is equipped with a heat-sensitive fire sprinkler system throughout the entire basement, part of the main floor, and in the desk area. Each sprinkler is separately activated and when this occurs, an audible alarm affixed to the exterior west wall of the building is automatically activated. In addition, two rooms in this building are specially equipped with a Halon Gas Fire Suppression System. These rooms are:

1. The microwave room, located in the basement kitchen area
2. The generator room, located in the east end of the basement hallway

MANAGEMENT DIRECTIVE 99-02 **June 22, 2006**

STATION EVACUATION PLAN (Revised)

The halon gas system is also sensitive to heat and smoke which will activate an audible horn-sounding alarm if a fire occurs within.

The major fire hazards within the station are:

1. The gasoline pumps and the garage area,
2. The armory, which contains ammunition and gas canisters,
3. The jail cells and inmate sleeping quarters, where burning mattresses containing polyurethane emit toxic fumes

Station personnel shall engage in fire-fighting activities only to that extent necessary to preserve life or to safely evacuate personnel or inmates.

Two self-contained breathing apparatus (air pacs) are mounted on the wall directly behind the jailer's desk. Only station personnel properly equipped and trained in the use of these self-contained breathing apparatus shall utilize this equipment as is necessary to safely evacuate personnel or inmates, and always in tandem.

A floor plan indicating the class and location of station fire extinguishers, location

of exits, location of air pacs and fire block is included with this plan.

Evacuation and Exits

It will be the responsibility of the shift Watch Commander to determine if an evacuation is necessary. Once a fire is discovered, it is the responsibility of that person to immediately notify the dispatch center personnel of the following:

A. Location and size of the fire
B. What type of material is burning
C. Areas needing to be evacuated and avenues of evacuation to avoid injuries

Specific Responsibilities

A. Desk personnel shall immediately broadcast this info'_ illation over the public

address system.

B. The Watch Commander shall be responsible for the upstairs evacuation.

MANAGEMENT DIRECTIVE 99-02 **June 22, 2006**

STATION EVACUATION PLAN (Revised)

-3-

C. The Watch Sergeant shall be responsible for the downstairs evacuation and for shutting off the air conditioning system. Depending on which shift the fire occurs, the Watch Commander and Watch Sergeant may designate additional personnel to assist him/her.
D. The Watch Sergeant will assign a deputy to meet and direct responding Fire Department personnel at the parking lot gate.

There are six (6) major exits out of the station and they are:

A. The door adjacent to the Narcotics office at the northeast corner of the station.
B. The door leading from the rear of the jail located along the east wall of the station.
C. The stairwell door located along the east wall of the station leading upstairs from the men's locker room area.
D. The entry/exit door to the booking area of the jail.
E. The entry/exit door east of the Watch Sergeant's office.
F. The lobby door.

With the exception of the rear jail door and booking area door, all doors are clearly marked EXIT.

It shall be the responsibility of the Watch Deputy to advise station personnel which exits are away from the fire. The Watch Deputy shall also make sure that the dispatchers notify field crews to ensure station security and prisoner control, and units shall be designated to respond to the station parking lot for this purpose. It shall be the responsibility of the Watch Sergeant to coordinate first aid for any injured individuals.

Keeping in mind that all situations vary in severity, the following is a guideline only and shall be used unless otherwise directed by the Watch Commander:

A. Personnel in the lobby area, Community Relations, desk crew, and Administrative offices exit out the lobby door.
B. Personnel in the Traffic Office, Detective Bureau, Narcotics and interview rooms shall exit via

the northeast door.

C. Personnel in the Secretaries office, Watch Sergeant's office and upstairs briefing room shall exit via the entry/exit door east of the Watch Sergeant's office.

MANAGEMENT DIRECTIVE 99-02 **June 22, 2006**

STATION EVACUATION PLAN (Revised)

-4-

D. Personnel downstairs during a fire shall exit via the stairwell door or come

upstairs and exit east of the Watch Sergeant's office.

Depending on the number of personnel available for this purpose, two-man search teams shall be appointed to check the restrooms, bunk rooms, utility rooms and other areas within the building where the public address system may not have been effective.

If the reason for the evacuation is other than a fire, personnel shall meet in the east parking lot at the helicopter pad. If the incident is a fire, personnel shall meet across Desford Street in the northeast parking lot of the Community Center. Once evacuation is considered complete and conditions permit, a roll call shall be conducted to account for all on-duty personnel.

Prisoner Evacuation and Control

In addition to the previously mentioned general suppression and evacuation problems and practices, prisoners evacuation requires special handling. The following procedures shall be implemented as conditions permit:

A. The jailer shall be primarily responsible for investigating the extent and location of any fire originating in the jail. The Watch Sergeant shall assign assisting personnel for this purpose. A set of "fire block" keys is stored within the Watch Sergeant's desk for use in emergencies.
B. If it is determined, or even suspected, that the fire originating in a particular cell is of more than minor extent, that cell door should not be opened until all other prisoners in the jail are safely evacuated. The sudden availability of air through the opened door could easily create uncontrollable conditions in an otherwise controlled situation.

The Watch Commander will determine if prisoner evacuation is necessary. When the need for evacuation has been determined, the jailer and his/her assistants shall usher prisoners

through the appropriate exterior doors at the east side of the building leading to the parking lot and turn them over to a radio car crews who will have responded to assist. If necessary, prisoners may be secured within the station vans or radio cars pending other arrangements. Extra sets of hand cuff chains are stored at the jailer's desk and are to be used to secure prisoners during evacuation.

MANAGEMENT DIRECTIVE 99-02 **June 22, 2006**

STATION EVACUATION PLAN (Revised)

-5-

Mandatory segregation of prisoners will be maintained if possible, i.e., male/female, adult/juvenile.

If the jail facility is damaged to the extent that prisoners cannot be returned to the cells, arrangements shall be made for transportation to MCJ or another nearby station. This decision will be made by the Watch Commander based on the conditions that exist at the time.

Injured prisoners shall be immediately transported to emergency medical facilities, either by ambulance or radio car, and deputy personnel shall be provided to ensure their security pending transportation to an appropriate custody facility.

Communications

The Watch Deputy, after being advised of a fire, shall make the following notifications when applicable:

A. Immediately notify the Fire Department and tell them where to contact station personnel.
B. Notify ambulance and paramedics and direct them where to contact station personnel.
C. Ensure that sufficient Fire Department paramedics and ambulances are dispatched to ensure that first aid will be administered and/or the severely injured will be transported to appropriate hospitals and/or burn centers.

When time permits notify SRC, SIB, FOR II Headquarters, and other Sheriffs stations and police departments regarding no booking and TST for prisoner transportation. If telephone communications are interrupted, notify Lennox Station to reroute our 9-1-1 calls to them.

If dispatch operations are interrupted, again, notify Lennox Station to reroute 9-1-1 calls

and handle our communication and dispatch operations.

Re-Entry

After concurring with the Fire Department personnel and ensuring that entry is safe, the ranking officer shall assess damages. He/she shall then check for ventilation of toxic fumes and smoke and dissipation of water. The

MANAGEMENT DIRECTIVE 99-02 **June 22, 2006**

STATION EVACUATION PLAN (Revised)

-6-

ranking officer shall then provide for any services damaged in the fire, i.e., CRT and teletype machines, etc. He/she shall then notify any affected departments of damage.

The above notwithstanding, the primary consideration should be that station personnel should know the location of exits and be aware of the listed hazard areas, i.e., gas pumps, armory, etc.

The sergeants and above should ensure that personnel evacuate carefully, avoiding panic. This will ensure that common sense prevails.

Follow-Up Reporting

The Watch Commander shall be responsible for the appropriate notifications to the Sheriff's Headquarters Bureau (Op Log), the Division Chief and the Area or Duty Commander as per current policy concerning significant incidents.

Reference Note: A book with illustrations identifying the location and procedures for shutting off all utilities (gas, water, air handlers, etc.) is maintained by the Watch Commander, Watch Sergeant, and Watch Deputy.

TSR/DD/clk

• • 99-03 DEPLOYMENT AND MAINTENANCE OF SPIKE STRIPS

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFFS DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 30, 2006

FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 99-03**

DEPLOYMENT AND MAINTENANCE OF SPIKE STRIPS

Purpose of Directive:

This Directive establishes Carson Station's policy and procedures regarding the deployment, maintenance and supervision of spike strips.

This Directive is in addition to Field Operations Directive (FOD) 98-10. Both Directives should be referred to when briefed.

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

Deployment

Carson Station personnel **shall not** deploy spike strips without specific authorization from the Watch Commander or the Incident Commander if the situation does not involve a vehicle pursuit.

Patrol Units equipped with spike strips may be requested to respond to a location ahead of a vehicle pursuit to deploy a spike strip. **All Code-3 responses for positioning of a spike strip shall be announced, via radio, with the unit advising the location from which the response is initiated and shall be authorized by the Watch Commander or the Field Supervisor if the Watch Commander is not immediately available.** Spike strip equipped units must remember that they are considered "assisting units" and the provisions of Department Manual of Policy and Procedures Section 5-09/210.10, Control of a Pursuit, apply.

Deputies driving units equipped with a spike strip shall not pass other units actively engaged in a pursuit to get ahead of the suspect vehicle unless done with the coordination and cooperation of the pursuing units.

MANAGEMENT DIRECTIVE 99-03 (Revised) April 30 2006

SPIKE STRIPS

-2-

Unless actively involved in the vehicle pursuit, the Field Sergeant shall expeditiously respond to the location where the spike strip is to be

deployed and closely supervise the deployment and use of the strip.

The deployment of spike strips for pursuits initiated by other Sheriff's stations or other law enforcement agencies that enter our station's boundaries, shall be in accordance with Field Operations Directive 98-10 and only with the specific approval of the Carson Station Watch Commander or the Field Supervisor if the Watch Commander is not readily available.

If a pursuit is canceled after the physical deployment of the spike strips, deputies may continue to spike the suspect vehicle unless otherwise directed by the Watch Commander. Spike strips shall not be physically deployed ahead of a fleeing vehicle following the announced cancellation of a pursuit.

Post Deployment Procedures

The Field Sergeant shall conduct a post pursuit debriefing and discuss the deployment of the

spike strip with involved personnel. The Watch Commander shall ensure that the deployment of a spike strip is indicated in the Department's Pursuit Evaluation Form!' (PEF).

Deputies who deploy spike strips shall conduct a complete inspection of the strip prior to its storage in the trunk of the radio car. If a vehicle was spiked, the missing spikes from the strip shall be immediately replaced.

The Training Staff shall conduct periodic training to ensure that appropriately trained deputies are fielded.

Maintenance Procedures

Spike strips shall be maintained in the vehicles to which they have been assigned unless the vehicle becomes inoperative. **Personnel shall not remove the spike strips from their assigned vehicles otherwise handle the strips except for deployment and to place it into a replacement vehicle if the original assigned vehicle becomes inoperative.** With the exception of replacing spikes immediately after use, only designated maintenance personnel shall perform the listed maintenance procedures as outlined in FOD 98-10. Units equipped with spike strips shall be indicated on the shift in-service sheet by the initials "SS." **Deputies shall also indicate that they are spike strip equipped when they log in on the vehicle's MDT.**

MANAGEMENT DIRECTIVE 99-03 (Revised) **April 30 2006**

SPIKE STRIPS

-3-

The Traffic Sergeant shall ensure that the required maintenance is performed as prescribed in FOD 98-10. Any questions regarding the use, maintenance or operation of spike strips shall be directed to the station

Traffic Office, which is responsible for overseeing management and inventory of the strips.

TSR:ECH:ech

• • 99-05 INVESTIGATIVE FUND

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 07, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 99-05 INVESTIGATIVE FUND (Revised 04-07-06)**

Purpose of Directive:

The purpose of this Station Order is to establish procedures for the regulation and accountability of Carson Station's Investigative Fund which is available for*non-narcotic related investigations.*

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

Carson Station has been given authorization to maintain a "master fund" of money, not to exceed $500 without prior authorization of the Unit Commander, that can be used to cover expenses incurred in the investigation and suppression of ***non-narcotic related*** criminal activity. ***Narcotic-related investigations shall be handled by the Narcotics Bureau.*** This account is called the Investigative Fund and its use is described and controlled by this Directive and by general guidelines delineated in the Department's Manual of Policy and Procedures, section 3-05/050.00, Special Appropriation Fund. Any monies necessary for investigative operations in excess of this fund's amount shall be requested from the Department's Special Appropriation Fund through appropriate channels.

Usage Controls

The Manual of Policy and Procedures provides some guidelines on how these funds can be spent. Carson Station's fund shall be accessed for the following reasons only, unless prior authorization is obtained from the Unit Commander.

1. Admissions for investigative purposes.
2. Wagers for gambling investigations.
3. Approved emergent supplies
4. Required equipment for investigative and suppression purposes.
5. Purchases for investigative purposes.

MANAGEMENT DIRECTIVE 99-05
April 07, 2006

INVESTIGATIVE FUND (Revised)

-2-

Access to the Investigative Fund

All monies shall be secured in the Watch Commander's safe. Detective personnel desiring to access the account may do so with the prior authorization of the Detective Bureau Commander, or his/her designee. All requests to access this fund shall be made through the Carson Station's Detective Bureau.

Detectives shall complete a "Carson Station Investigative Fund - Claim for Expense" (SH-AD 103). This form shall be routed through the Detective Team Supervisor to the Detective Bureau Commander or designee. Once approved, the detective shall present the form to the Watch Commander, who shall disperse the amount authorized. The Watch Commander shall ensure that the withdrawal is properly recorded in the account ledger (Station Investigative Fund Log).

If the monies are for "informant fees", the detective shall ensure that a "Receipt from Informant

Payee" form is completed, signed, and submitted to the Detective Bureau Commander for filing. The Detective Bureau Commander shall create an appropriate filing and records system to retain requests, receipts, activity logs, etc., and shall maintain these records for five years.

The Watch Commander releasing the money from the Station's Investigative Fund shall note

the withdrawal on the Fund Accounting Form in (a ledger sheet maintained with the monies in the
safe) and on the Watch Commander's Shift Summary Report.

All money withdrawn or replaced in this account shall be properly recorded on the Fund Accounting Form. All entries on the form will be clearly printed in **indelible ink.**

Fund Administrators

The Unit Commander shall be designated as the Fund Administrator and shall periodically inspect the ledger and all transactions.

The Detective Bureau Commander shall be designated as the Assistant Fund Administrator. The Detective Bureau Commander, or his/her designee, shall be responsible for the preparation and submission of all appropriate reimbursement forms and for conducting a quarterly audit of the account. The Detective Bureau Commander shall also establish a daily audit procedure for Watch Commanders.

All fund accounting records shall be maintained for three years.
Reimbursement Procedures

The Investigative Fund is a "revolving" fund, which means that the money expended will be replaced by Fiscal Administration as it is used.

MANAGEMENT DIRECTIVE 99-05 **April 07, 2006**

INVESTIGATIVE FUND (Revised)

-3-

Fiscal Administration has specific requirements for reimbursement and the following instructions shall be adhered to:

- A receipt shall be obtained for any purchases made with Fund Accounts.
- A file number (URN) shall be obtained and reported for any case involving this account.
- A "Claim for Expense" form shall be completed.

- A "Receipt from Payee" form shall be completed.

It is the Detective Bureau Commander's responsibility to arrange for reimbursement to maintain the account's $500 balance.

Any questions regarding this Station Order should be addressed to the Detective Bureau Commander.

TSR:JPB:jpb

• • 00-01 TOW COMPANY EXPECTATION SHEET

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: July 7, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 00-01**

TOW COMPANY EXPECTATION SHEET(REVISED 07-07-06)

Purpose of Directive:

The purpose of this directive is to establish guidelines, and an expectation checklist, to assist tow companies with which we contract for towing services, to ensure they are complying with

the provisions of the Vehicle Code and Department Policy, and to ensure that these companies maintain the highest standards in the course of the services they provide for our station and the Department.

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station, and contract tow companies.

Directive:

In addition to the Memorandum of Understanding (MOU) for Vehicle Towing and Storage Services by and between the County of Los Angeles and the owner of a tow company contracting for services with Carson Station, the owner shall sign and comply with the provisions contained in the Los Angeles County Sheriff Department's Tow Service Expectation Sheet.

A new Tow Service Expectation Sheet shall be signed by the tow company owner in conjunction with the Memorandum of Understanding for Vehicle Towing and Storage Services prior to the company providing initial tow services for the station, or at the time the MOU is renewed.

A tow company shall not provide towing services for Carson Station, on a contract basis, unless it has a current Tow Services Expectation Sheet on file with the station. A current Tow Service Expectation Sheet refers to one properly signed by the owner of the tow company and with a signature date not in excess of a three year period of time.

Copies of Tow Company Expectation Sheets Shall be maintained on file by the Station Traffic Supervisor who is The MOU's designated Project's Manager for.

• • 01-01 REVIEW AND RETENTION OF DEPUTY DAILY WORKSHEETS (DDWS)

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: July 7, 2006

FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 01-01**

REVIEW AND RETENTION OF DEPUTY DAILY WORKSHEETS (DDWS)

(REVISED 07-07-06)

Purpose of Directive:

The purpose of this Directive is to establish procedures governing the review and retention of the Deputy Daily Worksheet (DDWS).

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

The Deputy Daily Worksheet is utilized as a necessary supplement to the Unit operational log. It enables a Unit Commander to judge each Deputy's proficiency and note changing conditions throughout our policing area. Within the Department, information used to conduct the Deputy Daily Worksheet is also used by the Department to compose statistical analysis of and address accountability issues in settings such as Station, Region and Department Sheriff s Critical Issues Forum (SCIF) meetings. Externally, the information is used to demonstrate our productivity to City Officials and others as needed.

It shall be the responsibility for each deputy assigned to field duties, (i.e. patrol, Special Assignment deputy, etc.) to print out a copy of his/her Deputy Daily Worksheet (DDWS) at the end of the tour of duty and submit it to the Watch Sergeant's office. COPS deputies shall submit their worksheets to the respective City or County COPS sergeant. It shall be the responsibility of the Sergeants to verify the information contained in each worksheet to ensure that it complies with Department Policy, Field Operations Directives, Station Management Directives and all other business practices associated with the accurate recording of information (see below).

MANAGEMENT DIRECTIVE 01-01 **July 7, 2006**

DEPUTY DAILY WORKSHEETS

Submitted worksheets from the prior day shall initially be reviewed by

field/COPS sergeants for accuracy (see individual responsibilities below)

and then forwarded to the appropriate Lieutenant for final review. All logs shall

be retained for the one-month.

All worksheets shall be reviewed by the sergeant for the following information:

- Logging Public Contacts (refer to Field Operations Directive 00-04)
- Compliance with the Department/Station's back seat detention policy (refer to Management Directive 99-01 and Newsletter #45)
- Report Accountability and Deferred Reports (refer to Management Directive 98-04 and Management Directive 97-03)
- Negative Citizen Contacts (refer to memorandum dated September 7, 1999)
- Area Integrity
- Overtime Minutes (refer to memorandum dated October 5, 2000)

The following personnel shall be responsible for the Deputy Daily Worksheet:

Field Deputies:

Each deputy assigned to a patrol assignment shall print out a copy of his/her Deputy Daily Worksheet at the conclusion of the shift worked and submit it to the Watch Sergeant's office. COPS deputies shall submit printed worksheets to their primary COPS sergeant. It shall be the responsibility of each deputy (the "book man" in the case of a two-person unit) to ensure the accuracy of the information contained in the worksheet including, but not limited to, the areas mentioned above.

Sergeant:

It shall be the responsibility of the field sergeant/COPS sergeant to review the previous day's Deputy Daily Worksheet for accuracy and compliance with this Management Directive (i.e., today's PM shift field sergeant shall review logs from the previous day's PM shift). Any errors noted should be dealt with in a forthright manner and the worksheet corrected by the deputy as soon as possible.

The review of the worksheet by the field sergeant shall focus on policy and productivity issues. Examples of the latter may include, but are not limited to, arrests, citations, patrol minutes, information relevant to performance evaluation, etc.

The sergeant shall place a check mark next to each field unit on the shift's respective In Service Sheet to denote each worksheet submitted. The sergeant shall either initial or place his or her "contents noted" stamp on

MANAGEMENT DIRECTIVE 01-01 **July 7, 2006**

DEPUTY DAILY WORKSHEETS

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the front page of each log reviewed. All submitted worksheets, along with the In-Service Sheet, shall be forwarded to the Shift Manager for final review.

Lieutenant:

It shall be the responsibility of the Shift Managers/assigned Lieutenant to review all completed worksheets submitted to them by their respective field sergeants. Lieutenants shall ensure that sergeants are reviewing worksheets in a timely manner and identifying accountability issues as outlined above.

In addition, the Shift Manager shall review the In-Service Sheet to ensure compliance with Field Operations Directive 90-8, STANDARDIZED SYMBOLS FOR DAILY IN-SERVICE SHEETS. Shift Managers shall make certain that the completed worksheets are retained for one-month.

Nothing in this Management Directive shall preclude a Shift Manager from requesting additional useful information from a deputy(s) worksheet as needed.

TSR:JPB:jpb

• • 01-02 7/20 RULE AND DELAYED RESPONSE PROCEDURES

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFFS DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 30, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 01-02**

7/20 RULE AND DELAYED RESPONSE PROCEDURES (Revised)

Purpose of Directive:

This Directive establishes Carson Station's policy and procedures regarding the "7/20 Rule" and its direct correlation with Field Operations Directive 90-12 (Station Desk Procedure/Delayed Response Policy).

Scope of Directive:

This Directive applies to all patrol personnel, desk personnel, field supervisors and shift supervisors assigned to Carson Station.

Directive:

In August of 1993, the 7/20 rule was established here at Carson Station. Effective immediately, Carson Station personnel will reimplement this rule in the form of a Management Directive.

The 7/20 rule was established to accomplish two basic objectives:

1. To ensure compliance with Field Operations Directive 90-12 (Station Desk Procedure/Delayed Response Policy) and
2. To provide timely service to the citizens in serve.

The 7/20 rule does not affect how we currently assign and respond to *emergent* calls for

service. All emergency calls for service shall be handled with the highest priority. The field unit with the shortest estimated time of arrival shall respond with lights and siren. The call may also be assigned to a "handling unit" who will make that call for service a priority. Refer to FOD 90-12 for additional information regarding assigning emergent calls for service.

The 7/20 rule requires that deputies respond to a priority call for service within 7 minutes and to a routine call within 20 minutes. The 7/20 rule does not *obligate* you to respond to a priority call within 7 minutes, nor does it obligate you to respond to a routine call within 20 minutes *if it is*

MANAGEMENT DIRECTIVE 01-02 **April 30, 2006**

7/20 RULE

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unreasonable to do so. You are, however, required to advise either the Watch Deputy or the Dispatcher when you will be extended beyond the 7 or 20 minutes, respectively. The desk personnel are then mandated to either re-assign the call for service and/or notify the informant advising them of the delay, and log the notification in the remarks section of the call by typing in, "informant advised of delay" or "IAD" (refer to FOD 90-12 for the procedures).

When it is obviously busy, desk personnel must advise the informant at the time of the original call that our response is going to be extended, and type "IAD" in the remarks section of the call. Desk personnel should not advise an informant that a patrol deputy will "be right there" when we are busy or when deputies are behind on their calls, tied up on an investigation, containment, etc.

The 7/20 rule is not designed to hinder your ability to solve problems or handle situations to their proper conclusions. Rather it is intended to set realistic expectations and monitor the collection of accurate response time data.

Shift and field supervisors shall monitor calls for service by conducting random audits and/or monitoring the desk operations.

TSR/MH

• • 01-03 STATION JAIL VIDEO SYSTEM

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 15, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 01-03**
STATION JAIL VIDEO SYSTEM (Revised 04-15-06)

Purpose of Directive:

The purpose of this directive is to establish procedures for mandating the use of the system to include, but not limited to, operating responsibilities, tape handling procedures, and storage and duplication procedures.

Scope of Directive:

This directive applies to all station personnel.

Directive:

The early morning shift jailer shall be responsible for obtaining a blank video tape at the beginning of his/her shift. The blank tapes are located in the Watch Commander's office. Upon obtaining a tape, the jailer shall write his/her name, shift, and date on the tape label. The tape from the previous day shall be removed from the video recorder (located in the Dispatch Center) and placed in the designated receptacle in the Watch Commander's office.

To begin recording the new tape, the play button and the record button need to be pressed simultaneously. The tape will automatically stop recording at the end of the 24 hour period. If the tape has evidentiary value, a copy of the tape shall be placed into evidence and logged in the Property and Evidence Ledger according to existing guidelines. The original tape shall be stored in the designated receptacle in the Watch Commander's office.

The early morning shift jailer is responsible for the swapping and storage of the jail video tapes.

The early morning Watch Deputy may substitute in these responsibilities.

Duplicating of tapes shall be conducted by the station property custodian with the approval of the shift Watch Commander or Watch Sergeant.

MANAGEMENT DIRECTIVE 01-03 (Revised)

STATION JAIL VIDEO SYSTEM
April 15, 2006

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Contact Information:

For questions regarding policies, training, equipment problems, and technical information pertaining to the station jail cameras, contact Field Operations Support Services at (323) 5265767. For questions regarding the proper handling of Subpoenas or Court Orders for videotaped evidence, contact the Centralized Custodian of Records Unit at (323) 526-5378.

Additional information can be obtained by referencing Field Operations Directive 01-07.

TSR:VLP:vlp
Attachments

• • 02-01 UNIFORM FORCE PACKAGES

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFFS DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 24, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 02-01**
UNIFORM FORCE PACKAGES (REVISED 06-24-06)

Purpose of Directive:

To promote consistency of force packages submitted for executive review.

Scope of Directive:

This directive applies to all personnel assigned to Carson Station.

Directive:

Manual of Policy and Procedures § 5-09/430.00, Use of Force Reporting and Review Procedures, delineates Department policy regarding the preparation of force documentation for executive review. The following guidelines shall be in addition to Department policy in an attempt to promote greater consistency among force packages submitted at Carson Station.

I. Supervisory memoranda shall be directed to the Commander of Carson Station. In cases of

significant force, the handling watch commander shall indicate via memorandum or stamp that

he/she concurs with the contents of supervisory reviews conducted by sergeants.

II. The face page portion (page one) of each force review shall minimally include the following information:

Date of Incident

Time of Incident

Location of Occurrence

Deputy(ies) involved (including employee numbers)

Suspects Involved (including booking number, address, telephone number, gender, race, and date of

birth)

Witnesses (including address, telephone number, gender, race, and date of birth)

Injury(ies) sustained by any parties

MANAGEMENT DIRECTIVES 02-01
(Revised) July 24, 2006

UNIFORM FORCE PACKAGES

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III. The body fo each force review shall minimally include a summary of the incident, a comprehensive investigation (including involved party statements), a conclusion regarding the appropriateness of the force, and a recommendation regarding what, if any, further action should be taken (e.g. additional training, administrative investigation, no further action).

IV. All force reviews shall minimally address the following issues as part of comprehensive investigation:

A. Criminal Activity Involved

1. In what criminal activity was the suspect(s) involved?
2. Did our employees have legal standing during the contact that led to

the force incident?

3. Specify whether the contact involved a consensual encounter, reasonable suspicion, or probable cause.

B. Tactics

1. Did our employees exercise sound officer safety tactics?
2. The level of teamwork and communication among the involved employees.
3. The level of coordination and pre-planning prior to entering the problem.
4. Was there sufficient number of personnel present to handle the situation based upon facts known at the time?
5. Could alternate tactics (e.g. lower - level force) have been used to resolve the situation?

C. Department Policy

1. Was the force used consistent with Department policy and the Situational Use of

Force Options?

D. Civil Liability

1. As the application of force objectively reasonable under the circumstances?

E. Mission Statement and Core Values

1. Was the application of force consistent with our Mission and Core Values?

F. Service/Community Oriented Policing

1. When appropriate, did we explain our actions to uninvolved third parties to avoid potential misconceptions about what occurred?

MANAGEMENT DIRECTIVES 02-01 (Revised) July 24, 2006 UNIFORM FORCE PACKAGES

G. Training

1. Was the application of force consistent with Department-approved training?
2. Did our employees demonstrate appropriate proficiency with the techniques and/or weapons used to overcome suspect resistance?

V. Reporting supervisors shall gather all documentation relevant to a force incident. Each document shall

be reviewed for consistency and any discrepancies noted and/or explained within the supervisory memorandum.

VI. The following general guidelines shall also be adhered to when compiling information and documenting a

force incident.

A. It is equally important to identify and document the statements of individuals who, at the time of the incident, claimed to have not witnessed the application of force.
B. All statements, injuries, etc. shall be documented to the greatest extent possible through the use of audio tape, video tape, and photographs. There is no such thing as too much documentation.
C. Employees shall not be interrogated regarding their use of force, especially if the matter could result in an administrative investigation and discipline. It remains entirely appropriate, however, to seek clarification regarding the facts of an incident for reporting purposes and/or ordering the completion of reports and memoranda related to an incident.
D. Avoid describing a use fo force as "necessary." An appropriate application of force shall be referred to as "reasonable."
E. All completed force reviews are to be placed into the "Force" folder of the Sergeants/Lieutenants Shared Files under the incident file number.
VII. All force packages are to be submitted to Operations within 10 calendar days of the incident unless an extension is approved by Unit Commander, Operations Lieutenant, or Operations Sergeant.

TSR:JPB:jpb

• • 02-02 PROPERTY AND EVIDENCE HANDLING

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFFS DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 6, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 02-02**

PROPERTY AND EVIDENCE HANDLING (Revised 04-06-06)

Purpose of Directive:

The purpose of this directive is to re-enforce current departmental polices and procedures regarding evidence handling and storage procedures. It is also the purpose of this directive to establish new, station-specific procedures regarding evidence ledger accountability and evidence computer entry responsibilities.

Scope of Directive:

All station personnel who handle prisoner's personal property and/or evidence as well as supervisors who verify the contents of the Master Property and Evidence Ledger and the Master Safe Ledger are affected by this policy and are accountable for its contents.

Directive:

Deputies Responsibilities

Effective immediately, deputy personnel who retain property and evidence shall adhere to

the policies set forth in the Manual of Policy and Procedures regarding evidence handling. Each deputy should bear in mind that the Master Property and Evidence Ledger and the Master Safe Ledger shall reflect the most accurate description of the property or evidence retained. Upon making an evidence ledger entry, personnel are required to make the evidence computer entry.

Furthermore, it is incumbent upon personnel to immediately correct errors which are brought to their attention by either the Property and Evidence Custodian, the Detective Bureau Sergeant overseeing the property and evidence or any other supervisor who makes them aware of the errors.

If the property and/or evidence cannot be entered into the evidence tracking computer system because it is not working, deputy personnel shall bring this information to the attention of the Watch Sergeant as soon as possible.

Sergeants Responsibilities

MANAGEMENT DIRECTIVE 02-02 (Revised)
April 6, 2006

PROPERTY AND EVIDENCE HANDLING

-2-

Effective immediately, it shall be the Watch Sergeant's responsibility to ensure that all policies regarding proper evidence handling and documentation procedures are followed. It shall also be the Watch Sergeant's responsibility to personally ensure that the evidence item(s) are placed in the interim storage area and are properly entered into the property and evidence tracking computer system and if applicable, into JDIC. Furthermore, it shall be the responsibility of the Watch Sergeant to ensure full compliance with departmental policies regarding proper documentation of property and evidence within the Master Property and Evidence Ledger. Lastly, the Watch Sergeant should personally ensure that the property and evidence computer is working properly. If it is found to be inoperative, the Watch Sergeant shall ensure that the Property and Evidence Custodian and/or the Detective Bureau Lieutenant are notified in a timely manner.

Watch Commander Responsibilities

Effective immediately, it shall be each shift Watch Commander's responsibility to inspect the Master Property and Evidence Ledger and the Master Safe Ledger on a daily basis. Each Watch Commander shall review the entries made during their respective shifts for

correctiveness. If errors are identified, the Watch Commander shall ensure that prompt corrective action is taken. Additionally, it is the Watch Commander's responsibility, upon completion of the ledger inspection, to indicate in the Watch Commander's Summary that the evidence ledger inspections took place.

Additional Information

A white binder has been prepared which has the most recent policies and procedures as they pertain to property and evidence handling. The folder is to be kept adjacent to the Master Property and Evidence Ledger. The folder should be used in the event that you have questions regarding the manner in which evidence is being retained, documented or otherwise handled.

In addition to the white binder, two templates have been created on fluorescent paper and each has been laminated with plastic. The smaller template shall be kept in each of the two ledgers and shall be used as book markers for each ledger. Each template contains examples of proper evidence entries which should assist personnel when making ledger entries. *Personnel are cautioned not to use prior entries as examples when they are unsure of howto make a ledger entry.* History has shown that this practice only perpetuates the problems we have been experiencing. Personnel should contact a supervisor for advice or refer to the white binder.

Personnel are reminded that Property and Evidence handling Procedures can be found in Volume 5, Chapter 4 of the Manual of Policies and Procedures and in fields operations directive 98-6 (* Narcotic Evidence Booking Procedures), Field Operations Directive 91-11 (Procedural Guidelines for handling Syringes and Needles in a Safe Evidentiary Manner In

MANAGEMENT DIRECTIVE 02-02 (Revised) April 6, 2006

PROPERTY AND EVIDENCE HANDLING

the field) and in News Letter # 30 (Property/Evidence Labels).

TSR:MP:HAF:haf

• • 03-01 STATIC SURVEILLANCE

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COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 22, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 03-01**

STATIC SURVEILLANCE (Revised 06-22-06)

Purpose of Directive:

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 of Directive:

This order applies to all Carson Station personnel.

Directive:

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 of 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.

• • 05-01 TRANSPORTATION PROCEDURES FOR AVALON STATION INMATES

761551N25A- SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFFS DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: June 29, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 05-01**

TRANSPORTATION PROCEDURES FOR AVALON STATION INMATES (Revised 06-29-06)

Purpose of Directive:

This Directive establishes Carson Station's policy and procedures regarding

transporting inmates from Avalon Station.

Scope of Directive:

This Directive applies to all patrol personnel, jailers, field supervisors and shift supervisors assigned to Carson Station.

Directive:

To ensure proper care and control of inmates transferred from Avalon Station, effective immediately, Carson Station personnel will implement the following rule in the fowl of a Management Directive.

When Avalon Station personnel call Carson Station for transportation of inmates, they shall receive approval from the on-duty Watch Commander. After approval has been given, a patrol unit shall be sent to the primary drop-off point to take custody of the prisoner. The prisoner will then be transferred to Carson Station.

When the inmate count is too high to accept additional inmates, the inmate will be transferred to either of the following locations; (Twin Towers or Inmate Reception Center).

Avalon Station personnel will request inmate transportation approximately two hours prior to transporting. Approximately thirty minutes before the arrival of the "Catalina Express", the Avalon Station personnel will input a tag or call to the CAD system, including all of the pertinent information, and forward it to the Carson Station.

TSR:JPB:jpb

• • 06-01 WATCH COMMANDER NOTIFICATIONS

761551 N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: April 11, 2006

FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: WATCH COMMANDERS,
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 06-01**

WATCH COMMANDER NOTIFICATIONS (Revised)

Purpose of Directive:

The purpose of this directive is to establish a guideline for Station Watch Commanders regarding proper notifications related to significant incidents or events within the Carson Station policing area. It is also the purpose of this directive to establish station-specific procedures regarding notifications, accountability, and documentation of the notifications after they have been made.

Scope of Directive:

All station Lieutenants and Sergeants who work as the Station Watch Commander and have the necessity to make notifications via: phone or in person, are affected by this policy and are accountable for its contents.

Watch Commanders Responsibilities:

Effective immediately, it shall be the responsibility of each Lieutenant or Sergeant who work any shift as the Station Watch Commander, to make proper notifications via: phone or in-person, anytime a significant incident or event occurs within the Carson Station policing area. This would also encompass events or incidents that might impact our policing area even though no specific incident has yet occurred. If in doubt, make the notifications. For the purposes of this directive, "Notifications" means anytime the necessity exists to contact and inform certain personnel from State or Local Governments, the City of Carson, County officials, Department members (which includes the Captain) or other appropriate entities regarding a significant incident or event.

The following list of examples has been included to show incidents and events that would require notifications 7 days a week at all hours.

- Serious felony crimes (such as a gun shot victim or murder)
- Noteworthy media events

CARSON STATION MANAGEMENT DIRECTIVE 06-01 **April 11, 2006**

WATCH COMMANDER NOTIFICATIONS

- Serious employee injuries
- Force incidents with injuries
- City related incidents or issues

    1. Any incident involving a City employee, Mayor, or City Council member (this includes family members).
    2. Any incident involving major damage to City property.
    3. Any incident Involving evacuations and the displacement of people within the City.
    4. Any serious hazardous material incident or industrial accident
    5. Any situation that implicates the City of Carson

- Fatal or serious injury traffic collisions (includes County or City employees)
- Any serious incident or event within a public venue such as the "Home Depot Center" or the "South Bay Pavilion"
- Any other significant police incidents not already covered in these examples

Each person working as the Watch Commander should bear in mind that common sense and discretion should play a part in not only knowing who to notify, but when they should be notified. **If in doubt make whatever notifications you deem necessary.** No one will ever be questioned or reprimanded for making a notification in good faith.

The following examples have been included regarding who to notify during significant incidents or events. In addition, a City of Carson notification matrix is attached.

- Always notify the Station Captain if notifications are necessary (always attempt to complete this notification as a first step)
- Notify the City of Carson contact person during or after most incidents or events. An example of when you **would not** notify would be as follows:

    1. The situation is Department related only and does not meet a serious enough threshold to justify notification, such as a minor traffic collision involving a deputy, no injuries.
    2. The incident or event occurred in a County area.

3. The information is so sensitive in nature that people's lives or an investigation could be placed in jeopardy

CARSON STATION MANAGEMENT DIRECTIVE 06-01 April 11, 2006

WATCH COMMANDER NOTIFICATIONS

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- Most notifications which required the Station Captain to be notified will also require a Departmental "Chiefs" memorandum. This is an informal memorandum which is e-mailed and requires no other notification at the administrative level. The memorandum is to be sent to FOR 11, Chief s Memos, and carbon copy to the Captain, the Operations Lieutenant, and the Operations Sergeant. This is in addition to the Watch Commanders log entry
- Notify any other Government agency or entities at any level if they are directly affected and have a need to know
- Make all Departmental notifications as directed by Department policy (internal notifications) and procedures

Additional Clarifying Information

If a significant incident or event has been placed in the Watch Commander's log, there should have been a notification or series of notifications to go with it, not excluding a "Chiefs" memo in most cases. If the notification is made to the Captain and he or she instructs you otherwise, then that would be the only time you should deviate from the concept of this directive.

TSR:OV:BAC:bac

• • 06-02 RADIATION PAGERS

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

A Tradition of Service

OFFICE CORRESPONDENCE

Date: July 25, 2006

File:

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 06-02**
RADIATION PAGERS

Purpose of Directive:

The purpose of this directive is to delineate station policy regarding the deployment and accountability of radiation pagers.

Scope of Directive:

This directive applies to all personnel assigned to carry radiation pagers and to all personnel responsible for the accountability of radiation pagers as referenced herein.

Directive:

Carson station has been issued 12 radiation pagers. These pagers are identified individually by serial numbers and unit issued numbers (1-12). The unit issued number is marked on each pager. Pager # 1 has been permanently assigned to the commercial enforcement deputy leaving 11 pagers available for deployment with regular patrol units.

Pursuant to Field Operations Directive 06-01, the radiation pagers shall be deployed with field patrol units. In order to maximize the benefit of the pagers it is our intention that they be deployed in the field as often as possible. To ensure maximum deployment, the watch sergeant shall check the pager tray (which shall be kept in the watch sergeant's office) prior to the beginning of each shift briefing. If any pagers are available, the watch sergeant shall ensure those pagers are deployed with the ongoing field units.

Personnel deploying a radiation pager shall do so in compliance with Field Operations Directive 06-01, including viewing the instructional DVD prior to deploying the pager. The DVD can be obtained through the training staff or can be viewed via the Department intranet by following this link: http://intranet/intranet/announcements/training/index all.html and clicking on "Operator Instructions for the Radiation Pager."

Personnel deploying a pager shall sign out for the pager on the "Radiation Pager Checkout Sheet" which shall be kept in a 3 ring binder next to the pager tray. Additionally, they shall indicate the unit issued pager number in the "Special Equipment" portion of their daily log.

The early morning watch deputy shall be responsible for inventorying the pagers on a

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RADIATION PAGERS

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daily basis. Utilizing the Radiation Pager Checkout Sheet, the watch deputy shall account for each of the pagers listed and sign the sheet in the indicated spot. Should the watch deputy be unable to completely account for all of the pagers, he shall immediately notify the watch sergeant who shall cause an investigation to be immediately commenced to locate the missing pager. Should the investigation fail to produce the missing pager, the appropriate reports documenting lost county property shall be completed.

TSR:BE:be