

## West Hollywood Station Unit Orders

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- **Unit Order 01 - Purpose of a Station Order**

**PURPOSE:**

The purpose of this Station Order is to define the definition and use of the Station Order Manual.

**SCOPE:**

This Station Order Manual applies to all Station Orders contained within the Station Orders Manual.

**ORDER:**

Station Orders have been created to provide station personnel with a clear understanding of expected actions and behavior. These Station Orders shall not supercede or be in conflict with any other Department Order, Directive or Procedure.

The Station Orders will remain intact and stored in the Watch Sergeant's office.

When a new Station Order is enacted, a copy will be distributed to all Lieutenants and Sergeants, and a copy will be placed on the briefing board. All new Station Orders will follow the same format:

PURPOSE: State the purpose of the Station Order.

SCOPE: State to whome the order applies.

ORDER: State the Order.

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- **Unit Order 02 - Emergency Response to City Hall**

**PURPOSE:**

The purpose of this Station Order is to establish a procedure for responding to emergency calls at City Hall.

**SCOPE:**

This Station Order applies to all station personnel who may respond to emergency calls at City Hall.

**ORDER:**

All West Hollywood City Hall employees have been trained to dial 911 if there is any indication of violent or erratic behavior from a patron in their building. Often times the person who calls 911 may have very little information because they are calling on behalf of another employee who is having the problem. Therefore, even if the caller does not have all of the information we would like, a patrol car shall be sent forthwith.

All 911 calls from City Hall will be handled as a priority response, including 911 hang-ups. Desk personnel will notify the Watch Commander. City Hall's address is 8300 Santa Monica Blvd. West Hollywood. (323) 848-6427.

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## • Unit Order 03 - Dissemination of Internal Information

### **PURPOSE:**

The purpose of this Station Order is to standardize dissemination of information to station personnel.

### **SCOPE:**

This Station Order applies to all internal West Hollywood Station Briefings.

### **ORDER:**

- I. Watch Briefings will be of two types:
  - A. Indexed - The material contained therein is procedural and permanent, and will be kept for two years.
  - B. Not Indexed - The material contained therein is informational and temporary.
- II. Who may institute briefings:
  - A. Indexed briefings require approval of the Station Commander, but may be prepared by personnel of the rank of Sergeant and above. Any person may submit material for such briefings to his supervisor by memo.
  - B. Not Indexed briefings require the approval of the Watch Commander and may be prepared by Sergeants and above.
- III. Format
  - A. All briefings will be prepared on the 0 Watch Briefing" form located in the "all shared" folder on the network's "T" drive.
- IV. Filing
  - A. One administrative file labeled 0 Briefings" will contain Indexed Briefings, indicated by date of issuance. All Not Indexed Briefings shall be discarded when they are removed from the Briefing

Board.

B. A hard copy file will be kept and maintained in the Watch Sergeant's Office.

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## • Unit Order 05 - Minimum Staffing

### **PURPOSE:**

The purpose of this order is to indicate the number of units and personnel to be deployed on a daily basis; to meet the minimum safety requirements.

### **SCOPE:**

This order is directed to all personnel who are responsible for ensuring the minimum safety staffing on a daily basis.

### **ORDER:**

The following is a breakdown of the minimum staffing requirements for each shift.

#### WEST HOLLYWOOD STATION

##### DAY SHIFT (0600-1600 HOURS)

- Patrol staffing shall consist of a minimum of 6 deputies.

##### PM SHIFT (0600-1600 HOURS)

- Patrol staffing shall consist of a minimum of 7 deputies.

##### EM SHIFT (0600-1600 HOURS)

- Patrol staffing shall consist of a minimum of 6 deputies.

### **NOTE:**

- A bicycle unit is considered a crime car.
- Each shift shall have at least one traffic car which shall count towards minimum staffing.
- The following units/teams do not count towards minimum staffing needs: motorcycle deputies, COPS team deputies, and Entertainment Policing Team deputies.
- Day shift overlap Deputies can be counted towards minimum staffing needs on both AM shift and PM shift. Overlap hours can remain variable, i.e., 1000-2000 hours or 1200-2200 hours, depending on the needs of the shift and unit.

UNIVERSAL CITYWALK

DAY SHIFT (0800-1800 HOURS)

- Staffing shall consist of a minimum of 1 deputy.

**NOTE:** In the event a call for service is placed at Universal Citywalk and there is only one deputy on-duty, the Watch Deputy shall dispatch a car from the city to assist in handling the call.

PM SHIFT (1800-0400 HOURS)

- Sunday-Wednesday shall consist of a minimum of 2 deputies.
- Thursday-Saturday shall consist of a minimum of 5 deputies.

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• **Unit Order 07 - Station Security**

**PURPOSE:**

The purpose of this order is to establish procedures for station security and set standards for periodic inspections of the entire facility.

**SCOPE:**

This order is directed to the individual Watch Sergeant of each shift and to all Station Lieutenants and Sergeants who are responsible for ensuring the ultimate security of the Station on a daily basis.

**ORDER:**

The Watch Sergeant of each shift will be responsible for insuring that the below-listed procedures are followed and will inspect the entire facility periodically throughout his or her shift.

1. The outside locker will be locked at all times.
2. The two outside storage buildings will be locked at 1700 hours and remain locked throughout the evening and early morning shifts.
3. The three doors at the foot of the outside stairs to the basement will be closed and locked at all times. The basement door shall not be used, except as necessary for maintenance.
4. The security door by the jail shall be closed at all times.
5. All county vehicles, when not in use, shall be locked after 2400 hours. Private vehicles should be locked at all times.
6. All persons shall wear appropriate identification at all times. Any non-Law Enforcement visitors, when moving about the Station, will have identification such as City ID or Visitors Badge and be accompanied by the officer whom he or she is visiting or a designated deputy.
7. Station personnel shall not hesitate to question the identify of any unknown person(s) who enter the Station.

8. All packages, containers, etc. in the possession of a visitor, inside the Station will be checked for offensive materials, and or weapons.
9. Patrol units, when leaving and returning to the Station, will make visual inspections of the employee parking lot, and the Station area, being especially alert for suspicious persons or activities of a suspicious nature.
10. The Complaint Deputy or Law Enforcement Technician of each shift shall be responsible for the following:
  1. Check the rear station lot for suspicious activity.
  2. Check all out buildings in this area and ascertain that they are secure.
  3. Check all county vehicles and ascertain if they are locked.
  4. Check area entrances to the station and determine if they are locked.
  5. At 1700 hours, the outside storage buildings and trusty's office will be locked by jailer.
11. The Watch Deputy of each shift will be responsible for the security of the interior of the station and shall periodically inspect the following:
  1. Check the public lobby including the men's and ladies' restrooms.
  2. Visually inspect the roof and locker rooms.
12. The station area car will be responsible for the security of the employee parking lot and the perimeter of the station. Periodic checks of these locations will be made and reflected on the deputy's daily work sheet.
  1. Check the employee parking lot and from that location.
  2. Check the outside perimeter of the station, placing particular attention on the doors, windows, window ledges and shrubbery.

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### • Unit Order 09 - Court Jurisdiction

#### **PURPOSE:**

This order describes the courts which handle the criminal activity in West Hollywood.

#### **SCOPE:**

This order applies to all reporting districts in West Hollywood station's jurisdiction.

#### **ORDER:**

All complaints and citations on offenses committed by adults and juveniles within the West Hollywood policing jurisdiction and Universal Citywalk must be filed in the municipal court of the proper judicial district. The following list shows the correct judicial district to be used for each of the reporting districts served by this station:

#### **WEST HOLLYWOOD PATROL**

**Adult Criminal Cases:** Airport Courthouse, 11701 S. La Cienega Bl., Los Angeles 90045

**Juvenile Criminal Offenses:** Sylmar Juvenile Court, 1635 Filbert Avenue, Sylmar 91342

**Adult and Juvenile Traffic Citations:** Beverly Hills Superior Court, 9355 Burton Way, Room 300, Beverly Hills 90210

**County Seat for Traffic Citations:** Los Angeles Metropolitan Court, 1945 S. Hill Street, Los Angeles 90012

#### UNIVERSAL CITYWALK

**Adult Criminal Cases:** Van Nuys Courthouse West, 14400 Ewin Street Mall., Van Nuys 91401

**Juvenile Criminal Offenses:** Sylmar Juvenile Court, 1635 Filbert Avenue, Sylmar 91342

**Adult and Juvenile Traffic Citations:** Beverly Hills Superior Court, 9355 Burton Way, Room 300, Beverly Hills 90210

**County Seat for Traffic Citations:** Los Angeles Metropolitan Court, 1945 S. Hill Street, Los Angeles 90012

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## • Unit Order 11 - Federal Properties - West Los Angeles Jurisdiction

### PURPOSE:

To provide an explanation of police jurisdictions and responsibilities for the various properties located at the Federal enclave and to recognize and understand the respective City, County, State, and Federal lands and jurisdictional districts.

### SCOPE:

The order applies to all West Hollywood Station personnel.

### ORDER:

#### **Area I - Federal Building, Reporting District (RD) 0983**

Located at 11000 Wilshire Boulevard. This includes the Federal Building and grounds, parking lot, and the Administration Building

Note: The roadway between Veterans Avenue and Sepulveda Boulevard is patrolled by the California Highway Patrol. If an incident occurs of a criminal nature, it will be handled West Hollywood Sheriff's Station.

Police Services:

Routine law enforcement conducted by the Federal Protective Police.

In exclusive jurisdictional areas, local police may not exercise police powers, unless invited onto the property. Under Section 40 of the United States Code 318b, the Administrator of General Services or a duly authorized official of the General Services administration may invite local law enforcement onto the property to assist during an emergency. West Hollywood Sheriff's Station will initially provide that assistance.

Note: The sidewalks on both sides of the street along Wilshire Boulevard in front of the Federal Building are Los Angeles County jurisdiction and are policed by the West Hollywood Sheriffs Station.

Applicable Arres Codes/Charging Procedures:

Arrestees must be charged under Title 18 United States Code, Section 13, and the description of the State or local violation given (followed by the section number and code in Parenthesis). This applies to Federal property not on the sidewalks or streets.

**Area II - Veterans Affairs Medical Center - South of Wilshire, RD 0981**

Trailer Park - 1401 Sepulveda Boulevard (RD 0984)  
National Guard Armory - 1100 Federal Avenue (RD 0985)

Police Services:

*Medical Center* - routine law enforcement is conducted by the Veteran Affairs Police located on the property.

This is an area of Federal/ County concurrent jurisdiction allowing Sheriffs personnel to enter the grounds in emergency situations. Formal invitation is not necessary.

*Trailer Park* - routine law enforcement is conducted by the Federal Protective Police. Emergencies will be handled by personnel at West Hollywood Sheriffs Stalion. Formal invitation is not necessary.

*National Guard Annory* - Alarm calls received by West Hollywood Station will be handled by personnel from the Sheriffs Station.

Applicable Arres Codes/Charging Procedures:

Arrests are made under provisions of the California Penal Code, California Vehicle Code, or appropriate California codes. Violators are processed through the Los Angeles County Court system.

**Area III - Veterans Affairs Medical Center - North of Wilshire, RD 981**

Police Services:

Routine law enforcement is conducted by the Veteran's Affairs Police located on the property. Formal invitation is not necessary. (See Letter on Retrocession of VA Hospital Grounds, dated January 9, 1978.)

Applicable Arres Codes/Charging Procedures:

Arrests are made under provisions of the California Penal Code, California Vehicle Code, or appropriate California codes. Violators are processed through the Los Angeles County Court system.

**Area IV - National Cemetery, RD 0982**

Police Services:

Routine law enforcement is conducted by the Veteran's Affairs Police located on the hospital grounds. West Hollywood Station personnel will handle emergencies when called upon by the Veteran's Affairs Police.

Applicable Arres Codes/Charging Procedures:

Arrests are made under provisions of the California Penal Code, California Vehicle Code, or appropriate California codes. Violators are processed through the Los Angeles County Court system.

Police Services:

All traffic-related problems are handled by the California Highway Patrol.

The following streets are for routine law enforcement:

*Wilshire Boulevard* (RD 0984)

11030 through 11550. Area is bounded by fence lines from the west curb line of Veteran Avenue to 31 feet east of the west curb line of Federal Avenue.

*Sepulveda Boulevard* (RD 0982 & 0983)

Area is bounded by fence lines on sides from north curb line of Ohio Avenue to the north curb line of Constitution Avenue.

*San Diego Freeway* (RD 0981 & 0984)

Area is bounded by fence lines from Ohio Avenue overpass to Constitution Avenue overpass including the off ramps and the area between off ramps and freeway.



*Bringham Avenue* (RD 0981)

Area is bounded by the government fence line and the center of the street from San Vicente Boulevard north to where the street narrows at Montana Avenue.

*San Vicente Boulevard* (RD 0981)

Area between Bringham Avenue and Federal Avenue. Bounded by government fence line and white line between the number one and number two southbound traffic lanes.

*Federal Avenue* (RD 0985)

East side of street between 1250 through 1300. Area is bounded by the center of the street to a line 10 feet east of the east curb. The National Guard Armory complex is 419 feet x 400 feet deep.

Applicable Arres Codes/Charging Procedures:

Arrests are made under provisions of the California Penal Code, California Vehicle Code, or appropriate California codes. Violators are processed through the Los Angeles County Court system.

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## • Unit Order 12 - Emergency Mobilization Call-Out Plan

### PURPOSE:

The purpose of this order is to provide a uniform emergency call-out plan for West Hollywood Station in the event the need arises for emergency mobilization and 12 and 12 shifts are implemented. West Hollywood Station's patrol personnel are currently working a 4/10 schedule.

### SCOPE:

This order applies to all West Hollywood personnel.

### ORDER:

In the event of emergency mobilization and the implementation of 12 hour shifts, the facility commander (or in his/her absence, the on-duty watch commander) will be responsible for beginning the emergency mobilization. Basically, this will involve assigning all sworn personnel and selected civilian personnel to either "A" shift (0600 hours until 1800 hours) or "B" shift (1800 hours until 0600 hours). In general, "A" shift will be comprised of Day shift personnel and part of PM shift personnel. "B" shift will be comprised of PM shift personnel. PM shift shall be used to balance the number of personnel assigned to either "A" shift or "B" shift. Based upon the hour of the mobilization, the watch commander will determine how long to hold "on duty" personnel. Again, based upon the time of the mobilization, he/she will determine which personnel need to be alerted (called) first for reporting.

The facility commander, or in his/her absence, the on-duty watch commander will ensure sufficient personnel are assigned to begin the call-up process from the current emergency mobilization roster. A current roster is kept in the "Emergency Call-Out" folder in the lower left hand drawer of the watch sergeant's desk and another

copy is in a similar folder on the watch commander's desk.

If an emergency mobilization should be declared at 1500 hours. PM shift personnel would be called to report at 1800 hours.

Day shift personnel would be called to report at 0600 hours the next day.

Off duty PM shift personnel would be called and assigned to report either at 1800 hours. or 0600 hours the next day, based upon shift needs.

Reserve personnel shall be called and requested to report either immediately, or assigned to report to the next "A" shift, or "B" shift, as needed based upon shift needs and the type and extent of the emergency mobilization.

Civilian personnel supporting patrol operations (secretaries, desk operations assistants) would be assigned to either "A" shift or "B" shift based upon shift needs.

The facility commander (or in his/her absence, the watch commander) will retain authority to order non-sworn personnel to deviate from these emergency mobilization procedures depending upon the type and extent of the current disaster or disturbance.

Mobilization of personnel currently on RDO's, variances, or vacations will be determined by the incident commander.

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## • Unit Order 13 - Station Computer Network

### **PURPOSE:**

The purpose of this Station Order is to provide uniform guidelines for the proper use and maintenance of the Station's computer network including all desktop workstations and all related peripherals and assigned software.

### **SCOPE:**

This Station Order applies to all Station Personnel who access the computer network or use any of the station's computer equipment.

### **ORDER:**

West Hollywood Station has an extensive local area computer network consisting of numerous desktop workstations, printers, scanners, related peripheral network hardware, and MDCs. The following paragraphs detail the requirements to which personnel shall adhere when using any of the station's computer equipment.

#### *Tenns and conditions of use:*

Station computers are for Departmental Business only. All station computers will be configured with the

Department Standard software by the Systems Administrator. Only that software which is licensed by the Department or West Hollywood Station shall be loaded onto station computers. Personnel are forbidden to tamper with, modify or load any software or hardware into any station computer. Any requests for software modifications shall be submitted to the Systems Administrator.

Problems or needed repairs to any desktop workstations should be reported to the Systems Administrator. Computer Operations will coordinate repair requests with Data Systems Bureau. If a laptop is not in proper working order or configuration, it shall be immediately removed from service and given to Computer Operations for repair or reconfiguration.

### *Use of Department issued software:*

No non-system disks or software shall be loaded or installed on any station computer without the approval of the network supervisor. Anyone wishing to use outside software must present it to the network supervisor for consideration and review. The network supervisor will form a "review committee" to consider all outside software. This procedure should ensure the integrity of the network and limit the potential for infection of the system by a virus transmitted from a non-system disk or program. Additionally, the unauthorized copying of licensed software and/or applications is strictly prohibited by Federal copyright laws. The copying of any software and/or applications from the station's computer network is prohibited. All software used on the station's computer network is documented and licensed through either Data Systems Bureau or station computer operations. Station software is controlled and maintained by Computer Operations. The Systems Administrator should be contacted regarding any software questions and/or problems.

### *Adherence to Station Orders:*

Personnel found to be in violation of this policy could be subject to discipline.

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## • Unit Order 14 - Care and Issuance of Motorola XTS5000 Radios

### **PURPOSE:**

The purpose of this order is to establish policy and fix responsibilities governing the issuance, storage, inventory and maintenance of the Motorola XTS5000 portable radios and batteries.

### **SCOPE:**

This order applies to all station personnel.

### **ORDER:**

### **ISSUANCE**

All portable radios will be issued by a supervisor who has the collateral duty of maintaining the radio inventory. Each time a radio is issued, the receiving personnel shall complete the Portable Radio Deployment ta Field Personnel form. These forms shall be stored in a binder. The binder and radios

shall be stored in the locked cabinets adjacent to the employees' mailboxes.

## **PORTABLE RADIO USERS**

All personnel who utilize portable radios are responsible for the care of the radio and batteries assigned to them.

Each shift, deputy personnel shall record the identification number of their portable radio on the Driver's tauraf duty equipment record/Vehicle inspection sheet that is to be turned into the Watch Sergeant. Also, during the log-on process in the Computer Aided Dispatch (CAD) system, deputies shall add their mobile radio number in the log-on screen.

Upon the conclusion of a deputy's shift, the portable radio shall be stored in his/her assigned locker in the station locker rooms. The battery shall be removed and placed on the charging station. Under no circumstances shall a radio be left in the "on" position with a live battery while being stored inside a locker. Deputies shall not take their assigned portable radios home at the end of the shift unless they are working as a motorcycle enforcement deputy or they have overtime scheduled at a place outside the station.

## **DISABLED AND DAMAGED RADIOS**

Each employee shall be responsible for completing an "Equipment Repair Report" when becoming aware of disabled radios or batteries. This form has been automated and can be accessed by adhering to the following link: INTRANET, Tech Support/Services, Radio Room, Radio Repair, and then Radio Services Repair Link. Upon completion of the online report, the deputy shall print out the report and attach it to the inoperable radio or battery. They equipment shall then be returned to the radio sergeant. The radio sergeant shall ensure that the defective equipment is returned to Communication and Fleet Management Bureau for repair.

If a radio or battery is damaged or stolen, the deputy shall complete a SHAD-49 outlining the circumstances and advising the Watch Sergeant immediately. A damaged radio or battery shall have a photocopy of the SHAD-49 affixed to the concerned radio or battery along with the "Equipment Repair Report" by use of a rubber band.

The Radio Liaison Sergeant will arrange for the repair of disabled radio equipment.

## **BATTERY MAINTENANCE**

Batteries shall be placed in chargers in a timely fashion so as to keep a maximum number of charged batteries available. It is not necessary to completely discharge the batteries. Properly maintained batteries should last 10-14 hours. Batteries should be charged for a minimum of four hours. After four hours, the charger will revert to a trickle charge and will not overcharge the batteries.

**NOTE:** These batteries will not develop a "memory" based on repeated re-charging after minimal use.

## **MONTHLY AFILIT**

The Radio Liaison Sergeant is responsible for a monthly audit of radios and batteries.

## **ADDITIONAL INFORMATION**

The radio microphone shall never be clipped to the antenna.

Do not carry the radio by holding the antenna. Do not put undue stress on the mike cord.

Radios shall only be carried in the appropriate radio holders.

Extra batteries shall not be taken out in the field and/or stored in radio cars. The Field Sergeant shall maintain a supply of extra batteries in the event they are needed by deputy personnel.

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## **• Unit Order 15 - Deferred Reports**

### **PURPOSE:**

The following order has been established in an effort to set the guidelines to be followed when deferring reports.

### **SCOPE:**

The order shall take effect immediately and shall be strictly adhered to by all personnel deferring reports.

### **ORDER:**

In the event a report needs to be deferred:

Deputies wishing to defer a report shall first obtain approval from the Watch Commander or Watch Sergeant.

In-custody reports **shall not** be deferred, unless specifically authorized by the Watch Commander. **Juvenile felony In-custody reports shall not be deferred.** PCD's shall never be deferred. Active reports **shall not** be deferred, unless specifically authorized by the Watch Commander or Watch Sergeant. Reports containing noteworthy/newsworthy information shall not be deferred, unless specifically authorized by the Watch Commander or Watch Sergeant.

Deferred reports shall only be deferred to the next day and shall never be deferred over the deputy's R.D.O.'s.

The handling deputy will complete the entire face page of the report to be deferred prior to leaving.

- The face page must have all the required information and must be accurate.
- The deputy will label the face page as "Deferred Until (Next Day's Date)".
- The Watch Sergeant shall initial the face page of the deferred report as well as write "deferred" next to the file number on the U.R.N. log.

- The deputy will make two copies of the completed face page. One for the deferred report log and one for the station secretariat.

The deferred report shall then be written at the beginning of the next shift and turned into the Watch Sergeant immediately upon its completion.

**NOTE:** The Watch Sergeant **shall** check the deferred report log daily, and compare it's contents to the U.R.N. log board to ensure deferred reports are being accomplished in the described time.

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## • Unit Order 16 - Armory

### **PURPOSE:**

Establish ongoing uniformity of procedures for armory safety, responsibilities, equipment control, storage, and inventory, as well as inspections and maintenance of equipment.

### **SCOPE:**

The Station Order applies to all station personnel, sworn and civilian, who will have access to the station armory.

### **ORDER:**

#### RESPONSIBILITIES

1. The Armory Lieutenant, assigned as a collateral duty, shall be responsible for the control, maintenance and ordering of all armory equipment. He shall be assisted by a designated Armory Sergeant. The Armory Lieutenant and Sergeant shall make frequent inspections of the armory to ensure that all equipment is clean, serviceable and readily available for emergency use.
2. The Armory Sergeant shall be responsible for the regular cleaning and maintenance of all weapons as required by Department policy. He shall be responsible for the repair or replacement of any equipment or supplies found to be in substandard condition.
3. The Armory Sergeant shall prepare a Quarterly inventory of armory equipment for submission to the Training Bureau Commander from the Station Commander.

#### EQUIPMENT CONTROL

1. Entry into the armory is limited to the position of sworn personnel only.
  1. The key for the armory door (Medco) is on the armory key block in the Watch Sergeant's office. The key (KAS) for all cabinets in the armory, including the ammunition cabinet, is located in the Watch Commander's safe.
  2. Personnel removing equipment from the armory will list their equipment on their vehicle inspection sheets. Personnel moving lasers will log those devices on the Armory Inventory Control Sheet located in the armory and will be responsible for the equipment until returned.

#### STORAGE/SAFETY

1. Ammunition, tear gas canisters, and platoon response bags shall be stored within clearly marked locked cabinets within the armory. These cabinets shall not be opened without prior approval of the Watch

Commander. The Watch Sergeant or person of higher rank must be present when these cabinets are opened.

2. Tear gas canisters shall be stored separately from the ammunition to prevent corrosion.
3. Sting Balls shall not be stored in the same room as live ammunition. With the exception of the sting balls in the field supervisors vehicle, all sting balls shall be secured in the Watch Commanders closet.
4. Shotguns shall be carried or stored, unloaded, pointed to the ceiling and slide opened, while inside the station.
  1. Exceptions
    1. Shotguns in locked racks at desk positions.
    2. Emergent situations.
5. All weapons, lethal or less lethal, shall not be left unattended in a radio car at the end of a tour of duty.
6. Special Weapons
  1. Ar-15 - Shall be utilized per Departmental Manual 5-09/170.00 - 5-09/170.30. A list of AR-15 qualified deputies shall be maintained in the Armory Manual and kept in the station's scheduling book.
  2. Tear Gas - Shall be utilized per Departmental Manual 5-06/030.00. A list of tear gas qualified deputies shall be maintained in the Armory Manual and a copy placed in the station's scheduling book.
  3. Stun Bag shotguns -A list of qualified stun bag deputies shall be maintained in the Armory Manual and kept in the station's scheduling book.

### INVENTORY

1. Platoon response crates shall be kept up to date, fully inventoried, available for immediate emergent deployment, and locked in the armory cabinets.
2. A master computerized armory equipment inventory shall be kept up to date and kept in the station's shared files located at \\1-whd\share\_files\Armory.
3. Quarterly, the first Monday in January, April, July and October, the Armory Sergeant will prepare a typed inventory of all shoulder weapons assigned to the station. This inventory will be sent from the Station Commander to the Commander of the Training Bureau, attention "Range master." Additionally, the July inventory will include all ammunition and tear gas with expiration dates when applicable. (3-06/080.10 and 5-06/040.75)

### INSPECTIONS AND MAINTENANCE

1. The Armory Sergeant and/or the Armory Lieutenant shall inspect the armory at least once a week for cleanliness and to review the Armory Inventory Control sheet.
2. The Armory Sergeant will ensure that all shotguns and teargas launching equipment are cleaned monthly and document this in the maintenance log located in the armory.
3. Special weapons, such as the AR-15, will be cleaned after each use or as needed.
4. The Armory Sergeant will conduct weekly inspections of tear gas canisters for leakage.
5. During January of each year, or as directed by the Training Bureau, the Armory Sergeant will have all assigned shotguns inspected for mechanical condition by the Department armorer and certified as having been test fired. This certification record shall be placed in the armory manual.

## • Unit Order 17 - Department Citations

### **PURPOSE:**

The purpose of this Station Order is to establish guidelines for obtaining, processing and accounting for Department citations.

### **SCOPE:**

This Station Order applies to all station personnel, sworn and civilian, who will be involved in the citation process.

### **ORDER:**

Obtaining Citations: Citation books will be stored and checked out from the Watch Commander's Office where the citation log will also be maintained. The employee obtaining the citation book(s) will completely fill out the citation log and sign for the citation book(s). The Watch Commander (or his/her designate) will countersign the log to verify a complete and correct entry.

Processing: Completed moving violation citations will be placed directly into the citation box located in the Watch Sergeant's Office. The Watch Sergeant will have the discretion to review all completed citations prior to their being placed into the citation box.

Parking citations will be placed directly into the citation box.

The Traffic Staff will retrieve and process for court all citations placed in the citation box.

Accounting: The Traffic Staff is responsible for auditing the citation log book and the court transmittals weekly.

Discrepancies: Missing citations shall be reported to the Traffic Staff in writing as soon as possible. The Traffic Lieutenant and/or Traffic Sergeant is responsible for conducting an investigation related to any discrepancies involving citations. The report will be submitted to the Unit Commander and Operations Lieutenant for review.

Void: A permanent lieutenant or higher is authorized to void citations. Voided citations must be accompanied by appropriate legible documentation written on the face of the citation, along with an authorized signature and employee number.

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## • Unit Order 19 - Fatal Traffic Collisions

### **PURPOSE:**

The purpose of this Station Order is to establish procedures for handling fatal traffic collisions.

### **SCOPE:**



This Station Order applies to all fatal traffic collisions which occur within the jurisdiction of West Hollywood Station. Fatal traffic collision investigations occurring in a county area such as Universal City are the responsibility of the California Highway Patrol.

### **ORDER:**

Whenever a fatal collision occurs in the West Hollywood Station area and this station's Traffic Unit conducts the investigation, the Traffic Sergeant and Traffic Investigator will keep the Unit Commander, Operations Lieutenant and the Traffic Lieutenant advised of all significant events during the investigation.

Traffic Services Detail, F.A.I.T., will be contacted immediately, advised of the collision(s) and a determination will be made regarding the need for them to respond. The Unit Commander or his/her designate (Watch Commander, etc.) will have the discretion to require a response by F.A.I.T. if they feel it is appropriate. The West Hollywood City Manager and the Public Safety and Community Services Manager will be notified after the Unit Commander has been contacted. All other departmental notification requirements remain in effect.

After the initial investigation and first reports are completed, the incident's comprehensive file will be reviewed by the Traffic Lieutenant and Traffic Sergeant.

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## **• Unit Order 22 - Processing of Subpoenas**

### **PURPOSE:**

This order will describe how criminal subpoenas are processed and distributed to West Hollywood station personnel.

### **SCOPE:**

This order applies to all personnel assigned to West Hollywood station.

### **ORDER:**

All subpoenas are received by the Court Liaison Sergeant. The Court Liaison Sergeant or his designee will record the subpoenas on a ledger in the Subpoena Control Book.

The Court Liaison Sergeant or his designee will complete and attach a "Proof of Service" form to the subpoena.

The subpoena will be placed in the subpoena tray in the Watch Sergeant's office.

The Watch Sergeant will hand-deliver subpoenas to the deputy during his/her respective briefings. The deputy then signs the "Proof of Service" form and returns it to the shift sergeant. The sergeant will countersign the form and then place it in the Court Liaison Sergeant's tray.

Occasionally, the Court Liaison Sergeant or his designee will make personal service to the subpoenaed deputy in order to ensure that delivery is made in a timely manner.

The Court Liaison Sergeant will then retrieve the signed "Proof of Service" and make a notation in the "Subpoena Control Book" denoting the date of acknowledgment.

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## • Unit Order 24 - Overcrowding

### **PURPOSE:**

The purpose of this order is to establish a guideline and procedure for the West Hollywood Sheriff's Station regarding over crowded occupancies.

### **SCOPE:**

This Station Order applies to all station personnel.

### **ORDER:**

The Uniform Fire Code, Section 2501.16.3 OVERCROWDING states, "overcrowding and admittance of persons beyond the approved capacity of assembly are prohibited. The (Fire) chief upon finding overcrowding conditions or obstructions in aisles, passageways or other means of egress, or upon finding a condition which constitutes a serious menace to life, is authorized to cause the performance, spectacle, or entertainment to be stopped until such condition is corrected."

When West Hollywood Sheriff Station personnel believe that an establishment or event is overcrowded, the following procedures shall be a guide.

Desk personnel shall notify the watch sergeant when units are dispatched to a call of overcrowding and they shall dispatch the field sergeant to respond to the call with the handling unit.

The handling deputy shall check the posted "occupant load" for the establishment or event and determine if the club might be overcrowded. If they determine there might be overcrowding, they shall notify the Fire Department.

The handling deputy, field sergeant, and fire captain shall devise a mutual plan to allow the Fire Department to safely enter the premises or event to conduct a further assessment of the crowd capacity. The purpose of deputy personnel is to provide security for fire personnel.

Involved deputy personnel shall concentrate on the Department's basic law enforcement mission of protecting life and property.

The field sergeant shall deploy the video camera to document the incident.

If the Fire Department determines the establishment or event is overcrowded, a headcount of the patrons will be conducted by the Fire Department. The count will be conducted as the patrons leave the establishment or event. The patrons will be safely moved from the establishment to a predesignated area after they are counted. In some situations, this area may be a portion of the blocked-off streets. It is imperative that this movement be well coordinated between deputy personnel and fire personnel.

Remember, patrons may leave at any time, but if they leave they should not be allowed to return. Deputy personnel will be responsible for crowd control.

After the count has been conducted, the fire captain will decide if a citation will be issued for overcrowding. The fire captain will issue the citation either to the owner or manager of the establishment. Patrons will be allowed to re-enter the establishment and it will be the responsibility of the establishment management to determine which patrons may return, as long as the establishment does not exceed capacity again. This should be monitored by deputy personnel.

When responding to a call of an overcrowded establishment or event, the following objectives should be considered:

**Containment** - to confine the problem and crowd to a specific area. Patrons cannot be forced into an area. If they wish to leave, they may, but forfeit their right to return. Those who wish to stay must be contained in a safe area.

**Isolation** - to prevent growth of the crowd by cordoning off the area and denying access to those individuals that are not involved. As with all situations, large crowds tend to attract larger crowds.

**Dispersal** - to disperse the crowd in an orderly and safe fashion and take the appropriate law enforcement action against any law violators. At some point, some patrons will need to leave. A clear path should be available for them to safely leave the area. Traffic control of the area should be considered.

**Reminder** - deputy personnel shall adhere to Department Force Policy and the Situational Use of Force Options Chart when dealing with crowd or riot situations.

In the above situation, it is imperative that deputy personnel and fire personnel work together as a **team** to achieve the desired results.

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## • Unit Order 25 - Property and Evidence

### **PURPOSE:**

To clarify and detail the proper property and evidence procedures, including the mandatory use of the Evidence Computer, effective August 1, 2006.

### **SCOPE:**

All personnel shall be familiar with and conform with these procedures.

### **ORDER:**

All property and evidence coming into the possession of members of this department shall be accounted for and processed in accordance with policies and procedures set forth in the Manual of Policies and Procedures.

All property and evidence shall be entered into the Evidence Computer and recorded in the Master or Safe Ledger. These ledgers constitute the official accountability documents.

A computer generated evidence label shall be affixed to the respective ledger, and an identical evidence label shall be affixed to the item or envelope containing the evidence or property.

Bulle property shall have the computer generated Bulle Property Form attached. The computer generated continuation page listing the evidence booked, may be printed and included with crime reports. The computer generated Gun Entry Form, may be printed and submitted to the Secretariat to complete the NCIC gun entry.

The Master Ledger shall contain a record of all property and evidence stored at the unit which is not placed in the safe.

The Safe Ledger shall contain a record of all money, counterfeit money, foreign money, valuables and property placed in the safe.

### **WATCH COMMANDER'S RESPONSIBILITIES**

- Maintain proper evidence and property handling on their respective shifts
- Ensure that patrol personnel receive appropriate training on the handling of property and evidence
- Require completion of safe ledger entries with the use of computer generated Evidence Labels. Ensure proper packaging and tagging of items stored in the safe Verify articles and monies placed in the safe
- Maintain an orderly safe
- Control keys to permanent property storage areas
- The day shift Watch Commander shall ensure timely deposits of bail money and collected fines

### **WATCH SERGEANT'S RESPONSIBILITIES**

- Control the interim property storage keys (inside and outside)
- Ensure that proper entries are made in the Master Ledger with the use of a computer generated Evidence Label. Sergeants shall countersign master ledger entries with employee number and **signature**.
- Review property and evidence packaging and tagging to ensure compliance with procedures
- Verification of property placed in interim property storage areas
- Review reports to ensure that evidence and property are described and that the storage locations are recorded
- Conduct detailed evidence and property handling training of patrol personnel, with appropriate refresher training as needed.
- Ensure that the Evidence Label Printer is sufficiently loaded with evidence labels and printer ribbon.

### **JAILER'S RESPONSIBILITIES**

- Ensure the safekeeping of prisoner's money (under \$400.00) and property not retained by the prisoner
- Ensure that any prisoner money or valuables stored in the safe accompany the prisoner when

transferred or released

## **BOOKING DEPUTIES' RESPONSIBILITIES**

- Remove from prisoners all contraband or articles prohibited by law
- Secure all prisoners' property and deliver to the station jailer. The station jailer must acknowledge receipt of the property.
- At no time shall prisoners' money/property be left unattended. This includes evidence.
- Money removed from a prisoners' property shall be counted and verified in the presence of the prisoner
- Prisoners' money in the amount of \$400.00 or more shall be placed in the station safe.
- Prisoners' money amounting to less than \$400.00 shall be sealed separately in the prisoners' plastic property bag.

## **STATION PROPERTY CUSTODIAN**

- Review the master ledger and property labels of incoming property for accuracy and completeness of description and make corrections, if necessary.
- Place all incoming property from the interim storage room into the proper storage location and noting the change in the ledger.
- Ensure that all property temporarily removed for court of further investigation is properly signed out
- Separate property to go to court or Scientific Services Bureau
- Segregate property which has been held the maximum length of time at the station and prepare it for transportation to Central Property.
- Utilize the Evidence Computer to prepare Property Control Cards.
- Make the final disposition entries in the Master Ledger of all property which has been held in court, transported to Central Property, disposed of by Scientific Services Bureau, released to the rightful owner or disposed of at the station.
- Maintain orderly storage areas

A person of at least the rank of lieutenant shall be designated to manage and supervise the station property and evidence system and to coordinate its functions with Central Property, Scientific Services Bureau, other Department units and outside agencies.

## **PROPERTY AND EVIDENCE LIEUTENANT'S RESPONSIBILITIES**

- Train personnel to ensure compliance with Department policies and procedures Inspect the storage system to ensure properly maintained are being kept Conduct monthly and quarterly audits of all property and evidence
- Submit written reports to the Unit Commander detailing any non-compliance with property and evidence handling procedures found during audits
- Monitor the training and supervision of the Station Property Custodian and the designated alternate
- Ensure the periodic and timely destruction of evidence or property at the station Supervise the destruction of property and evidence at the station
- Ensure that bulk prisoner property left at the station is returned to the prisoner.

## • Unit Order 26 - Notifications

### **PURPOSE:**

INFORMATION DISSEMINATION - The following order has been established in an effort to standardize and simplify the dissemination of information from West Hollywood Station to Sheriff's Headquarters Bureau, The Region 11 Chief, West Hollywood City Officials, Media Representatives, and the General Public.

### **SCOPE:**

The order shall take effect immediately and shall be strictly adhered to by all personnel having to notify and report significant incidents.

### **ORDER:**

Sheriff's Headquarters Bureau is the primary unit responsible for the dissemination of information to the press ( Refer to M.P.P. 2-04/100 ). S.H.B. should be consulted in regards to any contact with the press. As always, non-designated personnel are cautioned against making statements to the news media.

#### CODE 20 INFORMATION TO SHERIFF'S HEADQUARTERS BUREAU

"Code 20" is a radio code meaning, "Notify News Media." Normally, information for "Code 20's" only, will concern human interest type occurrences which do not require operational log entries. Conversely, an operational log entry is not an automatic press notification (Refer to F.O.D. 86-11).

Any unit may issue a Code 20. After informing the Watch Commander, the Watch Sergeant shall notify S.H.B., giving them all available details. If requested by the Watch Commander, S.H.B. will send a representative to assist with press inquiries.

The final decision in issuing a Code 20 is at the station level however, if you have any **doubts**, telephone S.H.B. immediately and discuss the situation with them.

#### DIVISION CHIEF NOTIFICATION

The Shift Watch Commander is responsible for promptly notifying the Unit Commander and S.H.B. of unusual incidents requiring an Operational Log entry. In sum, based on the information received, S.H.B. will determine if the Division Commanders and Division Chief will be notified. The Division Chief must be advised of important events immediately so that he can be prepared to discuss them with other Department executives.

If the incident does not require immediate notification, the Shift Watch Commander will at a minimum notify the Unit Commander, Division Commanders, and Division Chief via E-Mail ( This is done in lieu of the written "Chiefs Memorandum"). The E-Mail should include a brief overview of the significant incident including basic facts, and then updated when more current information is obtained. This E-Mail should be sent as soon as possible.

#### WEST HOLLYWOOD CITY OFFICIALS

In the event of a significant incident which would involve the notification of the city's representative, the

following procedure shall be followed:

Notify the City Manager and Public Safety Community Services Manager immediately by phone and e-mail at West Hollywood City Hall, after notification to the Watch Commander. If he is not available leave a message on the voice mail system. Continue to call on the City phone and personnel cell, once an hour. Notify the City's Public Information Officer as directed by the City Manager or Unit Commander.

### MEDIA REPRESENTATIVES

Lieutenants and Sergeants are encouraged to augment our relationships with the local news media in order to enhance the public's perception of our mission and to foster good relationships between the Department, the Media and the community.

During calamitous incidents, special attention should be paid to 409.5 P.C. in regards to the exclusion of the news media from command post areas, and the closure of disaster areas. Conflicts may be addressed by the Sheriff's Headquarters Bureau, the Unit Commander, or the Incident Commander on scene.

Press releases are currently handled by the Detective Bureau Commander, but that does not preclude any supervisor from submitting a press release on an incident that would be of value to our mission.

Primary local print media includes West Hollywood Weekly and the Beverly Press/ Park La Brea News. We are also contacted on a regular basis by City News, K.F.W.B. and K.F.I. Press releases should also be sent to the larger print media, IE. Los Angeles Times and Daily News.

Supervisors are cautioned to refer to M.P.P. 3-09/090.00 for policy regarding the release of information.

### GENERAL PUBLIC

Releasing information to the public and media is mandated by Department Policy and State Law (M.P.P. 3-09/090.00 ). The pressboard and report information including:

- All reports are reviewed by the Watch Commander to determine if the report shall be placed on the pressboard.
- It is maintained by the Supervising Station Clerk and kept in the Watch Commander's office until requested.
- The pressboard is purged monthly by the Watch Commander.

### NOTE:

- Victims and their agents ( Lawyers, Insurance Companies, etc.), can purchase a copy of various traffic and crime reports, but not all reports, (Refer to M.P.P. 3-09/090.00).
- 5150 W.I.C. information shall not be disclosed to the general public or the news media.
- The identity of victims of certain crimes, ie: 261, 264.1, 273a, 273d, 286, 288, and 289 P.C. shall not be disclosed.
- Bank robbery reports should not be posted and the amount stolen shall not be disclosed.

- Information shall not be released when disclosure would endanger the successful completion of an investigation, endanger the safety of an individual involved in the investigation, or if it would reflect the analysis or conclusions of the investigating officer.
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## • Unit Order 28 - Ride-A-Long Program

### **PURPOSE:**

The purpose of this Station Order is to establish unit policy regarding civilian Ride-Along observer procedures.

### **SCOPE:**

This Station Order applies to all station personnel.

### **ORDER:**

All persons applying for, or showing an interest in participating in a patrol ride-along shall be referred to the Watch Sergeant for a screening interview. Ride-along candidates should fall within one of the following categories. The categories are listed in descending order of importance with top priority given to West Hollywood residents.

- West Hollywood resident
- Sheriffs Department applicant
- Friend or relative of a Sheriffs Department employee
- Applicants must be 18 years of age or older

The Watch Sergeant will be responsible for screening all ride-along requests and declining persons who do not fall within the categories listed above. The Watch Commander shall be notified of any ride-a-longs.

Following the screening interview, the Watch Sergeant shall place the candidate's name, CDL number, telephone number, the purpose for the ride, and requested shift in the "observer book" in the Watch Sergeant's office.

The Watch Sergeant shall explain to the prospective observer that appropriate business attire shall be worn while participating in the ride-along program.

### **SCHEDULING GUIDELINES**

One ride-along per shift, per day, will be permitted. Ride-a-longs on Friday and Saturday nights will be at the discretion of the Watch Commander. A person may ride-along once every six months.

### **DESK AND WATCH SERGEANT GUIDELINES**

Persons reporting to desk personnel for a ride-along shall show proper identification and their ride along will be confirmed in the "observer book". The observer shall complete and sign a "waiver of responsibility form"



prior to issuing the Department standard green observer badge. Discrepancies shall be referred to the Watch Sergeant.

The watch Sergeant will assign the observer to a car, avoiding placing the observer with a trainee. Friends and relatives of station personnel need Watch Commander's approval to ride-along and must ride in a car other than with their friend or relative.

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## • Unit Order 29 - Internal Commendations

### **PURPOSE:**

The purpose of this Station Order is to establish guidelines for preparing commendations.

### **SCOPE:**

This Station Order applies to all supervisory personnel, sworn and civilian.

### **ORDER:**

Internally-generated commendations fall into the following categories:

- Medal of Valor
- Meritorious Conduct Medal - Gold
- Meritorious Conduct Medal - Silver
- Line of Duty Award
- Distinguished Service Award
- Exemplary Service Award
- Meritorious Service Award
- The Sheriffs Award
- Sheriffs Commendations
- Commendable Restraint Commendation (signed by a division chief)
- Career Achiever's Award
- Unit Recognition Award
- Executive Commendations (authored by a unit commander or above)
- Supervisor Acknowledgment (signed by supervisors of the rank of lieutenant/ assistant director and below).

Internal commendations which are signed by a captain/director or above (i.e. executive commendations and all higher-level commendations) shall be indexed in the Personnel Performance Index. The awarding of a Department service pin does not constitute a commendation and shall not be indexed in the PPL.

Each unit commander is responsible for ensuring the completion of an "Executive Internal Commendation PPI Data Entry Form," SH-R-437C, for each commendation received by his/her personnel that is to be indexed. The data entry form is to be completed at the time the commendation is signed or the award is presented.

The data entry form shall be routed as follows:

Original to PSTD for data entry.

- First copy attached to a copy of the commendation document and forwarded to division headquarters. The area commander shall review the commendation, 0 contents note" it, and
- forward the commendation, with the data entry form copy attached. to Personnel Administration for filing in the employee's personnel folder
- Second copy attached to a copy of the commendation document and filed in the employee's unit personnel file.

Supervisors below the rank of captain/director may prepare acknowledgments for their own signature in the form of memoranda or on unit-level contact sheets. Such acknowledgments shall be for any commendable action, conduct or activity which the supervisor determines merits this category of documentation.

Supervisory acknowledgments shall be filed in the unit personnel folder.

NOTE: Area commanders are responsible for monitoring the level of significance of the subject matter in commendations signed by their unit commanders.

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## • Unit Order 30 - Solicitation of Donations

### **PURPOSE:**

The purpose of this Station Order is to establish guidelines for solicitation of donations for station funds and activities.

### **SCOPE:**

This Station Order applies to all station personnel, sworn and civilian.

### **ORDER:**

The solicitation of donations from individuals and organizations for station funds and activities such as the Station Fund, Gym Fund, Baker to Vegas etc need prior approval from the Station Fund Committee. If approval is granted, the Station Fund Committee will submit the request to the station commander for final approval. This approval process will eliminate the duplication of solicitations.

An avenue available to the Unit Commander for solicitation of additional funds is to make a request to the Station Booster Fund.

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## • Unit Order 31 - Briefing Protocol

### **PURPOSE:**

The purpose of this Station Order is to establish a guideline for all station personnel regarding the station briefings and provide an environment which respects the dignity of all individuals while also producing an

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environment conducive to learning.

**SCOPE:**

This Station Order applies to all station personnel, sworn and civilian.

**ORDER:**

It is the policy of this station, that during briefings and all other settings where deputy personnel assemble, personnel currently assigned on "training status" shall sit next to their assigned "training officer." This will ensure that the newly assigned personnel are able to quickly have any questions answered by their "training officer" if they do not wish to ask the question in an open forum.

It shall be the "training officer's" duty to ensure that this directive is fully implemented.

All supervisory personnel shall be aware of this directive and ensure that all personnel comply with its intent.

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• **Unit Order 32 - Photographing Non-Custodial Vice Suspects**

**PURPOSE:**

The purpose of this station order is to establish procedures regarding non-custodial photographs of vice-related suspects.

**SCOPE:**

This order applies to all field personnel.

**ORDER:**

Photographs shall not be taken by members of this station, in non-custodial situations, of known or suspected prostitutes or other vice related suspects to be used for photographic show-ups and suspect identifications except in the following cases:

- Personnel shall be assigned to investigative units actively involved in conducting criminal investigations or reported crimes,
- Personnel shall be assigned to units specifically assigned the responsibility of preventing and suppressing vice activity.

In the above exceptions, personnel shall be prepared to justify, in detail, the purpose and necessity for such non-custodial photographs, e.g., photographs needed to eliminate a person as a possible suspect in a reported crime.

In any investigation involving the taking of non-custodial identification photographs, the person to be photographed must willingly consent to the procedure. In no event shall Department personnel physically force or coerce anyone to be photographed in non-custodial situations.

The above does not affect the current process of photographing an arrestee.

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## • Unit Order 33 - Vice Intelligence Gatherings

### PURPOSE:

The purpose of this station order is to establish procedures regarding vice intelligence gatherings.

### SCOPE:

This order applies to all field personnel.

### ORDER:

The West Hollywood Station's Special Problems Unit (SPU) Sergeant will be tasked as the quality control reviewer of prostitution/vice intelligence gathering including the taking of noncustodial photographs. and approve by signature any FIRs and other records filed as to content and documentation of "legal standing" for the contact and information retention.

Department of Justice criminal intelligence files guidelines recommends a 5-year purge for "permanent" files and 1 year purge for "temporary" files. Permanent records are generally for actual criminal activities and temporary records are for suspected criminal activities. The Special Problems Unit will adopt the DOJ guidelines. The SPU "Loitering Admonishment" form has two categories, "admitted" and "suspected" which will lend itself to differentiating between permanent and temporary classifications to facilitate purge dates.

Vice activities are specifically mentioned in the DOJ guidelines as a proper category for intelligence gathering. Purges of intelligence files are DOJ recommendations only and not mandated by statute or case law.

The information retained by SPU shall not be drawn from 3rd party sources but only from reliable and overt law enforcement contacts and arrest reports. Arrest records and photos are official public records and may be maintained indefinitely. However, the mixing of public arrest records, arrest reports, RAPS, booking photos, etc. with intelligence files may expose all the files to public information release requests. The SPU will separate intelligence information from public arrest records etc. in order to help keep the intelligence files confidential.

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## • Unit Order 34 - Transgender Contacts

### PURPOSE:

The purpose of this Station Order is to establish guidelines for handling transgender persons when writing reports and during the booking process.

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**SCOPE:**

This Station Order applies to all field personnel.

**ORDER:**

**VICTIMS, WITNESSES AND INFORMANTS**

When taking a report from a transgender female victim, witness or informant (regardless of current surgical status), mark the person as female ("F") on the face page of the complaint report. If the individual is presenting and living as a female, note that the person is transgender in the first paragraph of the narrative and refer to the person as "she" throughout the report. (Example: "It should be noted that V/Smith is a transgender woman and will be referred to as "she" throughout this report.") Do not refer to the person as "he" in the report narrative. This will be done out of respect for the individuals own gender identification. Likewise, when taking a report from a transgender male victim, witness or informant, mark the person as male ("M") on the face page and refer to the person as "he" in the narrative. Again, note that the person is transgender in the first paragraph of the report. With victims, witnesses and informants, we do not want (or need) to investigate into the current medical status of the person's private gender transformation process. Much like "race", we will simply ask the individual their what their current gender is and respect their personal choice of identification.

Note: The mention of "transgender" status in the first paragraph of the narrative is only done so as to avoid possible confusion if the individual's presentation may differ when appearing in court.

**SUSPECTS (POTENTIAL CUSTODY SITUATIONS)**

When booking a transgender female suspect, mark the booking slip as "male" if the suspect still has male genitalia. The report's face page will also reflect the suspect's sex as "male" to match the booking slip. Again, note that the person is transgender in the first paragraph of the narrative and then refer to the suspect as "she" throughout the remainder of the report. If the suspect is a transgender male, but still has female genitalia, mark the booking slip and face page as "female", include an opening clarification statement, and refer to them as "he" throughout the remainder of the report's narrative.

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• **Unit Order 35 - Quality Driving Program**

**PURPOSE:**

The purpose of this order is to establish guidelines for West Hollywood Station's quality driving program.

**SCOPE:**

This order is directed to all station lieutenants and sergeants as well as deputy personnel assigned to patrol functions.

### **ORDER:**

This traffic program is intended to augment the initial recruit and in-service driver training programs that are currently being presented to department personnel. A copy of the "Quality Driving Program" document in its entirety can be found in the Watch Sergeants office. This document can be used as a reference guide for safe driving techniques for all West Hollywood Station personnel. Station briefings addressing issues specific to driving will occur on a routine basis. Additionally, field sergeants will ride on a periodic basis with field personnel to evaluate the individual deputy's driving abilities. A driving audit form will be completed by the field sergeant at the conclusion of the ride.

The ultimate goal of this program is to reduce on-duty collisions, employee injuries, 10D time and the department's exposure to civil litigation. Additionally, on-duty personnel involved in a traffic collision will be required to meet with a mentor group consisting of the training sergeant, training deputy, "Quality Driving Program" sergeant and one peer, to discuss any training issues related to the traffic collision. Specific details regarding the cause of the collision, future preventative measures, and any potential driving deficiencies will be addressed during this meeting.

The specific responsibilities of field deputies can be broken down into the following four components: Adherence to department policy, vehicle maintenance and safety, driver attitude and ability, and collision avoidance utilizing defensive driving techniques.

### **DEPARTMENT POLICY:**

All motor vehicles shall be driven with due regard for the safety of all persons on the road. State law, as well as department policies and procedures, shall be adhered to at all times while operating a department vehicle.  
MANUAL OF POU CY AND PROCEDURES: 3-01/090.10

### **VEHICLE MAINTENANCE AND SAFETY:**

A daily vehicle inspection shall be implemented by deputy personnel at the beginning of each shift. Special attention needs to be given to the following areas: visual inspection of tires and wheels looking for tread wear, rim cracks and appropriate tire pressure, properly functioning lights and emergency lighting equipment, body damage, appropriate equipment in the trunk, vehicle interior safety inspection, testing of the brakes and listening for unusual engine noises.

**DRIVER ATTITUDE AND ABILITY:**

The following are psychological factors that can influence driving ability: overconfidence, pride, inexperience, impatience, discourtesy, vehicle abuse, stress, and attention failure. At least one of these factors often plays a role in on-duty traffic collisions with inattention being one of the primary causes of preventable traffic collisions.

**COLLISION AVOIDANCE:**

A defensive driver is one who drives in a manner to avoid collisions. This includes avoiding mistakes made by other drivers, and adjusting to any adverse driving conditions encountered. Critical defensive driving techniques include: maintaining a proper space cushion, visually clearing intersections, identifying appropriate areas to make vehicle stops, looking to the rear while backing, maintaining a proper visual horizon, and smooth braking and steering to minimize vehicle weight transfer.

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• **Unit Order 36 - Court Liaison Plan**

**PURPOSE:**

The purpose of this directive is to establish a court liaison plan which will:

Provide an effective method of serving subpoenas upon unit personnel. Ensure the prompt court appearance of subpoenaed personnel. Ensure the testimony of unit personnel is professional and credible. Provide for the proper management and verification of court overtime. Hold each responsible employee accountable for any non-compliance. Reduce overtime costs relating to on-call subpoenas and court appearances.

**SCOPE:**

This order is directed to all station lieutenants and sergeants as well as deputy personnel assigned to patrol and detective functions.

The specific responsibilities of deputies and detectives can be broken down into the following four components: Adherence to department policy,

**DEPARTMENT POLICY:**

**GENERAL RESPONSIBILITIES DETECTIVE BUREAU LIEUTENANT**

The Court Liaison Lieutenant shall be responsible for the ongoing management of the Court Liaison operation, and for overseeing the daily performance of the Court Liaison Sergeant and staff. The lieutenant shall be responsible for ensuring that all unit personnel comply with the

provisions of this directive, as well as any and all related Departmental policy.

#### COURT LIAISON SERGEANT

The court liaison sergeant shall be directly responsible for actively supervising the unit's court liaison operation, and for ensuring compliance with this directive and all related policy. The sergeant shall directly supervise the daily activities of the court liaison staff, and shall be available for liaison purposes Monday through Friday, from 0830 to 1630 hours.

Additionally, it shall be the responsibility of the Court Liaison Sergeant to:

1. Oversee the activities of station personnel with respect to all court appearances.
2. Establish and maintain effective liaison with key personnel in the courts, including judicial officers, members of the District Attorney's Office, and members of the Public Defender's Office. The sergeant shall meet at frequent intervals with head deputy district attorneys, identifying and resolving any actual or potential problems related to court appearances and/or credibility of testimony.
3. Regularly monitor daily court appearances to:
  1. Ensure subpoena compliance and verify attendance.
  2. Ensure compliance with Department policy regarding dress and grooming standards.
  3. Audit the testimony of unit personnel to ensure that it is credible and professional. Any problems encountered in this area shall be documented and followed up on, and shall be reflected in the Monthly Court Liaison Report. Any training related issues will be promptly communicated, through channels, to the training staff.
4. Approve all court overtime and ensure that the subpoena compensation system is effectively administered. Any discrepancies in the reporting of court overtime shall be identified and appropriate corrective action is immediately taken.
5. Ensure that station personnel receive training regarding court appearance standards and expectations, and ensure that each member is aware of his or her responsibilities as specified in this plan.
6. Assist the Court Liaison/ Detective Bureau Lieutenant with the preparation of the Monthly Court Liaison Report.
7. Ensure that the following systems are being maintained and properly utilized:
  1. Contact log
  2. Log for non-appearance of employee witnesses.
  3. District Attorney complaint process.
  4. Subpoena tracking system.
  5. Compiling, printing and posting of the five-day court list.
  6. Five-day list for verification of service & acknowledgment.
  7. Making frequent checks throughout the day to ascertain the status of all on-call cases.



8. Promptly notifying station personnel when they are no longer on-call.

8. Be familiar with all court procedures and initiate or recommend changes when appropriate.

#### PATROL SERGEANTS

Patrol sergeants shall be responsible for reviewing the content of all reports and ensuring that only those deputies essential for case prosecution are included in the report.

#### INVESTIGATORS

Investigators shall be responsible for requesting subpoenas for only the minimum number of deputies required to testify. Investigating officers in charge of a case shall be responsible for ensuring that prosecution witnesses are subpoenaed and served, and aware of their required court appearance.

#### COURT LIAISON OFFICER

The station court liaison officer (CLO) shall be responsible for:

1. Subpoena control;
  1. Receiving and processing all incoming subpoenas, and documenting a trail of possession and service,
  2. Ensuring service of subpoenas to station personnel,
  3. Coordinating subpoena service for civilian witnesses,
  4. Receiving, record and file all subpoena acknowledgments,
  5. Maintaining the subpoena control ledger or automated system,
  6. Posting and distribution of the court appearance list on a daily basis.
2. Coordination of on-call court cases between the courts and station personnel;
  1. Maintaining the on-call control log,
3. Maintenance of the Court Liaison Log.

A court liaison log shall be established and maintained which will provide a record of the following:

1. Communications to and from the District Attorney's Office regarding changes in case information (e.g. rescheduled cases, cancellations, status changes from "must appear" to "on-call," witness unavailability, etc) as well as any notifications to or from subpoenaed employees regarding those changes.
2. Reports or inquiries regarding the non-appearance of personnel in any case wherein a subpoena has been issued.
3. The Court Liaison Sergeant shall conduct an inquiry in each such case, and shall document his findings and report to the court liaison lieutenant as appropriate. A recap of all such entries shall be included in the Monthly Activity Report.
4. Any inquiries or reports of problems from the District Attorney's Office.

All such inquiries and problems shall require follow up by the Court Liaison Sergeant, who shall communicate the outcome to the District Attorney's Office, when appropriate. A recap of all such entries shall be included in the Monthly Activity Report.

4. Assisting in resolving conflicts when personnel are subpoenaed to appear during regularly scheduled vacations.
5. Being familiar with the contents of this directive and sections 3-01/050.95 and 07/250.00 et. seq. of the Manual of Policy and Procedures, relating to court cases, court appearances, and the reporting of court overtime.
6. Promptly notifying the Court Liaison Sergeant or, in his or her absence, the watch commander of any problems, difficulties or conflicts.
7. Reviewing all overtime slips for accuracy and forwarding them to the Court Liaison Sergeant for final approval.

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## • Unit Order 37 - Supervisory Monitoring of Incoming Calls

### **PURPOSE:**

The purpose of this Station Order is to establish guidelines for mandatory monitoring of incoming calls.

### **SCOPE:**

This Station Order applies to all station supervisors.

### **ORDER:**

At the direction of Field Operations Directive 04-03, supervisors shall monitor desk personnel's incoming telephone calls on a daily basis via the "Voiceprint" monitoring system. This will ensure professional phone demeanor and that calls are handled appropriately and efficiently. Each Watch Sergeant and Watch Commander shall monitor two telephone calls each per shift and document their audit on the Telephone Service Audit Form.

The audit shall contain the following questions to be answered:

- Name of Watch Sergeant or Watch Commander monitoring the call?
- Caller's name and employee's name?
- Was the telephone answered promptly?
- Was the employee polite?
- Was the employee helpful?
- Were your service needs met?
- Additional comments.

Additionally, each Watch Commander shall personally contact one caller per week and ask the aforementioned questions.

Audits shall be viewed by the station commander at least once per quarter and the audits shall be retained for at least two years.

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## • Unit Order 38 - Seated and Backseat Detentions

### PURPOSE:

The purpose of this Station Order is to establish procedures governing Seated and Back Seat Investigative Detentions and to identify appropriate circumstances for its use by field personnel.

### SCOPE:

This Station Order applies to all sworn personnel at the station.

### ORDER:

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 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 giving the opportunity to sit in the back seat of the patrol car.
- 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 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 valid identification from the detainee, then directing him/her to stand 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 patrol car.
- Handcuffing the detainee.
- Arresting the suspect.

Deputies are not discouraged from utilizing the back seat of their patrol car as a form 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 Investigation Detentions should not occur as a matter of routine.*** Persons detained solely for Vehicle Code infractions and minor City and/or County ordinance violations shall not be detained in the rear seat of a radio car.

Once an individual is lawfully detained, a Back Seat Investigation 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 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 may 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, 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 patrol car, a notification must be made to the Field Supervisor, via MDT as soon as safely possible. If the person complains about being detained in the back seat, mention this in your notifications.
- 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 in the narrative. The initials "BSD" signifies that a Back Seat Detention occurred.
- Duties permitting, Field Supervisors shall respond and monitor Back Seat Investigation Detentions.

The decision of whether or not to place someone in the rear seat of a patrol 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.

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## • Unit Order 41 - Conduct Towards Others - Hazing

### **PURPOSE:**

The purpose of this Station Order is to reinforce existing policy governing Hazing in the workplace. Nothing in this station policy shall supersede existing Department policy as it relates to section 3-01/030.73 HAZING or 3-01/030.15 CONDUCT TOWARD OTHERS.

### **SCOPE:**

This directive applies to all station personnel.

### **DIRECTIVE:**

All personnel assigned to West Hollywood Station shall be held accountable for any act or action that violates Department policy pursuant to issues of hazing. Any act of hazing shall be reported. This applies to all employees, sworn or civilian, full-time or part-time, supervisor or subordinate, tenured, as well as those newly assigned.

Hazing as defined by Department policy is as follows:

### **3--01/030.73 HAZING:**

All Department members shall treat every co-worker, whether sworn or civilian, with respect. Hazing is prohibited. Hazing includes but is not limited to: unreasonable, unnecessary, oppressive, or humiliating expectations or demands of trainees, junior, or new personnel by training officers or other tenured personnel. Hazing may also be a manifestation of racial, ethnic, gender, or other prejudice, and in such cases constitute discrimination. Whatever the motivation, hazing is mistreatment which may take the form of verbal/written harassment, ignoring the presence of a co-worker, or physical harassment such as requiring someone to

perform unnecessary or unattainable tasks or to behave in humiliating or painful ways. Allegations of hazing shall be investigated in the same manner as allegations of discrimination.

Employees shall observe the following rules of conduct:

**3-01/030.15 CONDUCT TOWARD OTHERS:**

- Members shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the units of the Department.
- Members shall not intentionally antagonize any person with whom they come in contact and shall treat all persons in a respectful, courteous and civil manner.

Consistent with the specific language stated in Department policy, it SHALL be the responsibility of all West Hollywood Station personnel to treat their fellow members, both sworn and civilian, with the most utmost respect at all times. Neither Department policy nor station policy provides for a differentiation between tenured personnel and personnel on training status. It is especially important that every effort is made to not only welcome, but assist assigned personnel during their introductory period at West Hollywood Station.

It cannot be emphasized strongly enough that hazing is a form of discrimination and, as such, cannot and will not be tolerated in any form.

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• **Unit Order 42 - Overtime Reduction**

**PURPOSE:**

The purpose of this Station Order is to establish guidelines for reducing overtime.

**SCOPE:**

This Station Order applies to all station personnel.

**ORDER:**

**Deputy Responsibilities:**

1. Per Department policy, **all** overtime shall be pre-approved.
2. It shall be each individual deputy's responsibility to notify the Watch Deputy and/or the Watch Sergeant at their earliest opportunity if it becomes apparent that due to time restraints, overtime is going to be required to finish a non-deferrable report.
3. Deputies will closely follow the **Deferred Report** guidelines as set forth in Station Order #15. It is incumbent upon the deputies to prioritize all deferred reports, submitting them for review as early in the shift as possible.

**Watch Deputy Responsibilities:**

1. Watch Deputies will closely monitor the progress of all **non-deferrable** reports and take steps to assign

calls for service to other units.

2. Watch Deputies will keep the Watch Sergeant apprised of the progress of all non deferrable reports throughout the shift, with special emphasis placed on the last four (4) hours of the shift.
3. Any outstanding non-deferrable report will be considered a "priority pass-on," and the oncoming shift will be briefed accordingly.

### Sergeant Responsibilities:

1. Watch Sergeants will closely monitor all late bookings and will utilize additional on-duty crews and jail personnel as necessary to expedite the booking process, allowing the handling deputy the time to prepare the arrest report.
2. Watch Sergeants will monitor the progress of the above reports to ensure the reports are being written in a timely manner and without distractions.
3. If a report is being prepared by a Training Car and overtime is going to be required, it will be the responsibility of the Watch Sergeant to determine who, FTO or Trainee, can prepare the report in a more timely manner. **Only one will stay**; in most cases, this will be the FTO. It is incumbent upon the Sergeant to closely monitor the situation to ensure no undue stresses are placed on the Trainee. Training deficiencies, as they relate to report writing will be addressed via future training scenarios.
4. Field Sergeants, prior to returning to the station at the end of shift, will make every effort possible to approve any completed reports while in the field, and ascertain via the MDC the status of any outstanding **non-deferrable** reports.
5. Any outstanding **non-deferrable** report will be considered a "priority pass-on" and oncoming shift supervisors will be briefed accordingly.
6. Deputies will be briefed/instructed to submit their reports prior to the end of shift, allowing enough time for approval and/or corrections.
7. All deferred reports from the previous day will be taken to shift briefing by the Sergeant conducting briefing. Those deputies with deferred reports will be reminded that these reports will receive first priority. Watch Sergeants will closely monitor the status of these deferred reports ensuring they are completed in a timely manner and not the cause for overtime as the result of a subsequent arrest. (Refer to Station Order #15).
8. Sergeants (including Universal) will immediately notify the Watch Commander when they are aware of any call-in or scheduling error that results in staffing that falls below minimum staffing levels.

### Watch Commander Responsibilities:

1. Any investigations overtime that is passed on from the previous shift will be entered into the Watch Commander's Shift Summary for review by the Unit Commander.
2. **Non-deferrable** reports will be evaluated on an individual basis by the Watch Commander prior to overtime authorization being given.
3. Any outstanding **non-deferrable** report will be considered a "priority pass-on" and oncoming shift supervisors will be briefed accordingly.
4. ANY overtime hired behind minimum staffing (including Universal) will be authorized by the Scheduling & Training office or the Watch Commander at West Hollywood Station.
5. In the event that deployment will fall below minimum staffing due to call-in or scheduling error, the Watch Commander will utilize all resources available before hiring overtime. Resources available include the Special Projects Unit (SPU), COPS Team, Vida Program, Community Relations, Sunset Motors,

Universal, West Hollywood Patrol, and other stations. The number of hours of overtime hired will be for the minimum necessary.

6. The Watch Commander will use and fill out the checklist on the back of the "Time Copy" of the in-service that includes areas the Watch Commander will utilize for personnel before hiring overtime to fill a vacancy.
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## • Unit Order 43 - Cellular Telephone Usage While Driving

### **PURPOSE:**

The purpose of this Station Order is to create a policy governing the use of cellular telephones while operating county vehicles.

### **SCOPE:**

This directive applies to all assigned station personnel.

### **ORDER:**

This policy is written verbatim from 3-01/090.10 M.P.P.

Absent extenuating circumstances, members shall not operate a cellular telephone while driving any marked county-owned vehicle. When practical, members shall use a cellular telephone headset/earpiece (e.g. Bluetooth, other hands-free device, etc.) when engaged in a telephone conversation while driving, however, such devices shall not be worn when the cellular (wireless) telephone is not in use.

NOTE: This prohibition shall apply to the use of the cellular telephone for both voice communications as well as data (text) communications.

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## • Unit Order 44 - Mentally Ill Suspects

### **PURPOSE:**

The purpose of this Station Order is to establish guidelines when dealing with people suspected of being mentally ill.

### **SCOPE:**

This directive applies to all assigned station personnel.

### **BACKGROUND:**

As the City of West Hollywood is an urban area, there are not any statistically evident locations which produce any recognizable frequent requests for service involving the mentally ill. Many of the contacts involving the

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mentally ill include dealing with the significant number of homeless people who frequent the area. Although the Veterans Administration Hospital is within the station's jurisdiction, the Federal Police handle the mentally ill who become a law enforcement concern there.

Studies support the idea that mentally ill people are no more likely to commit violent acts than anyone else. In fact, there is data that suggests mentally ill people are less likely to commit violence than would be predicted by their general proportion of the population. Our mission is to effectively deal with the person's behaviors, thereby saving lives and creating an environment that facilitates a de-escalation of rage. Traditional methods of aggressing the person with non lethal devices have proven to escalate the problem and lead to a higher frequency of officer involved shootings.

### **ORDER:**

Although every situation cannot be generalized, the object of handling the mentally ill involves first and foremost recognizing an individual as suffering from a mental illness.

Deputies must take control of the situation. It is important to calm the person and de-escalate the situation. You must make a decision, depending on safety considerations, to let the person walk away, or take action. If you feel the need to physically control the person, you should use the least amount of force possible. When safe, first warn the person, i.e., "We're going to physically grab you."

The concept involves avoiding actions which help push the individual to a physical confrontation which may lead to a fatal conclusion. Techniques such as screaming orders or having more than one person at a time communicate with the individual have proven to be ineffective. Deputies should avoid getting too close to the mentally ill person in order to avert a physical situation.

Extraordinary displays of force can stimulate violence rather than defuse it.

Tactics that involve surrounding or cornering a mentally ill person should be avoided. Do not rush the person. Any attempt to force the issue may quickly backfire in the form of violence. In most cases, the mere presence of several deputies will increase the mentally ill person's anxiety level.

The Mental Evaluation Team should be utilized to provide supplemental crisis intervention techniques to defuse potentially volatile situations. Often, it may be advisable to try unique tactics, based on the particular psychiatric and physical problems with this individual. The tactic of using other deputies to communicate with an uncooperative individual can sometimes resolve a difficult situation.

The training sergeant shall conduct periodic audits to determine the skill level of all personnel trained in dealing with the mentally ill, in addition to the regular certifications in the use of the arwen and the taser.

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## **• Unit Order 45 - City of WHD Training Reimbursement Requirements**

### **PURPOSE:**

The procedures for training funded through the City of West Hollywood differs from training provided through the County in both the required paperwork and the allotted amounts. The purpose of this Unit Order is to provide the proper procedures to ensure either advancement of funds or timely reimbursement for personnel

attending training that is funded by the city of West Hollywood.

**SCOPE:**

This order applies to all station personnel.

**ORDER:**

To obtain funds for training in advance, the funding request must be submitted to Training and Scheduling at least five (5) weeks before the training. Training and Scheduling will submit the funding request to Operations. Operations will submit the request to the City of West Hollywood at least four (4) weeks prior to the start date of the training. Once the funding request is approved, the city will send the money for registration and hotel costs directly to the respective vendors.

If a funding request is not submitted five weeks prior to the training class, the individual attending the training will be required to pay all costs up-front and then submit a request for reimbursement at the completion of training.

The Training and Scheduling office will obtain and provide the current per-diem amount allowed by the City of West Hollywood.

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• **Unit Order 46 - Watch Sergeant to Assign Radio Cars**

**PURPOSE:**

To establish a procedure for all station vehicles, except those specifically assigned to a specific unit or detail (such as detective bureau or motors), by which the watch sergeant will assign all out-going vehicles at the beginning of each shift and any other time a vehicle is used. This procedure will assure accountability and the prompt reporting of all vehicle damage.

**SCOPE:**

This Station Order applies to all station personnel, both sworn and civilian, who utilize this station's vehicles, for whatever reason.

**ORDER:**

Prior to the beginning of each shift, the watch sergeant will assign specific vehicles to on-coming personnel. If any person wishes or needs to change vehicles, that person must submit a written "beef slip" or give a specific reason why they need another vehicle. If the watch sergeant agrees that another vehicle should be used, the watch sergeant will assign the new vehicle to be used. A Driver's Tour of Duty Equipment Record (SH-CR-159) shall be completed **EVERY TIME** a vehicle is used. **ALL DAMAGE**, including previously documented damage, will be noted on the Equipment Record. (Random marks will not be acceptable).

The watch sergeant shall record the status of issued vehicles on the "Vehicle Board" in the watch sergeant's office. Traffic units should continue to use the radar-equipped vehicles.

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## • Unit Order 48 - Manual URN Procedures

### **PURPOSE:**

To establish a uniform procedure for issuing report numbers when the electronic system has failed or is inoperable for an extended period of time.

### **SCOPE:**

All personnel shall be familiar with and conform to these procedures.

### **ORDER:**

Whenever the electronic system for drawing URN's fails for an extended period of time, the manual URN procedure shall be initiated. Generally, a scheduled down time of eight hours, or any unscheduled disruption of more than four hours is sufficient for utilizing this procedure. The watch commander will have discretion to modify this time period given a set of circumstances where it is anticipated the electronic system will be unavailable for an extended period.

The manual URN log will be maintained in the watch sergeant's office in a notebook consisting of preprinted URN numbers beginning with the sequence 80001. Additional pages will be printed to facilitate extended outages. It will be the responsibility of the watch sergeant whose shift issues a manual URN number to ensure a sufficient number of blank pages are printed to compensate for those manual URN(s) he or she has issued.

When the manual URN procedure is instituted, the URN log book will be given to the watch deputy who will be responsible for issuing manual URN's as requested by the field or desk personnel. When the report is approved by the watch sergeant, it will be so noted in the appropriate check-off box in the URN log book. The watch deputy shall inform the watch sergeant if any reports have not been accounted once the electronic URN system is reactivated.

All reports which have manual URN numbers shall be maintained in the secretariat in a separate file for each year.

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## • Unit Order 49 - Trusty Dorm Checks

### **PURPOSE:**

The purpose of this Station Order is to establish procedures governing the proper guidelines to be utilized in order to comply with TITLE 15, hourly trusty dorm checks.

### **SCOPE:**

This Station Order is directed to the individual Watch Commander, Watch Sergeant, and Station Jailer of each shift.

### **ORDER:**

Per TITLE 15, all jail facilities are required to do an hourly dorm check of the trusty's quarters. The purpose is to ensure there is no illegal activity or safety concerns in their quarters.

There is a clipboard at the Station Jailers desk. The document on the clipboard consists of a one week schedule, covering a twenty-four-hour daily time period. It will be the Station Jailer's responsibility to ensure the dorm is being checked, however, any sworn or custodial personnel can make dorm checks. The check will consist of a walk-through of the living and sleeping quarters. A trusty count is not necessary. The person making the check shall write their initials and write the time of the check-in the appropriate box. The trusty dorm check shall be included in the Watch Commander's and Watch Sergeant's mandatory shift jail checks.

The Saturday B-shift jailer will be responsible for starting a new check-off sheet each week. The completed sheets will be stored and maintained in the jailer's work station file for a period of one year.

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## • Unit Order 50 - Hate Incident Reporting Procedure

### **PURPOSE:**

The following order has been established in an effort to set the guidelines to be followed when reporting Hate Incidents.

### **SCOPE:**

Hate Incidents occurring within the City of West Hollywood must be documented on the modified SH-R-49 Hate Incident "check-off" report. The order shall take effect immediately.

### **ORDER:**

Definitions:

#### **HATE CRIME**

A criminal action designed to frighten, harm, injure, intimidate or harass an individual or group, in whole or in part, because of a bias motivation against the actual or perceived race, religion, ethnic/national origin, sexual orientation, gender, or disability of the victim.

#### **HATE INCIDENT**

A derogatory action or statement directed to or about a protected class that may be offensive or insulting, but is not accompanied by a threat of harm with the ability to carry it out, and therefore not criminal by itself.

Hate incidents include, but are not limited to, the following:

1. An utterance of epithets.
2. Distribution of hate materials in public places.
3. Posting of hate materials in public places
4. The display of offensive materials on one's own property.

**DEPUTIES RESPONSIBILITIES:**

In the event that a deputy responds to a call for service and determines that a Hate Incident has occurred, the modified SH-R-49 Hate Incident ..check-off" report shall be filled out and submitted to the shift Watch Sergeant for approval. If it is determined that an actual Hate Crime or additional crimes have occurred, a complete SH-R-49 must be filled out and submitted.

When completing the modified Hate Incident report, fill out page 1 and page 2 of the form. No additional statistical pages are needed. Note: There are no "victims" or "suspects" on a non-criminal report, so list the informant on the face page and a brief description of the offending parties on page 2 in the space provided.

This modified form was designed to assist in proper reporting and statistical follow-up of all Hate Incidents without burdening deputies with the task of completing a full SH-R-49 for a non-criminal event.

**SERGEANT'S RESPONSIBILITIES:**

The Watch Sergeant is responsible to approve and sign all submitted Hate Incident reports and then notify the Watch Commander as soon as possible.

**WATCH COMMANDER'S RESPONSIBILITIES:**

A log entry shall be made in the Watch Commander's Shift Summary Log with a brief description of the Hate Incident and the associated file number. Note: A Department Ops Log entry and Chiefs Memo must be submitted for all Hate Crimes, but is not to be submitted for Hate Incidents.

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**• Unit Order 51 - Significant Force Incidents at Universal Sub-Station**

**PURPOSE:**

The following order has been established to clarify the guidelines to be followed when there is a Use of Force Incident at Universal Sub Station. The Manual of Policy and Procedures section 5- 09/430.00, Use of Force Reporting and Review Procedures shall be adhered to.

**SCOPE:**

This directive applies to all assigned station personnel.

**ORDER:**

The following shall apply to significant force incidents occurring at Universal Sub Station,;\_

1. In cases of significant force, the Universal Sub Station liaison lieutenant, shall with extreme priority, personally examine the suspect/inmate regarding the incident.
2. In cases of significant force, when the Universal Sub Station liaison lieutenant is not on duty, the West

Hollywood Station watch commander must be notified immediately and shall with extreme priority, personally examine and interview the suspect/inmate regarding the incident.

1. The suspect should be transported to West Hollywood Station as soon as practical to facilitate the interview, or,
  2. The watch commander may opt to respond to the Universal Sub Station to conduct the interview, or,
  3. If the suspect is taken to a medical facility, the watch commander may opt to respond there to conduct the interview.
  4. The watch commander shall with extreme priority, inform all concerned Universal Sub Station personnel and West Hollywood Station personnel where the interview will be conducted.
3. When the force incident involves substantial force or there is any doubt regarding the need for medical treatment, the suspect shall be transported to an appropriate medical facility for examination/treatment.
1. The watch commander shall ensure that a supervisor interviews the examining physician or qualified medical personnel as to the extent of the injuries and whether the injuries are consistent with the degree of force reported.
  2. The medical clearance, "OK-to-Book," must be obtained from the physician or qualified medical personnel at an appropriate medical facility." \*Note: The medical clearance may be obtained in the field only when the force was limited to O.C. spray.
4. There is no jail facility at the Universal Sub Station. Suspects arrested by Universal Sub Station personnel must be transported to West Hollywood Station immediately as soon as practical for booking at the station jail.

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## • Unit Order 53 - Fixed Post and Mobile Surveillance Operations

### **PURPOSE:**

To provide guidelines to West Hollywood Station personnel when conducting static (fixed post) and mobile surveillance operations. This order is in no way intended to prohibit personnel from conducting "short duration site surveys" at a particular location to determine if sufficient information exists to conduct a full surveillance.

### **SCOPE:**

This directive applies to all personnel assigned to West Hollywood Station.

### **ORDER:**

There are two basic surveillances, static (fixed post) and mobile. For the purposes of this order, Special Problems, Bicycle Patrol, COPPS Team, or Detective Bureau personnel shall not conduct mobile surveillance operations without the approval of a lieutenant and the concurrence of the captain. Prior to conducting a mobile or static surveillance operation, personnel shall complete and receive a signed copy of an operational plan documenting the type, duration, equipment, and personnel involved in the surveillance operation.

Surveillance defined: A covert observation of person(s), places, vehicles, and activities of suspected criminal offenders.

When surveillance is necessary, the personnel involved shall complete an operation plan outlining the surveillance in its entirety. Once completed, the ops. plan shall be approved by the team sergeant, team lieutenant, and the unit commander.

Once the Ops plan is approved all appropriate information, including photographs of known suspects, undercover personnel (wearing the clothing they will be deployed in) etc. shall be included in the ops. plan attachments.

The attachments shall be given to each team member who participates in the surveillance operation. Additionally, all on-duty patrol personnel shall be briefed regarding the type and duration of the operation being conducted. They shall also be made aware of the type of clothing worn by all undercover personnel and the description of all vehicles used during the operation. This information shall also be provided to the Watch Deputy and on-duty supervisors.

Once the time, date and location etc. of the surveillance has been determined, the team sergeant will appoint a team member to act as a scribe. The team scribe will then be required to complete a log for use during the surveillance operation. The log shall document the use of video and audiotape along with all contacts by undercover personnel. All persons contacted cannot be identified, but all persons arrested shall be documented in the log.

Additionally, the scribe shall ensure that he/she documents the time that significant events occur, such as the time the surveillance began and the time of any detentions or arrests.

Personnel are reminded that the use of video and or audio recording devices are encouraged during all surveillance operations. If these devices are not utilized, an explanation regarding Why the device was unavailable, shall be completed by the team sergeant.

In all cases, all reports, plans, and video/audio tapes shall be retained in the original case file under the file number assigned to the operation. When arrests are made team members and detectives are encouraged to provide these documents to the District Attorney at the time of filing.

All personnel involved in a surveillance operation shall attend briefing in the West Hollywood Station briefing room at either 0600 and or 1800 hours depending on the hours of the operation. All personnel will be inspected by the Incident Commander and all equipment will be issued.

1. All personnel assigned to undercover roles will be introduced to all back-up and uniformed personnel at briefing, as recognition will be essential to safety.
2. All undercover/decoy personnel will be dressed in civilian attire they will be wearing during the operation at briefing.
3. Back-up deputies are to remain in sight of undercover personnel at all times.
4. A maximum of one decoy will be deployed at one time.
5. Decoy deputies will prepare arrest reports for all suspects taken into custody. All written reports will be reviewed by the Incident Commander. Decoy deputies will tape record all conversations with all suspects. The tapes for each incident will be marked and stored for future reference.

6. All tactics shall be discussed with all deputies involved prior to deployment.
7. All personnel will have their protective vests and raid jackets available.
8. All discussions with potential suspects shall be tape-recorded. Conversations with persons where no violation of law occurred shall also be saved on the tape and stored for future reference. The number of discussions prior to an arrest shall be indicated in the incident report.

### BOOKING PROCEDURE

All persons arrested will be transported to West Hollywood Station and booked on the appropriate charges. In all cases, additional charges placed against suspects will be approved by the Incident Commander prior to booking.

### MISCELLANEOUS

This Station Order does not cover all aspects of the on-going scope of surveillance operations conducted by the Special Problems Unit, but is meant to be a guideline for all undercover/surveillance operations conducted at West Hollywood Station. The unit commander or incident commander may and should impose more stringent protocols when deemed necessary by the circumstances of the undercover operation.

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## • Unit Order 54 - Trimester Qualification of Field Units

### PURPOSE:

The purpose of this order is to minimize the risk of allowing personnel in the field who have not qualified during any one of the required trimester qualifications.

### SCOPE:

This station order applies to all personnel assigned to West Hollywood Station.

### ORDER:

All sworn employees and armed security personnel assigned to West Hollywood Station shall qualify with their duty weapon as per the manual of Policy and Procedures. Station personnel who fail to qualify with their duty weapon during any trimester, or who fail to shoot during the trimester, will not be allowed to work in the field until they can sufficiently prove that they have qualified with their duty weapon.

This policy also applies to all situations wherein sworn employees and armed security personnel assigned to West Hollywood Station fail to pass the Practical Police Combat (P.P.C.) course or any mandated pistol/shotgun assault course as part of the Certified Professional Training, (C.P.T.) curriculum. These training programs include all firearms training as part of the Department's Patrol School Program. Station personnel who fail to pass these courses, will not be allowed to work in the field until they successfully pass the prescribed courses as documented by the Weapons Training staff.

Any employee who is not allowed to work the field shall be assigned a position within the Station by their shift Watch Commander. After successfully passing or qualifying, they will be allowed to return to the field as part of



their regularly scheduled assignment.

Sworn members shall qualify with any and all secondary handguns each trimester. Failure of any member to qualify with their secondary (back-up) handgun will prohibit them from carrying it until a qualifying score is achieved. This is per MPP (3-03/210.05).

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## • Unit Order 55 - Alcohol & Beverage Control Recommendations

### **PURPOSE:**

This order establishes protocols for making recommendations or providing information to the Alcohol & Beverage Control regarding any A.B.C. licensed business in the West Hollywood Station area.

### **SCOPE:**

All West Hollywood Station personnel are held responsible for complying with the contents of this unit order.

### **ORDER:**

Members of the Alcohol & Beverage Control often contact West Hollywood Station personnel to obtain or solicit licensing information on ABC applications or on ABC licensed businesses. It shall be the responsibility of any Department member who has been contacted for this type of information to advise the Unit Commander prior to providing any information.

Certain members of the Station's support staff are knowledgeable about business operations and are in a position to offer accurate information to the Unit Commander. This personnel have a responsibility to provide information to the Unit Commander and make recommendations regarding ABC licensing or license restrictions. Any information provided to the Alcohol & Beverage Control regarding applications, licensing, or license restrictions shall be directed through the Unit Commander.

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## • Unit Order 56A - Desk Audits and Answering Business Line Calls

### **PURPOSE:**

This order establishes protocols for Watch Sergeants to monitor calls received at the desk and requires desk personnel (Watch Deputies/DOA's and volunteers) to specifically address concerns prior to placing business line callers on hold.

### **SCOPE:**

All West Hollywood Station personnel and volunteers are held responsible for complying with the contents of this unit order.

### **ORDER:**

DESK/COUNTER AUDITS

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Watch Sergeants and Watch Commanders shall conduct (two audits each) of the desk and front counter on a daily basis, during both the A and B shifts. This may require personally monitoring calls at the desk or by use of the "Voiceprint" recorder, located in the Watch Sergeant's office. In either case, this activity shall be documented by completion of the Telephone Service Audit Form-Part I. (Pursuant to FOD 04-03). Once completed, the forms shall be placed in the Telephone Audit Notebook in the Watch Commanders Office. The audits shall be reviewed quarterly by the Station Commander. The audits shall be retained for two years.

In addition, each Watch Commander on a weekly basis, during both A and B shifts, shall contact one (1) caller per week and document their audit on the Telephone Service Audit Form - Part II (Pursuant to FOD 04-03).

### HANDLING ROUTINE INCOMING CALLS/ TELEPHONE DEMEANOR

Often times, cellular phone users program the business telephone number of their local Sheriff's Station into their cell phones. We have recommended this procedure as a method to avoid delays and/or the transfer system of the current 911 cellular system.

Based upon the above, this Station Order requires that all business line callers shall be asked if their call is an emergency, prior to the call/caller being placed on hold.

Most often these calls are non-emergent, and the caller will acknowledge that their call may be placed on hold. However, of critical importance is our ability to return to the caller As Soon As Possible.

### HANDLING CALLS OVER THE TELEPHONE

It is the policy of West Hollywood Station that in most cases, desk personnel shall obtain pertinent information from the caller in a timely manner and then submit this information to the dispatcher for assignment to a field unit. It shall not be a policy that desk personnel attempt to "handle the call" over the telephone. It is important, that in most instances, a field unit be dispatched to the location to fully investigate, determine the facts, and evaluate the need for our services or additional resources.

### CLOSING STATEMENT

The following closing statement; "Is there anything else I can help you with" should be used when ending your contact with the caller.

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## • Unit Order 57 - Desk Procedures and Security Regarding Deliveries

### PURPOSE:

The purpose of this order is to maintain desk and station security regarding deliveries made to the station.

### SCOPE:

This order applies to all personnel working the Watch Deputy position.

### **ORDER:**

In the event a delivery truck requests entry to the station without prior approval, it is the Watch Deputy's responsibility to confirm the delivery and the identity of the company. He or she may do this personally or assign a deputy to do so. In some circumstances when a truck is in the driveway, the Watch Deputy may have to walk out to the gate to confirm the delivery or instruct the driver to park outside and contact the front desk. Under no circumstance shall a delivery truck enter the station parking lot without delivery confirmation. It is also the Watch Deputy's responsibility to ensure that the delivery truck obeys all parking rules ie: red, fire zone, or near the gas pumps.

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## **• Unit Order 58 - Station Volunteers on Patrol**

### **PURPOSE:**

The purpose of this Station Order is to provide uniform guidelines for the field deployment of Volunteers on Patrol, VOP, in the West Hollywood Station area.

### **SCOPE:**

This Station Order applies to all Station Volunteers and all Station Personnel who direct the work of, or work with Volunteers on Patrol.

### **ORDER:**

West Hollywood Station is expanding the Volunteer Program to implement the Volunteers on Patrol Program, which has been extremely successful throughout most of the Department and with several other law enforcement agencies. Specially trained volunteers may be deployed on foot patrol or in clearly marked Volunteers on Patrol vehicles.

Volunteers on Patrol, in a clearly marked vehicle, serve as an excellent reminder to drivers to exercise caution in school zones, when children are being dropped off or while being picked up. VOP visibility alone at specific locations may help impact a variety of traffic issues including those identified by station personnel, city hall personnel, and members of the community.

Volunteers on Patrol may be asked to attend a Neighborhood Watch Meeting with one of the Stations COPPS deputies. VOP visibility can promote city code compliance as well as be a deterrent to opportunistic lawbreakers. Volunteers on Patrol can also assist at safe foot posts during parades and other community events.

Volunteers on Patrol serve as eyes and ears only and shall not take law enforcement or other official action unless specifically trained and authorized for that action (ie issuing a disabled parking violation citation).

Volunteers on Patrol SHALL NOT conduct traffic stops; they may report their observations and request the response of appropriate field units.

Volunteers on Patrol SHALL wear the approved volunteer uniform at all times when deployed in the field.

Volunteers on Patrol SHALL NOT serve as decoys.

Volunteers on Patrol can be utilized to direct traffic in intersections, under the supervision of a Deputy Sheriff. They may be assigned to fixed foot posts with other station personnel at street closures during parades and local events in order to answer questions and point out alternate routes to motorists.

### TERMS AND CONDITIONS FOR DEPLOYMENT

The VOP Program is limited to active station volunteers in good standing.

Prior to deployment as a VOP, Station Volunteers must satisfactorily complete the following Department mandated training:

- Driver Training
- Radio Communications Traffic Control

Also, prior to issuing disable parking violation citations, volunteers must complete and pass the Department's training course.

VOP deployment requires a minimum of two (2) Station Volunteers working together.

### RESPONSIBILITY FOR DEPLOYMENT OF VOLUNTEERS ON PATROL

All volunteers shall obtain approval PRIOR to going on patrol in West Hollywood. All proposed Volunteer on Patrol deployment information including date, time, location and purpose should be submitted in writing and must be approved by Station Volunteer Program Sergeant and Lieutenant.

The concerned watch commander must authorize the Volunteer on Patrol deployment. The concerned watch commander may request that the volunteers come to the daily briefing so that the field deputies know exactly who they are and where they will be working. The watch commander may have a specific request for VOP visibility or may postpone VOP deployment due to other field operations. Communication with the watch commander is imperative.

Volunteers on Patrol shall have their names and hours on the in-service sheet. VOP designated calls signs will be 809V, 809V1, 809V2 and 809V3. VOPs shall be logged into the CAD system prior to deployment.

The watch commander, watch sergeant, watch deputy and field personnel must be notified when uniformed Volunteers on Patrol go in the field and when their deployment is concluded.

Volunteers on Patrol shall notify the watch commander of any significant occurrence for possible inclusion in the Watch Commander's Log.

Volunteers on Patrol shall maintain a paper log. The log will contain all pertinent information, contacts and duties that were performed during their tour of duty. The logs will be maintained by the station volunteer coordinator.

### ADHERENCE TO STATION ORDERS

Personnel found to be in violation of this policy may be disqualified from further participation as a Volunteer on Patrol.

Emergency personal information shall be maintained in each VOP's personnel jacket. The jackets are located in the station detective bureau file cabinet. The top metal file cabinet titled "Volunteer Files."

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## • Unit Order 59 - Deployment and Inventory of Tasers

### **PURPOSE:**

To establish an ongoing uniform procedure for control of the station's Taser inventory.

### **SCOPE:**

The station order shall take effect immediately and shall be strictly adhered to by all station personnel.

### **ORDER:**

The watch sergeant shall take inventory of the Tasers, along with other armory and radio equipment, each shift.

Deputy personnel shall check-out a Taser from the armory and record it on the sign-out sheet located in the armory next to the laser rack. Deputy personnel shall record the following information:

- Date
- Name
- Employee#
- Item
- Serial #
- Time checked-out
- Time check-in

Deputy personnel shall log the serial number of the taser they check out in their Deputy Daily Worksheet.

At the end of the deputy's tour-of-duty, he shall return the taser to the armory. Any malfunctions with the laser shall be brought to the attention of the watch sergeant.

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## • Unit Order 60 - Reviewing Deputy's Daily Work Sheet

### **PURPOSE:**

The purpose of this Station Order is to establish guidelines for the audit of Deputy Daily Work Sheets (DOWS) logged in the Mobile Digital Communications System (MDCS) in order to comply with M.P.P. 5-09/230.00 DEPUTY'S DAILY WORK SHEET. In addition, the order will enable the station to accurately compile statistical data to comply with the County Board of Supervisors monthly mandated PASS report (Patrol Area Statistics Summary), Contract City Minutes (tracked by the city via DASHBOARD), and the Regional Allocation of Police Services (RAPS) Program.

### **SCOPE:**

This Station Order applies to all sworn personnel and City contracted professional staff members.

### **ORDER:**

Deputies are required to submit an accurate DOWS after the completion of their shift and prior to leaving the station. The watch sergeant (At 1000 hours for B shift and 2200 hours for A shift) of the shift following the one just completed shall run and print a Unit Roster (UR) for the completed shift, an Exception Report (EXCP), and an SQ7 Report to ensure the accuracy of the data being inputted by the deputy.

It is essential that the correct alpha personnel classification code (A, B, C, F, G, H, L, M, R, T, or X) be used to comply with the contract minutes required, the DOWS is free of errors (overlaps, incorrect R.D.'s used in the clearance, unallocated time not moved to patrol time, response times, etc), and the DOWS agrees with the classification and disposition of an incident. This includes Patrol, Universal, S.P.U., C.O.P.S., Reserves, and any specialized unit comprised of personnel assigned to West Hollywood Station required to use the MDCS to monitor Contract Compliance.

The watch sergeant shall forward a copy of the 3 reports with the errors noted to Operations in-tray prior to the end of shift. The original 3 reports with a cover sheet and the DOWS attached shall be forwarded to the Operations OA III office.

The watch sergeant shall notify the deputy to make the changes via e-mail and log the notification in the redbook for logs. Once the corrected log is turned in, the watch sergeant shall sign off the correction in the redbook and forward the corrected log to the Operations OA III office.

1. Use the CAD terminal and print the "UR" (UR+date+ shift= UR 110105 D for Nov 1, 2005). Compare the "UR" to the Daily In-service and check for correct unit number, unit alpha MDT classification RAPS code ( F, G, H, I, L, M, etc) and check off the units on the in-service. Correct the original in-service (the in-service that gets forwarded to scheduling) if different.
2. Use the CAD and print an "EXCEPTION REPORT" by typing "EXCP + date+ shift= "EXCP 110105 D" (requires a space between EXCP and the date and the shift) or for the entire day leave off the shift. Use the report to check for errors (overlaps, no ending mileage, response times over 60 mins, etc.) and have the deputy or desk correct log errors. Failure to correct the errors (example: not moving unallocated minutes to patrol minutes) will result in lost contract minutes. (report will print automatically)
3. Use the CAD to and print a "SQ7 report" by typing "SQ+ date+ shift= SQ 110105 7 D" (the report will

print once you press the message key). The SQ report patrol area columns (00 and 99 are not billed to the contract. 01, 02, 03, and 07 are the West Hollywood patrol areas) show what RD was used to clear the call. If you see no patrol minutes for a unit and the total minutes next to the unit # is less than the scheduled shift, the unit has not moved it's unallocated time to patrol. Check the unit's DOWS for errors. If a unit clears a call with 0999 or 0900, it will show up in column "00" or "99," you should review that unit's log and see if the use was appropriate.

4. List comments below and sign off on the "CHECKED BY" line. Attach the IN SERVICES, UR, EXCEPTION REPORT, SQ 7 REPORT AND DDWS's, and place in the DOWS tray. All errors should be corrected before signing off and submitting the paperwork.

### **5-09/230.00 DEPUTY'S DAILY WORKSHEET**

The Deputy's Daily Work Sheet is utilized as a necessary supplement to the unit's operational log. It enables a unit commander to judge each deputy's proficiency and to note changing conditions throughout the unit's jurisdiction. Information compiled on the Deputy's Daily Work Sheet is also used by the Department to compile statistics for RAPS, and therefore the accuracy of the worksheet is vital.

It is essential that the unit or station log and the Deputy's Daily Work Sheet agree in both classification and disposition of an incident. It shall be the unit commander's responsibility to ensure that the Deputy's Daily Work Sheet are reviewed in a timely manner, and any corrections made.

Through the Computer Aided Dispatch system, this shall be done by having the watch sergeant of the shift following the one just completed run an "Exceptions Report" to check for errors. He will then notify the deputy whose log has the errors. This can be done via memo. Once the deputy has corrected the errors, he will advise the sergeant that the corrections have been made. The watch sergeant will then "O.K." the worksheet via the CAD.

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## **• Unit Order 63 - Notification of Noteworthy Events at Universal Sub-Station**

### **PURPOSE:**

The purpose of this Station Order is to establish guidelines for station personnel regarding making notifications and documenting significant and/or noteworthy events that occur in the unincorporated area which is patrolled by Universal Substation personnel.

### **SCOPE:**

This Station Order applies to all personnel, including all those on overtime, at the Universal Sub-Station.

### **ORDER:**

The Sergeant or Acting Sergeant working Universal Citywalk shall verbally notify the West Hollywood Station Watch Commander of all significant and/or noteworthy events that occur in the unincorporated area which is patrolled by Universal Substation personnel. The Sergeant or Acting Sergeant working Universal Citywalk shall ensure the event is documented in the Watch Commander's Log for Universal Citywalk. The Watch Commander of West Hollywood Station may document the event in the West Hollywood Station Watch Commander Summary depending on the scope of the event.

The following are examples of significant and/or noteworthy events that require Station Watch Commander notification:

- Deputy-involved shootings.
  - Injuries to deputies.
  - Any police incident involving an elected official.
  - Any major incident (i.e., hazardous materials incidents, aircraft accidents, evacuation situations, bomb threats, major disturbance, etc.)
  - Major damage to property (fire, explosions, etc.).
  - Homicides or deaths of a violent nature, including suicides in public places.
  - Shootings or stabbings.
  - Robberies.
  - Fatal or serious injury traffic collisions.
  - Hate crimes.
  - Incidents involving gang activity.
  - Large number of arrests involving a single incident.
  - Incidents involving force used by deputy personnel.
- 

### • Unit Order 64 - Bulk Property

#### **PURPOSE:**

The purpose of this station order to establish guidelines for station personnel regarding the handling of prisoners's bulk property in accordance with M.P.P 5-04/010.00- Types of Property or Evidence.

#### **SCOPE:**

This order applies to all sworn and civilian employees whose duties involve the collection, booking, storage, release or transfer of prisoners's bulk property.

#### **ORDER:**

When a suspect is arrested and in possession of property that is too large to be placed in the standard plastic evidence bag, a bulk property slip ("Notification Of Bulk Property") will be completed. Evidence tags will be created and one copy of the evidence tag will be placed on the bulk property slip, another copy of the evidence tag will be placed on the bulk property item and one copy of the evidence tag will be placed in the master ledger for bulk property, which is located inside the station jail. Bulk property items are to be stored inside the station jail, near the fingerprinting area.

Once a prisoner has signed the bulk property receipt, the prisoner is to receive a copy of the receipt. Another copy of the signed receipt is to be placed with the booking paperwork and the original signed copy is to be placed in the station jail. The station jailer must review the property receipt and ensure that it has been completed properly.



West Hollywood Station will hold the property for a maximum of 60 days. Once the 60 days has past, the bulk property item along with the original signed receipt will be sent to Central Property and Evidence (14201 East Telegraph Rd, Whittier, CA 90604 (562) 946-7291). Distribution of bulk property to the central property custodian shall be governed by Government Code section 26642. Under no circumstances will station personnel dispose of unclaimed bulk property in a manner that differs from this order or the policy as described in MPP 5-04/010.00.

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### • Unit Order 67 - Station Evidence Keys

#### **PURPOSE:**

To establish an ongoing uniform procedure for control of the station's evidence keys.

#### **SCOPE:**

The station order shall take effect immediately and shall be strictly adhered to by all station personnel.

#### **ORDER:**

The watch commander shall take inventory of all the station evidence keys each shift.

There are three (3), complete sets of station evidence keys and one block containing two keys for the deputies to use for booking evidence.

The three complete sets each containing four (4), keys are located in the watch commander's safe. Two of the evidence key blocks will be in an envelope for the property custodians to check-in and out during their regular scheduled shift. One (1) complete set will remain in the watch commander's safe for emergency use.

All evidence keys shall be checked out and approved by the watch commander. The sign out forms are in the watch commander's safe.

The deputies or detectives who need to book evidence will use the evidence keys in the watch sergeant's office.

No copies shall be made of the evidence keys without the approval of the Unit Commander, and no evidence keys shall be kept by any station employee when leaving the station.

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### • Unit Order 70 - Personnel Dining at Restaurants

#### **PURPOSE:**

The purpose of this station order is to establish guidelines for station personnel in regards to the number of personnel at a restaurant within the station reporting district.

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**SCOPE:**

The Importance of providing nutrition for our assigned personnel during the course of an 8, 10, 12, or 16-hour shift does not go unnoticed. Our city has many restaurants however this attracts law enforcement personnel from neighboring cities and other Sheriff personnel not assigned to West Hollywood. Unfortunately, the congregation of multiple patrol and unmarked vehicles parked outside a restaurant, convenience store or another business, lends to the perception that West Hollywood personnel are not providing adequate service to the residents and business owners. With that, we must limit the number of patrol and unmarked vehicles parked at a restaurant at the same time (unless there is a call-for-service). This order applies to all employees assigned to West Hollywood Station.

**ORDER:**

During the course of any shift, there shall be no more than two (2) patrol vehicles (including detective unmarked vehicles and motors) parked outside or in-and-around any restaurant, convenience store, or another business. Inclusive to this order, the number of on-duty personnel allowed to eat at a restaurant during a single sitting is limited to four (4) people.

NOTE: Use of position or identification to solicit a gratuity or privilege is a violation of MPP Section 3-01/030/05-General Behavior and goes against our Department's Code of Ethics.

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• **Unit Order 71 - Parolee Reintegration Assistance**

**PURPOSE:**

Parolee Reintegration Assistance -The following order has been established in an effort to assist newly released parolees in reintegrating into society.

**SCOPE:**

The order shall take effect immediately and shall be strictly adhered to by West Hollywood Station personnel.

**ORDER:**

West Hollywood Station specialized teams will be the primary unit responsible for the dissemination of an information pamphlet to newly released parolees. The pamphlets will contain a list detailing the numerous programs and resources available to recently paroled city residents.

The pamphlets will be distributed on a monthly basis, depending on the newly released parolees in the area. Although the pamphlets are not a condition of parole, we will encourage the parolees to take advantage of the available resources in the city.

Some of the available programs listed in the pamphlet will be:

Food Shelter, Employment Resources, Homeless/Shelter, Housing/Roommate Services, Medical Services, Mental Health, Treatment Center information, Substance Abuse, and Addiction Recovery.

## • Unit Order 72 - Vehicle Impound for Evidence or Fingerprints

### **PURPOSE:**

This directive sets the guidelines to be adhered to whenever a vehicle is impounded by West Hollywood Station personnel for evidentiary purposes and/or for fingerprints. The purpose of this station order is to reduce or eliminate the incidents of vehicles being impounded for an inordinate amount of time, causing undue financial liability to the station.

### **SCOPE:**

All personnel assigned to West Hollywood Station, including the Universal Sub-Station are covered by this Unit Order.

### **ORDER:**

#### HANDLING DEPUTY'S RESPONSIBILITIES

The handling deputy shall seek the approval of the on-duty watch commander whenever a motor vehicle is impounded for any of the following reasons:

- Vehicle held for investigation, (DB/OSS/Homicide/Arson, etc.)
- Vehicle has been involved in a hit and run violation as covered in Section 22655 eve, (Traffic)
- Vehicle has altered or missing identification numbers (also requires an SH-R-49),
- Vehicle held for fingerprinting,
- Vehicle is unidentifiable (also requires an SH-R-49),

The watch commander shall review the evidentiary value of the impound. Once the watch commander has approved the impound, the handling deputy shall:

- Prepare an original and one copy of a CHP-180, including inventory of any personal property and the contents of any closed containers within the vehicle,
- Write "Impound as Evidence" or "Hold for Prints" across the top of the CHP-180,
- Give the carbon copy to the garage/tow truck operator at the time of impound,
- Enter the vehicle impound information into the Impounded Vehicle Intake Log in the Watch Sergeants Office, (see attached)
- Place a copy of the CHP-180 in the appropriate tray (DB/OSS/Narco) in the Secretariat (Note: CHP-180'S for outside units such as Homicide or Arson must be sent via fax.),
- Prepare any necessary Incident Report, and include in writing in the narrative that the vehicle was impounded as evidence and/or fingerprints,
- Assign an URN if one has not already been assigned to the case,
- Notify TRAP immediately by telephone of any vehicle with an altered or missing **VIN**.

#### WATCH SERGEANT'S RESPONSIBILITIES

Watch sergeants shall ensure, while reviewing Incident Reports and CHP-180's, that the handling deputy's responsibilities pertaining to this unit order has been followed.

The Impound Vehicle Intake Log sheets will be maintained on an archboard clipboard in the Watch Sergeant's office. A separate Impound Vehicle Intake Log sheet shall be used for each date, or when a log sheet has been filled.

#### WATCH COMMANDER'S RESPONSIBILITIES

The watch commander shall ensure the handling deputy has notified the respective investigative unit or handling investigator for the vehicle impound.

#### INVESTIGATING DETECTIVE/INVESTIGATIVE UNIT RESPONSIBILITIES

The investigative detective shall ensure that the investigative efforts pertaining to the impounded vehicle is conducted as expeditiously as possible.

Impounded vehicles shall be reclassified as 11stored11 vehicles by the handling detective upon determination that further need to hold the vehicle is no longer required. The investigating detective reclassifying an impounded vehicle to a stored vehicle shall:

- Prepare a "Release of Vehicle Hold" (SH-CR-94),
- Have the Secretariat modify the SVS entry from Impound to Stored,
- Telephone the tow service holding the vehicle and advise them that the vehicle may be released
- Telephone the Registered Owner and advise them that the hold on the vehicle has been released, (Note: advise the Registered Owner that they are liable for storage fees from the time of notification),
- Forward Form SH-CR-94 to the tow service,
- Include a copy of the release in the case file.

This Department will not issue instructions to a tow service concerning the release of a stored vehicle. The tow service is authorized to release a stored vehicle to whomever they determine is entitled to possession.

#### STATION DETECTIVE BUREAU LIEUTENANT RESPONSIBILITIES

The Detective Bureau Lieutenant shall assign a subordinate to review the Impounded Vehicle Intake Log and ensure that each entry has been updated in a timely manner. Each vehicle Impound entry will require an impound release date and the date and time Johnson's Tow is notified of the release authorization.

Refer to MP&P 5-01/060.10 Impounded Vehicles

## • Unit Order 73 - Inmate Visiting Procedure

### **PURPOSE:**

The purpose of this station order is to establish guidelines for inmate visiting which will ensure compliance with Title 15 standards.

### **SCOPE:**

In order to preserve the safety and security of station personnel, visitors, and inmates housed at West Hollywood Sheriff's Station, an inmate visiting area will be designated with established visiting hours and set supervision procedures.

### **ORDER:**

#### PRISONERS HOUSED PENDING ARRAIGNMENT AND/OR RELEASE

Visiting hours shall be every Saturday between 1100 and 1300 hours. Inmates and their visitors shall use the Speco Technologies camera phone. One is located in the lobby for visitors and the second half is located inside the station jail.

#### INMATE WORKERS

Visiting hours shall be every Saturday between 0900 and 1100 hours. The designated visiting area shall be the station's car wash bay. After coming to the front counter, the visitors will be instructed to walk to the San Vicente gate, where the on-duty Custody Assistant will escort them to the visiting area. At the conclusion of the visit, the visitors shall be escorted back to the San Vicente gate. Visitors are subject to search before, during, and after the visit. The number of visitors shall be limited to four per inmate. Anyone under the age of 18 shall be accompanied by an adult. The jailer shall supervise the inmates and visitors at all times. If a contingency arises, the briefing room may be used as an alternative visiting area. The jailer shall ensure all sensitive law enforcement material has been removed.

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## • Unit Order 74 - Reaching in to Vehicles

### **PURPOSE:**

The purpose of this station order is to establish guidelines and protocol for West Hollywood Deputies in regards to reaching into occupied moving or stationary vehicles during a traffic stop or investigation.

### **SCOPE:**

All personnel assigned to West Hollywood Station and Universal Sub Station are covered under this order.

**ORDER:**

Several risk factors arise when attempting to reach into an occupied vehicle with an uncooperative suspect.

The potential and inherent danger of serious bodily injury may occur if the driver chooses to flee while a deputy is reaching into the vehicle. The possibility of losing your balance, having your hands pulled in to the vehicle, the inability to retrieve your firearm, thus reduces your position of advantage and exposes you to a life-threatening situation.

In addition, there are several risks factors which would cause us to create a life-threatening situation by reaching into an occupied moving or stationary vehicle. These risk factors include but are not limited to, deadly lethal force, great bodily injury to yourself, the driver, the public, and potential civil and legal liability.

This unit order is an informational tool and life-threatening decisions should be evaluated on an individual case by case scenario.

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• **Unit Order 75 - Nixle Messaging System**

**PURPOSE:**

The purpose of this Station Order is to govern the usage of the Nixle messaging system for the West Hollywood Sheriff's Station.

**SCOPE:**

This Station Order applies to all Station Personnel who have been trained in the usage of the Nixle messaging system. Only those persons given expressed permission by the Unit Commander shall have access to the Nixle messaging system. This shall encompass a limited number of personnel so designated by the above parameters.

**ORDER:**

Nixle shall be utilized to facilitate free geographically-specific e-mails and text messages directly to the public. Messages can include arrests, neighborhood-specific alerts and advisories, traffic incidents, road closures, wanted persons, missing persons, crime trends, and more. Strict guidelines and redundancies have been placed within this order, to ensure that all messages emanating from station personnel are consistent and in compliance. Therefore, the protocols specified therein shall be strictly adhered to.

There are four Nixle alert messages, these messages are as follows:

**ALERT MESSAGES** (Code Red) utilized for Amber alerts, kidnapping, and other crimes where immediate public assistance is needed.

**ADVISORY MESSAGES** (Code Yellow) are used for seeking information on crime suspects and public

safety messages.

**COMMUNITY MESSAGES** (Code Green) are used to inform residents about safety tips, recent crime trends, and public safety agency special events.

**TRAFFIC MESSAGES** (Code Blue) are sent to advise of major road closures and collisions.

ALERT MESSAGES and ADVISORY MESSAGES shall be the most scrutinized of the messaging system due to the importance of the information being sent and the seriousness of the information being relayed. Only Nixie trained sworn personnel shall write messages for ALERT MESSAGES AND ADVISORY MESSAGES. These messages will only be used when the situation falls within the above-listed parameters. Once written, the messages must be approved by the Unit Commander and/or Operations Lieutenant, the Detective Commander, Watch Commander, and specific Unit Commander if applicable. The approval for these messages must be approved by ALL of the above unless otherwise directed by the Unit Commander. Once approved, the message shall be sent by approved sworn Nixie trained personnel.

COMMUNITY MESSAGES, only Nixie trained personnel, sworn or civilian, shall write messages for COMMUNITY MESSAGES. These messages will only be used when the situation falls within the above-listed parameters. Once written, the messages must be approved by the Nixie Approval Board. Once approved, the message shall be sent by approved sworn Nixie trained personnel.

TRAFFIC MESSAGES, only Nixie trained personnel, sworn or civilian shall write messages for TRAFFIC MESSAGES. These messages will only be used when the situation falls within the above-listed parameters. Once written, the messages must be approved by a Nixie trained Watch Commander. Once approved, the message shall be sent by approved sworn Nixie trained personnel.

A cadre of Nixie trained personnel will be maintained and are available upon request. Personnel are encouraged to contact West Hollywood Nixie trained personnel for any questions pertaining to Nixie, or for review of authored Nixie messages.

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## • Unit Order 77 - Station Evacuation

### **PURPOSE:**

The purpose of this Station Order is to establish a unit policy regarding the evacuation of the station during an emergency.

### **SCOPE:**

This Station Order applies to all station personnel.

### **ORDER:**

In the event of an emergency which requires the station to be evacuated, the priority is the preservation of life and the security of the station, station prisoners, and station inmate workers.

In the event of an evacuation, the on-duty Watch Commander, or his designee, will be responsible for the safe evacuation and security of all inmate workers and prisoners. This typically will be under the control of the on-duty Custody Assistant, Administrative Jailer, and/or Service Assistant (L.E.T.). In the event the Administrative Jailer or Service Assistant is not on duty, this duty would be given to a responding field patrol unit. All station prisoners and station inmate workers will be transported to a safe area away from the immediate danger.

The Watch Deputy, or his designee, will be responsible to notify Sheriff's Communication Center (S.C.C.) via the "Hotline" or via a regular audiotaped business line of the evacuation of the station. He will also be responsible to implement the "fallback system" to transfer all incoming 911 and business telephone lines to the appropriate Sheriff's station. The Watch Deputy will also be responsible to ensure any Station Volunteer working the station's front lobby area, and any other civilian, in the front lobby area has safely evacuated the station and responded to the predesignated safety zone (for Station Volunteer).

The Operations Lieutenant, or his designee, will be responsible for the safe evacuation and accounting of all Operations and Scheduling/Training personnel to the predesignated safety zone.

The Detective Lieutenant, or his designee, will be responsible for the safe evacuation and accounting of all Detective Bureau personnel to the predesignated safety zone.

The Watch Sergeant and Field Sergeant, or their designee, will be responsible for the safe evacuation and accounting of all other sworn personnel (including Narco personnel) that are inside the station to the predesignated safety zone.

The Supervising Station Clerk, or his designee, will be responsible for the safe evacuation and accounting of all Professional Staff in the station to the predesignated safety zone.

### EVACUATION

In the event, the station has to be evacuated the Operations Lieutenant or Watch Commander will be responsible to monitor the Operations' hallway and Watch Commanders' hallway. The Watch Sergeant will be responsible to monitor the hallways in front of the Watch Sergeant's office and leading to the jail exit. The Detective Lieutenant will be responsible for the hallway in front of the Detective Bureau. The Service Assistant (L.E.T.) will be responsible for the hallway leading from the Inmate Worker quarters. On the second floor of the station, the Community Relations/Entertainment Policing Sergeants will be responsible for those two hallways.

### PREDESIGNATED SAFETY ZONE

The predesignated safety zone for all personnel to respond to and wait for further instructions will be the fountain area in front of the Pacific Design Center. In the event this area is not safe, the basketball courts at West Hollywood Park will be used.

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## • Unit Order 78 - Cancellation of Overtime

### PURPOSE:



The purpose of this Station Order is to inculcate these established procedures governing the cancellation of overtime for West Hollywood Station personnel.

### **SCOPE:**

This Station Order applies to all West Hollywood Station and Universal sub-station personnel, regardless of rank, who voluntarily sign up for an overtime position, then after being hired, cancel their position.

### **ORDER:**

West Hollywood Station often has overtime positions available from a variety of sources. These include, but are not limited to, special events, movie jobs, grants, and city sponsored special enforcement details. Working overtime is a privilege, not a right, and that privilege can be revoked for failing to comply with the cancellation guidelines established in this Station Order.

Employees will be held accountable for the contents of this Station Order. It is the employee's responsibility to read and understand this order.

Employees with pre-approved overtime assigned to them shall notify the Scheduling and Training Office, or when applicable, the Special Event Overtime Coordinator, if they are unable to work their assigned overtime shift. It will be the responsibility of the Scheduling and Training Office or coordinator to reassign this overtime. However, any employee contacting the Scheduling and Training Office or coordinator with less than five days advanced notice of the cancellation, or fails to show for their shift, shall be restricted from working overtime for the next 30 days. Any pre-approved overtime already assigned in that 30 day period, will be cancelled, and given to the next employee on the overtime sign up list via SMS. It is the responsibility of the employee to monitor the "My Overtime" calendar via SMS daily.

This shall compensate for any personnel who might not have received an auto-generated email when they were hired for a shift.

### **Note:**

- This order also applies to the cancellation of one overtime assignment in order to work another, more favorable one. For example, you may not cancel a short or unfavorable assignment to work a lengthier or more favorable assignment.
- If personnel from the Scheduling and Training Office or the Special Event Overtime Coordinator are not available to fill the overtime, the employee is not allowed to give his/her overtime to another employee. The Watch Sergeant shall be notified and will be responsible for reassigning the overtime via SMS procedures. The Sergeant taking the call shall inform the Training and Scheduling office, along with the Special Events office of the cancellation.
- An employee may cancel an overtime assignment due to an illness or emergency. Cancellation for reasons of illness must be supported by a doctor's note upon the employee's return to work. The emergency must be substantiated by the Scheduling and Training office, Special Event Overtime Coordinator, or Watch Sergeant granting approval of the cancellation.

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## **• Unit Order 79 - Movement To and From Universal Sub-Station**

**PURPOSE:**

The purpose of this Station Order is to establish guidelines and procedures governing the assigned movement of West Hollywood Station personnel, to and from, the Universal Studio Sub-station.

**SCOPE:**

This Station Order applies to all West Hollywood Station and Universal Studio sub-station Deputy Sheriff personnel.

**ORDER:**

Universal Studios sub-station is a temporary assignment, within West Hollywood Station. In order to ensure all West Hollywood Station patrol personnel remain proficient with the perishable skills associated with patrol and to ensure all personnel are cognizant of the location, geographical layout, and complexities of the Universal Studios sub-station operation and the surrounding patrol area, it is necessary for all West Hollywood Station Deputy Personnel to spend a period of time assigned to the Universal Studios sub-station.

Personnel who have successfully completed their patrol training, and have been assigned to handling calls for service in the City of West Hollywood area for at least six months, shall be eligible for temporary assignment to Universal Studios sub-station.

The order of movement to Universal Studios sub-station shall start with those having the least amount of West Hollywood Station seniority, and move upward to those with the most seniority.

Personnel who have worked at Universal Studios in the past may be exempt from movement, depending on their length of assignment and the needs of either unit.

The order of **movement from** Universal Studios sub-station, back to West Hollywood Station, shall start with those having the most amount of seniority assigned to Universal Studios sub station, and move downward to those with the least amount of seniority.

Personnel shall be assigned to Universal Studios sub-station for a minimum of six months, and for a maximum period of two years.

Personnel working at Universal Studios sub-station may be exempt from movement, depending on the needs of the unit.

Any Deputy Personnel who volunteer for movement into, or out of, Universal Studios sub station may be taken into consideration, as long as they have met the minimum requirements stated above.

All guidelines established in this Station Order are subject to the discretion of the Unit Commander, with the presiding factor being the specific needs of either assignment and/or the needs of the Department having the first priority in any movement decisions.

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• **Unit Order 80 - Social Media Guide**

### **PURPOSE:**

The purpose of this Station Order is to provide applicable personnel with a guide to properly use and post to the station's social media outlets.

### **SCOPE:**

This Station Order applies to all West Hollywood Station and Universal sub-station Personnel who have access and written authority to send out Nixie alerts, Facebook posts, and Twitter messages (Tweets) and/or any and all social media and internet outlets on behalf of the station.

### **ORDER:**

West Hollywood Station lies in the hotbed of the Southern California media and entertainment industry. West Hollywood Station strives to be transparent and forthcoming to its citizens and visitors. In an effort to promote that theme, the station has turned to social media as a way to continue its openness and continue the dialogue in cyberspace.

### **EMPLOYEE RESPONSIBILITIES**

Employees will be held accountable for the contents of this Station Order. It is the employee's responsibility to read and understand this order. The employee shall also be responsible for the content and quality of all internet postings which are completed by the employee or via the employee's access to West Hollywood Station social media outlets. Employees are responsible for safeguarding the login and password information for the station's social media accounts.

All postings shall be authored with extreme care and due diligence to ensure compliance with state and federal law, department policy, the department's core values, and the mission of the station. All postings shall be reviewed by a West Hollywood Station authorized social media account holder with the minimum rank of sergeant.

If the author is a sergeant, the posting shall be reviewed by at minimum, another sergeant (acting as the watch commander), or a lieutenant, if available.

The Who, What, Where, When, Why and How of Social Media and West Hollywood Station.

#### **WHO:**

Station personnel who have attended LASO Social Media Class A & Class B. These personnel shall also have the captain's written approval to access or post on any social media medium.

#### **WHAT:**

Detailed below will be instructions on what information to post to which accounts.

### **NIXLE:**

Information posted to Nixie will post to Twitter and Facebook if you choose before you send out the message. Nixie is intended to provide information to the public in a more professional manner.

Citizens are required to sign up for Nixie and choose the areas in which they want to receive messages. Nixie messages are generally informational and sometimes emergent in nature. Nixie alerts can be received by the recipient in the form of a text message or email.

Nixie messages should be well thought out and reviewed prior to posting. They should include detailed information and follow information which generally should include a positive, proactive conclusion. For example, if sending a message regarding recent vehicle burglaries in a specific area, including information that the recipient can use to protect their property. Such as: Park in a well-lit area, do not leave valuables visible inside the vehicle, use an alarm, become a member of the local neighborhood watch group, and of course, if you see something, say something.

Nixie messages can be sent in three categories: Alert, Advisory, and Community messages. It is important to choose the correct message category when composing a message. Use the link below to learn more about each message type and when to use each (the file is also located in the WHD social media shared files).

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## **• Unit Order 81 - Unscheduled Absences from Duty**

### **PURPOSE:**

Unscheduled absences from duty create undue hardships in our ability to maintain safe and effective staffing levels. This order will establish procedures for managing unscheduled absences.

### **ORDER:**

This order shall apply to all supervisors and employees permanently assigned, loaned, or otherwise working at West Hollywood Sheriff's Station. Watch commanders shall judiciously review all unscheduled absence requests with the goal of reducing unnecessary absences. Supervisors shall encourage employees to use the process of pre-approved time off and/or shift swaps whenever possible and make every effort to grant time-off requests, unless otherwise mandated by policy or law. This order shall not be misconstrued to restrict any employee from absence for appropriate purposes. An employee may have an absenteeism problem when he or she has unexpected absences with the following frequency:

1. Has three or more separate incidents/absences in one month, or
2. Has two or more separate absences in one month that are next to the employee's regular days off, or
3. Has one or more Unauthorized Absences in one month, or
4. Has been late two or more times in one month, or
5. Has more unexpected absences in one calendar year than the employee earns in Sick Leave in one calendar year.

County Codes and Department policies allow for the requirement that an employee provide a doctor's note for

absences due to medical reasons, and/or other satisfactory proof for non-medical reasons, upon return to work from an unscheduled absence.

County Code 6.20.120

*"Any employee absent due to sickness, injury, pregnancy, quarantine, nonemergency medical or dental care, or any of the leaves provided for in 6.20.080 of this code, may be required, before such absence is authorized or payment is made, to furnish a doctor's certificate or other proof satisfactory to their department head that his absence was due to such cause."*

This order requires personnel having repeated or a pattern of unscheduled absences as described above to provide a doctor's note or other satisfactory proof based on the nature of the unscheduled absence within 72 hours of returning to work. Any personnel who have reached any of the described thresholds as of the date of this order or who exceed any of the first four thresholds in a subsequent three month period shall fall under this requirement. Each individual falling under this requirement shall be given a unit performance log entry (PLE), documenting the supervisor's verbal counseling and placed on the Absence Tracking Log. The Absence Tracking Log will note the date the employee was first placed there. A review will then automatically be conducted after six months to assess how the employee is doing as it relates to unscheduled absences. If the employee has improved their attendance to acceptable levels, i.e., not again met any of the above-described thresholds, they will then be removed from the Absence Tracking Log. The Absence Tracking Log will note the date of removal and provide an area for any pertinent comments. If the employee continues to meet any of the thresholds, they will remain on the Absence Tracking Log and that will be noted. Each employee will be treated on an individual basis and the Absence Tracking Log is not meant to be a form of discipline in any way.

## SUPERVISOR RESPONSIBILITIES

When an unscheduled absence request occurs, the watch commander shall determine the cause and confirm that the time benefit requested is appropriate to the circumstances.

When an employee on the Absence Tracking Log calls in for an unscheduled absence, the watch commander shall ask the employee what type of benefit time they would like to use. They shall direct the employee to submit documentation to support the unscheduled absence upon their return to duty, i.e. an acceptable doctor's note. The Telephonic Notification portion of the SH-R-96 absence request will not be approved (signed) until the employee provides an acceptable form of documentation. A "UA" or Unauthorized Absence designation will result if the employee refuses or fails to submit an acceptable doctor's note or other satisfactory proof supporting the absence to the watch commander within 72 hours of returning to work. The unsigned absence request form, noting a brief explanation, will be submitted to the timekeeper for processing.

If an unscheduled absence request from an employee not on the Absence Tracking Log is questionable or appears to fit a pattern indicating absence abuse, watch commanders shall use good judgment to determine the appropriate course of action. Supervisory actions may include:

- Checking that an employee is at home.
- Requiring documentation prior to approving leave time Counseling and providing resources for improvement Restricting optional overtime assignments Performance contracts.

- Performance evaluation ratings of "needs improvement."
- Discipline for policy violations upon completion of an authorized investigation.
- Recommend addition to the Absence Tracking Log.

The sick absence coordinator (lieutenant) shall review sick call-ins weekly and update the Absence Tracking Log as necessary. Employees added to the log shall be verbally advised with documentation of the advisement in a PLE. Employees removed from the log shall be notified via email.

## EMPLOYEE RESPONSIBILITIES

Employees will be familiar with their responsibilities designated in MPP 3-02/040.10-Injured or Ill While Off Duty. Whenever an employee must be absent, they shall notify their watch commander or supervising sergeant as soon as possible, but at least two hours prior to the start of their shift. When the watch commander or a sergeant is unavailable, they shall provide an adequate telephone number so they may be immediately contacted. When required, employees shall submit satisfactory proof to the watch commander within 72 hours of their return to duty.

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## • Unit Order 82 - Recalcitrant Prisoners

### **PURPOSE:**

To properly handle and document uncooperative or recalcitrant prisoners.

### **ORDER:**

All personnel shall ensure any inmate who is uncooperative, combative or has a history of making false allegations, who must be moved within the station, shall be escorted by no less than two Department members and a supervisor. The movement shall be video recorded. The Watch Commander shall also be notified and be present prior to the inmate being moved to another location.

If an inmate is challenging, exhibiting uncooperative behavior, and does not need to be moved, he/she shall remain in their cell until they have an opportunity to detox. Department personnel still have the duty to inform a supervisor in regards to the inmate's conduct.

## JAILER RESPONSIBILITIES

A Jailer who recognizes an uncooperative, combative, or recalcitrant inmate shall immediately notify the Watch Sergeant.

## DEPUTY RESPONSIBILITIES

The patrol deputy who transports a recalcitrant prisoner to West Hollywood Station shall immediately notify the Watch Commander. If an arrest is made of a potentially violent suspect, the deputy should contact the field sergeant who can assess the behavior of the suspect.

### SUPERVISOR RESPONSIBILITIES

Field supervisors have a responsibility to monitor calls for service which may have the propensity for violent behavior. The Watch Sergeant shall be vigilant and monitor suspects who are booked into the West Hollywood Station Jail. This includes monitoring an inmate's behavior during required jail checks.

If an uncooperative prisoner is booked into the station jail, it is recommended to leave the prisoner handcuffed, exit the cell, and have the prisoner place their hands through the cell door portal for un-handcuffing. This may prevent an un-handcuffed prisoner from challenging personnel inside the cell. If the suspect is too intoxicated or un-steady, lying the inmate down on a cell mattress prior to un-handcuffing is another option.

Additionally, Field Supervisors and/or Watch Sergeants shall respond with a video camera prior to moving an uncooperative prisoner. The video operator shall state the date, time, their name, rank, employee number, location, and provide factual narration during the contact/movement, within the station jail.

Generally, once a video recording has begun, it should not be paused or stopped until the entire incident has been completed, or when the prisoner has been stabilized, in order to establish a timeline for the incident.

The Inmate Movement Section of the Department Station Jail Manual dictates how inmate movement is to be accomplished. Also reference Custody Division Manual Section 7-02/020.00 Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates.

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