

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

- 00-01 USE OF INFORMANTS



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 00-01

Subject: USE OF INFORMANTS

PURPOSE

This Unit Order outlines the procedure for using informants as stated in the attached Manual of Policy and Procedures sections 3-01/110.60 through 3-01/110.90, and outlines the proper forms and documentation needed to establish such individuals as informants.

GUIDELINES

The use of informants is one of the basic tools employed by law enforcement to investigate and solve crime. The development and use of informants is an integral part of TRAP's intelligence gathering and investigative techniques. However, the use of informants is also a complex area of law enforcement that requires sound judgment and well-established procedures. TRAP shall be guided in the use of informants and Confidential Sources by LASD Manual of Policy and Procedures sections 3-01/110.60 through 3-01/110.90.

The uniformity of informant operations and the maximum utilization of informant resources require a coordinated effort among all TRAP personnel. There are distinct responsibilities to which each participant in the informant process must adhere. This order provides guidelines for TRAP personnel in the management of informants.

INFORMANT PACKAGES

Informant packages shall consist of the following forms submitted by the handling detective.

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

INFORMANT PACKAGE	
Informant Activation Form	SH-AD-685
Personal History Form with Color Photo	Attachment "A"
Informant Activity Log	Attachment "A-1"
Copy of Signed "Informant Regulations & Entrapment" Form	Attachment "B"
Informant Payment Receipt	Attachment "C"
Informant Inactivation Form	Attachment "D"
Juvenile Informant Form	Attachment "E"
Fingerprint Card CAL/ID for Defendant Informants	
Any Form of Positive ID for Citizen Informants	
Informant's Criminal History CII, NCIC, RAPS, CCHRS, DMV, etc.	

Additionally, the following items, if generated, are required to be part of the informant package.

ADDITIONAL ITEMS (If generated)	
Arrest Report (defendant informants only)	
Letters of Consideration (defendant informants only)	
Supplemental Reports indicating informant activity expenses that are not captured by paid activity receipts, i.e., controlled buys purchased by defendant informants	

MARTIN L. RODRIGUEZ, CAPTAIN

• **00-02 ROUTINE INCOMING CALLS**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 00-02

Subject: ROUTINE INCOMING CALLS

Effective Date:	10/01/2000	Last Date Revised:	10/01/2008
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

This Unit Order establishes the standard operating procedures for answering routine incoming telephone calls for all personnel assigned to TRAP.

Establishing and maintaining good public relations shall be a primary concern of all TRAP personnel handling incoming telephone calls. The following procedures shall be observed:

- Give proper identification when answering the phone - your unit and your name, IE: "TRAP Headquarters, Sergeant Smith, how can I help you?"

- Handle the call yourself, when possible, unless the caller asks to speak to a specific person.

- When necessary to refer the caller to another unit, explain the reason and provide caller with the correct number before transferring the call.

- If a caller has already been transferred, offer to obtain requested information and return the call promptly, notifying caller of action taken or results of your efforts to obtain correct information.

- Use message forms when taking messages; record the following information:
 - Called Person's Name
 - Caller's Name and Affiliation
 - Date and Time of Call
 - Message
 - Receiver's Name

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **01-01 PRIMARY RATER**



TASKFORCE FOR REGIONAL AUTO THEFT

Unit Order: 01-01

Subject: PRIMARY RATER

Effective Date:	10/10/2001	Last Date Revised:	02/24/2004
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The Taskforce for Regional Autotheft Prevention (TRAP) Primary Rater system was designed to enhance the quality of performance evaluations and promote the continued professional development of the unit personnel.

GUIDELINES

Other goals the program is designed to achieve include, but are not necessarily limited to:

- Improved communication between supervisors and subordinates
- Increased accuracy of appraisals of promotion
- Greater consistency in the unit evaluation process
- Greater accountability regarding the evaluation process for the rater and employee
- Enhanced credibility of overall ratings

Although the overall evaluation and mentoring of the sworn and professional personnel shall continue to be a cooperative effort of all unit supervisors, a specific supervisor will be assigned to each as a "Primary Rater" and given the responsibility of accurately completing the formal evaluation process.

Area lieutenants will be assigned as primary raters for sergeants on their respective teams.

The Project Director shall be the primary rater for all lieutenants.

PRIMARY RATER'S RESPONSIBILITIES

The Primary Rater shall meet each employee he/she is assigned to rate. The meeting shall be a private contact between the rater and employee.

During the meeting, the rater shall review the employee's performance to date, discuss expectations, identify his/her strengths and weaknesses, provide training as needed, and discuss any other matter of importance to either party. Open and unrestrained communication is encouraged.

EMPLOYEE RESPONSIBILITIES

It is the responsibility of each employee to maintain an open dialogue with his/her primary rater.

Each employee shall provide their rater with selected copies of written work and other documentation which the employee feels is a reflection of his/her performance. Examples include commendations and training completion certificates. The employee and rater are equally responsible for the completion of an accurate evaluation. Each must ensure that all pertinent information concerning the employee's performance is made available.

RESPONSIBILITIES OF OTHER TRAP SUPERVISORS

All TRAP supervisors shall assist the other primary raters in providing documentation for performance evaluations. Any noteworthy information, positive or negative, concerning an employee's performance must be documented in the performance log or by other means.

RATER ASSIGNMENTS

The Primary Rater shall be the concerned team supervisor, the operations sergeant or supervising professional staff member as dictated by the individual's assignment at TRAP. If an employee is assigned to another rater prior to the completion of rating period, the original rater shall retain the responsibility for completing the annual evaluation if the employee had not received one during the previous six months. Otherwise, the responsibility for the evaluation will pass to the new rater and the previous rater will be required to complete an informal evaluation of the employee's progress to date.

WRITING THE EVALUATION

The rater shall gather all documentation of the employee's performance from sources such as the Personal Performance Index, Employee Performance Log, personnel files and other input for other supervisors. All pertinent documentation shall be included in the narrative portion of the evaluation. The rater shall ensure the overall rating given is justified by all of the available documentation. All assigned evaluations shall be submitted to headquarters for review no later than five days after the due date.

PRESENTING THE EVALUATION

The Primary Rater shall personally present the final evaluation to the employee with an explanation of the

rating and the rationale behind it. The rater and employee shall also discuss the employee's goals for the subsequent rating period in addition to long-term career aspirations. The rater shall provide guidance in this area as appropriate.

MONITORING

It shall be the responsibility of the operations lieutenant to audit all performance logs at least once every six months to ensure compliance with the documentation requirements. This inspection shall be noted on the face page located in the front of the log book.

MARTIN L. RODRIGUEZ, CAPTAIN
PROJECT DIRECTOR

• 03-01 POSSESSION & DEPLOYMENT OF SEMI-AUTOMATIC WEAPONS BY PARTICIPATING AGENCY PERSONNEL



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 03-01

Subject: POSSESSION & DEPLOYMENT OF SEMI-AUTOMATIC WEAPONS BY PARTICIPATING AGENCY PERSONNEL

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Effective Date:	02/21/2003	Last Date Revised:	08/07/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish a uniform policy on the authorization, possession, and use of a full/semi-automatic weapon(s) (i.e. M P-5, AR-15 or any other such weapon) of personnel assigned to TRAP. This policy is being implemented to ensure that investigators assigned to TRAP, adheres to the guidelines established by this unit and the Policy and Procedures of their respective agencies. These guidelines shall include training, the proper use and handling of such weapons, and the written authorization to carry these weapons while on duty by the investigator's home agency.

PROCEDURES

During any investigation or search warrant where there is the potential for armed confrontation or the presence of any high risk factors as indicated on the Search Warrant Check List, TRAP personnel shall contact either the Los Angeles County Sheriff's Special Enforcement Bureau (SEB) or from the Los Angeles Police Department's Special Weapons and Tactics Team (SWAT). The utilization of specialized tactical entry units will increase officer safety and minimize the potential of a violent confrontation.

AUTHORIZATION

In an effort to reduce the potential for liability to either TRAP or its personnel, it is required that each investigator who is **certified** to possess a full, semi-automatic rifle and/or tactical entry munitions, provide documentation from their agency. This documentation shall be signed by the Chief of Police or a command officer of their respective agency, giving the authorization to the investigator to carry any of the above described weapons while in the field. The signed authorization document shall be submitted to the TRAP Project Director for review and approval. Upon approval, the document will be placed in the concerned investigator's personnel file and a copy forwarded to the appropriate area lieutenant.

DEPLOYMENT

TRAP investigators who have provided the proper certification and authorization to carry full/semi-automatic rifles and ammunition who choose to carry such a weapon at the request of their agency, shall take full responsibility for the proper care and handling of the weapon(s).

The weapon(s) and ammunition shall remain **out of public view** unless circumstances arise and the deployment of such weapon is fully justified and in compliance with their respective Department's written

policy. All full/semi-automatic rifles shall be **stored and secured in an area inaccessible to the general public**. When storing a full/semi-automatic rifle in a vehicle, it shall be secured in a locked device out of view of the public. Furthermore, reasonable and prudent precautions shall be taken to prevent loss of a weapon. A parked vehicle left unattended on the street or in a driveway is particularly vulnerable to theft or burglary. Therefore, personnel shall assure that any vehicle which contains a full/semi-automatic rifle is parked in a safe location and all weapons are secured in the vehicle's trunk, in a rack or a locked container (when available). **All weapons** shall be removed from any vehicle parked overnight outside of a secure garage.

Should there be a loss or theft of such a weapon(s), immediate notification shall be made to the Project Director, through the area lieutenant. Notification of the loss/theft will be made by the concerned investigator to his/her respective agency without delay. Team Supervisors, when notified of such a loss or theft, shall ensure that at all necessary law enforcement agencies in the jurisdiction of occurrence are notified. A copy of all reports will be submitted to the Project Director and area lieutenant for administrative purposes.

MARTIN L. RODRIGUEZ, CAPTAIN
PROJECT DIRECTOR

• **03-02 TRAP "CALL OUT" CRITERIA**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 03-02

Subject: TRAP "CALL OUT" CRITERIA

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Effective Date:	09/08/2003	Last Date Revised:	08/18/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order is to establish the basic criteria concerning TRAP personnel responding to a request for assistance from any law enforcement agency regarding an auto theft investigation. This order shall be used as a guide for determining if and when TRAP personnel will respond to a request. Each situation is unique and not all circumstances can be addressed within one specific Unit Order. Each situation will need to be evaluated on a “case-by-case” basis before committing any TRAP personnel. Each team supervisor will have the responsibility to evaluate situation and verify all information prior to contacting the area lieutenant.

GUIDELINES

TRAP personnel will respond to a request from a law enforcement agency watch commander involving the following types of investigations:

- Any vehicle with altered or missing public Vehicle Identification Number (VIN)
- Any location suspected or confirmed by a law enforcement agency as a “chop shop”
- Any “LoJack” activation or recovery
- Any business or residence where multiple suspected or confirmed stolen vehicles are found
- Any investigation with information leading to a large, sophisticated auto theft ring
- Any suspect in-custody who is willing to provide information leading to the recovery of multiple stolen vehicles or stolen vehicle parts
- Any situation where “time sensitive” information is obtained and is crucial for the detective to respond and recover stolen property, arrest a suspect or retrieve pertinent evidence regarding a TRAP investigation

PROCEDURES

Once a request is received from a law enforcement agency, the detective shall confirm the following:

1. Nature of the crime
2. Location
3. Number of suspects
4. Number of vehicles involved
5. Determine what action the requesting agency has taken prior to notifying TRAP
6. Notify the team supervisor

SUPERVISOR

Once all the information is gathered and the criteria are reasonably met, the team supervisor and area lieutenant will initiate and coordinate an appropriate response for the request. The Team supervisor will provide an initial estimate of the projected overtime expenditure. The team supervisor will be held accountable for the total number of overtime hours submitted and must be able to justify the expenditure to the area lieutenant and Project Director. Prior to committing any TRAP personnel, the team supervisor will also consider any actions taken by the requesting agency before responding for assistance. Their actions must be carefully and closely evaluated before responding to determine if the investigation has been compromised, or ascertain if the complexity of the investigation cannot be completed without the assistance of TRAP personnel. The overtime spent, as well as the nature of the event requiring the overtime, shall be documented in the Weekly Activity Report.

AREA LIEUTENANT

The area lieutenant will ensure that the response is appropriate for the given criteria and the investigation wasn't compromised prior to our arrival. The area lieutenant shall maintain contact with the team sergeant in order to ensure efficiency and proper use of time management of all resources involved in the response.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 03-03 ESTIMATING THE VALUE OF A RECOVERED STOLEN VEHICLE



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 03-03

**Subject: ESTIMATING THE VALUE OF A
RECOVERED STOLEN VEHICLE**

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Effective Date:	09/08/2003	Last Date Revised:	02/01/2005
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order establishes a uniform standard for estimating the value of all vehicles recovered by TRAP personnel.

GUIDELINES

In an effort to create accurate statistical information, all TRAP personnel will utilize the most current “Kelly Blue Book” suggested retail price of a vehicle’s **current condition at the time of recovery** to establish the dollar value.

Each investigator who completes a CHP-180 for a recovered vehicle must ascertain the value of that vehicle by following these procedures:

- Obtain a copy of the most current “Kelly Blue Book” reference guide and locate the specifications of the recovered vehicle to ascertain the true **suggested retail** value **or**.
- Logon to www.kellybluebook.com and ascertain the value of the vehicle. If a reference book or the internet is not accessible, the headquarters professional staff may assist the investigator in obtaining the value of the vehicle when “calling in” the recovery.

Each team supervisor will be responsible for the implementation of this order and to assure all statistical information regarding the value of recovered vehicle is accurate.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **04-01 CAR WASH FOR COUNTY VEHICLES**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 04-01

Subject: CAR WASH FOR COUNTY VEHICLES

Effective Date:	09/15/2004	Last Date Revised:	05/10/2019
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order establishes a policy concerning the cleanliness of the vehicles assigned to the TRAP fleet. In an effort to better maintain our vehicles, each investigator assigned a TRAP vehicle will adhere to the following procedures, which will be verified by the team supervisor.

Every vehicle assigned to a TRAP investigator should be washed once a month at an approved commercial car wash or a sheriff's station. This will include vacuuming the interior and the removal of all trash. The team supervisor will be responsible for maintaining the same level of cleanliness for the spare vehicles assigned to their team.

Each car wash will be documented by the investigator listing it in their "Monthly Voyager Credit Card Use Summary" with the attached receipt and checking the "car wash" box on the updated "Monthly Credit Card Use Summary Form. The "Monthly Credit Card Use Summary Form" will be verified by the team supervisor.

Team supervisors will periodically inspect all vehicles assigned to their team to ensure adherence to this order. Receipts for commercial car washes will be signed by the employee, with vehicle number and mileage listed on the receipt, then forwarded to headquarters with the fuel receipts and "Monthly Voyager Credit Card Use Summary" report.

In order to fulfill this unit order, investigators and supervisors will choose one of the following options:

1. Locate a car wash facility which will accept the "Voyager Card" as a payment. Arrangements were

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

made with "Voyager" to allow a \$30.00 maximum amount for car washes per month.

2. Respond to a Los Angeles County Sheriff's Station or the Communications & Fleet Management Bureau car wash facility located on Eastern Avenue and obtain permission to utilize trustees to wash your assigned vehicle. Note the car wash in your "red book" and advise your supervisor.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 05-01 DEPLOYMENT OF X-26 TASER



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 05-01

Subject: DEPLOYMENT OF X-26 TASER

Effective Date:	02/01/2005	Last Date Revised:	02/01/2005
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish a uniform policy on the authorization, possession and use of the X-26 Taser assigned to TRAP personnel. This policy is being implemented to ensure that investigators assigned to TRAP adhere to the guidelines established by this unit and the policy and procedures of their respective agencies. These guidelines shall include training, the proper use and handling of such weapons,

and the written authorization to carry these weapons while on-duty by the investigator's home agency.

GUIDELINES

During any investigation or search warrant, where there is the potential for confrontation, the *X-26 Taser* shall be deployed and ready for activation if the situation is warranted. The utilization of specialized "less-than-lethal" tactical weapons will increase officer safety and minimize the potential of a violent confrontation.

In an effort to reduce the potential for liability to both TRAP and its personnel, it is required that each investigator attend a certified Taser Training course in order to possess and use the *X-26 Taser*. Investigators assigned to TRAP wishing to possess the *X-26 Taser*, must provide documentation of the certified training from their agency. This document shall be signed by the Chief of Police or a commanding officer of their respective agency, giving the authorization for the investigator to carry the *X-26 Taser* while in the field. The signed authorization document shall be submitted to the TRAP Project Director for review and approval. Upon approval, the document will be placed in the concerned investigator's personnel file and a copy forwarded to the appropriate area lieutenant.

DEPLOYMENT

TRAP investigators who have provided the proper certification and authorization to carry the *X-26 Taser*, shall adhere to the following guidelines:

- Only trained and certified investigators shall be authorized to carry and use the *X-26 Taser* during any deployment.
- The *X-26 Taser* shall be available during any arrest or search warrant operation.
- When not being deployed, the *X-26 Taser* shall remain **as inconspicuous as possible**, unless exigent circumstances arise.
- The *X-26 Taser* shall be stored and secured in an area inaccessible to the general public.
- Should there be a loss or theft of the *X-26 Taser*, immediate notification shall be made to the Project Director, through the area lieutenant.
- Team supervisors, when notified of such a loss or theft, shall ensure all necessary law enforcement agencies in the jurisdiction of occurrence are notified. A copy of all reports will be submitted to the Project Director and area lieutenant for administrative purposes.

REPORTING PROCEDURES:

When the *X-26 Taser* is activated to subdue or apprehend a suspect, all reporting procedures regarding the "Use of force" shall be in effect. Proper notifications to the team supervisor and area lieutenants shall be made immediately. If the *X-26 Taser* is activated to subdue or apprehend a suspect by a TRAP assigned investigator from an outside agency, a TRAP supervisor should ensure that a supervisor from the officer's agency is notified. The incident involving the "Use of Force" shall be documented and submitted by the team supervisor to headquarters operations office within **5 business days**.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **05-02 REPORTING PROCEDURES & DOCUMENTATION**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 05-02

Subject: REPORTING PROCEDURES & DOCUMENTATION

Effective Date:	02/28/2005	Last Date Revised:	08/18/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order establishes a uniform policy for reporting procedures, documentation of significant activity, statistical information or operation reports and to ensure that investigators and supervisors assigned to TRAP adhere to the guidelines, policies and procedures established by this unit. This will eliminate duplication of statistical data, operational plans and other general reporting requirements generated by members of this task force, and used for the benefit of other law enforcement agencies. TRAP members may provide pertinent information requested by respective parent agencies in an authorized format after review and approval of the Project Director.

GUIDELINES

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

The Taskforce for Regional Autotheft Prevention (TRAP) is a multi-jurisdictional law enforcement task force authorized by the County Board of Supervisors and under the auspices of the County Criminal Justice Coordinating Committee (CCJCC). Although semi-autonomous, TRAP is administered by the Los Angeles County Sheriff's Department with a Sheriff's Captain serving as the Project Director. The procedural guidelines, record keeping, fiscal management, and reporting requirements for the unit are the sole responsibility of the Sheriff's Department. Pursuant to the M.O.U. and as such, Sheriff's Department guidelines are to be followed and given first priority by all members of TRAP regardless of their "parent" agency.

When any investigator or supervisor is required by their parent agency to submit any documentation concerning investigations, statistical reporting, operation reports and other similar documents produced by members of this task force, they must route all such reports through the TRAP Project Director for review and approval.

Team supervisors shall prepare monthly statistical reports and weekly activity reports detailing team activities for the operations sergeant, who will forward them to the area lieutenant and Project Director which will serve as the basis for TRAP reporting requirements.

Annual presentations are made to the Countywide Criminal Justice Coordination Committee (CCJCC). The Project Director is required by state law to submit a quarterly report containing all statistical data, fiscal statements, and notable criminal investigations, produced by this task force to the California Highway Patrol and the Department of Justice. This report will also be made available, after approval by the Project Director, for all participating agencies who desire this information for their own administrative purposes.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 05-03 SCHEDULING REQUIRMENTS



TASKFORCE FOR REGIONAL AUTOTHEFT

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Unit Order: 05-03

Subject: SCHEDULING REQUIRMENTS

Effective Date:	03/01/2005	Last Date Revised:	08/18/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order is to ensure the needs of TRAP are of the highest priority and minimum staffing issues are met. A “primary work schedule” has been established for each team in order to ensure this task force has even coverage with overlapping investigators and supervisors throughout the entire work week. Therefore, all regular days off (RDO’s), vacations, and pre-approved days off will be submitted to the Team Sergeant or Area Lieutenant for review and approval.

GUIDELINES

All personnel assigned to this task force, regardless of their parent agency, are strongly encouraged to request their yearly vacation time during the first two weeks in November of each year. Each team member will sign up for one to two weeks, blocking out a specific time they wish to take off. Since personnel assigned to this task force have different seniority requirements based on their individual union contacts, each team supervisor will ensure vacation overlaps for their teams are kept to a minimum. The vacation signup sheets will be forwarded to the area lieutenant, who will be responsible for ensuring minimum team staffing at no less than 50% of assigned strength. The area lieutenant will review each vacation signup sheet and make adjustments if necessary. Any modifications to the vacation signup sheets will require the area lieutenant to notify the affected team supervisor prior to finalizing the schedule.

Once all task force team members have selected their vacation time off, the final version will be submitted to TRAP’s operations sergeant no later than last business day in January. The vacation schedule will then be forwarded back to the area lieutenants who will distribute the document to each of their prospective team supervisors.

Any changes to the finalized vacation signup sheets will require immediate notification to the TRAP operations sergeant who will forward the request to the area lieutenant. The area lieutenant will be responsible for reviewing any changes to the vacation signup sheets to determine if the minimum staffing needs of this task force are fulfilled.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **05-04 CHAIN OF COMMAND**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 05-04

Subject: CHAIN OF COMMAND

Effective Date:	03/02/2005	Last Date Revised:	04/18/2005
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish a clear chain of command for members of TRAP when performing their assigned duties for the task force.

GUIDELINES

The chain of command for this unit shall consist of the following:

- Captain (Project Director)
- Lieutenant
- Sergeant/Team Supervisor
- Detective

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Supervisors that expect to be absent from their assignment beyond their regularly scheduled days off, shall designate a subordinate or person of equal rank to fulfill their duties while they are absent. TRAP members considering any TRAP related law enforcement operation or investigative action shall not be required to seek permission or approval from outside the TRAP chain of command to proceed with the operation, or to complete administrative operations plans from their parent agency. The approved TRAP/LASD Operations Plans, Search Warrant and Informant packages, and other associated required forms and procedures delineated within the Unit Orders are sufficient to proceed with an operation.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 05-05 FRAUD & IDENTITY THFT INVESTIGATIONS



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 05-05

Subject: FRAUD & IDENTITY THEFT INVESTIGATIONS

Effective Date:	11/30/2005	Last Date Revised:	10/01/2008
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

To establish procedures to ensure that all detectives and supervisors assigned to TRAP adhere to the same consistent guidelines and reporting procedures regarding fraud and/or identity theft investigations. This order will mandate the supervisor to evaluate all fraud and identity theft investigations initiated by TRAP personnel to determine if the violation falls within the guidelines of this task force.

GUIDELINES

DETECTIVE RESPONSIBILITIES

Once a TRAP detective receives information regarding a fraud and/or identity theft investigation, they must do the following:

- Evaluate the level of cooperation by the victim to determine if they are willing to prosecute, or if their primary concern is only to recover the vehicle.
- Obtain all documents involved with the investigation.
- Refer to the Penal Code to determine if the facts of the investigation will apply to a violation of the law.
- Once approval is given by the team supervisor, document the theft on a CHP-180 and SH-AD 49.
- Consult with the deputy district attorney assigned to TRAP prior to initiating a search warrant.

TEAM SUPERVISOR RESPONSIBILITIES

When a detective requests approval to initiate a fraud and/or identity theft investigation, the team supervisor shall do the following:

- Evaluate the facts of the investigation to determine if a violation of the law has been committed.
- Take note of the case origin.
- Evaluate the workload and case management of the involved detective.
- Review the case upon completion for time spent, case outcome, complexity and quality of investigators work.
- Brief the area lieutenant about the facts of the case.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **05-06 OUTSIDE OVERTIME**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 05-06

Subject: OUTSIDE OVERTIME

Effective Date:	12/01/2005	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish a uniform policy regarding the authorization, procedural, and documentation requirements for TRAP personnel engaging in outside overtime. Outside overtime is defined as any law enforcement activity worked by an employee assigned to TRAP where their parent agency is responsible for compensation and not this task force.

GUIDELINES

Any employee assigned to this task force wishing to work any outside overtime must first obtain authorization from the appropriate area lieutenant.

Once authorization to work outside overtime is established, the task force employee must adhere to the

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

following:

- Any employee assigned to this task force who accepts outside overtime will notify their immediate supervisor by email.
- During the course of their outside overtime shift, the employee will not be available for TRAP activities and are exempt from “call outs.”
- All outside overtime worked will be noted on the TRAP timesheets in the “Comments” section in order to monitor the employee’s availability.
- TRAP employees are authorized to drive a TRAP vehicle to and from any outside overtime assignment. TRAP vehicles will not be used during the outside overtime assignment, unless they have prior permission from the Project Director.
- All task force employees will follow their parent agencies written guidelines regarding overtime procedures.
- All outside overtime slips will be copied and submitted to their immediate supervisor to be submitted with the TRAP weekly timesheets.
- All LASD task force members shall complete a memorandum (SH-AD 32A) to the Project Director requesting approval to work outside overtime. This correspondence must be approved by the TRAP Project Director and the concerned Unit Commander of the unit worked.

Nothing in this Unit Order shall restrict a parent agency from using their employee in emergency circumstances during times of civil unrest, natural disasters or other similar situations.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **08-01 TRAP VEHICLES**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 08-01

Subject: TRAP VEHICLES

Effective Date:	09/01/2008	Last Date Revised:	08/18/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to provide policy for the use of the TRAP's vehicle fleet. The use of personally assigned TRAP vehicles brings with it various responsibilities.

GUIDELINES

- TRAP personnel shall be guided by **MMP 3-01/090.10** - Operation of Vehicles, LASD **Detective Division order 5-8** – Take Home Vehicles, and by **MMP 3-01/040.15** - Care of County Property and Equipment.
- No vehicle shall be issued to TRAP personnel without the approval of the Project Director or Operations

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Lieutenant.

- Vehicles are not to be exchanged between TRAP personnel without the prior approval of the Operations Lieutenant.
- Personnel shall ensure that any TRAP vehicle or any personally owned vehicle which contains County/TRAP equipment, is parked in a safe location and that any firearm, portable radio, evidence, confidential documents, or high value County/TRAP property are secured in the vehicle's trunk, in a rack or a locked container (when available). **All weapons** shall be removed from any vehicle parked overnight **outside** of a secure garage. Reasonable caution shall be exercised in leaving equipment in an unattended vehicle during regular work hours.
- TRAP vehicles shall not be used during off-duty hours, with the exception of traveling to or from an assignment, scheduled maintenance/service, or to a carwash location. Personnel, who have a need to drive a TRAP vehicle during off-duty hours, shall obtain prior approval from the concerned area lieutenant.
- Personnel on IOD status shall return their vehicles to the Operations Lieutenant.

- TRAP vehicles shall be properly maintained.

A. Personnel shall be responsible for ensuring that TRAP vehicles receive scheduled maintenance. Personnel are responsible for scheduling their own appointments.

B. Fluid levels shall be checked on a regular basis in accordance with MMP

3-06/140.05 - Operator's Responsibility.

C. TRAP vehicles shall be kept clean, inside and out, unless the cleanliness of the vehicle may impede an investigation. Vehicles will be inspected for cleanliness and condition annually by TRAP's Law Enforcement Technician (L.E.T.) (See TRAP Unit Order 04-01)

- The Operations Lieutenant shall prioritize the issuance of the vehicles. New and replacement vehicles will be closely scrutinized by the Operations Lieutenant to ensure that older vehicles remain in service to prevent vehicles from being abandoned and not being driven.
- TRAP's L.E.T. shall institute and maintain vehicle mileage reporting procedures for the unit.
- Should a traffic accident or other damage occur, the notifications and related reporting procedures required by the Manual of Policy and Procedures sections 3-09/070.00 and 3-09/070.05 shall be adhered to, along with TRAP Unit Orders 99-01.
- One set of vehicle keys, if available, shall be kept by TRAP's L.E.T. in a locked file cabinet. Keys will be clearly marked with the County vehicle number.

TRAP's L.E.T. shall provide a monthly report detailing the condition of TRAP's vehicles, and current mileage to the Operations Lieutenant at the end of each month.

MARTIN L. RODRIGUEZ, CAPTAIN
PROJECT DIRECTOR

• **08-02 INVESTIGATIVE EXPENSES AND EXPENSE CLAIMS**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 08-02

Subject: INVESTIGATIVE EXPENSES AND EXPENSE CLAIMS

Effective Date:	10/01/2008	Last Date Revised:	11/03/2016
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish procedures for the use of investigative funds. This order is not all-inclusive. It shall be the responsibility of the individual requesting the use of the funds and the supervisors approving the use, to be familiar with Manual of Policy and Procedures section 3-05/050.05, Detective Order

3-1, and Government Code section 29435.

GUIDELINES

TRAP has one thousand dollars at its disposal for use in investigations. The operations sergeant, operations lieutenant, and the Project Director have access to the funds. As the funds are spent, they are reimbursed by Fiscal Administration.

AUTHORIZED EXPENSES

Government Code section 29430 establishes a Sheriff's Special Appropriations Fund. In accordance with Government Code section 29430, this fund is only to be used for:

- Expenses incurred in criminal cases arising in the county, and/or
- Expenses necessarily incurred in the preservation of peace, and/or
- Expenses necessarily incurred in the suppression of crime

Authorized expenditures

A. Admissions

B. Investigations - Undercover

C. General expenses not covered by other categories but which are essential to the successful completion of an investigation and which have specific approval from the Division Chief or Commander

D. Investigative Purchases

E. Informant/Witness

F. Certain exceptions for investigative travel, subsistence, mileage, parking, and office supplies

ACCOUNTABILITY

The Unit Commander shall:

- Receive the Special Appropriations Fund money from Fiscal Administration
- Assign a Fund Custodian to maintain and provide the monies as directed, and who shall be someone other than the Unit's Record Keeper
- Review and approve the Unit's weekly claim, if applicable
- Direct a Lieutenant, or Sergeant, with no Special Appropriations Fund responsibilities to reconcile the fund on a quarterly basis and unannounced. Any discrepancy shall be reported to the Unit Commander
- Ensure the original approved Unit's claim is sent directly to Division headquarters by a person other than the claim preparer

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

The Fund Custodian shall:

- Disperse the Unit's advanced money to Unit members using a "Blue" form (SH-CR-175) marked ADVANCE
- Mark the "Blue" CANCELLED when the money is returned, and return the "Blue" to the borrower
- Keep a log to record all disbursed money and its return

The Unit's Record Keeper shall:

- Be someone other than the Fund Custodian
- Review, control, and document the processing of the Unit's expense claims Reimburse for claimed expenses
- Provide for the safekeeping of documents
- Prepare a weekly Unit claim to consolidate individual Unit claims (3-05/050.15)
- Submit the Unit's claim to the Unit Commander for approval
- Maintain a Claim Log to document and track claims
- Reimburse for claimed expenses

INVESTIGATIVE FUNDS

When a detective needs funds for an investigation, they shall do the following:

A. Complete a "Blue" slip. (Refer to SH-CR-175)

1. File number. If no file number, write "no file" and have the area lieutenant initial it
2. Date it
3. Amount received: After the dollar sign. (300.00) On the second line print the amount like on a check. (Three Hundred-00/100)
4. For: (example-auto theft investigation)
 - a. Include the informant's # if applicable
5. Received: Sign your name. On the line above, print your name
6. Employee number
7. Approve: Lieutenant Signature
8. Date
9. TRAP (San Gabriel Valley, South, West)
10. Title: Lieutenant

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

- B. Give the "Blue" slip to the appropriate area lieutenant for approval. If the appropriate area lieutenant is unavailable, seek approval from the TRAP operations sergeant.
- C. Accompany the lieutenant or operations sergeant to the safe.
- D. The lieutenant or sergeant will enter the transaction on the Special Appropriations Funds Log. Write "advance" and the line number of the transaction on top of the "Blue" slip.
- E. The lieutenant will give the investigator the funds and put the "Blue" slip in the funds box.
- F. The investigators are responsible for the funds given to them. Immediately upon conclusion of the investigation, the investigator shall complete a Special Appropriation Expense Claim form (checking the individual claim box) and supply documentation supporting the dispersal of the funds. A memorandum, detailing the need for the expense, is always required along with any report(s), receipts, or other forms of documentation. The investigator shall then give the claim form, memorandum, and supporting documentation to their supervisor for approval.

Claims will be submitted no later than 1200 hours on Tuesday. Claims will cover the previous week (Monday - Sunday).

G. If the investigator did not use all of the funds given to him/her, they will keep the funds until Fiscal Administration reimburses the amount the investigator disbursed. Periodically, the investigator shall have the area lieutenant or operations sergeant check the safe to determine if the reimbursement has arrived. The reimbursement will be in a package with the investigators name on it. The investigator and the lieutenant will count the reimbursed funds. The investigator shall then give the lieutenant the unused portion of the funds (if any). The total of the reimbursement and any unused funds (if any) shall total the amount of funds disbursed on the "Blue" slip. The lieutenant will write "canceled" and the date on the "Blue" slip, and complete the return section of the Investigative Funds Log. The investigator shall then make a copy of the "Blue" slip and give it to the lieutenant. The lieutenant shall place the copy in the log book and give the original "Blue" slip to the investigator.

SUPERVISOR RESPONSIBILITY

- A. The area lieutenant shall be responsible for the distribution of the funds, completing the Investigative Funds Log, and approving the "Blue" slip upon the request for funds.
- B. When a supervisor receives a Special Appropriation Expense Claim form(s), they shall review it with the investigating detective and make sure supporting documentation has been attached. They will then complete a Special Appropriation Expense form checking the unit claim box. All of the claim forms and documentation shall then be given to the operations sergeant.
- C. The operations sergeant shall review all claim forms and documentation submitted by the supervisors. The operations sergeant shall complete a Special Appropriation Expense Claim form for the entire unit, checking the unit claim box. The operations sergeant shall then give the completed package to the operations lieutenant for review. The Unit Commander will then receive the completed package for a final review and signature.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **10-01 DEPLOYMENT OF REMINGTON MODEL 870 SHOTGUN**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 10-01

Subject: DEPLOYMENT OF REMINGTON MODEL 870 SHOTGUN

Effective Date:	03/16/2010	Last Date Revised:	00/00/2000
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish a uniform policy for the issue, storage, deployment, and use of the Remington 870 Shotgun by Department personnel. This policy is being implemented to ensure that Sheriff's detectives assigned to TRAP adhere to the guidelines established by this unit and the Manual of Policy and Procedures of the Sheriff's Department. These guidelines shall include training, storage, deployment, and handling of such weapons, and the authorization for issuance of the weapon.

GUIDELINES

Sheriff's detectives shall attend a Department certified training course in order to be issued or deploy the Remington 870 shotgun. Certification shall be confirmed through Department training records or other documentation and be noted in the detectives training file. Remington 870 shotguns shall be issued to personnel only upon approval by the Unit Commander or his/her designee.

During any investigation, field operation or search operation, the Remington 870 shotgun may be deployed and used as warranted for the situation. The utilization of this weapon should increase both officer safety and the safety of the public during situations where deadly force is authorized or in situations in which it may be likely.

The Unit Commander shall ensure that at least one detective is assigned as the Unit Armorer and a Team Supervisor is designated as the Armory Supervisor. The Unit Operations Lieutenant is responsible for ensuring proper maintenance, storage, inventory, and issuance of the weapons in compliance with Department Policy.

DEPLOYMENT

Department personnel, who have received the proper certification and authorization to be issued or deploy the Remington 870 shotgun, shall adhere to the following guidelines:

- Only trained and certified Department personnel are authorized to be issued or deploy the Remington 870 shotgun. Those personnel are responsible for the proper care and maintenance of the weapon while in their possession.
- The Remington 870 shotgun may be deployed during any investigation, field operation or search operation, as is reasonable and necessary.
- Ammunition used in the Remington 870 shotgun shall conform to Department guidelines set forth in the Manual of Policy and Procedures.
- Qualified personnel who choose to deploy the Remington 870 shotgun shall be guided by sound tactical principles when involved in any tactical incident. The tactics employed by Department members shall be governed by applicable Department Policies, accepted training practices, the exigency of the circumstances, and the application of sound judgment and common sense. The Department's Core Values, a reverence for human life, and the safety of all parties shall be considered when deciding on a resolution to a tactical incident.

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

- Personnel issued or in possession of the Remington 870 shotgun during duty hours and when not actually deployed, shall ensure that the weapon is secured and stored in a safe and inconspicuous manner compliant with **ALL State Laws and Department Policies**.
- Personnel issued or in possession of the Remington 870 shotgun shall ensure that they are not stored in motor vehicles after the completion of a shift or during off duty hours. The weapon shall be stored safely in the detectives' vehicle in the garage, in the detective's home, or work site in a manner compliant with Department Policy.
- Should there be a loss or theft of the Remington 870 shotgun, immediate notification shall be made to the Unit Commander, through the Area Lieutenant.
- Team Supervisors, when notified of such a loss or theft, shall ensure all necessary law enforcement agencies in the jurisdiction of occurrence are notified. A copy of all reports will be submitted to the Unit Commander and Area Lieutenant for administrative purposes.

REPORTING PROCEDURES

Use of the Remington 870 shotgun is subject to all pertinent reporting procedures and all Department Policy and Procedures regarding the "Use of Force" shall be followed. Proper notifications to the Team Supervisor and Area Lieutenants shall be made immediately.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **10-02 RELEASE INFORMATION**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 10-02

Subject: RELEASE OF INFORMATION

Effective Date:	03/11/2010	Last Date Revised:	00/00/2000
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to ensure uniform policy for the release of information to the general public or media.

GUIDELINES

All requests for information from the general public, including the media, shall be routed through the TRAP Operations Sergeant, or Operations Lieutenant. All requests for media interviews shall be approved by the Unit Commander prior to the interview.

The following information may be released by the Operations Sergeant or Lieutenant:

- Arrestee information - name, current charge, occupation, and physical description.
- Circumstances of arrest - time and date of arrest, time and date of booking, location of arrest, and

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

factual circumstances surrounding the arrest.

- Booking information - amount of bail, time and manner of release, location where individual is held, and all charges (including, but not limited to, warrants, parole, and probation holds).
- Factual circumstances surrounding a crime or incident such as any injuries, weapons, or property involved.

Pursuant to Government Code Section 7923.605, information shall not be released in the following circumstances:

- When disclosure of such information would endanger the successful completion of an investigation or a related investigation.
- When disclosure of such information would endanger the safety of a person involved in an investigation.
- When disclosure of that portion of an investigation reflects the analysis of conclusions of the investigating officer.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 10-03 CONFIDENTIAL COMMUNICATIONS



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 10-03

Subject: CONFIDENTIAL COMMUNICATIONS

Effective Date:	03/16/2010	Last Date Revised:	03/16/2012
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to ensure that communications remain privileged and confidential.

GUIDELINES

All communications, memorandums, e-mails, and their attachments, shall remain privileged and confidential. If the communication is addressed to a group of people, the information may be discussed freely among that group of people. The communication shall not be shared outside of the group, unless specifically stated. These documents may contain confidential and/or legally privileged information. Any disclosure, copying, distribution, or use of the contents of information is strictly prohibited.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **11-01 CELLULAR TELEPHONE RESTRICTION IN CUSTODY FACILITIES**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 11-01

Subject: CELLULAR TELEPHONE RESTRICTION IN CUSTODY FACILITIES

Effective Date:	09/01/2011	Last Date Revised:	09/01/2011
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to adhere to the California Penal Code and ensure jail security.

GUIDELINES

Possession of a wireless communication device, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless Internet device, in a secured area is prohibited.

Per 4575 (a) P.C., any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager, or wireless Internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000.00).

A correctional facility is defined as any secured facility, station jail, and court lock-up.

Any prior approval will come from the Undersheriff.

MARTIN L. RODRIGUEZ, CAPTAIN
PROJECT DIRECTOR

• 11-02 TOW COMPANIES



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 11-02

Subject: TOW COMPANIES

Effective Date:	09/01/2011	Last Date Revised:	09/01/2011
Last Date Reviewed:	09/09/2020	Next Review Date:	09/09/2022

PURPOSE

The purpose of this Unit Order is to establish guidelines as to which tow companies are called for service in a given area. This will establish an equitable way of distributing the work load of tow services between the tow companies.

GUIDELINES

When a TRAP investigator has a need to tow a vehicle they shall refer to the attached map. They shall call the tow company based on the geographic location they are towing the vehicle from. The second attachment has the telephone numbers and addresses of the approved tow companies.

This unit order has been updated to include all approved LASD contracted Tow Yards to provide greater response and flexibility to all TRAP investigations

Understandably, circumstances will arise when the tow company for the given area will be unavailable, or will not be able to handle the type of service needed. In this case another tow company nearest to the geographic area shall be used. The investigator using a tow company not assigned to the geographic area shall notify his supervisor and be able to explain the need not the use the assigned tow company.

This Unit Order will not restrict the local agency, LASD Station, or LAPD Division, with whom TRAP personnel are assisting from utilizing a tow company assigned to area.

Refer to attached maps and list of Tow Companies.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **12-01 VOYAGER GASOLINE CREDIT CARD**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 12-01

Subject: VOYAGER GASOLINE CREDIT CARD

Effective Date:	02/01/2012	Last Date Revised:	12/08/2015
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

During an audit, it was found that the gasoline purchased through the local gasoline station by means of the Voyager Gasoline Credit Card is less costly than purchasing gasoline through the gas pumps at County facilities. The purpose of this Unit Order is to establish guidelines as to the use of the Voyager Gasoline Credit Card.

GUIDELINES

TRAP personnel should attempt to purchase gasoline through a local gasoline station by the use of the Voyager Gasoline Credit Card. 87 octane fuel is the preferred grade authorized for purchase. If you happen

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

to be at a County facility and are in need of gas, you can certainly fill up at the County facility.

NOTE: In emergent situations, higher grade fuel can be purchased

All personnel using the Voyager Gasoline Credit Card shall obtain a receipt for the purchase, and fill out the Monthly Credit Card Use Summary form. One entry shall be made for every purchase. This form, with all receipts attached, shall be submitted to the team sergeants by the 5th of every month. The team sergeants will forward all the team summaries to operations by the 10th of every month.

In an extenuating circumstance if a receipt is not obtained, TRAP personnel shall document the purchase amount, how many gallons of fuel were obtained, and the vehicles' current mileage in their "red book" and on the "Monthly Credit Card Use Summary." In these circumstances, a memorandum shall be addressed to the team supervisor documenting why a receipt was not obtained.

The memorandum should include the name & address of the gas station, the total dollar amount purchased, how many gallons of fuel were purchased, and the vehicle identification number ("SX" number) of the vehicle the fuel went into.

This memorandum will be submitted with the respective "Monthly Credit Card Use Summary" form and submitted to TRAP Headquarters by the 10th of every month.

Failure to comply with this Unit Order may result in a documented counseling, performance log entry, comment card, or other administrative discipline.

References: 3-06/150.20MPP

Fiscal Notice 037

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **14-01 USE OF EMERGENCY LIGHTS AND SIREN IN UNMARKED TASK FORCE VEHICLES**



TASKFORCE FOR REGIONAL AUTO THEFT

Unit Order: 14-01

Subject: USE OF EMERGENCY LIGHTS AND SIREN IN UNMARKED TASK FORCE VEHICLES

Effective Date:	03/03/14	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

OVERVIEW

The Taskforce for Regional Autotheft Prevention presents a unique set of circumstances with respect to the Code-3 emergency situations. All assigned TRAP personnel are in plain, unmarked vehicles which would not be commonly recognized as police vehicles. The use of emergency equipment in the plain, unmarked vehicles will create yet another level of caution necessary to be employed by the utilizing officer or detective. However, there are distinct situations where the use of emergency equipment by TRAP personnel will be not only beneficial, but will warn the public and others of police activity when they might otherwise wander into a police tactical situation. Moreover, the use of emergency equipment by TRAP personnel will also serve as a further notification to suspects that they are being contacted by legitimate law enforcement officers. As such, it will serve as a tool to reduce the chances of armed conflict and also to mitigate potential civil liability.

PURPOSE

This unit order establishes a uniform guideline for all personnel assigned to TRAP regarding the use of emergency equipment in unmarked task force vehicles.

GUIDELINES

General Guidelines - It is the policy of TRAP to perform all enforcement activities in accordance with applicable laws. When utilizing red lights and sounding a siren, as may be reasonably necessary, the due regard for the safety of all persons using the highway shall be paramount. The safety of all persons and the exemption of the task force and its employees from civil and criminal liability are considerations that demand

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

responsible and controlled responses to emergencies at all times. The necessity for self-discipline and accountability for decisions is paramount to the safety of the community and all TRAP personnel.

- ***Routine enforcement situations*** – While conducting routine enforcement, TRAP personnel may use their emergency equipment as reasonably necessary to affect traffic stops, pedestrian contacts and other general law enforcement situation not amounting to an impending emergency. When using emergency equipment, all TRAP personnel shall do so in a responsible manner that is consistent with public and officer safety.
- ***Emergency response situations*** – Drivers of vehicles equipped with an authorized red light and siren may initiate Code 3 responses. All persons authorizing, supervising or participating in Code 3 responses must be able to justify their decisions and actions within the guidelines of this section.

Detectives initiating Code 3 responses in non-pursuit emergencies must notify SCC, inform them you are driving an unmarked vehicle, and receive an acknowledgment from SCC of the notification before beginning the response.

In non-pursuit Code 3 operations, vehicle speed should not exceed that which is reasonable and prudent and within the restrictions imposed by section 22350 California Vehicle Code, "Basic Speed Law." Red light and siren must be used to warn other motorists and assist in gaining the right-of-way.

- ***Supervisory responsibilities following emergency response:***

Not every emergent response requires a notification to a TRAP supervisor. However, if notification is necessary the concerned detective's supervisor should be notified as soon as practical. If necessary, the supervisor will notify their area lieutenant and the Project Director as soon as practical.

- ***Vehicle Pursuits:***

Pursuits involving non-pursuit rated police vehicles, and vehicles not equipped with overhead emergency lights, or unmarked police vehicles expose personnel to an increased possibility of injury and are generally prohibited.

Pursuits Involving non-pursuit rated Police Vehicles or Vehicles not equipped with overhead emergency lights, or unmarked police vehicles must adhere with the policy of the Los Angeles County Sheriff's Department, Section 5-09/210.04 MMP.

5-09/210.04 - Pursuits Involving Police Motorcycles, Non-Pursuit Rated Police Vehicles or Vehicles Not Equipped with Overhead Emergency Lights, or Unmarked Police Vehicles

Pursuits involving police motorcycles, non-pursuit rated police vehicles, and vehicles not equipped with overhead emergency lights, or unmarked police vehicles expose personnel to an increased possibility of injury and are generally prohibited.

Personnel driving these vehicles shall carefully weigh all options before initiating or entering into a pursuit. Supervisors shall exercise prudent judgment in allowing their involvement to continue, and be prepared to explain why the risks were outweighed by the benefits of such vehicles' involvement.

Manufacturers of police vehicles designate some models as "pursuit rated." Such a rating indicates the

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

manufacturer certifies the vehicle to be generally suitable for high-speed police pursuits. Authorized emergency vehicles that are not "pursuit rated," including various SUV's, vans, pick-up trucks and service vehicles shall not be used during a pursuit except under the most compelling circumstances and shall not be driven beyond the vehicle's normal performance capabilities.

Personnel initiating a pursuit using a vehicle that is not pursuit-rated shall immediately advise the Watch Commander so that a pursuit-rated vehicle can be dispatched to replace them. Deputy personnel riding motorcycles or driving vehicles that are not pursuit rated or equipped with overhead emergency lights, or driving unmarked vehicles with lights and siren shall terminate their involvement in a pursuit when a marked black and white unit equipped with overhead emergency lights joins the pursuit unless otherwise directed by a supervisor. They may participate as a secondary unit only after receiving specific approval from a supervisor.

- Vehicles without red lights and siren shall not initiate or join in a pursuit under any circumstances.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 14-02 LETTERS OF CONSIDERATION



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: **14-02**

Subject: **LETTERS OF CONSIDERATION**

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Effective Date:	06/15/2014	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

I. CONCEPT AND ISSUES

A. Purpose

The primary purpose of this Unit Order is to establish policy and procedure for a “Letter of Consideration.”

B. Background

Whenever a Taskforce member deems that a defendant involved in an investigation has assisted in the efforts of the investigation or provided information on another criminal investigation, that investigator, with the approval of the Project Director, may prepare a letter for signature by the Project Director to the local court requesting that the defendant’s action be taken into special penalty consideration.

C. Scope of Policy

This policy is designed to assist TRAP Personnel by providing specific guidelines in the preparation of letters of consideration and establish procedures that will ensure uniformity.

D. Training

TRAP Sergeants will ensure all personnel under their direction have been trained and understand this policy. Newly assigned personnel will be trained on this policy which is outlined in the taskforce orientation training program.

II. POLICY

In preparing a request for a “Letter of Consideration”, TRAP personnel are governed by the Los Angeles County Sheriff’s Department’s Policy and Procedure Manual, 3-01/110.70 - Consideration for Defendants (Attached).

SEE ATTACHMENTS “A” AND “B” FOR SAMPLES OF MEMO AND LETTER.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **15-01 OPERATION OF HEAVY DUTY AND COMMERCIAL EQUIPMENT**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 15-01

Subject: OPERATION OF HEAVY DUTY AND COMMERCIAL EQUIPMENT

Effective Date:	09/20/15	Last Date Revised:	09/20/15
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

OVERVIEW

Taskforce for Regional Autotheft Prevention (TRAP) detectives have many occasions where they come in contact with heavy duty construction equipment and commercial vehicles. Equipment of this type includes but is not limited to tractor/trailer rigs, front end loaders, bulldozers, road graders, forklifts and various other commercial equipment. Detectives have the potential of encountering this equipment in many circumstances, including 2805VC inspections, search warrants and during other investigative activity.

At times, in order to facilitate an investigation, a piece of construction or commercial equipment may need to be moved. Not only do most of these vehicles require special training, licensing and certification to operate, their respective operational condition will likely be unknown to the concerned detective. As a result, the operation of the equipment by the detective may present safety concerns not only to the detective, bystanders and also to the public at large. Additionally, should a detective move a piece of heavy duty construction equipment or a commercial vehicle and become involved in an industrial accident, this exposes the taskforce to extreme liability.

PURPOSE

This unit order establishes a uniform guideline for all personnel assigned to TRAP regarding the operation of

heavy duty construction equipment and commercial vehicles.

Note: This definition includes any vehicle that requires special training or a certification to operate, or a driver license certification beyond a California Class “C” license.

GUIDELINES

General Guidelines - It is the general policy of TRAP that detectives shall not operate heavy duty construction equipment or commercial vehicles without the required training and a current certification and/or license and permission of the owner.

- ***Routine situations where equipment needs to be moved*** – when a TRAP detective encounters a routine, non-emergency situation where a piece of heavy duty construction equipment or a commercial vehicle needs to be moved, they shall contact the owner and ask the owner to move the concerned equipment/vehicle. If an owner cannot be located or contacted, the detective shall contact their nearest Official Police Garage and ask that their personnel facilitate the movement.

Note: In the rare circumstance when a detective has the training and current certification/licensing, with the permission of the owner, the concerned detective may move the piece of heavy duty construction equipment or commercial vehicle him/herself.

- ***Urgent situations where equipment needs to be moved*** – When a TRAP detective encounters an urgent situation where a piece of heavy duty construction equipment or a commercial vehicle needs to be moved and an owner or licensed/certified operator is not present, they may attempt to move the equipment themselves, provided they have had experience with the concerned equipment and have a reasonable idea of its operation. Prior to moving the equipment, the concerned detective or team sergeant must get telephonic approval from the Area lieutenant or Project Director.
- ***Life threatening situations where equipment needs to be moved*** – In emergency situations where a life hangs in the balance, detectives can use any reasonable means to move the piece of heavy duty construction equipment or a commercial vehicle. Such movement shall be done with the safety of all present and the public in mind at all times.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **16-01 GUIDLINES FOR DEPLOYMENT OF ELECTRONIC LOCATION DEVICE ON STOLEN VEHICLES**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 16-01

Subject: GUIDELINES FOR DEPLOYMENT OF ELECTRONIC LOCATION DEVICE ON STOLEN VEHICLES

Effective Date:	02/15/2016	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

OVERVIEW

Taskforce for Regional Autotheft Prevention (TRAP) detectives encounter stolen vehicles on a daily basis. On occasion, these stolen vehicles are believed to be part of a larger auto theft ring or large scale investigation. In view of this, investigators may opt to place Electronic Location Device (ELD) on stolen vehicles to assist them with their investigations.

Investigative needs must be balanced with a duty to return property to its rightful owner. The victim of a vehicle theft is often times put in a precarious position both economically and transportation wise as a result of surveilling a vehicle. In view of this, TRAP detectives must constantly balance investigative needs with the duty to return a vehicle to its owner.

PURPOSE

This unit order establishes a uniform guideline for all personnel assigned to TRAP regarding the installation of ELD's on stolen vehicles.

GUIDELINES

The following guidelines shall be followed when a TRAP detective encounters a stolen vehicle and believes that the installation of an ELD would assist in their investigation:

- Notify their team sergeant and explain the reasons for the ELD installation. With the team sergeant's concurrence, the device may be installed for a period not to exceed 48 hours.

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

- Once the 48 hour threshold has expired, the ELD shall be removed at the earliest available time. The stolen vehicle shall be recovered contemporaneously with this removal.
- If the detective would like to keep the GPS tracking device installed for a period longer than 48 hours, concurrence must be obtained by the team sergeant and area lieutenant.
- The area lieutenant may approve ELD installation for periods longer than 48 hours in exceptional cases, where the investigative benefit is continually balanced with the vehicle owner's rights.

Note: When considering the necessity of the installation of an ELD on a stolen vehicle, or authorizing an installation in excess of 48 hours, all personnel (detective, sergeant and lieutenant) are encouraged to consider the following:

- Information contained in original stolen report regarding circumstances of the theft and victim information.
- Likelihood that the vehicle will be used in another crime if not immediately recovered.
- Likelihood that the vehicle will lead to a large scale criminal, criminal organization or chop shop.

INSTALLATION

It is recommended that a team sergeant be present during the installation of any ELD. In urgent circumstances, when the investigative needs preclude the presence of a team sergeant, investigators shall make telephonic notification to a team sergeant prior to the installation of the ELD. After consultation with and approval from the team sergeant, the installation may proceed.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 17-01 EMPLOYEE ABSENCE - RETURN OF TASK FORCE EQUIPMENT



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 17-01

Subject: EMPLOYEE ABSENCE – RETURN OF TASK FORCE EQUIPMENT

Effective Date:	01/11/17	Last Date Revised:	01/11/17
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

OVERVIEW

The Taskforce for Regional Autotheft Prevention (TRAP) issues members of the task force numerous items of equipment so they can safely and effectively perform their daily duties. It is imperative that this equipment be properly safeguarded and in a serviceable condition at all times. Occasionally, a task force member may become sick and/or injured on duty (IOD) and require a prolonged time away from work to recuperate. Additionally, a task force member may take an extended leave of absence for other reasons (Family Medical Leave, Educational Leave, etc.).

PURPOSE

This unit order establishes uniform guidelines for all personnel assigned to TRAP regarding the return of TRAP equipment while absent from work for a prolonged period of time.

GUIDELINES

TRAP personnel shall adhere to the below-listed guidelines:

- *Vehicles, handheld radios and weapon systems* – When a member of TRAP is absent from work for a period greater than 30 days, the employee’s assigned vehicle, handheld radios and weapon systems shall be returned to TRAP for safekeeping.
- *Cellular telephones* – Cellular telephones may be retained by the employee if he/she expects to return to the task force within one calendar year. It is believed that allowing this will enable the employee to stay in contact with TRAP management and keep abreast of ongoing court cases. For absences greater than one year, the concerned telephone shall be returned.

When TRAP management seeks the return of task force equipment, a TRAP supervisor shall be assigned to contact the concerned employee and coordinate its return.

Note: The Project Director may make exceptions to these guidelines on a case by case basis.

MARTIN L. RODRIGUEZ, CAPTAIN
PROJECT DIRECTOR

• **97-01 TRAP OPERATING PROCEDURES**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 97-01

Subject: TRAP OPERATING PROCEDURES

Effective Date:	05/01/1997	Last Date Revised:	09/19/2008
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The Taskforce for Regional Autotheft Prevention (TRAP) is a multi-agency approach to the investigation and prosecution of professional auto theft within Los Angeles County. In addition to the manual of Standard Operating Procedures (S.O.P.'s), it may become necessary to make additions, corrections, deletions and/or

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

addenda to these procedures as needed. These changes will take the form of Unit Orders.

Each supervisor is responsible for maintaining a copy of the current Unit Orders in a binder, marked “**Unit Orders**,” at their team office. They are also responsible for ensuring all team personnel are aware, and knowledgeable of each Unit Order’s content, as well as the manual of Standard Operating Procedures. The operations sergeant is the custodian of the original Unit Orders. Updated copies of the Unit Orders will be kept in a notebook and shall be maintained by each supervisor assigned to TRAP. Familiarization with the Unit Orders shall be an integral part of the orientation program for newly assigned TRAP personnel.

This order shall be the first order in the binder.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

- **97-02 DRESS STANDARDS/GROOMING**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 97-02

Subject: **DRESS STANDARDS/GROOMING**

Effective Date:	12/10/1996	Last Date Revised:	05/06/2015
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The Taskforce for Regional Autotheft Prevention (TRAP) is Los Angeles County's regional, multi-agency task force that investigates, prosecutes and deters vehicle theft on a coordinated and cooperative basis. TRAP is comprised of investigators from the Los Angeles County Sheriff's Department, Los Angeles Police Department, California Highway Patrol and participating law enforcement agencies.

The task force performs a variety of activities, which include but are not limited to investigations, business inspections, training, and court appearance. However, the vast majority of our time is spent operating in an undercover capacity investigating auto theft rings throughout the entire County. As we know, undercover operations are inherently dangerous and challenging. These types of activities require TRAP personnel to dress in attire appropriate to blend in with their environment and operate in a covert manner. This attire is critical for officer safety, so as not to be detected and compromise an investigation.

In day-to-day investigations and operations, personnel shall wear appropriate attire suitable to their respective assignment. With this in mind, the following guidelines will apply.

GUIDELINES

- **Under Cover Operations and Investigations** - Attire that melds in with the surroundings you are operating in as approved by the team supervisor.
- **Search/Arrest Warrants, Parole, and Probation Searches** – Preplanned warrants and search operations shall require tactical helmets, entry vests, black shirt, and black tactical pants. Shorts are not permitted for preplanned search and arrest operations.
- **Business Inspections** – Personnel shall wear TRAP Raid Jackets and/or patrol vest.
- **Saturated Patrol Events** – TRAP personnel shall wear TRAP Raid Jackets, patrol vest and tactical pants.
- **Court Appearances** - Advanced notice of a courtroom appearances shall require task force personnel to wear appropriate business attire.
- **Training and Presentations** – Task force personnel shall wear either business or casual business attire contingent on the event.

Any exceptions to these standards require the pre-approval of the area lieutenant.

All male task force personnel shall maintain their personal hygiene. Hair will be groomed and limited to collar length; however, with the approval of the team supervisor and the area lieutenant, exceptions can be made for investigation purposes. Well-groomed facial hair is permitted, including the wearing of trimmed beards, sideburns and goatees. Male personnel may not wear any visible body adornments (body piercing) other than earrings with the concurrence of their team supervisor and the area lieutenant.

All female task force personnel shall maintain their personal hygiene. Grooming standards shall include hair worn in a fashion mindful of safety. Female personnel shall not wear any visible body adornments (body piercing) other than earrings.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **97-03 10751 C.V.C. PROCEDURES**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 97-03

Subject: 10751 C.V.C. PROCEDURES

Effective Date:	06/12/1997	Last Date Revised:	04/28/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

It is TRAP's intent to make every reasonable effort to identify vehicle(s) and/or their component part(s) and return these items to their lawful, legal owner. This Unit Order offers guidance in the proper disposition of vehicle(s) and/or component part(s) in the event the rightful owner(s) cannot be identified.

GUIDELINES

In cases where the identification of vehicle(s) and/or component part(s) is not possible, investigators will

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

discuss the recommended disposition of the vehicle/component part(s) with their team supervisor. It is the team supervisor's responsibility to contact the area lieutenant who will make the final determination on the disposition of any vehicle/component part(s). This will be done prior to requesting or scheduling a 10751 C.V.C. hearing.

Each Team Supervisor shall select a minimum of two (2) investigators who will be trained in conducting 10751 C.V.C. hearings. All cases involving 10751 C.V.C. vehicles auctioned or assigned to TRAP shall have a designated investigator who oversees the preparation, processing and court proceedings. **There are no exceptions.**

After determining that 10751 C.V.C. procedures will be implemented, the case investigator will prepare a court order for presentation to the court. This form will be approved by the respective area lieutenant. After the hearing, if the vehicle has been awarded to the Los Angeles County Sheriff's Department for use by TRAP, the team supervisor will insure that any and all papers needed for the disposition of the vehicle are completed.

The original court order and any other papers pertaining to the vehicle/property will be forwarded to TRAP's operations sergeant. The operations sergeant will review the papers and ensure all necessary forms are completed. If the vehicle is included in TRAP's fleet, the operations sergeant will coordinate with the Law Enforcement

Technician (L.E.T.) to process the vehicle through Communications and Fleet Management Bureau.

If determined the vehicle and/or component part(s) are to be auctioned, the operations sergeant will coordinate the sale of the property through Communications and Fleet Management Bureau. The proceeds from the sale of this property will be posted in TRAP's special account.

Vehicle(s) and/or property to be crushed will be taken to an approved scrap metal dealer for disposal. Consideration should be given to photographing vehicles as they're crushed. Investigators should obtain a "weight certificate" and have the scrap metal check made payable to the "**Los Angeles County Sheriff's Department/TRAP.**" The photographs, weight certificate, and the check will be given to the operations sergeant along with the original court order and any other documents relating to the disposition of the property.

Property such as tools, camera equipment, etc., that may be used and retained by TRAP will be delivered to the operations sergeant along with the original court order and other related documents. The operations sergeant will add this property to TRAP's inventory and record the property in the inventory system.

These procedures shall be strictly followed to avoid unnecessary acquisition of substandard vehicles, component parts and property.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **97-04 RECEIPT FOR SEIZED PROPERTY AND NOTICE FOR RETRIEVING PROPERTY**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 97-04

Subject: RECEIPT FOR SEIZED PROPERTY AND NOTICE FOR RETRIEVING PROPERTY

Effective Date:	09/10/1997	Last Date Revised:	09/19/2008
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

In a recent court ruling, (*Perkins vs. City of West Covina*), the court ruled constitutional due process requires that notice be provided whenever property is seized pursuant to a search warrant. This notice shall provide sufficient information to enable the property owner to seek a court order for the return of the seized property. This notice shall be left at the premises where the seizure occurred along with a receipt for the property seized.

GUIDELINES

A Receipt for Seized Property and Notice for Retrieving Property (SH-R-460) form has been developed to include the information needed for a person to claim their property along with a receipt for the property

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

seized. This can be done on one form. The Seized Property Continuation form is to be used when seized items are too numerous to list in the space provided on the Receipt for Seized Property and Notice for Retrieving Property form (see attached forms).

When TRAP personnel serve a search warrant, or are involved in an operation where property is seized, the Receipt for Seized Property and Notice for Retrieving Property form shall be used. A copy of the completed receipt shall be left at the location where the seizure occurred. The original receipt and continuation (if used) shall be placed within the investigator's case file and a copy will be attached to the report.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 97-05 EVIDENCE LOGGING, TRACKING AND DISPOSITION PROCEDURES AND RESPONSIBILITIES



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 97-05

Subject: EVIDENCE LOGGING, TRACKING AND DISPOSITION PROCEDURES AND RESPONSIBILITIES

Effective Date:	10/01/1997	Last Date Revised:	05/04/2010
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order is to establish a uniform evidence handling policy throughout TRAP to ensure that evidence is properly handled, accounted for, and disposed of property.

GUIDELINES

It is the responsibility of each investigator to properly mark, tag, and book evidence in accordance with policy of the Los Angeles County Sheriff's Department, Property and Evidence, Section 5-04/000.00 MMP. It is also the investigator's responsibility to follow up on the disposition of evidence after a case is closed and to indicate the disposition of evidence in a supplement report.

In all instances where property/evidence is obtained through a search warrant, 2805 CVC inspection, crime scene, chop shop, fraud case, or investigation, the property shall be booked at a Sheriff's Station or at Central Property. The booking of this property shall be done immediately to ensure proper claim of evidence and to prevent contamination.

VIN plates, license plates, title, and photo line-up shall be booked into evidence. A photocopy or photograph of these items may be included in the case file.

SUPERVISOR RESPONSIBILITIES

It is the responsibility of the team supervisor to monitor the booking of evidence and to ensure that investigators are complying with the Los Angeles County Sheriff's Department's policies concerning the handling of seized evidence. It is the supervisor's responsibility to ensure that all evidence is stored in a proper place and the "chain of evidence" is maintained.

Team supervisors shall direct the investigator to be expedient with the "disposition" of evidence after the closure of a case. Supervisors shall review the final/closing supplemental report of each case to ensure the disposition of evidence is properly handled in accordance with the Los Angeles County Sheriff's Department procedures.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **97-06 INDEPENDENT AGENCY/TRAP LIAISON**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 97-06

Subject: INDEPENDENT AGENCY/TRAP LIAISON

Effective Date:	10/01/1997	Last Date Revised:	11/03/2016
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order is to define the standards, requirements, and responsibilities for liaison between TRAP and other auto theft investigators serving the other law enforcement agencies located within Los Angeles County.

GUIDELINES

TRAP is divided into five regional teams to provide focused auto theft investigative services to five areas of the county. Part of that focused effort is the maintenance of continued dialogue between TRAP and its investigative counterparts serving law enforcement agencies within the county. To ensure that liaison is created and maintained, the following policies are implemented:

- Each team supervisor shall assign every investigator on his/her team the responsibility of maintaining liaison with the auto theft investigator at one or more law enforcement agencies within the regional boundaries of the team.
- Team supervisors shall ensure that each investigator will make contact with his/her law enforcement counterpart at least once every month. Such contact will be documented in the assigned investigator's

“red book.”

- The intent of these contacts is to maintain an open dialogue concerning activities by the law enforcement agency and TRAP directed at the prevention, detection, investigation, arrest and prosecution of auto theft within the city and the County as a whole.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **97-07 DUE DILIGENCE**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 97-07

Subject: DUE DILIGENCE

Effective Date:	10/01/1997	Last Date Revised:	09/19/2008
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order will outline the due diligence procedures that shall be adhered to by all TRAP personnel.

GUIDELINES

When an investigator files a case with the court clerk at a Superior Court, he or she shall submit, with the filing package, a **County Wide Warrant System Initial Case Filing Form**. The investigator must fill the form out completely, especially the **LEA** section. LEA is the acronym for **Law Enforcement Agency**, and it contains the investigator's bureau's consolidated booking (AJIS) arresting code. **TRAP's LEA number is 3800.**

The investigator should also advise the court clerk that the case being filed is a "Headquarters Detective" case and not a local station filing. Many times, a court clerk will assume that the filing is a station filing and upon entering the warrant information into their computer system, they will enter the local station LEA number and not the proper headquarters LEA number.

If the case goes to a warrant or was originally filed as an arrest warrant, **it is the investigator's responsibility** to make every effort to notify and/or arrest the suspect. An attempt must be made every *90 days* to satisfy due diligence. This can be done by attempting to arrest the suspect or by mailing a letter to the suspect's residence.

Upon each attempt, the investigator will complete the TRAP "Due Diligence Form" (See attached) which will be submitted to headquarters for entry into the warrant/due diligence section in JDIC (WANT 5). NOTE: If after all possible leads have been checked and the investigator is unable to locate the suspect and has no new leads, the investigator may mark "leads exhausted" on the "Due Diligence Form."

Records and Identification Bureau will also send out a monthly due diligence list to each bureau regarding suspect notification. TRAP headquarters will initiate a "Due Diligence Form" (See attached) which will be given to the respective team supervisor. The team supervisor will ensure the handling investigator makes an attempt to locate/ arrest the suspect(s) and submit the completed "Due Diligence Form" to TRAP headquarters **within 30 days**.

Afterwards, the investigator will make a copy of the "Due Diligence Form" which will be placed in their case file in order to successfully defend against any court challenges.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **97-08 OPERATION PLAN DOCUMENTATION**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 97-08

Subject: OPERATIONS PLAN DOCUMENTATION

Effective Date:	10/13/1997	Last Date Revised:	04/28/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order makes it clear that, if feasible, an Operations Plan shall be utilized in the planning and execution of all TRAP tactical operations. The detective will have a clear understanding of the purpose of the operations plan and its use as an officer safety tool.

GUIDELINES

Most of the investigations conducted by TRAP result in the search of premises and arresting suspects. For those situations where prior planning is possible for the search or arrest, an operations plan shall be prepared. Operation plans will be completed and submitted to the area lieutenant no less than 48 hours prior to the operation. An operations plan will be submitted using the attached form as an example. For those sections which do not apply to the operation, the investigator shall indicate by writing "N/A." It is essential that operations plans are classified and handled accordingly.

MARTIN L. RODRIGUEZ, CAPTAIN
PROJECT DIRECTOR

• **98-01 TRAPCORRESPONDENCE - OUTGOING**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-01

Subject: TRAP CORRESPONDENCE - OUTGOING

Effective Date:	09/01/2008	Last Date Revised:	09/25/2008
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to outline the authority of signing any correspondence issued by TRAP.

GUIDELINES

All correspondence, whether administrative or investigative in nature, carries the full weight and authority of the Taskforce for Regional Autotheft Prevention. As such, it must adhere to and be demonstrative of the philosophies of TRAP. Therefore, all correspondence shall be signed **only** by the Project Director of TRAP

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

or, in his absence, his designated representative.

No area lieutenant, supervisor, investigator or professional staff shall sign any outgoing correspondence on behalf of the Project Director, unless specifically directed to do so by the Director.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 98-02 NEWLY ASSIGNED LEIUTENANT, SERGEANT, INVESTIGATOR, AND PROFESSIONAL STAFF ORIENTATION



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-02

Subject: NEWLY ASSIGNED LEIUTENANT, SERGEANT, INVESTIGATOR, AND PROFESSIONAL STAFF ORIENTATION

Effective Date:	01/29/1998	Last Date Revised:	08/25/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to assist each newly assigned employee to understand the mission and goals of this unit. It is imperative that all personnel understand the dynamics, relationships, technologies, and

the investigative techniques used by TRAP. Therefore, a formal training orientation is in place to provide the necessary information concerning these techniques.

GUIDELINES

This orientation training includes, but is not limited to:

- A meeting with the Captain/Director and the specific area lieutenant
- A one-day orientation with each team prior to actual team assignment
- An orientation with the TRAP assigned district attorneys
- An overview of automation systems available to assist with investigations
- Attendance, within the first three months of assignment, at either the LASD, LAPD or CHP vehicle theft investigation school
- Receive some form of entry training prior to participating in search warrant operations
- Orientation with private sector liaisons such as the Greater Los Angeles New Car Dealers Association, NICB, etc.
- Orientation with other investigative law enforcement agencies such as LASD Cargo Cats, CHP I.S.U., U.S. Customs, FBI, DMV investigators, etc.
- Introduction to all TRAP headquarters professional staff members

A newly assigned investigator will be assigned a mentor for a minimum of thirty (30) days, and their training shall be documented on a training orientation checklist form. This will serve as documentation that newly assigned investigator(s) acknowledge the area was adequately explained and that the team supervisor feels the newly assigned investigator(s) have obtained the required skills/expertise in the given area.

If concerns are discovered, the team supervisor will ensure that the appropriate discussion and steps are taken to clarify weak areas/topics. When the form is completed, it shall be forwarded to the area lieutenant and the Project Director for review. The training orientation checklist will be retained in the employee's unit personnel file.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **98-03 PREPARATION AND EXECUTION OF WARRANT OPERATIONS**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-03

Subject: PREPARATION AND EXECUTION OF WARRANT OPERATIONS

Effective Date:	09/01/2008	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish uniformity for the issuance and service of search warrants. Additionally, this order is directed to ensure that all search warrants are reviewed for accuracy prior to judicial authorization and to determine if the search warrant meets the “high risk” criteria.

GUIDELINES

A Search Warrant Preparation Checklist (SH-R-461) is required for all search operations. This policy shall be adhered to with any search operation conducted by TRAP personnel.

All search operations shall comply with defined Los Angeles County Sheriff's Department standards set forth in the Manual of Policy and Procedures under sections 5-09/465.00 Search Operations; 5-09/465.10 Search

Operations – Risk Assessment;

5-09/465.20 Search Operations Preparation Check List; 5-09/465.30 Operations Plan Preparation; 5-09/465.40 Seizure of High Value Property during Search Operations;

5-09/465.50 Service of Search Warrants; and 5-09/465.60 Post Search Operations Procedures.

As outlined in the TRAP MOU Article 3, Section 4, should any policies, procedures, or guidelines conflict with the policy, procedures, guidelines, training, or tactical guidelines of a parent agency, the individual member will immediately bring the conflict to the attention of a supervisor. The individual member shall abide by the directives of the parent agency until such conflict is resolved. The Project Director shall ensure that the appropriate action to resolve the conflict is initiated without delay.

(See Attached Search Warrant Preparation Checklist (SH-R-461) and Manual of Policy and Procedures Sections 5/09-465.00 – 5/09-465.60).

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 98-04 RETENTION OF "RAW" VICTIM/WITNESS INTERVIEW NOTES/RECORDINGS



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-04

Subject: RETENTION OF "RAW" VICTIM/WITNESS INTERVIEW NOTES/RECORDINGS

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Effective Date:	03/16/1998	Last Date Revised:	02/01/2005
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order establishes policy regarding the retention of “**raw notes**” from victim/witness interviews by field/detective personnel. On March 12, 1997, the Court of Appeals filed a decision in *Thompson v. Superior Court*, 53 Cal App 4th 480, that “raw witness interview notes, to the extent they record the witness’ statement, are ‘statements’ as defined in [Penal Code] section 1054.3 and thus subject to discovery.” In its decision, the court also included witness statements that are “recorded electronically” as discoverable.

GUIDELINES

The District Attorney’s office reviewed this ruling and concluded that notes recorded **prior** to case filing, (field notes of an initial interview of a victim, a witness, etc.), do not fall within the scope of this ruling provided they are reduced to a report. However, notes recorded **after** the case is filed, (detectives’ notes of additional interviews with suspect, victim, witness, etc.), or recorded prior to a filing, but are **not** reduced to a report, are discoverable and must be retained.

It is highly desirable, and strongly advised, that personnel retain all their notes regardless of their apparent importance. However, in light of the above case and the District Attorney’s conclusion, **it shall be the policy of TRAP that personnel who record suspect/victim/witness statements, either by written notes or electronic recording, as described above shall retain those notes/recordings.**

Tapes and digital recordings containing such interviews shall be booked as evidence in the case. Detectives taking discoverable notes shall include the original notes in the case file.

The following quick reference is provided for convenience:

- Notes taken prior to case filing that have been included in a report –

Not Discoverable - Not required to maintain

- Notes taken prior to case filing that have not been included in a report –

Discoverable - Must Retain

- Notes taken after a case has been filed, whether or not they are included in a report - **Discoverable - Must Retain**

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **98-05 PROPERTY DAMAGE PROCEDURES**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-05

Subject: PROPERTY DAMAGE PROCEDURES

Effective Date:	03/23/1998	Last Date Revised:	09/25/2008
Last Date Reviewed:	04/30/2020	Next Review Date:	04/30/2021

PURPOSE

This Unit Order establishes policy regarding the reporting of property damage by TRAP personnel.

GUIDELINES

Members shall promptly submit a written report of any damage to real or personal property resulting from the execution of their official duties or responsibilities. When property is damaged in the course or the performance of assigned duties, the victim should be informed that he or she has 180 days from the date of the incident to file a claim against the County. A Claim for Damages to Person or Property (SH-AD -672) shall be furnished to the claimant and advised to mail it to the address indicated on the claim. If necessary,

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

TRAP personnel shall assist the claimant in completing the form. The Risk Management Bureau, Civil Litigation Unit, shall be notified as soon as practicable.

In the event there is no resident or other responsible party at a location where force was used to enter the location, the on-scene supervisor shall arrange for TRAP personnel to remain at the location until a responsible party has arrived, or the location has been repaired or secured by TRAP personnel.

Team supervisors are responsible for submitting a memo to the Project Director detailing the circumstances surrounding the incident and describing the damage in detail. Copies of all reports and photographs depicting the damage shall accompany the memo and be kept on file at TRAP headquarters for one year. This will ensure sufficient documentation is readily available for any litigation that may result from the incident.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 98-06 CASE MANAGEMENT PROCEDURES



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-06

Subject: CASE MANAGEMENT PROCEDURES

Effective Date:	03/15/1998	Last Date Revised:	02/20/2003
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TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021
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PURPOSE

This Unit Order addresses case management procedures for all TRAP personnel and defines the role of investigators, team supervisors and area lieutenants for monitoring and tracking the status of their respective investigations.

RESPONSIBILITY OF THE INVESTIGATOR

Investigators shall devote their time investigating cases involving auto theft developed from leads, 2805 C.V.C. inspections, or cases which were assigned to them by their supervisors as referrals from other agencies.

Any case being investigated by TRAP detectives will be assigned a TRAP URN which will be issued by TRAP headquarters professional staff. Once an URN is pulled by an investigator, a **“First Report”** shall be written (SHAD 49, CHP 180, etc.) and submitted to TRAP Headquarters within **three (3) working days**. Any report not submitted within **fourteen (14) days** to TRAP headquarters for processing, will be brought to the attention of the concerned team supervisor and the area lieutenant who will assess the reason for the delay.

Supplemental reports documenting the progress of investigations shall be written and submitted to the team supervisor within a time frame that provides the supervisor with a contemporary knowledge of the status of the case.

Cases that have no additional significant developments within a 30-day period, and where there is no expectation of any future leads, shall be made **“Inactive”** and closed by the investigator using the appropriate supplemental report. Any exceptions will be noted by the investigator in a Supplemental report and approved by the team supervisor.

RESPONSIBILITY OF THE TEAM SUPERVISOR

The team supervisor is responsible for knowing the caseload of each of their investigators and to assign referred cases in a manner that maintains an equitable distribution of active cases.

The team supervisor shall read all Supplemental reports submitted for approval, and shall be responsible for logging team cases in a ledger. This will facilitate the review process and provide written documentation regarding the status of each case being investigated by an assigned detective.

The supervisor's review of supplemental reports shall ensure that all leads are pursued and that the appropriate assistance is supplied to the investigator for a successful solution to the investigation.

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Each month, supervisors shall determine if cases are closed or inactivated. When possible, investigators should close cases:

- When filed
- When the expectancy of additional workable information and subsequent investigation is not feasible
- Subsequent to the preliminary hearing or after misdemeanor trial

If necessary, cases can be reactivated with a Supplemental report justifying its reactivation.

RESPONSIBILITY OF THE AREA LIEUTENANT

The area lieutenant shall be familiar with the nature of each case handled within their area. The lieutenant shall review the status of all investigations handled by their respective teams on a monthly basis. They shall discuss with the team supervisor the reasons which justify any case being open longer than 90 days, and submit a **brief** summary of those justifications to the Project Director when necessary.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

- **98-07 TRAP COMPUTER SYSTEMS, ACCESS AND USE POLICY**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-07

Subject: TRAP COMPUTER SYSTEMS, ACCESS AND USE POLICY

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Effective Date:	04/10/1998	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

To accomplish this mission, TRAP maintains and participates in several local and statewide criminal and general information systems. This Unit Order defines the permissible use of these systems.

GUIDELINES

The computers available at TRAP facilities are to be used for activities focused on the prevention of auto theft or the detection, investigation, arrest and prosecution of auto thieves. A TRAP employee, who misuses or accesses any computer system other than specified in Penal Code section 11105 P.C. and 13300 P.C., may be removed from the task force with approval of the Project Director. Additional appropriate discipline will be pursued by the Project Director through the employee's parent agency.

All TRAP personnel are governed by and will comply with the Sheriff's **Manual of Policy and Procedures section 3-07/200.00 through 3-07/250.00**. (See attached.)

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 98-08 CELLULAR/SMART TELEPHONE USAGE



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-08

Subject: CELLULAR/SMART TELEPHONE USAGE

Effective Date:	09/01/2008	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this unit order is to outline the policy for the use of TRAP owned cellular/smart telephones.

GUIDELINES

TRAP investigators shall be guided in the use of assigned cellular/smart telephones by Los Angeles County Sheriff's Department MMP sections 3-07/100.25 - **Cellular Phone Assignment, Usage, Maintenance and Management** and MMP 3-01/090.10 **Operations of Vehicles**. (See attachment)

These policies essentially provide guidance to each Sheriff's Department unit in the necessity of providing cellular/smart telephones to Sheriff's personnel, including investigators, and the responsibility of each user.

The Project Director, or his/her designee, will be responsible for reviewing each cellular/smart telephone bill to determine if chargers are appropriate. TRAP cellular/smart telephones shall be used, and are intended for law enforcement purposes only. Calls to family members in case of extended duty are permitted, but common sense shall prevail. Ring tones and other fee services provided by the cellular telephone carrier, are prohibited unless authorized on an individual basis by the area lieutenant. All fees associated with unauthorized purchases will be forwarded to the responsible individual.

Cellular/smart telephones are essentially mini-computers. As such, they will be used to access the Internet and allow the installation of a multitude of applications. Unless expressly authorized by the area lieutenant, the cost associated with all applications installed on a cellular/smart telephone shall be the responsibility of the assigned individual. All applications installed shall have a legitimate purpose in the furtherance of law enforcement activities and shall not negatively reflect on the task force.

If an employee shows any disregard for the use of a TRAP cellular/smart telephone, the team lieutenant, at his or her discretion, may disallow further use by that employee.

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Note: It is anticipated that, in time, applications will be available that will allow cellular/smart telephones to access official law enforcement databases. When this occurs, individual access shall be regulated under TRAP Unit Order 98-07, entitled "TRAP Computer Systems, Access and Use Policy."

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 98-09 ASSET SEIZURE



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-09

Subject: ASSET SEIZURE

Effective Date:	09/01/2008	Last Date Revised:	09/25/2008
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

The purpose of this Unit Order is to outline the policy for seizing money and property during a criminal investigation.

GUIDELINES

TRAP investigators shall be guided by MMP sections 5-09/465.00, Search Operations, specifically 5-09/465.40, Seizure of High Value Property during Search Operations. This Unit Order applies to all TRAP investigators and investigations.

If it is anticipated that the search operation will result in a high dollar seizure, \$10,000 dollars or greater in valuables or money (excluding real estate and vehicles), the Unit Commander will be notified as soon as possible prior to the search operation. The Unit Commander will insure that a lieutenant is assigned as the incident commander.

If the seizure is related to narcotics and is seizable under 11470 (f) HS, the LASD Narcotics Bureau, Asset Forfeiture Unit will be contacted. If the seizure is not related to narcotics, but can be tied to a criminal enterprise, LASD Narcotics Bureau, Asset Forfeiture Unit will be contacted to facilitate the counting of the money and to begin forfeiture procedures

The handling investigator shall notify TRAP Operations of the seizure by the following business day of the seizure. TRAP Operations shall maintain contact with LASD Narcotics Asset Forfeiture Unit on a monthly basis to ensure TRAP is credited with the proceeds of the seizure. All the elements of MMP 5-09/465.00, Search Operations remain in effect.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

- **98-10 INVESTIGATORS DAILY REMINDER BOOK (RED BOOK)**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 98-10

Subject: INVESTIGATORS DAILY REMINDER BOOK (RED BOOK)

Effective Date:	11/01/1998	Last Date Revised:	02/01/2005
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

All TRAP personnel working investigations are required to maintain a “Daily Reminder” (red book) or equivalent as provided by the unit. These books will provide information regarding the investigator’s daily activities, including hours worked and cases under investigation.

GUIDELINES

Each investigator shall record his/her work effort in the daily activity book. Information shall include, but is not limited to:

- Time on and off duty as reflected on official unit payroll documents
- Partners (if applicable)
- Location visited
- Cases investigated including associated URN
- Brief synopsis of activities (including arrests made, cases cleared, etc.)

It will be the responsibility of the team supervisor to examine and audit red books on a monthly basis. The supervisor shall note the date the book was reviewed.

Each red book will be audited once a quarter by the area lieutenant who shall note the date the book was reviewed. Additionally, these books shall be retained at the respective team site for a period of one year after the last dated entry.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **99-01 ON DUTY TRAFFIC COLLISION**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 99-01

Subject: ON DUTY TRAFFIC COLLISION

Effective Date:	09/01/2008	Last Date Revised:	06/30/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

This Unit Order is intended to clarify TRAP Memorandum of Understanding (MOU) Section 6.3 with respect to reporting procedures for TRAP personnel who are involved in a traffic collision.

GUIDELINES

Non-Injury

If a TRAP investigator is involved in a traffic collision while on duty, NOT resulting in injury or death, the area lieutenant **shall** make the following notifications:

- The Project Director

- A supervisor from the involved investigator's parent agency
- A supervisor from the agency in whose jurisdiction the incident occurred

Appropriate reports will be completed in compliance with legal requirements and parent agency policy.

Death, Injury or Complaint of Pain

If a TRAP investigator is involved in a traffic collision while on duty which results in injury, death, or complaint of pain, the area lieutenant **shall** make the following notifications:

- The Project Director
- A supervisor from the involved officer's parent agency
- A supervisor from the agency in whose jurisdiction the incident occurred
- The California Highway Patrol and Traffic Services Detail if necessary

Appropriate reports will be completed in compliance with legal requirement and parent agency policy.

The only clarification is that the notification from the area lieutenant shall be followed with a memo and a copy of all pertinent reports required by the parent agency. This requirement is needed in the event TRAP is compelled to respond to any civil action that may be brought against TRAP as a result of the collision.

Although section 6.7 of the TRAP MOU states that each member agency is solely liable for any and all damages resulting from the acts or omissions of their own employees that does not prevent individuals from naming TRAP and the Sheriff's Department in their claim.

All TRAP vehicles are registered through the Sheriff's Department. Therefore, whenever a TRAP vehicle is involved in a collision, irrespective of the driver's parent agency, the following procedures shall be followed:

Drivers' Responsibilities

- Notify team supervisor

- Notify local law enforcement agency and obtain traffic collision report
- Complete a Report of Vehicle Accident form, SH-AD-665

Team Supervisor Responsibilities

- Notify area lieutenant
- Complete side one of a Supervisor's Report, SH-R-257
- Complete a memo to the Project Director detailing the circumstances surrounding the collision

Area Lieutenant Responsibilities

- Notify Project Director

*** If Sheriff's Department Driver**

- Review all reports and make a preliminary finding of Preventable, Non-Preventable, and complete the Lieutenant's Review section of SH-R-257
- Forward entire package to Project Director

*** If Non-LASD Driver**

- Forward entire package to Project Director. The parent agency of the driver will evaluate the incident and make their own findings and recommendations.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 99-02 CUSTOMS NOTIFICATIONS & INVESTIGATION PROTOCOL



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 99-02

Subject: CUSTOMS NOTIFICATIONS & INVESTIGATION PROTOCOL

Effective Date:	09/01/2008	Last Date Revised:	09/25/2008
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to offer direction when a detective is investigating a case that leads to the ports of Los Angeles, Long Beach, or to the U. S. Customs Office of Inspectors and Investigations.

GUIDELINES

Any investigation by TRAP personnel that lead to the Ports of Los Angeles or Long Beach or any other facility under the control or supervision of the U.S. Bureau of Customs and Boarder Protection (B.C.B.P.) requires notification to the area lieutenant and both of the following agencies prior to any investigative efforts or action being taken by TRAP personnel.

Agent in Charge of U.S. Customs Inspectors: **U.S. Customs Office of Investigations**

(562) 366-5454

(562) 624-3800

If TRAP personnel receive information involving the various ports within Los Angeles County after hours, notification must be made to U.S. Customs Nationwide at

1-800-XSECTOR(973-2867). An operator will locate the "on-call" inspector within the concerned jurisdiction and make arrangements to have him/her contact the TRAP investigator.

The U.S. Customs Service and TRAP have made a commitment to work together in combating auto theft as it relates to the import and export of stolen vehicles. U.S. Customs personnel have unique authority and resources to assist in the investigative process.

Customs Notifications and Investigations Protocol

A U.S. Customs supervisor will advise Customs inspectors to respond and assist with the movement,

tracking, or opening of any container or facilities under their control. A U.S. Customs agent will check to see if the TRAP investigation is related to any U.S. Customs or CHP FEAR on-going investigation and will provide investigative assistance to the case agent.

Note: Void of exigent circumstances, there should be no entry into or movement of containers or property under the custody and control of U.S. Customs without the proper notifications to the B.C.B.P. and the presence of the area lieutenant and either a Customs investigator or inspector on the scene. Failure to comply with this notification and operational protocol could result in the loss of U.S. Customs' cooperation, and jeopardize current and future investigations. Such a failure would also constitute a violation of TRAP policies and procedures, and may result in the re-evaluation of the responsible individual's continued participation with TRAP.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

- **99-03 TRAP POLICY REGARDING INJURED-ON-DUTY (IOD) SITUATIONS**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 99-03

Subject: TRAP POLICY REGARDING INJURED-ON-DUTY (IOD) SITUATIONS

Effective Date:	09/01/2008	Last Date Revised:	06/30/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to elaborate on the Taskforce for Regional Autotheft Prevention (TRAP) Memorandum of Understanding (MOU) as it relates to employees assigned to TRAP who are injured during the course of their duties.

GUIDELINES

Section 6.8 of the Administrative Guidelines Section in the TRAP Memorandum of Understanding (MOU) states;

Each agency is responsible for any worker compensation, sick, injured-on-duty, or similar benefits incurred by or due its employees.

This section has been interpreted to allow that, in the event personnel assigned to TRAP who are injured on duty (IOD) while performing TRAP duties, the following shall apply;

- When the initial prognosis for the employee’s recovery is equal to or less than 60 days, the employee will remain assigned to TRAP with their injury case co-managed by TRAP and the employee’s parent agency.
- If either TRAP or the parent agency has a “light duty” assignment where the employee could be assigned, the employee will be assigned to that light duty position until his/her complete recovery, but not to exceed the 90-day maximum time limit.
- The parent agency will not charge TRAP for salary or benefits paid to the employee while he or she is on IOD status. (Salaries paid for IOD time fall under the coverage of whatever worker’s compensation insurance plan the parent agency has or subscribes to; therefore, billing TRAP for the same salaries

would amount to double payment).

- When the initial prognosis for recovery is greater than 60 days, the employee will be reassigned to his/her parent agency. If the parent agency desires, and is able to, they may replace the employee at their earliest opportunity, not to exceed 30 days from the date of return of the injured employee.

Pre-existing injuries which recur during the employee's assignment at TRAP will result in the employee being reassigned to the parent agency immediately. The agency may replace the employee if it desires, and is able to do so.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **99-04 PERFORMANCE EVALUATIONS FOR PARTICIPATING AGENCIES**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 99-04

Subject: PERFORMANCE EVALUATIONS FOR PARTICIPATING AGENCIES

Effective Date:	09/01/2008	Last Date Revised:	06/30/2014
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TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021
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PURPOSE

The purpose of this Unit Order is to ensure consistency in the documentation of evaluations for participating agencies assigned to TRAP.

GUIDELINES

Evaluation dates for investigators from LAPD, CHP, and all participating agencies will be consistent with the policies of those agencies.

LAPD, CHP, and participating agencies evaluations are completed using their forms. As a result, the team supervisor shall prepare a memorandum to the Unit Commander of TRAP as to the performance of the employee. This will include an evaluation of their arrests, investigations, overall performance, and a determination of one of the following ratings:

- Unsatisfactory
- Needs Improvement
- Competent
- Very Good, or
- Outstanding

A copy of this memorandum shall be forwarded to the involved agency to be included with their evaluation.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• 99-05 COURT LIAISON PLAN



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 99-05

Subject: COURT LIAISON PLAN

Effective Date:	09/01/2008	Last Date Revised:	08/25/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

The purpose of this Unit Order is to establish subpoena control procedures and the management of court overtime.

GUIDELINES

On January 25, 2010, the eSubpoena system was established by the District Attorney’s Office and implemented Department-wide. However, the eSubpoena system does not address subpoenas issued by the Public Defender’s Office and other judicial agencies, which are served via personal service. All personally served subpoenas shall be routed through TRAP headquarters and entered into the **Subpoena Control Book** by the Operation Sergeant. The information shall be entered on the page reflecting the date the investigator is required to appear in court and shall include the following:

- Investigators’ name(s)
- Court of appearance
- Defendants’ name(s)
- Time of appearance
- Court case number
- Whether mandatory appearance is required or “on-call.”
- The date the subpoena was received and the initials of the person entering the information

After the subpoena information is entered into the book, the subpoena shall be placed in the mailbox in which the investigator is assigned. Team supervisors shall be mindful of TRAP’s goal in keeping court overtime to a minimum by adjusting schedules whenever possible. Team supervisors shall monitor court proceedings to ensure compliance with TRAP policy.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• **99-06 UNIFORM REPORT NUMBERS & RECORDS RETENTION POLICY**



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 99-06

Subject: UNIFORM REPORT NUMBERS & RECORDS RETENTION POLICY

Effective Date:	09/01/2008	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

PURPOSE

In all cases where a report number is required, the Sheriff's Department Uniform Report Number (URN) shall be used. This Unit Order is intended to establish conformity with respect to records retention and subsequent destruction.

GUIDELINES

To accurately classify and compile statistical information, a 15-digit Uniform Report Number (URN) shall be

used.

The 15 digits of the URN represent codes for five basic elements as follows:

- First digit - Record retention period by number of years retention
- Second and third digits - Last two numbers of the reporting year
- Fourth through eighth digits - Sequential number of the reports processed each year by TRAP. These digits can be obtained by calling TRAP Headquarters at (626) 873-2357.
- Ninth through twelfth digits – Reporting Districts
- 3800 - Headquarters
- 3801 - East Team
- 3802 - Central Team
- 3803 - South Team
- 3804 - West Team
- 3806 - North Team
- Thirteenth through fifteenth digits - statistical code Bureau of Criminal Statistics/Uniform Crime Reporting System (B.C.S./UCR) for the crime or incident being reported

An example of a typical URN is listed below

EXAMPLE: 920-00025-3801-733 - which represents the following:

9 Retention period of 9 years

20 Reporting year is 2020

00025 Report taken and processed for year 2020; subsequent reports will be coded 00026, 00027, etc.

3801 Reporting District code number for the East Team

733 Statistical Code representing "Vehicle/boat recovered" (Other Agency)

The time element of the URN is a combination of the predetermined retention period code and the current year. The retention code is the first digit followed by the second and third digits indicating the reporting year.

TRAP detectives shall be guided by the Los Angeles County Sheriff's Department Statistical Code Guide booklet (SH-R-316) for specific information on retention and statistical codes.

DESTRUCTION OF RECORDS

The responsibilities for ensuring that retention schedules are adhered to and records are destroyed in a timely manner, lie with the respective team supervisors and the operations sergeant. At the end of each calendar year, a list of all of the records that are to be destroyed will be printed by headquarters personnel and provided to each supervisor. It shall be the respective supervisors and operations sergeant's responsibility to make the arrangements for destruction. Supervisors shall contact the operations sergeant for assistance. See

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

Attachment one (1) for retention formulas.

ATTACHMENT 1

The following retention formula guideline is provided to assist those who are not familiar with the retention schedules and purge guidelines. In summary, the destruction/purge date is arrived at by adding the retention code to the year the report was written (9+2020 = 2029). Reports with zero (0) retention codes do not follow this formula and are maintained indefinitely.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

• INDEX



TRAP UNIT ORDERS LOG

UNIT ORDER #	DATE	CONTENT	COMMENTS
97-01	05-01-98	TRAP Operating Procedures	
97-02	05-01-97	Grooming/Dress Standards	
97-03	06-12-97	10751 CVC Procedures	
97-04	09-10-97	Receipt for Seized Property/Notice for Retrieving Property	

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

97-04a	09-10-97	FORM - Receipt for Seized Property/Notice for Retrieving Property	
97-05	10-01-97	Evidence Logging, Tracking & Disposition Procedures & Responsibilities	
97-06	10-01-97	Independent Agency/TRAP Liaison	
97-07	10-01-97	Due Diligence	
97-07a	10-01-97	FORM - Due Diligence	
97-08	10-13-97	Operation Plan Documentation	
97-08a	10-13-97	FORM - Operation Plan Documentation	
98-01	01-27-98	TRAP Correspondence - Outgoing	
98-02	01-29-98	Newly Assigned Lieutenant, Sergeant, Investigator, & Professional Staff Orientation	
98-02a	01-29-98	CHECK LIST - Newly Assigned Lieutenant, Sergeant, Investigator, & Professional Staff Orientation	
98-03	03-16-98	Preparation and Execution of Search Warrants	
98-03a	03-16-98	SW - Preparation and Execution of Search Warrants	
98-03a	03-16-98	CHECK LIST - Preparation and Execution of Search Warrants	
98-04	03-16-98	Retention of "Raw" Victim/Witness Interview Notes/Recordings	
98-05	03-23-98	Property Damage Procedures	
98-05a	03-23-98	FORM - Property Damage Procedures	
98-06	03-15-98	Case Management Procedures	
98-07	04-10-98	TRAP Computer Systems, Access, and Use Policy	

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

98-07a	04-10-98	POLICY - TRAP Computer Systems, Access, and Use Policy	
98-08	05-01-98	Cellular Telephone Usage	
98-08a	05-01-98	PROCEDURES- Cellular Telephone Usage	
98-09	09-01-98	Asset Seizure	
98-09a	09-01-98	PROCEDURES – Asset Seizure	
98-10	11-01-98	Investigator’s Daily Reminder (Red Book)	
99-01	01-27-99	On Duty Traffic Collisions	
99-02	09-13-99	Customs Notifications and Investigation Protocol	
99-03	10-01-99	TRAP Policy Regarding Injured On-Duty (IOD) Situations	
99-04	09-23-99	Performance Evaluations for Participating Agencies	
99-05	10-18-99	Court Liaison Plan	
99-06	12-20-99	Uniform Report Numbers & Records Retention Policy	
00-01	03-08-00	Use of Informants	
00-01a	03-08-00	FORMS and FIELD OPS DIRECTIVE - Use of Informants	
00-02	10-01-00	Routine Incoming Calls	
01-01	12-10-01	Primary Rater	
03-01	02-26-03	Possession & Deployment of Semi-Automatic Weapons by Participating Agency Personnel assigned to TRAP	
03-02	09-08-03	TRAP “Call Out” Criteria	
03-03	09-08-03	Estimating the Value of a Recovered Stolen Vehicle	
04-01	09-15-04	Car Wash for County Vehicle	

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

05-01	02-01-05	Deployment of X-26 Taser	
05-02	02-28-05	Reporting Procedures and Documentation	
05-03	03-01-05	Scheduling Requirements	
05-04	03-02-05	Chain of Command	
05-05	11-30-05	Fraud and Identity Theft Investigations	
05-06	12-01-05	Outside Overtime	
08-01	09-01-08	TRAP Vehicles	
08-01a	09-01-08	PROCEDURES - TRAP Vehicles	
08-02	10-01-08	Investigative Expenses and Expense Claim	
08-02a	10-01-08	DIVISION ORDERS - Investigative Expenses and Expense Claim	
10-01	00-00-10	Deployment of Remington Model 870 Shotguns	
10-02	03-01-10	Release of Information	
10-03	03-16-10	Confidential Communications	
11-01	09-01-11	Cellular Telephone Restriction in Custody Facilities	
11-02	09-01-11	Tow Companies	
11-02a	09-01-11	LIST – Tow Companies	
12-01	02-01-12	Voyager Gasoline Credit Card	
12-01a	02-01-12	FORM - Voyager Gasoline Credit Card	
14-01	03-03/14	Use of Emergency Lights and Siren in task force Vehicles	
14-02	03-15-09	Letter of Consideration	
14-02a	03-15-09	MEMO - Letter of Consideration	

TASKFORCE FOR REGIONAL AUTOTHEFT PREVENTION (TRAP) UNIT ORDERS

14-02b	03-15-09	LETTER - Letter of Consideration	
14-02c	03-15-09	CHECK LIST - Letter of Consideration	
15-01	09-20-15	Operation of Heavy Duty & Commercial Equipment	
16-01	02-15-16	Deployment of Trackers on Stolen Vehicles	
17-01	01-11-17	Employee Absence – Return of Task Force Equipment	

• 21-01 SHERIFF AUTOMATED CONTACT REPORTING



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 21-01

Subject: SHERIFF AUTOMATED CONTACT REPORTING

Effective Date:	03/01/2021	Last Date Revised:	03/01/2021
Last Date Reviewed:	03/01/2021	Next Review Date:	03/01/2025

PURPOSE

This purpose of this Unit Order is to provide all sworn TRAP personnel with mandated direction for compliance with Assembly Bill (AB 953) also known as the Racial and Identity Profiling Act. This bill was enacted into law under 12525.5 of the California Government Code. This law requires all law enforcement officers in the state of California to submit specific information, referred to as “Stop Data” to the California State Attorney General. Since the Task Force for Regional Auto Theft Prevention (TRAP) is comprised of Deputy Sheriffs and Police Officers from all of Los Angeles County, representing several different law enforcement agencies, the Los Angeles County Sheriff’s Department, Sheriff’s Automated Contact Reporting (SACR) application shall be used and will provide all assigned sworn personnel an application to comply with the above mandated requirements.

GUIDELINES

TRAP team leaders will ensure all TRAP personnel are compliant with Los Angeles County Sheriff's Department Field Operational Directive 18-004. This Newsletter provides all necessary information for supervisor and investigator compliance, supervisor and investigator responsibilities including approval and review procedures.

Due to the unique nature of TRAP and TRAP investigations, all STOP DATA reporting responsibility will be addressed in pre-operational meeting(s) and the reporting mandate responsibility identified in all mandatory operational plans.

MARTIN L. RODRIGUEZ, CAPTAIN
PROJECT DIRECTOR
