

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
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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.

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- 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
