Narcotics Bureau Unit Orders

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NARCOTICS BUREAU ORDERS

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Reviewed/Revised 09/27/2021

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Reviewed/Revised 04/01/2021

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Reviewed/Revised 04/01/2021

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Reviewed/Revised 09/27/2021

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Reviewed/Revised 09/27/2021

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Reviewed/Revised 04/01/2021

• Chapter I- Administrative

• • 1-1 Maintenance and Use of Bureau Orders

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-1**

Subject: **MAINTENANCE & USE OF BUREAU ORDERS**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. POLICY

Narcotics Bureau Orders are promulgated as a means of clarifying and disseminating policy and procedures of the Narcotics Bureau. As policies and procedures alter in response to changes dictated by the internal and/or external environment, additional Bureau Orders shall be published and/or existing orders revised or deleted as necessary.

In conflicts of interpretation between Bureau Orders and Departmental Orders, Departmental Orders shall take precedence.

MAINTENANCE AND USE

The Training Deputy or Sergeant shall ensure that the Bureau Manual and Detective Division Orders are available “on line” via the Sheriff’s Data Network for access by all members.

Bureau managers and supervisors shall ensure that all personnel under their supervision are familiar with and adhere to the contents of each Bureau Order. Familiarization with Bureau Orders shall be an integral part of

the orientation program for newly assigned Bureau personnel.

DISTRIBUTION

Bureau Orders will be distributed to the Unit Commander, each Zone Lieutenant and all Bureau Sergeants. Any Bureau personnel may suggest a revision, addition or deletion of the Bureau Orders to the Unit Commander through the chain of command. Any such changes shall use the above heading format and be coordinated through the Bureau Manuals and Orders Lieutenant.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-3 Bureau Training Program

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-3**

Subject: **TRAINING PROGRAM**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019

Last Date Reviewed:	04/01/2021	Next Review Date	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to provide guidelines to establish an ongoing and relevant training program designed to achieve the following objectives:

1. To use all training time as effectively as possible.

2. To meet all state mandated training requirements.

3. To meet all POST mandated training requirements.

4. To meet all Departmental mandated training requirements.

5. To enhance the effectiveness of the Narcotics Bureau by increasing the skills, abilities, and/or awareness, in relevant subjects, of all Bureau personnel.

6. To utilize special schools to maximum benefit.

B. Background

Training is a critical, ongoing responsibility of Bureau managers and supervisors. An effective training program enhances officer safety and individual competency, as well as reduces potential Departmental exposure to civil claims. This order delineates the specific responsibilities for accomplishing Bureau training mandates.

C. Scope of Policy

This policy applies to all Bureau personnel.

D. Accountability

All Bureau personnel are responsible for being aware of, and adhering to this order.

E. Conclusion

This policy is designed to delineate specific responsibility for accomplishing the Bureau's training mission and to ensure compliance with Departmental mandates in this area.

II. POLICY

A. Responsibilities

1. The Bureau Commander has the overall responsibility for the management of training. The Bureau Commander provides guidance for the development of the training program, allocates resources, and monitors and evaluates the results. The Bureau Commander is specifically responsible for the training of Lieutenants and the Bureau's staff as a team.

2. The Bureau Training Lieutenant is responsible for the detailed planning and conducting of training. The Training Lieutenant must be cognizant of and provide for different levels of training reflective of the varying proficiency levels of individual deputies and each Detail/Crew element within the Narcotics Bureau. The training program must be multi-level in nature, dealing with both individuals and details/crews, and aimed at their relative levels of proficiency. The Training Lieutenant shall regularly inspect the conduct of training.

3. The Bureau Training Sergeant and training staff will maintain records of training including:

- Bureau's yearly training plan

- Monthly training schedules, which shall include not only Bureau personnel being trained, but training given to other Units and agencies by Bureau personnel. This shall include the agency or Unit being trained, the approximate number of students, the training site and date(s), the instructor(s) and the person in charge of the training.

- The attendance rosters

- All approved and unapproved training absences

- Lesson plans of all training provided by Bureau personnel

- Posting of Individual Training Records and the provision of assistance to Bureau Lieutenants and Sergeants in conducting training

The Bureau Training Sergeant and training staff are also responsible for the following:

- Notifying the Training Lieutenant of any potential training deficiencies

- Making recommendations to the Training Lieutenant

- To develop, plan, prepare, conduct and evaluate training in specific subject areas as assigned by the Training Lieutenant.

- With the consent of the Training Lieutenant, proactively institute training where needs are demonstrated. This training is not limited to the published training schedule.

- Establish and maintain a Graphic Aids Library, which shall include videos, slides, overheads, computer generated presentations, posters, and other aids to enhance instruction and retention of training

- Establish and maintain liaisons with special organizations and counterparts in the civilian and military communities and encourage the frequent exchange of information

4. The Zone Lieutenants shall approve all training non-attendance by Zone personnel and provide this notification to the Training Sergeant and/or staff of the non-attendance in a timely manner.

5. The Bureau Crew Sergeants are responsible for a variety of training and instruction which include the

following:

- Plan, prepare and conduct training which is consistent with the yearly Training Plan and which addresses the needs of their Crews

- Submit a lesson plan or ensure that one is on file for each skill area of training conducted

- Submit an APIS Attendance Roster for each class conducted

- Ensure that scheduled training is completed and the results are reported promptly to the training staff

- Ensure that each deputy assigned completes Department mandated training, i.e., trimester duty pistol qualification, M-4 and MP-5 qualification as needed, as well as recurrent briefings.

B. Mandated Training

There are numerous mandated training classes with varying time requirements and frequency of completion. The State, POST, and Department all require unique mandated training, with courses and frequency often changing. The following classes, as well as numerous “one time only” mandated training courses are all managed, tracked and scheduled by the Bureau training staff. Classes which are ongoing and must be updated periodically include:

- First Aid - 8 hours refresher every 3 years

- CPR - 4 hours refresher every 3 years

- Continuing Professional Training - 24 hours every 2 years

- Duty Weapon - Trimester qualification

- M-4 (AR-15) Qualification - 4 hours each year

- MP-5 Qualification - Quarterly Training, Trimester Live fire, Quarterly Simunition

C. Unit Optional Training

1. Unit optional training is normally intended to provide training that is not required, but where a specific need for the training has been identified. The available programs are often job specific and may include:

- Seminars, Institutes, etc.
- Criminal Investigations Courses
- Narcotics Investigation Courses
- Training for Trainers
- Advanced Weapons Training (M-4/AR-15)
- Driver's Training
- Officer Survival
- Tactical Training Courses

2. Participation in Unit Optional Training courses is highly encouraged. Often, this optional training only benefits the personnel attending. Therefore, those personnel attending may be asked to provide their learned training to their fellow Bureau members.

D. Recurrent Policy Training (Department rewrite is pending in this area)

1. Recurrent Policy Training testing must be accomplished every 120 days. The policies which require regular training are:

a. Use of Firearms
b. Use of Code 3 and Pursuit Driving
c. Use of Force
d. Officer Survival
e. Code of Ethics

f. Service Oriented Policing

Although testing is required every 120 days, one of the aforementioned subjects will be briefed each month, according to the following schedule:

a. Use of Firearms - January and July

b. Code 3 and Pursuit Driving - February and August

c. Use of Force - March and September

d. Officer Survival - April and October

e. Code of Ethics/Ethical Conduct - May and November

f. Service Oriented Policing - June and December

2. The method in which this information is delivered, received and ultimately documented is vital to the operation of this Department. Training on these topics must be accomplished in a manner which strengthens one’s ability to confidently carry out policy objectives under emergent Circumstances.

3. To measure an individual's understanding and ability to comply with a policy, a discussion centering on required performance standards must be initiated by the Crew/Team supervisor. The discussion must include a series of questions and answers designed to gauge the individual's understanding of policy requirements.

4. Testing, on a selected policy area, shall be conducted concurrent with the training process. Testing will include the following steps:

a. On a trimester basis during Crew/Team training sessions, supervisors shall pose questions structured to measure the employee's level of understanding of a particular policy. These questions shall be in written form and shall be conducted on the following schedule:

- January - Use of Firearms
- April - Code 3 or Pursuit Driving
- August - Use of Force

b. Following this testing process, a discussion period designed to strengthen the learning process shall be led by the supervisor.

c. Written test questions should be used for the testing process and may be modified for use by the individual Units.

5. Supervisors must provide on-site remedial training for observed deficiencies and evaluate the understanding of the required policies for subsequent supervisory certification of competence. Certification must include the following information:

a. Name of the individual receiving the training.

b. Date of training.

c. Type of policy training provided.

d. Signature of the supervisor providing the training.

6. Rosters with certification information must be maintained by the Crew Sergeant for a period of three years.

7. Each employee's test will be retained by the Crew Sergeant for one year.

8. Due to the fact this training and the documentation is being conducted in a decentralized manner, it is the responsibility of the Zone Lieutenants to verify the documentation during crew biopsies.

9. Reference materials for training are located in the following documents:

a. MPP 3-01/025.00 Use of Force

b. MPP 3-01/025.30 Use of Firearms

c. MPP 5-09/200.00 Emergency Driving Policies

d. MPP 5-09/210.00 Pursuits

e. Guidelines for Discipline

f. Detective Division Order #4-1 - Use of Force

g. Narcotics Bureau Order # 1-5 - Reporting Use of Force

h. Department Mission Statement

i. Department Core Value Statement

j. Training Bulletins and other related materials

E. Scheduled Training Classes

1. Upon receiving a "Scheduled Training" memo/e-mail from the training staff, the Narcotics Bureau member will make every effort to attend the training class. If a conflict should arise where the Narcotics Bureau member cannot attend the scheduled training, prior approval must be obtained from the concerned Zone Lieutenant. The Zone Lieutenant is responsible for notifying the Training Staff and ensuring that the appropriate documentation is prepared by the concerned employee.

2. Unforeseen attendance problems will occur, such as last minute subpoena summons, etc., wherein the Narcotics Bureau member will be unable to make a timely notification to the Training Staff. The Narcotics Bureau member shall telephone the training staff as soon as possible and submit a memo within three days explaining the reason for nonattendance. In the case of a court appearance the memo will include the following information:

a. Case File Number

b. Name/location of the Court of Appearance

c. Name of the handling Deputy District Attorney

d. The Court Case Number

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-4 Orientation Training For Newly Assigned Personnel

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-4**

class=WordSection2>
Subject: **ORIENTATION FOR ALL NEWLY ASSIGNED PERSONNEL**

class=WordSection3>

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to provide guidelines and the requisite documentation of the Bureau's training program for newly assigned personnel. This order provides a list of applicable areas new personnel shall be exposed to during their orientation.

B. Background

The initial training of new personnel is a critical task. An effective initial training program enhances investigator competency which ensures the effectiveness of the Bureau. In addition, having well trained personnel reduces the potential of liability in civil actions.

C. Scope of Policy

This policy applies to all Narcotics Bureau personnel.

D. Accountability

All Bureau personnel are responsible for being aware of and adhering to this order.

E. Conclusion

This policy is designed to delineate specific responsibility for accomplishing the Bureau's training mission and to ensure compliance with Departmental mandates in this area.

class=WordSection4>

II. POLICY

The orientation requirements for new personnel vary according to rank.

DEPUTY

The training program for deputy personnel involves a variety of duties required for a newly-assigned investigator to complete, or to be competent in, before they are considered adequately trained to function as a narcotic investigator. This program is divided into two phases:

PHASE I - HEADQUARTERS ORIENTATION: This training will be administered by the Headquarters Operations Staff and the Training Staff.

A general orientation will be conducted at Headquarters, including introductions to the Headquarters staff, and will cover such areas as basic Bureau policies and the Headquarters operations. A comprehensive training checklist will be given to each new deputy for completion at the unit of assignment. Requisite and applicable safety equipment will be issued to the new investigator.

New deputy personnel will be scheduled to attend the 40-hour Basic Narcotics Investigators training class as soon as possible.

PHASE II - TRAINING PROGRAM: New investigators will be assigned to a station crew and it will be the responsibility of the Crew Sergeant to oversee their (12) week training program. The investigator shall be assigned a training partner who will ensure that the newly-assigned deputy becomes familiar with Department, Divisional and Bureau policies and guidelines. The training partner will supply guidance and instruction on procedures and duties in which the deputy must be competent.

The assigned Training Partner shall complete a Weekly Progress Report (Attachment “A”) documenting the training topics reviewed/completed during that week, and shall identify any areas of strengths or deficiencies. The Training Partner shall forward the Weekly Progress Report to the Crew Sergeant for his/her review and signature. Upon completion of the training program, the Crew Sergeant will forward each Weekly Progress report with the completed training package to their respective Zone Lieutenant for his/her review and signature.

If any training deficiency(s) have been identified, the Crew Sergeant and the Training Partner shall determine the appropriate course of remediation necessary to address the deficiency(s) and shall discuss this with the new investigator. The Zone Lieutenant shall monitor the progress of the remediation effort. If remediation efforts are unsuccessful, a

formal program of improvement will be instituted and administered consistent with the

Bonus selection standards.

class=WordSection5>
The Training Checklist (Attachment “B”) will be utilized by the new investigator, Training Partner and Crew Sergeant as a curriculum for the training program. The completion of the Training Checklist will ensure that all training topics have been discussed/performed competently and to the satisfaction of all personnel involved.

At the conclusion of the Training Program, the new investigator shall be interviewed by his/her Zone Lieutenant who will determine whether the new investigator has been adequately trained. The completed Training Program package (Training Checklist and Weekly Progress Reports) shall be forwarded to the Bureau Training staff for review and subsequent retention by the Bureau Training Staff.

SERGEANT

PHASE I - HEADQUARTERS ORIENTATION: Same as for deputies.

PHASE II - TRAINING PROGRAM: New sergeants will be assigned to an experienced Crew Sergeant for a minimum of two weeks. During this time the new sergeant will be exposed to the intricate responsibilities of supervising a narcotics field crew. As with the new deputy investigator, the training checklist may be used as a training guide for this program.

LIEUTENANT

New lieutenants will be assigned with an experienced Narcotics Bureau lieutenant to conduct orientation for the necessary time. During this time the new lieutenant shall be exposed to the various policies and factors related to the successful management of field narcotic crews

At the beginning of this orientation period, it is recommended that a new lieutenant should be exposed to a station crew to gain an understanding of the day-to-day workings of the crews. At some time during the early stages of the orientation period, in order to gain some further knowledge of the mission, the new lieutenant should be exposed to the following organizations:

- Western States Information Network (WSIN)
- L.A. County Regional Criminal Information Clearinghouse (LACRCIC)
- California Narcotic Officers Association (CNOA)
- Drug Enforcement Agency (DEA) Groups
- Asset Forfeiture
- Office of National Drug Control Policy (ONDCP)
- LA HIDTA

All new personnel shall be scheduled to attend either the Basic, Intermediate or Advanced Narcotics School, whichever is appropriate, depending on rank, narcotics experience and prior classes attended. Due to the number of personnel assigned at one time and scheduling conflicts, these classes may not be conducted during the initial Training Program.

All newly assigned Sergeants and Lieutenants shall be assigned to attend the California Narcotic's Officers Association's "Narcotics Unit Supervisor Course."

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

class=WordSection6>

Attachment “A”

NARCOTICS BUREAU

WEEKLY PROGRESS REPORT FOR NEW PERSONNEL

Week Number:_____ **Date:_____**

Employee Name:_____ **Assignment:_____**

Training Partner:_____

1. Training Topics. Please list and/or describe all training topics completed during the indicated week. *(Use additional pages if necessary).*

2. Strengths/Deficiencies. Please list and/or describe any areas of strengths or deficiencies. Please provide and describe an appropriate course of remediation designed to assist the new employee in gaining the necessary skills or knowledge to become competent in the described area(s) of deficiency. *(Use additional pages if necessary).*

3. **Employee Comments.** *(Use additional pages if necessary).*

4. **Supervisor Comments.** *(Use additional pages if necessary).*

Employee:_____ Training Partner:_____

(Signature) (Signature)

Crew Sergeant:_____ Zone Lieutenant:_____

(Signature) (Signature)

Attachment "B"

NARCOTICS BUREAU TRAINING CHECKLIST

Employee Name:_____ Assignment:_____

Training Partner:_____ Supervisor:_____

Date of Assignment:_____ Date Completed Training Program:_____

MPP = Manual of Policy & Procedures DO = Division Order BO = Bureau Order

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials
I. General Policies				
A. Cold Plates (DO #8-5)				
B. Firearms: Authorized Weapons (MPP #3-03/210.00)				
C. Firearms: Use, Qualification, Inspection.				
D. Grooming/Dress Standards (MPP #3-01/050.80)				
E. Use of Force (DO #4-1; BO #1-5) 1. Force Used to Prevent Swallowing of Evidence (BO #1-10)				
F. Subpoena Duces Tecum/ Discovery Motions (MPP 5-07/230.00-5-07/240.00)				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

II. Case Management

(BO #5-6)

A. 441 Report				
1. Confidentiality (MPP #4-12/020.00)				
2. Distribution				
3. CRI Forms (BO #5-4)				
4. Checklist (BO #5-7)				

B. First Reports 181 (BO #5-6)				
1. Distribution				
C. Supplemental Reports (BO #5-6)				
1. Active/Inactive				
2. Distribution				
D. Disposition of Files				
1. First Report				
2. Arrest Disposition/Case Closure				
E. Expense Claims (BO #4-2)				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

III. Evidence Procedures

A. Narcotic Evidence (MPP #5-04/120.00-5-04/120.30; BO #3-3)				
1. Evidence Book Entries				
2. Proper Packaging				
3. Marking				
4. From Patrol				
5. Evidence Photos for Court				

B. Other Evidence (BO #3-3)				
1. Money				
2. Weapons				
3. Small High Value Property				
4. Vehicles				
5. Forfeiture				
6. All Other Evidence				

C. Seizure and Forfeiture of Property (BO #1-12)				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

D. Testing Procedures				
1. Proper Handling				
2. Marking				
3. Lab Guidelines for Analysis (BO #3-2)				
4. Lab Receipts				

E. Storage (BO #3-3)				
1. Station Crew Procedures				
2. Sequence Order				
3. Headquarters (BO #3-3)				
4. Central Property Procedures				

F. Narcotics Evidence Tracking System (Data Base)				
1. Evidence Disposal/Disposition				
2. Disposition of Large Quantities of Evidence (11479 H&S; BO #3-3)				
3. Quarterly Narcotics Burn				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

IV. Filing Cases

A. Required Reports				
1. Incident Report and Supplemental				
2. Rap Sheets				
3. Case Tracking				
4. PROMIS				
5. ADR				
6. DMV History/Cal Photo				
7. Consolidated Criminal History Reporting System (CCHRS)				

B. Procedures for Case Filing Process				

C. Time Limits				

D. D.A. Office Tour				

V. Handling Prisoners

A. Booking Procedures				
1. Station				
2. Jailer				
3. Bail Enhancement				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

B. Interviewing Techniques				

C. Release Procedures				
1. Release Pending Investigation				
2. 849 (B) (1) PC				
3. Misdemeanor Cite-Out (MPP #3-01/110.60; BO #5-4)				
4. Factually Innocent				
5. Blocking of Public Access to Arrest Information of Confidential Informants (BO #5-10)				

VI. Informants (BO #5-4)

A. Types				
1. Citizen				
2. Confidential Informant				
3. Paid V. Defendant				

B. Investigator Demeanor				
1. Interviews				
2. Investigator Credibility				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials
C. Procedures During Buys				
1. Search of Confidential Informant				
2. Search of Vehicle				
3. “Tripping” with Suspects				
4. Use of Drugs				
D. Briefing of Informant Prior to Buys				
1. Identification of Location				
2. Identification of Suspects				
3. Location Layout				
4. Stash Location				
5. Weapons				

E. Female Informants				
1.Searches				
2. Caused to be Searched (M/F)				
3. Deputy Protection				

F. Juvenile Informants				
1. Parents				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

G. Monies Paid to Informants (BO #4-2)				

1. Use Of Defendant Informants (BO #5-1)				
2. Money Limits				
3. When is Money Paid				
4. Required Witnessing of Payoff (BO #5-4)				
5. Signature on Pink Slip (BO #5-4)				

H. Informant Information Files (BO #5-4)				
1. Headquarters vs. Station				
2. Format				
a. Photos				
b. Prints				
c. Signature				
d. Identification Numbers				
e. Case Information on Reverse Side				
3. Number of Cards Required				
4. Filing Procedures				

I. Personal Relationships Regarding Informants				

J. Letters of Consideration (BO #6-20)				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

VII. Undercover Operations

A. Undercover Operations (BO #6-19)				
1. Protection During Operations				
2. Body Wires				

VIII. Search Warrants

A. Types				
1. Confidential Informant (CI)				
2. Confidential Reliable Informant (CRI)				
3. Information				
4. Undercover Buys				

5. Phone Tolls				
6. Controlled Buys				
7. Door Knocks (BO #6-2)				
8. Hobbs (BO #5-9)				

B. Preparation				
1. Format				
a. Search Warrant				
b. Affidavit				
c. Expertise				
d. Attachments				
2. Original vs. Copy				
a. Protection of Original				
3. Service				
a. Copy to Suspect (No Affidavit)				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

C. Return (Format)				

1. Evidence List				
2. Judge's Signature				
3. Court Clerk				
4. Certified Copy				

D. Time Limits For Service				

E. Time Limits For Return				

IX. Search Warrant Service

A. Notifications (BO #6-3)				
1. Headquarters (Days) (BO #6-3)				
2. Lieutenant				
3. Station				
4. LA CLEAR (BO #6-4)				
5. RIB Number				
6. Other Agency (BO #6-6; FOD 00-09)				
7. SWT Warrants (BO #6-18)				
8. On-Call Personnel				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials
B. Planning				
1. Pre-Drive By				
2. Outside Detention				
3. Ruses				
4. Confirmation Buy				
5. Use of Patrol				
6. Selection of Hospital				
7. Type of Structure				
8. Diagram (Interior/Exterior)				
9. Suspect(s) Information				
10. Fortifications				
11. Best Approach				

12. Containment Positions (Crossfires)				
13. Order of Entry				
14. Weapons Information/Suspect History				
15. Special Equipment (Assignments)				
16. Booking Materials, Etc.				
17. Audio and Videotaping				
18. Search Warrant Preparation Checklist				
19. Operations Plan (Includes all Tactical Operations)				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

C. After Containment				

1. Code 4 (Crew, Station, LA Clear)				
2. Search of Safe Area				
3. Placement of Detainees				
4. Separation of Detainees				
5. Room Assignments				
6. Before/After Videos				
7. Search Techniques				
8. Receipt for Property Seized				
9. Securing Unoccupied Locations				
10. Video Taping (MPP #5-07/075.00;BO #6-1)				

D. Wrong Door Procedures (BO #1-18)				

X. 181 and 441 Case Logs (BO #5-6)

A. Suspect Information/History				
B. Buy Information/Dates				
C. Informant Information				
D. Utilities				
E. Surveillance Dates/Times				

F. Location Information				
G. LA Clear Checks				
H. Checks with Other Crews/PD's				
I. Protection of 441 Information				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

XI. Surveillance Procedures

A. Stationary				
B. Aerial (DO #5-1; BO #6-5)				
C. Rolling				
D. Use of Surveillance Vehicles (BO #6-10)				

XII. Court Testimony

A. Dress (MPP #3-01/050.80)				

B. Expert Testimony				

1. Possession				
2. Sale				
3. Marks (Charting/Appearance)				
4. Assistance to DA's				
5. Familiarization and Discussion of Privileges granted under Evidence Code 1040 through 1042.				

XIII. Equipment

A. 480 Radios (DO #5-2; DO #5-5)				
B. Body Wires & Test Procedures				
C. Undercover Vehicles				
D. Raid Jackets & Entry Vests (DO #5-4;BO #2-4)				
E. Canines (BO #1-6)				
F. Red Books (DO #2-2)				
G. Pager				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

XIV. Sources of Information

A. LA Clear (LACRCIC)				
B. Public Utilities				

C. Law Enforcement Computer Systems				
1. Arrest Records (CCHRS, RAPS)				
2. Court Records (PIMS)				
3. Parole/Probation Records (LEADS)				
4. LACRIS, Cal Gangs, DIRC				
5. Analytical Unit (Headquarters)				

D. Major Crimes Bureau				
E. U.S. Customs/DEA				
F. ATF&E				
G. Other Crews				
H. Other Police Agencies				

I. WE-TIPS				
1. Uses of WE-TIPS				

a. Attachments to Search Warrants				
b. Future Reference				
2. Return Information WE-TIP Sheet				
3. Filing Procedures				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials
J. Postal Inspectors				
K. DMV/Cal Photo				
L. Financial Institutions				
M. Customs-Point of Entry				
N. Office of National Drug Control Policy				
O. Business License Permits				
P. State Board of Equalization				
Q. Real Estate Brokers				
R. Pager Companies				
S. Property Tax Records				

XV. Controlled Substance Expertise (Symptoms/Recognition):

-Methods of Consumption

-Onset and Duration of Action

-Immediate Effects

-Physical Symptoms While Under the Influence

-Withdrawal Symptoms

-Packaging Methods

-Cost

A. Cocaine				
B. Heroin				
C. Marijuana				
D. Phencyclidine				
E. Methamphetamine				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

XVI. Miscellaneous Information

A. Public Appearances				

B. Clandestine Labs (BO #6-8)				
C. Hazardous Materials Procedures (MPP #5-06/100.10; BO #6-8)				

D. Forfeiture Procedures (BO #1-12)				
1. Time Limits				
2. Vehicles (BO #1-12)				

E. Investigations of Private Companies (BO #6-14)				
F. On-Call Procedures				
G. Marijuana Enforcement Team (MET)				

XVII. Sergeants (In Addition to the Above)

A. Audit Procedures				
B. Communicating Major Incident Information (DO #7-2)				
C. Expense Funds/Funding (DO #3-1;BO #4-2)				
D. Inventory of Equipment* (DO #2-6)				
E. Mailboxes				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

XVII. Sergeants (Continued)

F. Obtaining Property from Property Custodian (BO #6-15)				
G. Vehicle Maintenance				
H. Weekly/Monthly Statistics				
I. Tactical Planning/Procedures				
J. Expense Claim Procedures				
K. Emergency and Disaster Plan (DO #7-3; BO #6-23)				
L. Evidence Disposition				

M. Headquarters Notifications concerning Search Warrants/Call-outs				
1. Search Warrant Log/Unit Red Book (Data Base)				

*__Note:__ Crew inventory of all items of evidence, monies and equipment must be accomplished upon the assignment of a new sergeant to a crew.

XVIII. Lieutenants (In Addition to the Above)

A. Safe Procedures				
1. Checking out for Flash Money				
2. Checking in Seized Money				
3. Money out to Forfeiture Unit				
4. Logging in Ledger				

B. Vault Evidence Procedures				
1. Headquarters				

Training Topic	Date Discussed/Performed	Employee Initials	Training Partner Initials	Supervisor Initials

XVIII. Lieutenants (Continued)

C. Informants (BO #5-4) *Reiterated due to Importance.*				
1. Bureau Lieutenants must be thoroughly familiar with the informant process and the approval process for the signing and/or payment to informants.				

COMPLETION OF TRAINING CHECKLIST:

Employee:_____/_____ Date:_____

(Print) (Signature)

Training Partner:_____/_____ Date:_____

(Print) (Signature)

Crew Sergeant:_____/_____ Date:_____

(Print) (Signature)

Zone Lieutenant:_____/_____ Date:_____

(Print) (Signature)

• • 1-6 Canine Program

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-6**

Subject: **CANINE PROGRAM**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. POLICY

The Narcotics Bureau Canine Program is designed to provide a practical and credible countywide narcotic detection capability to aid in the investigation, apprehension and prosecution of participants in illegal activities involving narcotics or firearms. This will be accomplished through the deployment of highly trained teams of handlers and dogs. The primary task of these teams is to locate narcotic substances or materials, objects, paraphernalia, currency or other items which have been tainted with the odor of narcotic substances as well as firearms.

Service Philosophy

The services of the Narcotics Bureau canine units are available to all law enforcement and government agencies as authorized by Sheriff's Department policy. Response by Narcotics Bureau Canine Teams for requests for service are based primarily on the availability of the K-9 Teams.

Narcotics Bureau Canine Handlers generally will not be assigned narcotic case investigations or other Station Crew duties which may interfere with the Deputy's role as a Canine Team.

Canine Program Coordinator

A Narcotics Bureau Lieutenant shall be designated as the Canine Program Coordinator. The Lieutenant shall be responsible for the overall management of the Canine Program including:

- Selection, supervision, training and evaluation of the Canine Program Supervisor Sergeant
- Oversight of the acquisition and training of additional or replacement animals
- Oversight of the training program for new handlers and handlers with new dogs
- Review and revision of operational policy and procedures
- Maintenance of a high quality in-service training and professional development program for both dog and handler
- Record keeping and statistical reporting
- Oversight of the acquisition of supplies, equipment and veterinary services
- Intra-departmental and interagency coordination and liaison.

. Other activities as necessary to maintain a highly credible and technically proficient Narcotic Canine Program

Canine Program Supervisor

A Narcotics Bureau Sergeant shall be designated as the Canine Program Supervisor and shall have the following duties and responsibilities:

- Supervision and evaluation of deputies assigned as handlers
- Oversight of the selection of new or replacement dogs
- Supervision of Training for the Canine Program
- Preparation of Canine Program Statistical Recap
- Acquisition of equipment, supplies and services for the Canine Program
- Preparation and monitoring of Canine Program Budget
- Supervision of obtaining training aids containing narcotic substances
- Relief canine handler
- Annual Program Evaluation
- Annual Bureau Inspection presentation
- Evaluation of proficiency of dogs
- Monitoring and evaluation of services provided by Canine Teams to include contract services and the submission of contract billings as appropriate
- Monitoring and evaluation of Court testimony
- Other necessary activities needed to maintain a highly credible and technically proficient Narcotic Canine Program.

Canine Training Cadre

Two members of the Narcotics Bureau Canine handlers shall be designated as the Canine Program Trainers and shall have the following duties and responsibilities:

- Training of new handlers, new and replacement dogs
- Coordinate and oversee weekly/monthly training
- Acquisition and processing of training aids
- Record keeping regarding training and statistics for each handler and the unit
- Assisting the Canine Program Sergeant as needed with dispatching, etc.
- Other necessary activities needed to maintain a highly credible and technically proficient Narcotic Canine Program.

Canine Handlers

Deputy Canine Handlers shall be responsible for the care, training and work performance of the dogs assigned to them. These duties and responsibilities include:

- Provide a proper environment for the dog at the Handler's home
- Conduct searches for narcotics or narcotics-related items, firearms and U.S. currency as requested
- Conduct, at a minimum of 4 hours, weekly training to maintain proficiency
- Provide for the veterinary care necessary to maintain the health of the dog
- Respond to after-hours calls for service per Bureau policy
- Establish working relationships with narcotics canine personnel in other law enforcement agencies
- Assist area station crews as canine duties permit
- Abide by all Narcotics Bureau Canine Unit regulations and guidelines, including working a flex schedule

SUPERVISION OF NARCOTICS BUREAU CANINE UNITS

The Narcotics Bureau Station Crew Sergeant at the station where a Narcotics Bureau Canine Team is deployed shall assume the supervisory responsibilities and duties relating to the assigned Deputy whenever the Canine Program Sergeant is not available. The Narcotics Bureau Station Crew Sergeant who is utilizing a Narcotics Bureau Canine Team shall be responsible for supervision of the Handler in matters relating to the field situation.

PROCEDURE FOR AFTER-HOURS SERVICE

A Narcotics Bureau Canine Handler who receives a request for service after the handler's normal working hours shall adhere to the following procedures unless otherwise instructed by the Canine Program Lieutenant or Sergeant:

- The Canine Crew Sergeant or designee shall personally contact the service requestor of the Departmental unit or police agency involved.

. The Canine Crew Sergeant or designee shall come to an agreement with the requestor regarding the nature of the service, the location of the service and whether or not the service requested can reasonably and practically be accomplished during normal working hours.

- If the request will incur paid overtime from the Narcotics Bureau, the Canine Crew Sergeant will advise the requestor of such, and inform them that overtime authorization will be sought. Depending on the situation, the handler or the Canine Crew Sergeant, will then contact the requestor and advise them of our response.
- Handlers may immediately respond to a request where exigent circumstances exist. However, the Canine Crew Sergeant shall be notified while the handler is en route.
- If the Canine Crew Sergeant feels the response is not appropriate or that the task to be performed is not appropriate for the Narcotics Bureau Canine Crew, the sergeant shall inform the requestor. In situations where there is a disagreement about not responding, the Canine Crew Sergeant, will contact the requestor to discuss the issues involved. The Narcotics Bureau Canine Handler will, in all situations, make the final decision to deploy his/her canine based on the dog's abilities and after considering all safety issues.

CANINE PROGRAM ACTIVITY REPORTING

Narcotics Bureau Canine Handlers shall record work-related activities daily in their "red book" journal and weekly in the "Narcotics Bureau K9 Crew Weekly Log" and the "Narcotics Bureau K9 Crew Training Log". Completed logs shall be due to the Canine Program Sergeant and the Canine Program Trainer by 0900 hours each Monday.

The Canine Program Sergeant shall prepare a Weekly Canine Program Statistical Recap from the Canine Crew weekly logs.

The activity logs, training logs and up to date statistics on each canine team will be maintained in the Sheriff's Network database. Each Canine Handler will maintain copies of their logs either on paper or electronically.

CANINE PROGRAM EXPENDITURE REPORTING

Narcotics Bureau Canine Program Cal-Card account shall be maintained by the Canine Crew Sergeant. Purchases and services not routinely needed for daily canine care shall have prior approval by the canine

sergeant or lieutenant, with the exception of emergency veterinary care.

CANINE PROGRAM EQUIPMENT

Certain specialized equipment shall be issued to each Deputy Canine Handler. The Deputy shall be responsible for assuring that the equipment is properly maintained and in good working order or functions properly at all times. The equipment will be inspected by the Canine Program Sergeant Annually and the inspection shall be documented in their red books.

The following equipment shall be issued to each Handler:

- Portable training aid case(s); a case to store the training aids will be an airtight case (“Pelican” type) with smaller airtight cases inside for the safe and secure storage of training aids.

. The training aid case must be locked inside a secure drawer in the Handler’s assigned vehicle.

- Suitable vehicle specifically modified for use in the Canine Program
- Canine first aid kit including drugs necessary for emergency treatment
- Canine handling equipment
- Kennel with a padlock, chain and dog house for Deputy's residence
- Food and water dishes
- Bureau handheld radio and Smart Phone or similar device
- Pepperball gun and a Taser
- Entry gear

PROCEDURE FOR OBTAINING NARCOTIC SUBSTANCES FOR TRAINING IN THE

CANINE PROGRAM

It shall be the policy of the Narcotics Bureau that only actual narcotic substances be used in the training of dogs. The narcotics obtained shall be used exclusively for:

- Training which gives the dog experience in finding the substance.
- Providing the dog with scent awareness incidental to an actual search.

Both of these activities are critical to the effectiveness of a narcotic detection canine. The procedure to be followed to obtain narcotics for these purposes is as follows:

The Canine Program Training Cadre while supervised by the Canine Program Sergeant shall be responsible for identifying suitable narcotic substances in the custody of LASD Central Property which would otherwise be destroyed. The narcotics shall be transferred from Central Property Narcotics to Narcotics Bureau. All official transfer documentation shall occur and a special ledger shall be established which will be utilized only for recording those substances being held for canine training. Court orders for the use of these substances shall be obtained as required.

The Narcotics Bureau Canine Program Sergeant shall monitor the transfer of the appropriate quantity of each substance to the Sheriff's Department Crime Laboratory for examination. A Criminalist will analyze the substance, weigh it and seal it, with a certification of its contents and a code for identification and tracking. This process will be repeated for the various substances and package sizes. Proper documentation and record keeping will be performed by the Crime Lab staff for evidence tracking and court presentation by the Crime Laboratory staff.

The Canine Program Training Cadre shall take the packaged narcotics from the Criminalist, place them in the Canine Locker and enter them into the special canine training substance ledger.

All of the above shall be as directed by and supervised by the Canine Program Sergeant.

PROCEDURE FOR ASSIGNMENT, MAINTENANCE, AND SECURITY OF NARCOTICS TRAINING AIDS

The Canine Sergeant will monitor the collecting and auditing of each handler’s assigned training aids. The Canine Sergeant shall also supervise the assigning of each handler their new training aids. The training aids shall be removed from the Canine Locker by the Canine Sergeant and shall be signed for by the Sergeant, Trainer(s), and Handler Deputy. The packages shall remain in the custody of the Handler Deputy until they are no longer usable. If the packaging becomes damaged, it shall be returned to the Canine Program Trainer(s) and Sergeant who shall decide whether to have the substance repackaged or process it for destruction.

The chain of Sheriff's Department custody, control, and responsibility for the narcotics to be used in the Canine Program shall be maintained. A Handler Deputy shall not loan or give their assigned training aids to someone other than the Canine Crew Sergeant or other Narcotics Bureau Handler Deputies during canine training.

Handler Deputies must always ensure their assigned training aids are adequately secured. When off-duty, Handler deputies may leave their training aids secured in their assigned vehicle in a locked drawer. Otherwise, the training aids must be secured in the handler's residence.

Handlers will be assigned at minimum 6 narcotics substances as training aids. The narcotics substances shall be packaged into 1 gram, 7 gram, 14 gram, & 28 gram packages which will total 50 grams for each narcotics substance.

Each Handler will be assigned the following six narcotics substances as training aids.

1. Cocaine (powder/ HCL)
2. Cocaine (rock)
3. Heroin
4. Marijuana
5. Methamphetamine (ICE)
6. Opium

Handlers may be assigned additional varieties of narcotics substances depending on narcotics trends with the approval of the Canine Program Lieutenant and Sergeant.

The Canine Program Sergeant shall conduct a monthly audit and inspection of each Handler's assigned training aids. Canine handlers shall inspect/inventory their assigned training aids on a daily basis. These audits shall be documented in their red books.

All Los Angeles County Sheriff's Department Canine Handlers, regardless of which unit they are assigned to that require narcotics training aids, shall, obtain them through the Narcotics Bureau Canine Unit.

CANINE PROGRAM ON-CALL PROCEDURE

The Narcotics Bureau Canine Crew will have one Deputy Canine Handler on-call at all times to respond to service requests which are made after normal duty hours and on weekends. The on-call duty period will begin at 1700 hours on Friday and continue through the following Friday at 1700 hours. The on-call duty will rotate among all assigned Canine Handlers. Changes in the on-call assignment may be made with the approval of the Narcotics Bureau Canine Program Sergeant. The Department Operations Center must be notified of any change in the on-call schedule.

The on-call Canine Deputy shall be available for response to any “after hours” request throughout the County. If the response time of the on-call Deputy is protracted, the handler or the Canine Program Sergeant, may contact another Canine Handler closer to the service request to ascertain if a more timely response can be made. The on-call Deputy has the final responsibility for ensuring a response to a service request. For policy concerning on-call service requests, refer to the procedures located in the section entitled After-Hours Service.

CANINE PROGRAM PRE-SERVICE TRAINING REQUIREMENTS

This section sets forth the training requirements for a Narcotic Detection Canine prior to the dog being placed into field service with a Handler Deputy. These requirements apply whether the dog is trained by a vendor-trainer or by Bureau personnel. Training of newly assigned handlers and dogs as well as replacement dogs shall be conducted by the Canine Program Training Cadre and he/she will be assisted as necessary by members of the Narcotics Bureau Canine Unit.

1. The dog must receive and be proficient in basic obedience training.
2. The dog must have received a minimum of 160 hours of narcotics detection training. No pseudo narcotics may be utilized at any time. The dog must be able to detect the odors of marijuana, cocaine, heroin, methamphetamine and opium, and give a passive alert upon finding these substances.
3. During pre-service training, the dog should be exposed to a wide variety of search environments which replicate actual field search conditions. This includes, but is not limited to searches of vehicles, residences, commercial buildings, storage facilities, luggage, parcels, and open field areas.
4. Training in Narcotic Detection should also include varied amounts of the substances. In terms of quantity, the dog should be able to detect identifiable residue, and then demonstrate success at various amounts. The dog must show proficiency in detecting substances at various heights from ground level to 6 feet high. Detection of buried narcotics is also very desirable.

The Canine Team must be certified annually by an official of a recognized Narcotics Police Canine Association. The certifying Association must be approved by the Canine Program Sergeant and Lieutenant.

1. During training, a priority will be placed on training the handler in Department policy, Narcotics Bureau policy and case law as it relates to deployment of Narcotic Detection Canine Teams.
2. If the handler is new to the Narcotics Bureau, he/she will be assigned on-loan to a station crew to be trained in basic Narcotics Bureau policy. The length of this assignment shall be determined by the Canine Program Sergeant.
3. The training process will follow the training phase outline (Attachment E).
4. During the training process weekly evaluations will be completed by the Canine Program Training Cadre and approved by the Canine Program Sergeant.
5. A training checklist (Attachment F) shall be completed and approved by the Canine Program Sergeant.

CANINE PROGRAM IN-SERVICE TRAINING

The in-service training program for Narcotics Bureau canines and their Handlers is an on-going training process designed to maintain the Canine Team at optimum proficiency. In-Service training may be accomplished by the following means:

Individual Team Training

Each Canine Handler Deputy is required to train with his dog a minimum of four hours weekly. This training includes detection and obedience training. The dog must be exercised and played with in order to keep the dog motivated.

Unit Level Training

All Narcotic Canine Teams will train together as designated by the Canine Program Sergeant. This training will take precedence over normal duties, unless determined otherwise by the Narcotic Canine Program Sergeant. At this training, all Canine Teams will meet at a pre designated training location where narcotic

detection, case law, and other types of training will be conducted.

Other Agency or Vendor Training

This training will encompass training with other law enforcement/military agencies or with professional dog trainers as arranged by the Narcotic Canine Crew Sergeant and Training Cadre. Individual Handlers must receive approval from the Narcotic Canine Crew Sergeant prior to arranging or engaging in training with members of other LASD K9 Units, law enforcement agencies or with professional dog trainers. With the approval of the Canine program Sergeant and Lieutenant, canine handlers may also attend various seminars and continuing professional training (CPT) courses as appropriate.

CANINE PROGRAM SELECTION CRITERIA FOR DOGS

The following specifications will be utilized in the selection of narcotic detection dogs for the Narcotics Bureau Canine Program:

1. Any suitable working breed, as determined by the Canine Program Sergeant/Training Cadre
2. The canine must be in excellent health with full medical certification from a licensed veterinarian, including X-rays showing no hip dysplasia.

3. The canine must be guaranteed to have a sound temperament and disposition, making it suitable for narcotics detection work. The dog must possess psychological characteristics suitable for normal urban deployment, including public relations activities.

4. The canine must be trained in basic obedience work and must receive a minimum of 160 hours training in the detection of real narcotics. The canine must be certified in the detection of marijuana, cocaine, heroin, methamphetamine and opium. The canine’s alert shall be a passive alert.

5. A written unconditional guarantee of 3 years on the canine's performance and a 2-year guarantee against hip dysplasia is required.

6.Training and medical records, including hip X-rays, must accompany the canine at the time of delivery.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-7 Narcotics Bureau Reserve Company

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-7**

Subject: **NARCOTICS BUREAU RESERVE COMPANY**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. POLICY

PURPOSE OF POLICY

The purpose of this order is to establish Bureau policy regarding the Narcotics Bureau Reserve Company. In addition to this order, all policies and procedures concerning reserve personnel outlined in the Department Manual of Policy and Procedures and the Reserve Forces Bureau Manual shall be adhered to.

SELECTION STANDARDS FOR RESERVE PERSONNEL

- Minimum of 2 years patrol and/or investigative experience
- Must have successfully completed the 200-hour Field Training Program
- Must have a driving record with no more than one preventable accident within the previous 12 months
- Physical condition must be such to meet job task criteria.
- Applicant's performance evaluation must be competent or above during the twelve-month period prior to appointment.

SELECTION PROCESS

- Application
- Resume
- Background evaluation
- Oral interview
- Examination of written product

STRUCTURE

The Narcotics Bureau Reserve Company shall consist of level 1 Reserve Deputy Sheriff's. This number may increase in the future based on need and approval from the Reserve Forces Committee, Level 2 and Level 3 Reserve Deputy

Sheriffs can be members of the Narcotics Reserve Company but will be utilized in specialty area such as “LA CLEAR”. Level 2 or 3 three Reserve Deputy Sheriffs will not participate in Narcotics Bureau field operations.

Appointment(s) of reserve deputies to reserve "title" is at the discretion of the Bureau Commander based on recommendations from the Unit Coordinator and Reserve Company “Team Leader”.

The structure of the Reserve Company is as follows:

BUREAU CAPTAIN

UNIT COORDINATOR

(Regular Sergeant)

RESERVE “Team Leader”

FIELD OPERATIONS PLATOON

Additional platoons may be added contingent upon operational need and the growth of the Company.

DUTIES

The duties of Reserve personnel shall be consistent with the policies of the Department and correspond to the "level" of the reserve deputy.

Duties of personnel assigned to the Field Operations Platoon may include:

- Aerial observation for surveillance
- Ground surveillance
- Analytical background investigations of suspects
- Activities associated with marijuana eradication
- Support activities associated with "buy busts" and "reverse stings" (transportation, booking, security, etc)
- Support activities associated with search warrant services
- Short term station level investigations, such as those involving local community problems, etc.
- Station in-custody services
- Arrest Warrant sweeps

TRAINING

Since the duties associated with narcotics enforcement are so specialized, appropriate training is necessary for reserve personnel performing those duties. Newly assigned personnel should attend the following courses as soon as possible:

- Orientation to Bureau policy and procedures (mandatory all)
- Basic investigators course (Level 1 reserves)
- Basic and advanced narcotics courses (Level 1 reserves)
- High risk entry training (Level 1 reserves)

These courses may be given during weekends or evening when reserve personnel are available. Optional courses designed to meet special duties may be provided when necessary, i.e. Aerial Observer School and

Marijuana Eradication Techniques. When possible, reserve deputies shall be included in the same training as regular personnel.

Each newly assigned reserve deputy shall be assigned a training officer, and shall receive the same information and training as regular deputies assigned as investigators if they are assigned to case investigation duties. S/R personnel assigned to duties assisting regular narcotics detectives under their supervision and not performing investigative functions will not be required to complete investigators training. The orientation period may also require some home study on the part of the reserve trainee.

MISCELLANEOUS INFORMATION

A Reserve meeting shall be conducted each month in order to conduct Company business and necessary training. In addition to this meeting, Reserves are also required to work a minimum 16 hours each month.

A "reserve book" shall be maintained by the unit coordinator. This book shall contain the reserve's personal information, capabilities, training records, working schedule, etc. All scheduling, call-outs and request to utilize reserve personnel shall be handled by the reserve coordinator.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-8 Felony Warrants Management Guidelines

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-8**

Subject: **FELONY WARRANT MANAGEMENT GUIDELINES**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. POLICY

SCOPE

Narcotics Bureau crews are responsible for serving felony narcotics warrants issued as a result of crew initiated cases. Crews are responsible for tracking and updating the status of their arrest warrants. Additionally, each crew is responsible for complying with due diligence requirements.

In general, narcotics crews are not required to serve bench warrants that arise out of patrol-initiated narcotics arrests. Crews, however, shall coordinate with station personnel to serve warrants resulting from arrests by field operations deputies.

GUIDELINES

Crew supervisors shall be responsible for utilizing a warrant tracker file system for tracking arrest warrants. Moreover, crew supervisors shall ensure that case investigators and crew secretaries are utilizing the Countywide Warrant System (CWS), tracking due diligence requirements and for recording dates of service or attempted service of warrants.

At the time of filing for non-custody defendants, all felony warrants authorized for issue by the filing Deputy District Attorney are automatically placed into CWS by the court clerk. This automatically generates an entry to the California Department of Justice's Wanted Persons System (WPS) which in turn enters the warrant into the National Crime Information Center (NCIC). The following information is automatically placed in the miscellaneous field; "No extradition outside California" (NO EX OUTSIDE CA).

After the warrant is entered into CWS/WPS /NCIC via the court clerk, the filing investigator should review the warrant for accuracy. If the investigator believes that the suspect fits the criteria for extradition, the statement "NO EX OUTSIDE CA" should be removed via JDIC. Current guidelines for extradition can be obtained from Major

Crimes Bureau, Fugitive Detail. The Fugitive Detail distributes a list of outstanding

Warrants, which are entered into NCIC as extraditable each month. The Narcotics

Bureau Headquarters staff shall be responsible for NCIC validation of extraditable warrants as needed.

WARRANTS MANAGEMENT GUIDELINES

Case investigators shall be responsible for filling out the Initial Case Filing form (see attachment) and for submitting the form with the case filing package. Once approved by the filing Deputy D.A., the case filing package will be given to the court clerk's office for subsequent entry into CWS.

When a felony arrest warrant is issued by the court, a tracker file shall be instituted for tracking due diligence requirements. This tickler file shall be reviewed during semi-annual inspections. Crews shall attempt to serve arrest warrants within the first thirty days after issuance by the court; thereafter, a good-faith attempt at service shall be made at least once every ninety days. CWS shall be updated to reflect the attempted service date and time. Crew supervisors shall pay particular attention to identifying those warrants that are invalid (for whatever reasons) and for initiating requests through the courts to quash the invalid or stale warrants. CWS shall be updated accordingly. Zone Lieutenants shall review crew warrant files to ensure conformity with due diligence guidelines during semi-annual inspections.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

Court Case #

COUNTYWIDE WARRANT SYSTEM

INITIAL CASE FILING FORM

MUST PRINT OR TYPE

LEAVE BLANK IF INFORMATION IS UNKNOWN

CONSOLIDATED BOOKING (AJIS) AGENCIES NEED ONLY

COMPLETE SHADED AREAS (IF KNOWN ON IN-CUSTODY CASES)

(Filing Name) First _____ Mid _____Last _____Sfx _____

Address _____ City _____

Zip_____State_____

DOB _____Sex ___ Hair _____Eyes_____Hgt ____Wgt ____Race_____

ID#s _____OLN _____St_____LPD_____

MAIN _____SSN_____

VLN _____St _____CII_____

BKG _____Other#s _____FBI_____

CIT_____

OCA_____

LCN_____

AKA First_____Mid _____Last_____Sfx _____

LEA_____LioCity_____

Inv Name/Unit_____Phone(_____)_____

Filing Charge(s)_____

Arrest Charge(s)_____

Date of Arrest _____

(Arrest Name) First _____Mid _____ Last _____Sfx _____

LEGEND

Arrest Name - Name used in booking

Filing Name - Name used for case filing

Sfx - Example: Jr., Sr., lll, etc.

DOB - Date of Birth (this information is required - if unknown, use 02/30 and approximate year of birth)

OLN - Operator's/Driver's License Number (Do not use N.I.P., None, etc.)

ST - State - 2 characters only

LPD - Originating case number/D.R. #/File number (For LASD personnel - the LPD is truncated URN) (Maximum of 10 alphanumeric characters)

MAIN - The master automated index number is a LASD issued criminal history number allowing access and identification of a subject's arrest trailer file in the Personal History Index (PHI) - mandatory for felony filings.

SSN - Social Security Number

VLN - Vehicle License Number (do not use N.I.P., none, etc.)

CII/SID - A number assigned by the State Department of Justice to automated and manual criminal history records

BKG - Booking number (Maximum of 9 alphanumeric characters)

Other#s:

FBI - FBI number

CIT - Citation number (Maximum of 8 alphanumeric characters)

OCA - Number recorded on fingerprint card in space “Your No. OCA” (Maximum of 10 alphanumeric characters)

LCN - Local Court Number (used by Malibu Court) (Maximum of 10 alphanumeric characters)

LEA - Law Enforcement Agency - this is your consolidated booking (AJIS) arresting agency code

Inv Name/

Unit - Investigator’s name and unit of assignment

Phone - Investiga

• • 1-9 Fictitious I.D. Guidelines

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-9**

Subject: **U/C FICTITIOUS IDENTIFICATION GUIDELINES**

Effective Date:	07/01/2008	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. POLICY

Undercover fictitious identification documents are such items as Driver's License, Social Security Card, Vehicle Registration, etc. used for official investigative purposes. Major Crimes Bureau is the Department's point of contact for obtaining fictitious identification. Narcotics Bureau personnel who have a need for such documents shall be guided by this Order.

It is the policy of the Narcotics Bureau that fictitious identification documents only be issued and utilized under circumstances that clearly indicate a compelling need for their use, (e.g. a demonstrated issue of officer safety). In addition, it is the policy of the Bureau that the documents shall be issued for a strictly limited time frame and no longer than necessary to accomplish a particular assigned mission.

PROCEDURE FOR OBTAINING DOCUMENTS

- Personnel requesting U/C fictitious identification, with the approval of their Zone Lieutenant, shall prepare a memorandum to the Bureau Captain detailing their request and justification for the documents.

- Once approved, a memorandum shall be forwarded from our Bureau Captain to the Major Crimes Bureau DMV Liaison Lieutenant requesting the documents. This memo must state the necessity for the requested fictitious identification, and provide all of the U/C's valid and fictitious information, including: valid driver's license number and expiration date, as well as true and fictitious names, dates of birth, addresses, and physical descriptions. A photo copy of the U/C's current driver's license shall be attached.

-The MCB/DMV Liaison Lieutenant will submit the request to the appropriate state and/or federal agency. Generally, the process takes at least six to eight weeks to obtain the documents.

-The MCB/DMV Liaison Lieutenant shall maintain a file for each U/C fictitious

Identification issued, in accordance with Major Crimes Bureau Order #4-13.

- A separate file shall be maintained by Narcotics Bureau, entitled, “U/C Fictitious Identity Record Sheet” (refer to attachment “A”). This file (including all correspondence requesting the fictitious documents) shall be maintained by the Operations Sergeant and secured in his/her safe. A “U/C Fictitious Identity Record Sheet” shall be completed for each fictitious document issued, which shall be signed by the requestor upon receipt of the document. Also attached to this form will be a photo copy of the requestor’s true driver’s license and the fictitious document issued.

- When a fictitious document has been issued, the Operations Sergeant shall notify the LA Clearing House, which shall be responsible for tracking all fictitious documents while in use.

- When a fictitious document is no longer required, the document shall be

Immediately surrendered to the Operations Sergeant who will forward the document to MCB/DMV Liaison Lieutenant. In turn, the MCB/DMV Liaison Lieutenant will return the fictitious document to the issuing agency. The dates the document were surrendered and forwarded to the MCB/DMV Liaison Lieutenant will be noted on the “U/C Fictitious Identity Record Sheet” by the Operations Sergeant. The Narcotics Bureau Operations Sergeant shall review the “U/C Fictitious Identity Record Sheet” during the monthly management process, and when personnel leave Narcotics Bureau, to ensure that any U/C Fictitious Identity no longer in use has been surrendered.

The use of fictitious identification for other than official business is prohibited. Personnel utilizing such documents shall also comply with all regulations of the issuing agency concerning such documents. If at any time these documents are lost, a memorandum shall immediately be submitted to the Bureau Captain detailing the circumstances of the loss. In addition, the MCB/DMV Liaison Lieutenant shall be notified, and a SH-R-49 (Lost Property) shall be submitted by the U/C.

Refer to Bureau Order #6-19 for additional information on Undercover Investigations.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

ATTACHMENT "A"

NARCOTICS BUREAU

UNDERCOVER FICTITIOUS IDENTITY RECORD SHEET

TYPE ID: ID#:

DATE ISSUED:

PERSONNEL'S TRUE NAME:

PERSONNEL'S SIGNATURE OF RECEIPT:

LA CLEARINGHOUSE CONTACTED BY:

MISCELLANEOUS INFORMATION:

DATE DOCUMENT SURRENDERED:

RETURNED BY:

RECEIVED BY:

DATE RETURNED TO MAJOR CRIMES BUREAU:

RETURNED BY:

ATTACH PHOTO COPY OF DOCUMENT AND TRUE ID

• • 1-12 Seizure And Forfeiture of Drug Assets/Property

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-12**

Subject: **SEIZURE AND FORFEITURE OF DRUG ASSETS/PROPERTY**

Effective Date:	07/01/2008	Last Date Revised:	04/20/2015
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose of the Document

The purpose of this order is to provide policy and guidelines for the seizure and forfeiture of money and property by Bureau personnel.

B. Background

Current Federal and State laws allow law enforcement officers to seize the assets of drug dealers and through subsequent forfeiture proceedings obtain a portion of the seized funds for their selected use. These laws greatly assist the drug suppression effort by striking at the resources that drug dealers utilize to operate their illicit business. Additionally, the seized assets can greatly assist the local agency in its efforts to interdict and suppress drug trafficking. Note: Federal laws also allow for the seizure and forfeiture of assets related to Specified Unlawful Activities (SUA) delineated in U.S.C. Title 18 section 1956. Please contact Asset Forfeiture personnel for any cases involving non-drug related asset seizures.

The forfeiture of drug assets can be a prolonged and complicated process. The Bureau maintains a Forfeiture Unit which is staffed by a sergeant and detectives who specialize in this area. Bureau personnel must maintain a dialogue with and refer to this unit when seizure and forfeiture questions arise.

C. Scope of Policy

This policy applies to all Bureau personnel. Managers and supervisors shall ensure that all provisions in this order are strictly adhered to.

D. Accountability

All Bureau personnel are responsible for being aware of and adhering to this policy. All Bureau supervisors are responsible for ensuring their subordinates are trained in the provisions of this policy.

E. Training

Familiarization with this policy shall be part of the orientation training for all newly assigned personnel, (See Bureau Order 1-4, “Training Checklist” Section (lll) (C), Seizure and Forfeiture of Drug Assets).

F. Conclusion

This policy is designed to provide guidelines for Narcotics Bureau personnel to guide them in the seizure and forfeiture of profits from drug trafficking.

II. POLICY

In general, for property to be seized and subject to forfeiture, the property must be free of liens. Additionally, investigators must be able to establish an adequate nexus between the property and drug dealing activity. Because of the complexities involved with the process of property seizure, if any questions arise, the Forfeiture Unit Supervisor or appropriate on-call forfeiture investigator should be consulted for direction. Refer to Bureau Order #3-3 for additional information and direction.

A. Cash or Cash Equivalent

Cash, or its equivalent, is the most common type of property seized by law enforcement officers. If cash is used or intended to be used to facilitate drug dealing, if it is exchanged or intended to be exchanged in a drug transaction, or if it can be traced back to a controlled-substance exchange, it is subject to seizure and forfeiture.

Cash seized for forfeiture or accepted from other units shall be in amounts of $1,000 or greater. All amounts of money less than $1,000 that is seized shall be deposited in the Sheriff's Trust Fund pending return to the suspect by the investigating officer. Narcotics investigators shall insure that all cash or cash equivalents are transported to the Asset Forfeiture unit as expeditiously as possible as there are very restrictive time constraints existing for forfeiture. In most cases cash should be transported to the Asset Forfeiture Unit the same day it is seized. During regular working hours, seized currency shall be given to the Asset Forfeiture supervisor or a Narcotics Bureau Lieutenant for deposit into the Safe, via the hopper located behind door #1.

In the event that the Asset Forfeiture supervisor stores uncounted currency in the small forfeiture safe, it will not be left in the small forfeiture safe overnight; it must be

stored in the main safe protected by alarm and video surveillance. After working hours, seized currency shall be placed into the safe via the hopper located behind door #1. If an after-hours seizure occurs, notification must be left for Asset Forfeiture personnel. A note on the supervisor's desk should be sufficient notification.

Transparent serialized plastic narcotics evidence bags are to be utilized to store all money seizures including currency to be forfeited. After the bags are sealed they may be cut open at the bottom and re-sealed with a heat sealer. The bags used to contain asset forfeiture money should only be opened by members of the Asset Forfeiture Unit in the performance of their duties. The only exception to this immediate transportation policy is that money may be temporarily stored at a Sheriff's Station in the watch commander's safe, pending transportation to Headquarters. When it is not possible to immediately transport the currency to headquarters, and it becomes necessary for storage in a station safe, all Department Policies shall be adhered to, refer to MPP 5/09.465.40. Crew Sergeants and Zone Lieutenants shall make every effort to transport money seized for forfeiture to Headquarters rather than storage in a station safe.

NOTE: The receipt flap of the narcotics evidence transparent plastic bag shall be completed and given to the person from whom the currency is seized or in the case of an arrest, be placed in the property bag.

Crew sergeants and investigators shall make daily checks of the watch commander's safe to ensure a timely retrieval and transportation of cash seized by patrol deputies. Under no circumstances shall cash to be seized be retained in a patrol station safe for more than five days. Money with a narcotics nexus that is to be released to the Internal Revenue Service or the State Franchise Tax Board that is not picked up within <u>five days</u> at a station, shall be transported to the Narcotics Bureau Asset Forfeiture Unit for safekeeping.

Money Seized by Disclaimer of Ownership

If currency, <u>in any amount,</u> is seized from a subject of a narcotics investigation and the individual disclaims interest in the money, that person shall be asked to sign a copy of the Disclaimer of Ownership of Currency (DA-535-A-76D151-Rev 08-02). A copy of the disclaimer and the completed flap

receipt portion of the narcotics evidence bag shall be given to the person or placed in his or her property.

B. Vehicles (Automobiles, Motor Homes, Trailers, or Boats)

Vehicles may pose some unique and difficult problems for a forfeiture case and all circumstances cannot be anticipated. Therefore, vehicles will be accepted for asset forfeiture proceedings on a case by case basis only after approval by the supervisor of the Narcotics Bureau Asset Forfeiture Unit or the on-call investigator. See Bureau Order 3-3 for appropriate storage of seized vehicles.

It is imperative that the Crew Sergeant contact the Asset Forfeiture Unit without unnecessary delay, for approval to remove the vehicle to STARS, or to release the vehicle to the owner if the vehicle is determined not to be subject to forfeiture. This will ensure the Department does not incur excessive storage charges by the tow company.

C. Other Property

Because of the variation and complexity of seizing property other than currency, currency equivalent, or vehicles, investigators should not seize property solely for forfeiture purposes without prior consultation and approval of personnel from the Asset Forfeiture Unit. The unit supervisor or on-call investigator should be contacted for guidance in this area.

Property/Evidence Return

Any investigator who seizes property and/or evidence pursuant to a valid and judicially signed search warrant, shall only release the property/evidence, prior to final case disposition, to anyone outside of the Department, with a properly signed court order, authorizing the release of said property/evidence.

If an investigator elects to release property and/or evidence, prior to final case disposition, to anyone outside of the Department, they shall scan a copy of the court order into the Property, Evidence, and Laboratory Information Management System (PRELIMS). If the released property/evidence is comprised of narcotics, weapons and or currency, a second reviewer (Sergeant or above) is required to approve the release. The second reviewer shall ensure the court order is scanned into PRELIMS prior to approving the release.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-13 Use of Gasoline Credit Cards and Charge Cards

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-13**

Subject: **USE OF BUREAU CREDIT CARDS**

Effective Date:	04/02/2008	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

PURPOSE

The purpose of this bureau order is to provide policy and procedures for the use and control of bureau gasoline credit cards (Voyager/Cal-Card).

GASOLINE CREDIT CARDS

Voyager gasoline cards will be issued to Narcotics Bureau personnel at the discretion of the Bureau Commander. Voyager gasoline cards may be utilized to purchase gasoline for county vehicles when it is not feasible to obtain gasoline from a county facility. The Voyager gasoline cards will be used primarily by personnel assigned to surveillance teams. Use of the Voyager cards to purchase gasoline must be kept to a minimum because the charge cost to the Department is much greater than for fuel obtained from department facilities. Only gasoline will be purchased using the Voyager card. The Voyager card shall NOT be used to pay for anything other than fuel purchases, (e.g. vehicle repairs, maintenance, car washes, oil changes, or food/beverage purchases).

Whenever a Voyager card is utilized to purchase fuel, a receipt must be obtained. That receipt must display the county vehicle number and vehicle license number. The employee signature on the receipt must be legible. A monthly Voyager Card Use Report (Attachment "A") must be completed and submitted by each card holder to his/her immediate supervisor, whether or not a purchase was made.

Receipts for fuel purchase made during the reporting month must be attached to this report. The card user's supervisor shall review the report and sign it, attesting that the expenditures were proper county charges.

NOTE: Supervisors are responsible for ensuring the accuracy and need for the purchases with particular attention given to charges incurred on weekends and holidays and to circumstances amounting to excessive use. Any questionable card use shall be brought to the attention of the Zone Lieutenant.

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The completed Voyager Card Use Reports shall be submitted to the Operations Sergeant by the 5th of each calendar month and forwarded to the Bureau's Law Enforcement Technician. The LET will collect and maintain individual receipts for fuel purchases and the fuel purchase reports submitted by card users for reconciliation with monthly Voyager invoices.

Once the Voyager card bill is received, the LET shall review the previous month's documentation of reported use to ensure that each expenditure is accounted for. If the expenditure has not been documented, the Operations Sergeant will bring the discrepancy to the attention of the Operations Lieutenant. The appropriate Zone Lieutenant will be contacted to resolve the discrepancies and request proper documentation of card use.

The LET or Operations Sergeant will forward monthly Voyager invoices to the unit commander for signature and authorization to make payment.

CHARGE CARD (CAL-Card)

When authorized, CAL-Cards will be issued to K-9 handlers for maintenance, care, feeding and equipment for their assigned Department owned animal.

The primary purpose of the CAL-Cards is to provide a more efficient, cost-effective method of purchasing and paying for small dollar transactions. The use of the card shall not circumvent any existing policy, statute or law, nor is it to be used to circumvent any County or Departmental procurement procedure or policy. All CAL-Card purchases shall be pre-approved by the K-9 supervisor or Operations Lieutenant.

When utilizing the CAL-Card, K-9 handlers shall collect appropriate receipts and submit them with a memo outlining the reason or necessity for the expenditure. These memos and receipts shall then be collected, reviewed and signed by the K-9 supervisor as proper county expenses prior to forwarding them to the Operations Lieutenant.

BILLING

The billing of the CAL-Card charge cards shall be under the name of the cardholder and addressed to the Narcotics Bureau Headquarters. When the cardholder receives the monthly Statement of Accounts (SOA), the cardholder will have seven (7) calendar days to complete the Monthly Transaction Log. The Monthly Transaction Log, Statement of Accounts and all applicable purchase receipts shall be turned into the K-9 supervisor. The cardholder shall also retain copies of the Monthly SOA sale receipts and transaction logs for a minimum of five (5) years. If the cardholder will be absent during the monthly billing period,

he/she shall make arrangements to have the necessary paperwork submitted to the K-9 supervisor in a timely manner.

CAL-card abuses may result in the cancellation of all CAL-card privileges.

It is the cardholder's responsibility to know the specific transaction limits that have been established for CAL-card purchases. If the CAL-card is lost or stolen, the cardholder shall immediately report the lost or stolen CAL-card to U.S. Bank Customer Services at 1-800-227-6736. Additionally, the cardholder shall also notify the K-9 supervisor and adhere to the Manual of Policy and Procedures, Section 4-19/055.00, Lost Credit Cards, Form SH-R-49.

AUDITING PROCEDURE

Any misuse of the Voyager or CAL-Cards shall be brought to the attention of the unit commander without unnecessary delay. The concerned Zone Lieutenant shall be assigned to review and audit receipts, reports and invoices to resolve any discrepancies and report his/her findings to the unit commander for disposition.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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Attachment A

MONTHLY CREDIT CARD USE SUMMARY

DEPUTY:	**EMP**

STATION: Narcotics Bureau	**MONTH:**	**YEAR:**

CREDIT CARD Voyager #	MOTORCYCLE NUMBER:

DAY	GALLONS	COST	MILEAGE	DAY	GALLONS	COST	MILEAGE

SUBMIT WITH ORIGINAL RECEIPTS TO OPERATIONS SERGEANT OR THEIR DESIGNEE ON THE FIFTH OF THE FOLLOWING MONTH

ORIGINAL RECEIPTS ARE FORWARDED TO DIVISION BUDGET REPRESENTATIVE

RETAIN THIS FORM IN STATION FILES FOR TWO YEARS

• • 1-14 Court Attire

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-14**

Subject: **COURT ATTIRE**

Effective Date:	07/18/2009	Last Date Revised:	05/09/2015
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

PURPOSE

Department policy requires employees making court appearances to wear appropriate business attire, Manual of Policy and Procedures Section 3-01/050.80. Recognizing the unique requirements and the nature of narcotics investigations, this order further defines this policy for Narcotics Bureau personnel attending court as part of their duties.

POLICY

At times, Bureau personnel have been criticized for appearing in court in inappropriate attire. Criticism has been received from judges and Deputy District Attorneys, but most importantly, some jurors when polled have indicated that a deputy's appearance has had a direct influence on the jurors' determination of the credibility of the law enforcement witnesses. Maintaining a professional appearance is critical to our law enforcement mission. The Bureau policy is:

1. COURT APPEARANCES

When Narcotics Bureau personnel are called to give testimony in court or for any other formal court proceeding, (e.g. in camera hearings, motions, depositions at non-court locations, etc.) appropriate business attire shall be worn at all times.

2. ROUTINE COURT BUSINESS

When conducting routine business with any court, (processing a search warrant for signature, filing cases with the DA, etc.), personnel shall wear modified business attire, consisting of long slacks and collared shirt. Per Department policy, all tattoos shall be covered while conducting business at a courthouse. See **Section B**. Personnel may also wear a Department authorized raid jacket over this modified business attire. However the raid jacket must be neat and clean with all emblems and patches intact.

NOTE: Blue jeans or denim pants are not considered modified business attire and shall not be worn to court. Shorts shall also not be worn to court.

A. Bureau personnel are required to maintain a set of modified business attire for unanticipated visits to court, (e.g. at their unit of assignment, in their personal or county vehicle, etc.), for easy access. If personnel are conducting operations away from their home assignment and there is a remote possibility that one or more team members may have to go to visit a court as part of that operation, they must take a set of modified business attire along with them.

NOTE: Any deviation from the above policy must be pre-approved by an appropriate Zone Lieutenant and shall be based upon sound judgment and reasoning.

B. TATTOOS - Bureau personnel making court appearances in any capacity must comply with the requirement to completely cover all tattoos. Any deviation from the tattoo policy must be approved by the Unit Commander and the Detective Division Chief.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-18 Wrong Door Procedures

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-18**

Subject: **WRONG DOOR AND DAMAGE REPAIR PROCEDURES**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose of the Document

The purpose of this order is to inform and assist Bureau personnel in handling situations where forced entry into a wrong location has occurred or when property was damaged as a result of our actions and it is determined that it may be the Department's responsibility to repair or secure the premises. This policy ensures that appropriate notifications are made to the Narcotics Bureau Commander and the Risk Management Bureau's Civil Litigation Unit, in order to protect the Department and its personnel against needless civil liability (Refer to Manual of Policy and Procedures 5-07/290.00).

B. Background

The possibility always exists that the private property of uninvolved or inculpable persons will be damaged during the course of our enforcement activities. Such circumstances include entry into a wrong location and in some instances, damage to locations where a landlord could not reasonably know of criminal activity occurring there or damage to family homes when parents do not know of criminal activity by their children or guests. In some instances, mitigating factors may also exist in which we may elect to accept responsibility for damage repair.

C. Scope of Policy

This policy is designed to assist all Narcotics Bureau personnel who become involved in situations in which "wrong door" entry occurs or property damage liability exists.

D. Accountability

The Narcotics Bureau Commander is expected to provide clear guidelines to Bureau Zone Lieutenants detailing the types of situations that may involve departmental repair of or reimbursement for damaged property. In turn, Zone Lieutenants are expected to inform their Crew Sergeants of the guidelines and hold them accountable for timely notifications, repair and/or securing damaged property in appropriate situations.

E. Training

The situations constituting the Bureau's obligation to repair and secure damaged property may seem unclear to some personnel. Periodic briefings and Bureau policy review shall be provided to instill and reinforce this Bureau policy.

F. Conclusions

The intent of this policy is to protect against needless civil liability and provide for the appropriate repair and securing of damaged property.

II. POLICY

Whenever a forced entry into a wrong location has occurred or when circumstances exist in which the Department may be obligated to repair property damage or it is simply in the best interests of the Department and its relations with the public to do so, the following procedures shall be adhered to:

- The Zone Lieutenant shall be notified immediately.

- The Zone Lieutenant shall respond to the location, investigate the circumstances surrounding the damage and notify the Bureau Unit Commander.

- The concerned Station Commander or Chief of Police shall be notified as soon as possible.

- The Risk Management Bureau, Civil Litigation Unit, shall be notified as soon as practicable, but no later than the next business day.

- Provide the owner or resident with a Departmental claim form and, if necessary, assist in completing the form.

- In the event that there is no resident or other responsible person at the location, the Crew Sergeant shall arrange for Deputy personnel to remain at the location until a responsible party has arrived or the location has been repaired or secured.

- A detailed memorandum shall be submitted to the Division Chief explaining the circumstances surrounding the incident.

- The Crew Sergeant shall assist the owner or resident with arrangements for repairs.

If immediate repairs are required to secure the premises or it has been determined that an “Expedited Claim Process” should be utilized, the Risk Management Bureau’s Civil Litigation Unit shall be immediately contacted for direction. During business hours contact should be made at (323) 890-5400 or after hours at (213) 229-1850 via the Department Operations Center.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-19 Facility Inspection

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-19**

Subject: **FACILITY INSPECTION**

Effective Date:	07/01/2008	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

PURPOSE

The purpose of this Bureau Order is to ensure that our employees work in a clean and safe environment.

POLICY

Generally, the cleanliness, orderliness, and safety of the Narcotics Bureau environment is the responsibility of all personnel assigned at the work site. Personnel who recognize an unsafe situation shall take immediate steps to remedy the situation, and bring the concern to the attention of their supervisor and/or the Bureau Operation's Sergeant.

This policy requires a formal and documented facility inspection every six months (January and June). This inspection will be conducted by the Operations Sergeant, checking on cleanliness, orderliness, and safety issues.

Attached is a Narcotics Bureau Inspection sheet which will be used for this purpose.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

DATE:_____

NARCOTICS BUREAU HEADQUARTERS INSPECTION REPORT

GRADING CODE: 1. Considerable Improvement Needed

2. Improvement Needed

3. Good

4. Excellent

Building Interior	**Code Y / N**	**Hazard**	**Remarks**
Captain's Office	____	_____	_____
Op. Lt's Office	____	_____	_____
Op. Sgt's Office	____	_____	_____
Lt. Office(s)	____	_____	_____
Training/Analytical Office	____	_____	_____
Captain's Sec Area	____	_____	_____
Employees Kitchen	____	_____	_____
Supply Room	____	_____	_____
Lobby	____	_____	_____

Secretariat	____	_____	_____
Property Room	____	_____	_____
Hall/Walkway Areas	____	_____	_____
Windows	____	_____	_____
Major Violators Unit	____	_____	_____
K9 Office	____	_____	_____
Information Sys Area	____	_____	_____
Forfeiture Area	____	_____	_____

ATTACH SEPARATE PAGE IF NEEDED

• • 1-20 Overtime Usage and Tracking

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-20**

Subject: **OVERTIME USAGE AND TRACKING**

Effective Date:	07/01/2008	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

PURPOSE

The purpose of this order is to provide guidance for the use of overtime and management's responsibilities for tracking all overtime expenditures incurred by Bureau personnel. These guidelines are intended to ensure the Bureau's strict compliance to Departmental regulations and assure appropriate use of overtime.

POLICY

Bureau personnel **shall not** work overtime when their job can be performed during regular work hours. In order to respond to the unpredictable nature of narcotics investigations, supervisors and investigators assigned to the Narcotics Bureau work a Flex 40 schedule. The purpose of this schedule is to provide flexibility for investigations while reducing the need for paid overtime by providing investigators the means to better manage their regular work hours and adjust their schedules to meet the needs of their investigations.

The Zone Lieutenant shall be the approving authority for all paid and saved overtime. When an investigator and/or sergeant determines there is a need for overtime, either paid or saved, the prior approval of the concerned Zone Lieutenant must be obtained. In the absence of the Zone Lieutenant, the prior approval must be obtained from another supervisor that is of the rank of lieutenant. The lieutenant's name must be noted on the "Overtime Worked Report" (SH-R-251), on the line entitled, "Supervisor Pre-Approving O.T. and Briefing."

Personnel assigned to the Narcotics Bureau are also governed in the use of overtime by the Department's Manual of Policy and Procedures, Subsection 3-02/290.00 entitled "Overtime Guidelines". When approving or disapproving overtime requests, lieutenants shall always consider the following:

-Are other personnel available that have not yet exhausted their 40 hours for the week?

-Would delaying an active investigation until the following week compromise the case?

-Does the level of the crime and/or violator warrant the expenditure of overtime?

CALL-BACK OVERTIME

Narcotics Bureau personnel who are called back to work after completing their regular scheduled hours for the day may be compensated with paid overtime. Bureau personnel working the Flex 40 schedule may receive four hours overtime for any call-back prior to 2400 hours. Call-backs occurring after 0001 hours are considered regular hours worked for that new day. All unexpected call-backs must be approved by the concerned Zone Lieutenant. Bureau personnel shall be guided by the Department's Manual of Policy and Procedures, Subsection 3-02/310.00, "Call-Back Time/Early Shift Start."

TRACKING OVERTIME USE

The unit time accountant shall prepare a weekly report for Detective Division showing reimbursed and non-reimbursed overtime worked. He/She will also prepare a weekly Bureau overtime "snapshot" report showing weekly, monthly and year to date overtime expenditure as well as individual crew overtime hours worked for Sergeants and Detectives and Lieutenants.

Pay and Leave Management prepares a weekly report available to the Bureau showing individual overtime worked including paid and saved overtime.

Refer to Bureau Order #4-1 for additional information on OCEDETF overtime procedures.

ORIGINAL SIGNED_

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-23 Unrestricted Internet Access

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-23**

Subject: **UNRESTRICTED INTERNET ACCESS**

Effective Date:	07/01/2008	Last Date Revised:	09/02/2011
Last Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this Bureau order is to establish guidelines for Bureau members with authorized un-restricted access to the internet on Department computers.

B. Background

Since the advent of Department personnel using Department owned computers with internet access, there have been restrictions and filters in place to prevent certain content from being transmitted or received at those computers. Those filters restrict language and certain graphic media that have the potential of being offensive by nature or possibly create a hostile work environment. However, there are instances where for specific investigative purposes, it is appropriate and necessary for these filters to be lifted for specified personnel.

C. Scope of Policy

This policy is directed to all Narcotics Bureau personnel.

D. Training

Narcotics Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

E. Accountability

The Analytical Unit/Training Sergeant is accountable to establish and maintain a tracking system to record each Bureau member with unrestricted internet access.

II. POLICY

Bureau members are reminded that although they may be actively involved in an investigation and operating with the permission and authorization of the Bureau Captain, it does not relieve them from the potential for allegations of Policy of Equality violations. Instead, working in this arena with the support of the Bureau Commander can only act as a defense, should there be such an allegation. The weight of such a defense can only be determined by the details of the complaint and the reasonableness of the detective's actions. Therefore, safeguards must be established to minimize the risk of violations or tensions within the crew offices while conducting such investigations. Only those investigations wherein a direct nexus to narcotics related crimes shall be approved for unrestricted access.

A. Documentation

Each detective desiring unrestricted access shall complete a memo (SH-AD-32A) to his/her respective zone lieutenant, via the crew sergeant. If the zone lieutenant concurs, he/she shall make a notation on the memo and forward same to the Bureau Captain. If the Captain concurs with the request, the Captain will then make the appropriate request to Data Systems Bureau (D.S.B.) that the restrictions for that individual investigator be removed. Additionally, the lieutenant shall notify the Analytical Unit and provide the name of the detective and the effective date. The lieutenant will also notify the crew sergeant, who will then notify the respective detective.

B. Analytical Unit Responsibilities

The system will track the name, unit of assignment, date unrestricted access was effective and the date removed. Additionally, a file will be maintained to collect and store the original memo documenting the approval of such access. These records shall be maintained for 5 years, and only purged if no P.O.E. complaints have been received. The Analytical Unit will, every three months, notify the Zone Lieutenants of personnel in their respective zones who have had their filters removed. The Zone Lieutenant will make a determination if this needs to be continued.

C. Detective Responsibilities

- Self-Discipline

- Resist the temptation to stray from investigation related material

- Be aware of your surroundings - Who else can view your computer screen

- Evaluate the investigative value items displayed on your computer screen

â— If no evidentiary value exists, remove any potentially offensive material immediately.

- If it is determined to have potential value, make the appropriate investigative responses in a timely manner, then immediately erase that material from the screen.

- The local District Attorney's Office may require a printed copy of any correspondence made via the internet to be used as evidence during prosecution. Care must be exercised to preserve that evidence in a manner that is out of view.

- Always be aware that voices can travel. While discussing the responses with other crew members, be mindful that the subject matter may be offensive to others that you cannot see, but can hear your voice.

<u>Never leave your computer unattended when such material is on the screen:</u>

- Delete the material from the screen if not necessary for further investigation

- If the material must be kept on the screen and you are called away, lock the computer to prevent unintended viewing.

- Log all sessions in your “red book” with the starting and ending times that you were viewing otherwise blocked material. Present these entries to the crew sergeant regularly for his review and initials.

D. The Crew Sergeant Responsibilities

- Monitor the material viewed by any bureau personnel with unrestricted access to ensure the viewing is strictly for the purposes of initiating or continuing an investigation.

- For the crew members with the unrestricted access, the Crew Sergeant shall frequently review the respective members “red book” to ensure that entries are made whenever members are accessing materials that would otherwise be restricted. The sergeant shall initial all such entries.

- Consider the number of crew members that require unrestricted access

- If a crew member leaves the crew for any reason, the need for keeping his/her unrestricted access must be assessed on an individual basis.

- Monitor the level of productivity from such access on a regular basis. If no longer productive, re-in state restrictions.

- Brief other personnel in the work area that access is authorized to prevent unwarranted P.O.E. complaints.

E. Zone Lieutenant Responsibilities

- Ensure the crew sergeant is initialing the red book entries

- Evaluate the necessity for each request
- Number of members with unrestricted access at each unit
- Amount of success from previous web based investigations, if any

NOTE: This Bureau Order will only serve as a defense if the member can clearly articulate the relationship between the material viewed and an active or pending investigation. Viewing material that a member is unable to demonstrate a relationship with an investigation places the investigator in jeopardy of violating established policies and may subject the member to discipline.

All personnel utilizing or supervising employees who may be required to view potentially offensive materials must be ever mindful of the Department's Policy of Equality and its requirements. It is the users and supervisors ultimate responsibility to ensure that other employees are protected from inadvertently viewing this material. Failure to take adequate precautions could subject the user and/or supervisor to disciplinary action under the Policy of Equality.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 1-24 Use of Communications Equipment Within a Correctional Facility

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-24**

Subject: **USE OF COMMUNICATIONS EQUIPMENT WITHIN A CORRECTIONAL FACILITY**

Effective Date:	09/01/2011	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT

A. Purpose

The purpose of this order is to establish policy and procedure regarding the possession of a wireless communications device within a correctional facility.

B. Scope of Policy

This order applies to all Narcotics Bureau personnel.

C. Accountability

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).

A correctional facility is defined as any secured facility, station jail or court lock-up. Sergeants and Lieutenants are responsible for ensuring that their subordinates are aware of and comply with this order.

II. **POLICY**

Per Custody Division Manual 3-01/090.05, only unit commanders and above are authorized to bring a Department issued wireless device into a secured area of a Custody Services Division Facility. Narcotics Bureau personnel below the rank of unit commander may request to bring a Department issued wireless device into a secured area of a Custody Services Division facility with the approval of the concerned Custody Services Division Chief. The request shall be submitted via Chief's Memorandum, justifying the need for possession of the wireless device and the effective dates. If approved, the original shall be kept on file at the concerned Chief's office. This also applies to any undercover operation within a correctional facility. A wireless communications device is defined as, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless Internet device.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• Chapter II- Equipment

• • 2-1 Benelli Shotgun

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-1**

Subject: **BENELLI SHOTGUN**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

POLICY

The Benelli Super 90 shotgun is authorized for use by the Los Angeles County Sheriff's Department Narcotics Bureau.

The weapon is a 12 gauge semi-automatic shotgun with a magazine capacity of seven (7) or five (5) 2-3/4" shotgun shells.

This weapon is to be deployed and used during Narcotics Bureau operations by qualified personnel. Qualification shall consist of a four (4) hour training class conducted at the all-purpose range located at the Pitchess Honor Rancho range, by a qualified firearms instructor. Those participating in this class must demonstrate proficiency with the weapon. An annual re-certification is required and shall consist of a (4) hour refresher course with a qualified instructor.

The weapon shall be loaded with only 2-3/4" #4 or #00 buckshot. The weapon shall be loaded to capacity (7 or 5 rounds in the magazine) when deployed. The weapon shall not be initially deployed with rifled slug rounds in the chamber or magazine. Due to rapid and evolving circumstances, any detective, after assessing his/her situation concludes that the need for slugs exists, he/she is authorized to deploy such ammunition.

Each weapon shall have a tactical sling affixed to it. This sling shall not be removed. Care of the weapon shall be the responsibility of the deputy assigned the weapon and checked by the Crew Sergeant. Each month the weapon shall be inspected, cleaned, and lubricated using the respective station's shotgun cleaning equipment. NOTE: It is essential that this be accomplished to ensure the reliability and longevity of this weapon.

The Benelli shotgun shall be test fired and evaluated by the range staff during the annual shotgun test firing. This task shall be conducted by the training staff.

ORIGINAL SIGNED_____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 2-2 Use of County Vehicles

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-2**

Subject: **USE OF COUNTY VEHICLES**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

PURPOSE

The purpose of this directive is to provide Unit policy and procedures for use of the Narcotics Bureau vehicle fleet.

Narcotics Bureau provides personnel with vehicles to be used for County business and are assigned under two conditions:

1. POOL VEHICLES:

Crew Sergeants are responsible for routine and scheduled maintenance and will be notified of such, by the Narcotics Bureau Headquarters staff.

2. ASSIGNED VEHICLES:

Due to their flexible hours and the nature of their work, personnel assigned to specific assignments may drive their assigned vehicles home. It is the operator's responsibility to arrange for routine and scheduled maintenance when notified by the Narcotics Bureau Headquarters staff. If the assigned operator is to be off work for an extended period of time, the vehicle must be returned to Narcotics Bureau Headquarters or parked at a secured County facility (i.e.: fenced in Sheriff's Station).

County issued equipment shall not be left unsecured or overnight in a County vehicle. Reasonable caution shall be exercised in leaving equipment in an unattended vehicle during regular work shifts. All personnel are reminded of MPP Section 3-01/090.05, which states, "A member shall not use a County vehicle without the knowledge or permission of his supervisor".

Any deviation from this policy requires the pre-approval of a Zone Lieutenant or the Unit Commander. If a Zone Lieutenant or the Unit Commander pre-approved an employee to take home a pool vehicle, both the employee and the approving supervisor shall note the approval along with a brief explanation of the reason the vehicle is being taken home, (e.g. early travel to a training site, special operation, etc.), in both the employee's and the manager's red book.

NOTE: If questions arise about the authorization for use of a vehicle and neither the supervisor nor the employee have notations in their red book and the manager has no independent recollection of giving approval, a rebuttable presumption will exist that the employee was using the vehicle without authorization.

TRANSPORTING UNAUTHORIZED PERSONS, (Take Home & Pool Vehicles)

MPP section 3-01/090.15 prohibits the transporting of unauthorized persons in a County owned vehicle without the prior approval of a supervisor. In a rare situation where an employee must transport a non-employee in a County vehicle, pre-approval shall be obtained from a Zone Lieutenant or the Unit Commander. If a Zone Lieutenant or the Unit Commander pre-approved an employee to transport a non-employee in a take home or pool vehicle, both the employee and the approving manager shall note the approval along with a brief explanation of the reason the transportation is necessary, (e.g. family emergency, witness transportation, etc.), in both the employee's and the supervisor's red book.

NOTE: If questions arise about the authorization for transportation of a non-employee and neither the supervisor nor the employee have notations in their red books and the supervisor has no independent recollection of giving approval, a rebuttable presumption will exist that the employee was transporting a non-employee without authorization.

VEHICLE OPERATIONS

Personnel shall not allow a non-employee or unauthorized person to operate a County owned vehicle, MPP 3-01/090.15.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 2-3 Vehicle Mileage & Condition Report and Maintenance Schedule

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-3**

Subject: **VEHICLE MILEAGE & CONDITION REPORT, SERVICE AND MAINTENANCE SCHEDULE**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

POLICY

A Vehicle Mileage/Condition Report will be prepared by those personnel/units with vehicles assigned to them, and submitted to the fleet maintenance coordinator by the due date.

The fleet coordinator will send a Service Schedule form or email to those personnel/units with vehicles assigned to them. The scheduled services and additional maintenance items denoted on this form/email should be handled when due, and the repair order forwarded to the fleet coordinator.

A copy of Vehicle Mileage/Condition Report and repair order is attached.

ORIGINAL SIGNED_

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 2-6 Colt AR-15 (M4) Rifle

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-6**

Subject: **COLT AR-15 (M4) RIFLE**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to establish policy and training for the use and deployment of the Colt AR-15 (M4) rifle during Narcotics Bureau tactical operations. Compliance with this order will enhance the safety of all personnel and comply with Departmental training policies related to AR-15 (M4) qualification.

B. Background

Due to the sophisticated firepower that Narcotics Bureau personnel are confronted with when dealing with today's drug traffickers, the Colt, Model #LE6921, AR-15 (M4) Law Enforcement Carbine Rifle, has been

approved for use by members of the Narcotics Bureau. This rifle is commonly referred to as the "**M4**".

C. Scope of Policy

This policy will clearly establish the guidelines and procedures concerning the M4 rifle and shall be adhered to by all members of the Narcotics Bureau.

D. Accountability

Only those Narcotics Bureau Personnel who have successfully completed the required training will be issued and allowed to deploy the M4 rifle. The Narcotics Bureau Training Staff shall coordinate the required training for those Bureau personnel who are qualified to deploy the M4. The Bureau Training Staff shall also maintain M4 qualification records and ensure that these records are current.

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II. POLICY

A. Guidelines

The Colt Model #LE6921, AR-15(M4) Law Enforcement Carbine Rifle may be deployed in planned tactical operations, i.e., the serving of search and arrest warrants, parole and probation searches, dope/money flash, "rips," and high risk vehicle stops. The deployment of the Benelli and Remington shotgun shall also continue to be an option for use during any and all tactical operations.

The M4 is a semiautomatic, gas operated, locking bolt rifle with a magazine capacity of 20-30 rounds. The approved ammunition is that which is issued by the Weapons Training Unit.

This weapon is intended for use by Narcotics Bureau teams whenever they are involved in any tactical operation. The M4 rifle will be deployed only by trained and qualified personnel and shall be specifically noted in the operations plan. Trained personnel/operator current in certification can deploy the M4 rifle if it is determined to be an appropriate weapon for the mission. Permission to deploy the M4 is not required, however notification to the team sergeant shall be made for all pre-planned operations. If an emergency arises, a trained deputy can deploy the M4 but as soon as the situation allows, the deputy shall notify a supervisor.

It will be the responsibility of each Crew/Team Sergeant, in conjunction with the Bureau Training Staff, to oversee the rifle's condition, care, and annual test firing. Those personnel qualified to deploy the M4 will be directly responsible for its overall cleanliness and serviceability.

B. Weapon Security

1. When not in use, each detective, who has been issued an M4, shall keep it secured, stored and maintained in the trunk of their locked Departmental vehicle. For personnel driving a vehicle without a trunk compartment (SUV, Van, etc.), the weapon shall be secured in their vehicle. In both cases, the weapon shall be secured to the vehicle with a chain/cable and an approved locking device and or in a bureau "lockbox" which is affixed to the vehicle.

2. During off-duty hours, deputies shall have their **unloaded** M4 secured with an approved locking device inside their assigned Departmental vehicle and shall have the vehicle secured in their respective garage. However, when not possible to secure the

vehicle inside an enclosed garage, the M4 shall be secured unloaded and in a safe location inside the residence where children will not have access to it.

3. The trained operator assigned the M4 shall have the primary responsibility for security of the weapon.

C. Training

Training for those Narcotics Bureau Personnel assigned to deploy the M4 will consist of the following three phases:

Initial M4 Training

Initially, each detective assigned to deploy the M4 must complete a 16 hour firearms training program which emphasizes tactical use, marksmanship techniques, assault firing, and full maintenance of the weapon. This two day course is administered by the Training Bureau Range Staff or a qualified M4 instructor.

Additional M4 Training

Qualified personnel will attend tactical entry training consisting of perimeter containment, deployment within a team configuration, and moving with the M4 as part of an entry team. This training will be administered by one of the following training teams; the Narcotics Bureau Training staff, Training Bureau's Laser Village Staff or Special Weapons Training Team.

Annual Re-qualification / Certification

All qualified personnel shall maintain their proficiency with the M4 by successfully completing an annual department mandated re-qualification course, administered by the Training Bureau Range Staff or qualified M4 instructor. After the re-qualification course, qualified personnel shall also attend at least one, four hour, live fire training session during the same calendar year and/or one, four hour, basic team movement training, utilizing simunitions. These courses are designed to keep personnel proficient with the M4 and are administered by the Narcotics Bureau Training staff, Training Bureau's Laser Village Staff or Special Weapons Training Team. Only those personnel whose training status is current will be issued and allowed to deploy the M4.

D. Marijuana Enforcement Team (MET)

Due to the unique circumstances in which MET personnel must operate, (i.e., forest or densely covered wilderness) and the fact that suspects involved in illegal marijuana grows are typically armed with high power weapons, any M4 certified/qualified operator participating in a MET operation are authorized to deploy the M4. However, prior to deployment, a notification to the MET Command Post Lieutenant or Sergeant shall be made.

Note: A team supervisor (minimum rank of sergeant) shall be present to oversee the operation whenever an M4 is deployed during a MET operation.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 2-8 Monthly Inventories of Unit Firearms

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-8**

Subject: **MONTHLY INVENTORY OF UNIT FIREARMS**

Effective Date:	07/01/2007	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this bureau order is to establish guidelines for a monthly inventory and accountability of all firearms assigned to Narcotics Bureau.

B. Scope of Policy

This policy applies to all bureau supervisors, all personnel who have access to a bureau firearm, and those bureau personnel who have been personally issued a bureau firearm.

C. Accountability

Bureau sergeants shall be directly responsible for the inventory and accountability of those bureau firearms assigned to their respective crew and/or personnel. The Narcotics Bureau Training Unit is responsible for the Headquarters armory inventory.

II. POLICY

A. Reporting Procedures

Bureau sergeants shall, on a monthly basis, personally account for those bureau issued firearms assigned to their respective crew or personnel. This monthly inventory of bureau firearms shall be documented on the attached form (Titled “Monthly Inventory of Unit Firearms”) and forwarded to Narcotics Bureau Headquarters, with attention to the Training Sergeant and/or Training Deputy responsible for the inventory of all bureau firearms.

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The “Monthly Inventory of Unit Firearms” form shall be submitted to Narcotics Bureau Headquarters by the **10th** calendar day of each month.

B. Unit Commander Notification

Should any discrepancies arise during the monthly inventory process (e.g. missing or unaccounted for firearm), the reporting personnel shall immediately make the following notifications to:

1) The Zone Lieutenant.

2) The Narcotics Bureau Training Unit.

3) Submit a detailed memorandum to the Unit Commander describing the circumstances of the discrepancy.

Each month the Training Deputy shall account for all firearms assigned to the crews and those stored in the Headquarters Armory. He/She shall immediately advise the Operations Sergeant or Lieutenant of any discrepancies. The Unit Commander shall also be notified via a detailed memorandum without unnecessary delay.

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ORIGINAL SIGNED_

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

SH-AD-32A (8/17)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service Since 1850"

DATE:

FILE NO:

OFFICE
CORRESPONDENCE

OM: (CREW SERGEANT) **TO:** LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

BJECT: MONTHLY INVENTORY OF UNIT FIREARMS*

I have personally accounted for the following firearms assigned to my crew or to a member of my crew. Below is a listing of their serial numbers which I have verified.

Name of Crew _____

Month of _____, _____

AR – 15/M-4	**Benelli Shotgun**

***This report is due at HQ Narcotics not later than the 10th of each month.**

• • 2-9 Deployment of Pepperball Rifles

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-9**

Subject: **DEPLOYMENT OF PEPPERBALL RIFLES**

Effective Date:	07/01/2007	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this bureau order is to provide policy and procedures concerning the deployment of the Pepperball Rifle by Narcotics Bureau personnel.

B. Scope of Policy

This policy is directed to all sworn Narcotics Bureau personnel. All sworn bureau personnel shall be accountable for the contents of this policy concerning the proper use, deployment and care of the Pepperball Rifle and its accessories.

II. POLICY

A. Description and Nomenclature

The SA200 Pepperball Rifle is a less lethal semi-automatic, air powered weapon designed to launch a variety of frangible projectiles. The overall length is thirty-three inches and the approximate weight is 3.5 pounds (unloaded). The maximum effective range is approximately thirty feet.

B. Types of Projectiles

There are three types of frangible projectiles authorized for use by qualified Narcotics Bureau personnel in the SA200 Pepperball Rifle. Each .68 caliber projectile weighs approximately 2 grams and is color coded to distinguish the content:

class=WordSection2>

RED OC powder, contaminant/impact projectile, containing 1.5 grams of 5% OC powder.

PURPLE Inert powder training projectile. This training projectile has the same dispersion characteristics as the OC projectile.

CLEAR Inert liquid (water) training projectile.

It is the responsibility of each Crew Sergeant to ensure that each weapon has an adequate supply of Pepperball ammunition for tactical deployment. Ammunition resupply can be accomplished by notifying the bureau Training Sergeant and/or Training Deputy. If this is not feasible, you may be able to obtain additional ammunition from a Patrol or Custody facility.

C. Parts and Accessories

Each SA200 Pepperball Rifle is equipped with the following parts and accessories:

(2) 3000 psi HPA bottles

(2) Speed Pod Loaders

(1) Tactical Nylon Sling

(1) Semi-metallic Rifle Case with foam inserts

NOTE: (5) yellow scuba tanks have been deployed throughout the county and assigned to various crews. These tanks are to be used to refill the HPA air bottles when they become low or empty. You may also consider refilling your bottles at a Patrol or Custody Facility equipped with these scuba tanks. The (5) bureau scuba tanks are located at the following crew offices: Palmdale, Temple, Century, Industry, and Bureau Headquarters.

Pepperball Rifles shall not be altered or modified in any way. Only approved projectiles shall be fired in this weapon. All repairs to this weapon shall be made by the department armorer. Should you have a defective weapon, it is the Crew Sergeant's responsibility to return it to the Bureau Training Sergeant and/or Training Deputy for an exchange of a serviceable weapon.

D. Training

Pepperball Rifles may only be deployed by qualified personnel who have successfully completed the required training. This training shall be administered by qualified bureau instructors or other qualified department instructors (e.g. Force Training Unit, etc.). The required training can usually be completed in 3 hours

(depending on the class size), and shall include the following:

- Description of nomenclature, parts, ammunition and accessories
- Safety, loading, and unloading
- Air bottle and air tank recharging and storage
- Target Areas and effective deployment distances
- Department/Bureau Policy concerning proper deployment
- Live Fire exercises
- Written Test

E. Tactical Deployment

The Pepperball Rifle is not considered a firearm. However, launching projectiles at a suspect's head shall be avoided unless circumstances dictate otherwise. Guidelines for the deployment of this weapon fall under the "Authorized Use of Force –Objectively Reasonable standard."

There are several tactical applications for this weapon:

- it may be used to deploy O.C. Powder only, on a "Resistive" individual or crowd, by impacting projectiles against a solid object(s) in the immediate area
- it may be used to launch projectiles directly on an "Assaultive/High Risk" individual
- it may be used as an alternative to the use of a firearm, to deter or stop the attack of aggressive dogs during a tactical operation

As with all Less Lethal Weapons, consideration should be given to the deployment of a cover officer or the ability to immediately deploy deadly force should the situation dictate it.

Bureau personnel shall not intentionally launch projectiles directly on a "Resistive" suspect(s). All personnel utilizing this weapon must do so only when fully justified by circumstances and shall be governed by MPP 3-10/100.00, Use of Force Review 3-10/110.00, Reporting Procedures, and Field Operations Directive #90-9 (Revised August 21, 2003).

ORIGINAL SIGNED_

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 2-10 Use of Communications Equipment

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **2-10**

Subject: **USE OF COMMUNICATIONS EQUIPMENT**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to establish policy and procedure for the field use of communications equipment

issued to Narcotics Bureau personnel. The intent of this order is to increase safety and coordination for tactical field operations (e.g., surveillances, search warrants, buy-busts, reverse stings, undercover meets, etc.).

B. Scope of Policy

This order applies to all Narcotics Bureau personnel.

C. Accountability

NOTE: Bureau Order #2-10 must be read in conjunction with Bureau Orders # 5-8 (Operations Plans), #6-1 (Search warrants, Probation and Parole Searches, Consent Searches & Arrest Warrants), and #6-11 (Tactical Building Entry Operations) to obtain a full understanding of the scope of these orders. Each contains subject matter and information regarding tactical operations that is interrelated and compliments material in each of the other three orders.

All Bureau personnel will be held accountable for being familiar with and strictly adhering to the individual and collective contents of these orders. Sergeants and lieutenants are responsible for ensuring that their subordinates are aware of and comply with these orders.

II. POLICY

Bureau members are issued communications and safety equipment including cell phones and car mounted radios and/or portable radios for use during field

operations (e.g., surveillances, search warrants, buy-busts, reverse stings, undercover meets, etc.).

A. **Radios**

Department issued car mounted and/or portable radios should be the primary communication devices used during field operations (e.g. search warrants services, buy-busts, reverse stings, undercover meets, etc.). Tactical operations shall be conducted using Department radios and on tactical frequencies.

All emergency broadcasts, (e.g. vehicle pursuits, foot pursuits, deputy involved shootings, etc.) shall be made using a department radio over a "working" S.C.C. frequency. Initial coordination shall be made via the working frequency and moved to a tactical frequency identified by S.C.C. at the earliest, practical opportunity.

Field personnel should not substitute cell phones or the push to talk feature of cell phones for Department radio communications. While cell phone technology can augment our communications, it shall not be routinely used as a substitute for Department radios. Limited exceptions for this would include multi-agency task force type operations while working in conjunction with our law enforcement partners (i.e. HSI, DEA, FBI, etc.). Field personnel shall at all times during tactical operations, have a radio at their immediate disposal, tuned to a common tactical frequency and have the ability to select a working frequency or, use an emergency trigger to communicate directly with S.C.C. for emergency radio communication.

While there may be a need for undercover personnel to forgo personal possession of a radio so as not to reveal their identity when coming in contact with suspects, the other operational personnel must be equipped with a radio to monitor a tactical frequency and/or a working frequency for emergency communications and coordination of responses among Bureau, other agency or Departmental personnel.

Operations plans for tactical operations shall identify a department tactical and working frequency of the nearest Sheriff's station for emergency use. While any deputy may make an emergency broadcast to S.C.C., a designated deputy shall be assigned as the radio deputy for communications with S.C.C. in support of the tactical operation.

For operations outside of reliable radio communications due to distance from S.C.C. or physical restrictions (e.g., outside of Los Angeles County or inside LAX terminals etc.), an assigned communications deputy shall determine emergency telephone numbers for contact with the local law enforcement agency to coordinate any required emergency response prior to the operation.

NOTE: Personnel assigned to multi-agency task forces shall use the radios common to all members as approved by the task force director.

B. Cell phones

Cell phones (i.e. Nextel, Verizon, iPhones, etc.) are issued to allow routine communications for investigators while they are in the field. Cell phones are not issued with the intent of replacing Department radios. While conducting tactical operations, field personnel shall not substitute cell phones or the “push to talk” feature of cell phones for Department radio communications. While cell phone technology can augment our communications, they shall not be routinely utilized as a substitute for Department radios during tactical operations.

ORIGINAL SIGNED_

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 2-11 Heckler & Koch MP5 Submachine Gun

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF’S DEPARTMENT

Bureau Order Number: **2-11**

Subject: **HECKLER & KOCH MP5 SUBMACHINE GUN**

Effective Date:	07/01/2008	Last Date Revised:	01/30/2020
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to establish policy and training for the use and deployment of the Heckler & Koch (H&K), Model MP5, Submachine gun, hereinafter referred to as MP5, by Narcotics Bureau personnel assigned to the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT), Major Violators, all task force personnel, California Multi-Jurisdictional Methamphetamine Enforcement Team (Cal-MMET) and designated bureau members (approved by the unit commander) during tactical operations. The compliance of this order will enhance the safety of all personnel assigned to Narcotics Bureau special teams.

B. Background

Since 1986, the MP5 has been approved for use by members of the Narcotics Bureau assigned to Narcotics Bureau special teams. The responsibility for training and maintenance of the MP5 rested with instructors assigned to the Narcotics Bureau and qualified as H&K, submachine gun instructors, assisted by members of the Special Weapons Team.

C. Scope of Policy

This policy will clearly establish the guidelines and procedures concerning the MP5 and shall be adhered to by all members of the Narcotics Bureau assigned to these weapons.

D. Accountability

Bureau Personnel, who successfully complete the PO.S.T. certified 40 Hr. MP5 Course, (refer to pg.4 Section C/Training for specifics) will be allowed to deploy the MP5. The Narcotics Bureau Training Lieutenant shall coordinate the required training, with the Narcotics Bureau Training Staff, for those Bureau personnel qualified to deploy the MP5. The Bureau Training Staff shall also maintain MP5 qualification records and ensure that these records are current.

The Narcotics Bureau Training Staff shall be notified and assist with facilitating all MP5 training conducted. The training unit will also maintain a current roster all deputy personnel qualified to deploy the MP5.

All sworn Department members assigned to Narcotics Bureau, who are certified/qualified to deploy the MP5, shall only be issued and receive an MP5 submachine gun from the Narcotics Bureau weapons inventory by the Narcotics Training staff. The issued weapon's serial number along with all associated accessories shall be recorded on an Equipment Control Receipt "Green Slip" which shall be placed in operator's equipment folder.

II. POLICY

A. Guidelines

The H&K, Model MP5, submachine gun may be deployed in planned tactical operations, i.e., the serving of search and arrest warrants, parole and probation searches, narcotics/money flash, "rips," and high risk vehicle stops or any situation deemed necessary by the trained operator. Absent of an emergent situation, the crew sergeant shall be made aware of the MP5 deployment prior to deployment. The deployment of the shotguns (Benelli and Remington) and M4 rifle shall also continue to be an option for use during tactical operations. As with any discharge of a firearm, should that occur, the respective lieutenant shall be contacted as soon as possible.

The MP5 gun is a lightweight, air-cooled, magazine-fed, delayed blow back operated, select-fire weapon that can be shoulder or hand fired. The MP5 is chambered for various pistol cartridges; however, the MP5

deployed by Narcotics Bureau personnel shall be the 9mm Luger Department approved ammunition. The MP5 weapon is intended for use by deputy personnel assigned to Narcotics Bureau, as approved by the Narcotics Bureau Unit Commander, whenever tactical operations may occur. The MP5 shall only be deployed by trained and qualified personnel. The pre-planned use of the weapon shall be noted in the operations plan.

The MP5 weapon shall be deployed by the trained operator in the single fire mode. If an emergent situation arises and the trained operator determines the situation calls for the MP5 weapon to be utilized in the fully automatic mode, the trained operator can change the select fire mode from single to full auto mode, being cognizant of the training received regarding full auto fire.

In instances where the MP5 is deployed by a trained Bureau member, prior notification, (absent an emergent situation) shall be made to the respective crew sergeant assigned to supervise that bureau member, or in his/her absence another Narcotics Bureau sergeant. To that end, should an emergency arise, any trained MP5 operator may deploy the MP5, but shall notify their respective Narcotics Bureau sergeant and or lieutenant as soon as it becomes safe to do so.

It shall be the responsibility of L.A.S.D. Narcotics supervisors, in conjunction with the Narcotics Bureau Training Staff, to oversee the rifle's condition, care, and annual test firing. Those personnel qualified to deploy the MP5 will be directly responsible for its overall cleanliness and serviceability.

B. Weapon Security

1. At any time the MP5 weapon is not in use, each detective who has been issued an MP5 shall keep it secured within an approved locking compartment/vault that is bolted or welded to the vehicle.

2. When a deputy has an MP5 at their home, their assigned departmental vehicle should be garaged with the MP5 secured within the vehicle's locked vault. Any exception to the enclosed garage requirement shall require the approval of the responsible Zone Lieutenant.

3. The trained operator assigned the MP5 shall have the primary responsibility for security of the weapon. Personnel who are assigned an MP5 acknowledge and understand that if any violation of this policy occurs resulting in the weapon being lost or stolen, while under their care, will be subject to discipline. A signed copy of this order will be kept in the employee's personnel file.

I hereby acknowledge I understand the provisions of Bureau Order 2-11, specifically the

policy as it relates to Section B, Weapons Security, subsection 2 and 3.

Operator's Signature		Date:
Supervisor's Signature		Date:

C. Training

Training for those Narcotics Bureau Personnel assigned to deploy the MP5 will consist of the following:

Initially, each detective assigned to deploy the MP5 must complete and pass a 40 hour firearms training program, which emphasizes tactical use, marksmanship techniques, assault firing, and full maintenance of the weapon. This 40 hour course will be administered by the Narcotics Bureau MP5 training staff, range staff or a duly qualified MP5 instructor with the prior approval of the Narcotics Bureau Unit Commander. At the conclusion of the 40 hours of training, personnel must pass the "Minimum Performance Standards Qualification", and must also show the proper manipulation, deployment and maturity, prior to being issued the MP5 weapon.

Quarterly Re-qualification/Certification

All qualified personnel shall maintain their proficiency with the MP5 by successfully completing the mandated re-qualification course, administered by the Narcotics Bureau MP5 training staff and/or range staff, with the prior approval of the Narcotics Bureau Unit Commander. The quarterly re-qualification shall include one of the following: The "Minimum Performance Standards Qualification" (See Attachment "A") or Tactical Deployment Training. This training is designed to maintain a level of proficiency with the MP5. Only those personnel whose training status is current will be allowed to deploy the MP5.

Note: Department members who fail to qualify for a period of two quarters, must complete two 4 hour qualification courses at the next available training session. They shall not deploy the MP5 until successfully completing the 8 hours of qualifications.

***Department members on approved administrative leave shall qualify at the next available 4 hour qualification after returning to work.**

ORIGINAL SIGNED _____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

Attachment "A"

Los Angeles County Sheriff Department

Detective Division Training

MP5 Minimum Performance Standards – Qualification

Name:_____ Unit :_____

Date: _____

Range	Mode	Action	Time	1st	2nd	3rd

5 yrd		Transition Dry fire MP5, trans to handgun-fire 2 rds body	3.0			
5 yrd	Semi	Double Tab 2 rds to the body	1.5			
5 yrd	Semi	Multiple Targets 2 rds, body, each target	2.5			
5 yrd	Semi	Failure Drill 2 rds body, 2 rds head – 1 must be in the triangle	2.5			
5 yrd	Auto	Double Tap 2 presses, 4 rds	1.5			
5 yrd	Auto	Reload 2 press- 4 rds body, Reload, 2 press 4 rds body	8.0			
5 yrd	Auto	Failure Drill 2 press – 4 rds body, 1 press 2 rds head-1 in the triangle	3.0			
5 yrd	Auto	On the Move – Backwards 2 press – 4 rds body	1.5			

25 yrd	Semi	Standing 2 rds body	3.0			
25 yrd	Semi	Standing to Kneeling or Squatting 2 rds body	4.0			
25 yrd	Auto	On the Move – Forward – to 5 yrd 2 press – 4 rds body – Transition to handgun – 2 rds body	4.5			

Scores			

Instructor Certification:

• • 2-12 Vehicle Tracker Deployment

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-12**

Subject: **VEHICLE TRACKER DEPLOYMENT**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019

Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

This order establishes policy and procedure for the use and control of vehicle tracker technology. Additionally, this policy provides a guide for contract negotiations and equipment loss.

B. Background

Currently, Narcotics Bureau maintains vehicle tracker equipment for use by Bureau personnel, and also maintains annual service contracts.

C. Scope of Policy

This policy is designed to guide investigators in obtaining approval from supervisors for the use of electronic monitoring equipment (i.e. vehicle trackers) which includes the usage and loss procedures.

D. Accountability

Each bureau sergeant and Zone Lieutenant is responsible for ensuring that all policies and procedures related to the use of Narcotics Bureau vehicle trackers are followed.

E. Training

This Bureau Commander will ensure that all bureau personnel are trained and familiar with this policy. Pursuant to the case law stated below, a search warrant is required to install a GPS tracker on a vehicle. See below court ruling:

United States v. Jones

(2012) __ U.S. __ [2012 WL 17117]

The Court held in a somewhat complicated decision (*U.S. v. Jones*) that the installation of such a device on a car while it is in public constitutes a search under the 4th Amendment. It follows, said that Court, that because a GPS device reveals the vehicle's whereabouts, the officers had, in fact, "searched" Jones' vehicle when they installed it. Said the Court, "The Government physically occupied private property for the purpose of obtaining information. We have no doubt that such a physical intrusion would have been considered a 'search' within the meaning of the Fourth Amendment when it was adopted."

F. Conclusion

It is the intent of this policy to protect the integrity of bureau personnel and major narcotics investigations, wherein electronic monitoring is deployed.

II. POLICY

This policy pertains to quick mount vehicle trackers maintained by Narcotics Bureau. For the purpose of this bureau order, a quick mount tracker is any tracker which is not hard wired on a vehicle. Narcotic Bureau trackers will be maintained by the training unit. A record of serial numbers and unassigned trackers will be recorded and maintained by the training unit. The tracker log will record the team/crew who is using the tracker, along with the date of check out and return.

- Tracking units will be maintained and issued by the Training Unit. Trackers may also be

checked out by Majors Crews and Task Force Sergeants and stored in a County vehicle prior to deployment. Upon deployment of a tracker device, an Investigative File (441) number should be drawn for the respective Narcotic's investigation and entered on the Training Unit's log.

- For tracking units checked out by Majors Crews and Task Force Sergeants, a

separate vehicle tracker log shall be maintained by the respective Crew Sergeant.

- All information regarding the narcotic investigation should be entered on the Tracker Log (Attachment A). Information should include the serial number of the tracker being used, the Investigation File (441) number, name of the investigation officer (I/O) or investigator checking out the tracker, date, anticipated date of return, crew name, and the person notified and entered inquiry into the Los Angeles Community Law Enforcement and Recovery (LACLEAR) at 1 (800) LACLEAR or 1 (800) 522-5327.

- If a tracker is lost, a memo explaining the loss should accompany the submitted 411 report to the Training Sergeant. It should note where the vehicle tracker was last seen (e.g. "Placed on the passenger side rear, under the gas filler neck of a 2009 Lexus IS 250, CA License #115COLI").

- Due to the high probability of losing these tracker type devices, which are adhered to a vehicle by a strong magnet, this item **shall not** be documented as a normal "Lost Property" item incident, no (SH-R-49). Stated more clearly, personnel will not be held responsible for the loss of these investigative tools.

The Crew Sergeant will be responsible for notifying the LACLEAR and ensuring that the missing tracker is entered into LACLEAR as "Lost Property" of the Los Angeles County Sheriff's Department Narcotics Bureau.

The service provider shall be contacted to arrange a replacement or discontinue service for the lost tracker. The training unit shall be notified of any such arrangements.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 2-1 Benelli Shotgun

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-1**

Subject: **BENELLI SHOTGUN**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

POLICY

The Benelli Super 90 shotgun is authorized for use by the Los Angeles County Sheriff's Department Narcotics Bureau.

The weapon is a 12 gauge semi-automatic shotgun with a magazine capacity of seven (7) or five (5) 2-3/4" shotgun shells.

This weapon is to be deployed and used during Narcotics Bureau operations by qualified personnel. Qualification shall consist of a four (4) hour training class conducted at the all-purpose range located at the Pitchess Honor Rancho range, by a qualified firearms instructor. Those participating in this class must demonstrate proficiency with the weapon. An annual re-certification is required and shall consist of a (4) hour refresher course with a qualified instructor.

The weapon shall be loaded with only 2-3/4" #4 or #00 buckshot. The weapon shall be loaded to capacity (7 or 5 rounds in the magazine) when deployed. The weapon shall not be initially deployed with rifled slug rounds in the chamber or magazine. Due to rapid and evolving circumstances, any detective, after assessing his/her situation concludes that the need for slugs exists, he/she is authorized to deploy such ammunition.

Each weapon shall have a tactical sling affixed to it. This sling shall not be removed. Care of the weapon shall be the responsibility of the deputy assigned the weapon and checked by the Crew Sergeant. Each month the weapon shall be inspected, cleaned, and lubricated using the respective station's shotgun cleaning equipment. NOTE: It is essential that this be accomplished to ensure the reliability and longevity of this weapon.

The Benelli shotgun shall be test fired and evaluated by the range staff during the annual shotgun test firing. This task shall be conducted by the training staff.

ORIGINAL SIGNED_____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• Chapter III- Evidence

• • 3-3 Evidence Handling Procedures, Hazardous Substance, PCP and Disposal

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **3-3**

Subject: **EVIDENCE HANDLING PROCEDURES, HAZARDOUS SUBSTANCE, PCP AND DISPOSAL**

Effective Date:	08/11/2008	Last Date Revised:	04/01/2021
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to provide specific guidance to personnel responsible for the handling of evidence coming into the possession of the Narcotics Bureau. These guidelines are intended to provide for strict security and compliance with all applicable laws and Departmental regulations.

This Bureau order is not intended to supersede the Departmental Manual of Policy and Procedures Sections 5-09/465.00 – 5-09/465.60 (Seizure of High Value Property During Search Operations) but rather to provide additional guidance for Narcotics Bureau personnel in following these procedures.

B. Background

The handling of evidence is a very complicated and difficult process due to the volume of items processed on a daily basis. It is also recognized that without specific guidelines and procedures there is a great potential for the mishandling or loss of control of evidence. Such circumstances in the past have led to the criminal use, theft and corruption relating to narcotic evidence or simply a perception of impropriety in dealing with narcotics.

C. **Scope of Policy**

This order is directed to Narcotics Bureau personnel, who handle narcotics evidence.

D. **Accountability**

All Bureau personnel are responsible for being aware of and adhering to this policy. All Bureau supervisors are responsible for ensuring their subordinates are trained in the provisions of this policy. Due to the seriousness of evidence handling, **absolute adherence to this order is required.**

E. **Training**

Narcotics Bureau Sergeants will ensure that all personnel under their direction have been thoroughly briefed and trained on all aspects of this policy. Special attention will be given to newly assigned personnel to ensure they are properly trained and familiar with all aspects of this order. This training will be incorporated in the Deputy Orientation Program.

F. **Conclusion**

The intent of this order is to provide the guidelines necessary to ensure that all handling of evidence is done in a thorough, accurate, and uniform manner.

II. POLICY

A. Handling of Narcotics Evidence Received from Patrol and Custody Deputies

1. The Narcotics investigator shall assist station personnel and the Scientific Services Bureau's civilian evidence courier, as needed, with the processing of evidence. The Narcotics Crew sergeant shall make sure that a key to the narcotics evidence locker is clearly marked and maintained with the station watch sergeant, and a second key is maintained the Narcotics Bureau office.

2. All narcotics evidence shall be packaged and sealed in accordance with the Manual of Policy and Procedures sections 5-04/100.30 and 5-04/120.25. Improperly packaged evidence shall not be accepted, but shall be referred to the Watch Sergeant for correction and re-submission (MPP 5-04/030.05).

3. The narcotics investigator shall utilize the Property Evidence Laboratory Information Management System (PRELIMS) to document the booking, storage, transportation, and change of custody status of all narcotic evidence.
   a. When initially booking narcotic evidence seized by Narcotics Bureau personnel (i.e. from a search warrant), all pertinent information will be entered into PRELIMS and a label generated for its container. A Sergeant will then ensure that each item is booked properly. He/she will scan their approval into PRELIMS.
   b. When booked narcotic evidence is received by an investigator for any purpose, he/she will without delay scan that item into their possession in PRELIMS. When narcotic evidence is released to authorized civilian personnel, the civilian shall scan the item into PRELIMS and enter their password. The investigator will then enter their password in order to complete the custody transfer. A copy of the lab receipt will be obtained and placed in the case file.
   c. Narcotics investigators shall only accept PCP evidence in safe containers and amounts no larger than can be safely sealed in a heavy heat-seal (KAPAC) bag. The bag is then sealed in a narcotics evidence transparent plastic bag (generally 2-3 oz. maximum). Deputies shall not re-pour PCP from an unsafe container to another container in order to package it for evidence storage. For larger quantities of PCP, or PCP which requires re-pouring into safe containers, the Allied Laboratory Enforcement Response Team (ALERT) shall be called if there is a criminal case requiring follow up investigation or chemical analysis.

In the event there is no workable information for a criminal prosecution, the County Health-Fire Hazardous

Material unit will be notified. The Hazardous Materials unit will contact the California Department of Toxic Substance Control to arrange for a private chemical disposal vendor to respond, remove and destroy the materials.

d. Dry or liquid PCP and PCP contaminated substances or fentanyl, shall be packaged in separate containers.

e. Hazardous substances, whether PCP, fentanyl, or any other chemical, shall never be processed within the main buildings of a Station or Facility (MPP 5-04/100.30).

4. Narcotics investigators assigned to the Narcotics Bureau shall record all of the evidence they seize, into PRELIMS, maintained at each unit of assignment or at Narcotics Bureau Headquarters.

a. This deviation from MPP 5-04/030.00 is to assure enhanced accountability for narcotics evidence by recording all evidence taken during narcotics investigations in one location.

b. All non-narcotic evidence shall be subsequently entered into either the Station Master Property Ledger or the Station Safe Ledger as soon as possible and cross referenced.

5. Station Narcotics Crews do not maintain evidence books to accept any evidence into their custody on a temporary or permanent basis. No evidence (controlled substances, paraphernalia, firearms or any other evidence) shall be stored in a Station Narcotics Crew facility. All evidence will be booked into and stored at the station property room (including paraphernalia) or Central Property and Evidence if the quantity is too large for the station narcotics safe. Narcotics Bureau headquarters maintains an evidence book to accept temporary storage of evidence for headquarters units (e.g. Majors Teams) equivalent to a patrol station. The evidence must be removed and sent to Scientific Services Bureau for testing or to Central Property and Evidence for storage. The handling detective must call Scientific Services Bureau to schedule an appointment for delivery of evidence.

B. **Transportation of Evidence to Scientific Services Bureau**

1. Transportation of narcotic evidence shall be accomplished by a Deputy Sheriff and/or an authorized civilian employee.

2. A Scientific Services Bureau Evidence Receipt (SH-CR-126) is to be completed by Narcotics Bureau personnel or an authorized Property Custodian when evidence is to be transported to the Crime Lab.

3. Upon delivery of evidence to Scientific Services Bureau or courier pickup, the date and time shall be entered and the receipt initialed in the “received by” space by Scientific Services Bureau. The green copy of the receipt shall be retained by the submitting unit for control purposes. When the evidence is returned to the submitting unit, the green copy of the receipt shall be filed in the assigned case file.

4. One copy of the Scientific Services Bureau’s analysis form shall be attached to the evidence container or the narcotics evidence transparent plastic bag.

C. **Transportation of Evidence to Court or Release to Another Agency**

1. The Narcotics Bureau investigating officer or designate shall ensure all case evidence is retrieved from the narcotics evidence unit available for delivery to court if required.

The Station Narcotics officer shall prepare an **Interim Removal Order (SH-CR-583)** in duplicate and obtain the signature of the transporting officer on the form. The copy shall accompany the evidence to court and the original copy shall be retained by the Narcotics Property and Evidence Unit to account for the evidence.

a. A copy of the form **(SH-CR-583)** shall be retained with the evidence until the evidence is returned or the required disposition information is provided by the deputy who took custody of the evidence.

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a.

2. Narcotics evidence or paraphernalia shall not be destroyed at a station or facility by members of the Narcotics Bureau. This does not prohibit members of the Narcotics Bureau from requesting a hazardous waste company to accept, sample and dispose of chemicals received from patrol deputies in the field or at a station or facility. This does not prohibit members from the Narcotics Bureau from disposing of large cultivations of marijuana in the field, after photographing, sampling and performing any other necessary evidence gathering procedures. (Narcotics Bureau Order #3-3, Section IV, Sub-section B)

3. When evidence is released to another agency, a “Receipt for Property” (SH-CR-121) and a disposal order shall be completed by the investigating officer, and by a concerned Narcotics Bureau supervisor and presented to the Narcotics Property and Evidence Unit. The original copies of these forms shall be sent to Records Identification Bureau and copies placed in the Narcotics Unit case file.

D. **Seizures of Large Quantities of Narcotic Evidence**

1. Powdered narcotics evidence (e.g. cocaine, methamphetamine, heroin) in excess of eight ounces, may not be transported by the Scientific Services Bureau’s civilian evidence courier.

2. When a seizure of quantities larger than can be transported by SSB occurs during normal business hours for the Scientific Services Bureau, the handling crew shall transport the evidence to the Crime Lab for

testing and quantitative analysis as soon as practical (during normal business hours).

3. If the seizure occurs after the Crime Lab’s normal business hours, the handling crew shall transport the evidence to the S.T.A.R.S. Center Headquarters Depository, or a station narcotics safe depository, if the quantity does not exceed the size of the container, for temporary storage.

4. After the Crime Lab has completed testing and analyzing the evidence, the handling crew shall return the evidence to the S.T.A.R.S. Center Headquarters Depository or the Central Property Depository for permanent storage while awaiting admittance into court or proper disposal.

A Zone Lieutenant or the Narcotics Bureau Evidence Sergeant shall be contacted to obtain entry into the S.T.A.R.S. Center Headquarters Depository room after normal working hours (1700 to 0830 hours, Monday thru Friday, Saturdays, Sundays and holidays).

class=WordSection4>

E. **Out of County Arrests by Bureau Personnel**

Narcotics seized during out-of-county investigations shall be handled as follows:

1. If a local agency is assisting and the case will be filed in that county, the evidence may be released to that agency's assigned investigator for analysis. The arrest report shall contain an itemized list of the evidence and to whom it was released. A completed Receipt for Property (SH-CR-121), signed by the assisting agency's assigned investigator, shall be filed in the Narcotics Unit case file.

    a. If the case is to be filed in Los Angeles County, the seized evidence shall be brought back to Los Angeles County and handled routinely.

    b. If it is a joint investigation with another agency, the assigned investigating officer shall be responsible for handling the evidence in accordance with his or her Department's policy concerning evidence procedures, by agreement with the Zone Lieutenant.

2. Narcotics Bureau investigators, who seize evidence during out-of-county investigations, with no local assistance, shall transport the evidence to their unit of assignment and handle routinely.

III. EVIDENCE OTHER THAN NARCOTICS

A. Seizure Guidelines for U.S. Currency

1. General Guidelines

Money seized for asset forfeiture by members of the Narcotics Bureau or accepted from other units, shall be in amounts of $1,000 or greater. All amounts of money less than $1,000 that is seized as evidence shall be deposited in the Sheriff's Trust Fund pending return to the suspect by the investigating officer. Questions regarding this policy shall be directed to the supervisor of the Narcotics Bureau Asset Forfeiture Unit or the on-call investigator. Narcotics investigators shall insure that all seized money shall not be retained in a patrol station safe for more than **five days**. Money to be released to the Internal Revenue Services or the State Franchise Board, which is not picked up within **five days** at a station, shall be transported to the Narcotics Bureau Asset Forfeiture Unit for safekeeping.

2. Money Seized by Patrol Personnel

Money seized and booked by patrol personnel for forfeiture shall be retrieved from the station safe by Narcotics Bureau Personnel. If the money was packaged only in a sealed paper envelope, the intact envelope shall be placed into a narcotics evidence transparent plastic bag. The bag shall be signed by the Watch Commander to acknowledge receiving the serialized bag receipt. The transporting deputies shall ensure that the bag serial number is recorded in the Watch Commander's safe ledger. As soon as the transporting deputies confirm the count with the Asset Forfeiture Unit, the Watch Commander can then dispose of the bag receipt.

Note: Two deputies are required to transport seized U.S. currency. Counted amounts of U.S. currency may be transported by two deputies of any rank. Uncounted amounts of U.S. currency must be transported by a Sergeant (or Lieutenant if the amount is more than $10,000) and another

sworn member.

3. Money Seized by Disclaimer of Ownership of Currency

If money seized from the subject or suspect of a narcotics investigation, is estimated to be $1,000 or more, and the person(s) disclaims any interest in the money, the person shall be asked to sign a copy of the Disclaimer of Ownership of Currency. A copy of the disclaimer and the completed flap receipt portion of the narcotics evidence transparent plastic bag, shall be given to the person or placed in his or her property. All reasonable efforts shall be made to identify the person claiming the currency.

4. Money Seized for Forfeiture

Serialized narcotics evidence transparent plastic bags are to be utilized for forfeiture seizures of currency. The bags containing asset forfeiture money, should only be opened by a member of the Narcotics Bureau Asset Forfeiture Unit, in the performance of their duties.

When it is impossible to transport the currency to headquarters, and it becomes necessary to store it in the station safe, all department policies shall be adhered to, refer to MPP 5-09/465.40. Crew Sergeants and Zone Lieutenants shall make every reasonable effort to transport money seized for forfeiture to Headquarters rather than storage in a station safe. A serialized narcotics evidence transparent plastic bag shall be used for packaging all money seized by Narcotics Bureau personnel as evidence or for forfeiture.

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a. **Procedures for amounts under $10,000**

When the amount is believed to be over $1,000, but less than $10,000, the money shall be placed into an evidence transparent plastic bag with the money described as “unknown amount of currency at time of seizure”. The completed flap receipt from the narcotics evidence transparent plastic bag shall be given to the suspect or left at the location with the search warrant and property receipt. The money shall be transported to

and deposited in a station safe or Narcotics Bureau Headquarters, and entered into the safe for accounting by Narcotics Bureau Asset Forfeiture Unit personnel on the next business day.

b. **Procedures for Amounts of $10,000 or Greater**

Notify the Zone Lieutenant who shall respond immediately.

Money seizures estimated to be $10,000 or more shall be placed into a narcotics evidence transparent plastic bag. The suspect will receive the completed flap receipt, with the money described as an “unknown amount of currency at time of seizure”.

The money may be temporarily deposited into a station safe or transported by a Zone Lieutenant and a Deputy escort to Narcotics Bureau Headquarters and placed into the safe for counting by the Narcotics Bureau Asset Forfeiture Unit on the next business day.

If the headquarters safe will not accommodate the large quantity of money, a minimum of two (2) Narcotics Bureau deputies shall be assigned to safeguard the money. The deputies will maintain a guard on the outside of the locked and alarmed door to the safe room. The money will be locked in the evidence storage area of the main money safe, under constant surveillance of the video monitor cameras. The deputies shall continue to provide security assistance upon the arrival of deputies from the Narcotics Bureau Asset Forfeiture Unit.

Note: While it would be impossible to anticipate every possible circumstance which may arise in the seizure of large amounts of money, the overriding concern should be Narcotics Bureau personnel and Bureau integrity. If at all possible, the scene should be secured and protected pending arrival of the Zone Lieutenant. Unnecessary involvement by uninvolved deputies shall be deterred by the supervisor on scene.

c. **Distribution and Accountability**

When a narcotics evidence transparent plastic bag is used to package seized money, the bag's serial number shall be indicated in the report.

d. **Procedures for Opening of Narcotics Evidence Transparent Plastic Bags**

The narcotics evidence transparent plastic bags shall be opened, with scissors, by cutting along the red cut line nearest the bottom of the bag.

The bag may be resealed by using a standard heat sealer. Whenever a bag is opened, the person opening the bag will write their name, employee number and date in the space indicated on the face of the bag.

Writing on the narcotics evidence transparent plastic bags shall be done with a ball point pen or permanent "Sharpie" marker, using indelible black or blue ink.

5. General Guidelines for Large Seizures of Money

a. A primary consideration is control of the money.

b. If it becomes necessary to leave the location prior to the arrival of a Lieutenant, i.e., officer safety, the nature of the investigation, etc., the money shall first be sealed in a narcotics evidence transparent plastic bag.

c. The Narcotics Bureau Captain shall be notified of all noteworthy money seizures.

d. Any questions regarding money seizures should be directed to the Narcotics Bureau Asset Forfeiture Unit supervisor.

B. **Weapons**

1. When a weapon is seized or booked as evidence at a patrol station, the case may be made a concurrent assignment with Station Detectives and the weapon shall be placed in the station evidence locker. Weapons violations shall not be handled by Narcotics Detectives without the concurrence of the Station Detectives. Narcotics Bureau station crews shall not store any evidence in their offices. All narcotics case evidence, including paraphernalia, is stored in the station narcotics safe depository or the station property room pending transportation to SSB or Central Property and Evidence. No seized weapons, ammunition or any other evidence shall be stored in station Narcotics crew offices. Departmental policy regarding the recording and storage of evidence shall be followed and the information regarding that action indicated in the first report.

C. **Small High Value Property**

1. Small high value evidence, such as a valuable jewelry box, which has been used to contain narcotics or prisoner property, shall be stored in the station safe pending further disposition. Items of a personal nature such as rings, watches, necklaces, etc., which are not evidence or of low value, shall be placed in the prisoner's property and recorded on the prisoner's booking slip.

D. **Vehicles - Storage of Forfeiture Vehicles**

1. Vehicles may pose some unique and difficult problems for a forfeiture case and all circumstances cannot be anticipated. Therefore, vehicles will be accepted for asset forfeiture proceedings on a case by case basis, only after approval by the supervisor of the Narcotics Bureau Asset Forfeiture Unit or the on-call investigator. The detective should provide the Asset Forfeiture Unit with the following information: year, make and model of the vehicle, whether there is a lien holder, overall condition of the vehicle, and mileage. When a motor vehicle is seized and meets forfeiture criteria, the following procedures shall apply:

If the vehicle is operable, it shall be driven to the S.T.A.R.S. center parking lot and parked as directed by the Asset Forfeiture personnel. The vehicle may be temporarily secured at the most convenient sheriff's station parking lot pending transfer to the S.T.A.R.S. Center.

If a tow truck is required, contact the supervisor of the Narcotics Bureau Asset Forfeiture Unit or the on-call investigator. Transportation of prospective forfeiture vehicles to S.T.A.R.S. Center or another facility will be at the direction of Asset Forfeiture personnel.

2. Vehicles seized by patrol deputies relative to narcotics cases, shall be processed by the respective narcotics crew. Narcotics Bureau personnel, not station personnel, are responsible for vehicle storage or impounds under these circumstances.

NOTE: It is important that the vehicle be removed from vendor storage as soon as possible, to prevent the Department from incurring unwarranted storage costs.

3. If forfeiture proceedings will not be instituted by this Department and members of the Internal Revenue Service or the State Franchise Tax Board indicate they want possession of the vehicle, but are unable to determine when it can be picked up, the vehicle should be transported to a long term storage via County tow truck.

The Narcotics Bureau Captain shall send a letter of storage confirmation to the Internal Revenue Service or State Franchise Tax Board regarding the vehicle and its storage location. A copy of the letter shall be placed in the Narcotics Unit case file.

4. If the investigation reveals that a vehicle does not meet forfeiture criteria and no other agency has an interest in the vehicle, a notice shall be mailed to the owner. When feasible, a telephonic notification should be made to the owner to respond for a vehicle release.

E. **All Other Evidence**

1. All other procedures regarding evidence that are not addressed in this Bureau Order shall comply with Manual of Policy and Procedures, Property and Evidence Procedures, Volume 5, Chapter 4.

IV. **DESTRUCTION OF EVIDENCE**

A. **Narcotics Evidence in General**

In all cases, great care should be taken to protect necessary evidence for prosecution. Narcotic evidence shall only be ordered destroyed or approved for release to another agency when it is known that the case has been adjudicated and/or no further court action is pending. Use of court records, including the Arrest Disposition Record (A.D.R.'s) or data systems, including the Prosecution Information Management System (P.I.M.S.) and/or the Trial Court Information System (T.C.I.S.) shall be used for this purpose. The case file shall also be reviewed. In cases with multiple defendants, the case investigator shall ensure that evidence for one defendant, which may be destroyed, is not needed in another defendant's case. Cases assigned to other units and jointly assigned cases require approval by those units prior to destruction of evidence. When a case is not filed with the Office of the District Attorney or is rejected or dismissed and no further action is anticipated, the case shall be inactivated and evidence ordered destroyed. If there is any type of case litigation, the area lieutenant shall have PRELIMS updated and property held.

An inactive supplementary report (SH-R-77) shall be written, closing the case. When any case is inactivated, LARCIS shall be updated and the original closure report sent to Records Bureau and a copy to the case file. Each piece of evidence to be destroyed shall be approved by the Crew Sergeant, who shall have the ultimate responsibility for verifying that each item is eligible for destruction. To fulfill this requirement, the Crew

Sergeant shall review and approve the inactive supplementary report, which documents the disposition of the evidence to be destroyed and ensure the items to be destroyed are properly updated in the Property Evidence Laboratory Information Management System (PRELIMS).

B. **Destruction of Large Marijuana Cultivation Seizures**

1. Whenever a large cultivation seizure is made and it is not desirable to preserve the cultivation in place, or to transfer the harvested evidence to another location for storage because of rotting, insect infestation, etc., the Narcotics Bureau Commander may approve the destruction of the evidence per Health and Safety Code section 11479. (If the case in question involves claims of medicinal marijuana or a “cooperative” grow by the defendant(s), thought should be given to contacting a member of the Marijuana Eradication Team for guidance prior to any destruction.) In order to comply with this section as well as the District Attorney’s Office and Central Property and Evidence guidelines, the investigator will identify for retention as evidence 15 pounds of bulk plant material, with five different random samples if applicable, and 25 intact plants with root balls. The remainder of the plant material to be destroyed will be booked as separate items and identified as such in the supplemental report. The handling detective shall respond to Central Property and Evidence and weighed the excess marijuana to be destroyed and complete the Pre-Trail Narcotics Destruction Authorization form (see attachment A) and the Property Disposition of Bulk Marijuana form (see attachment B) to be destroyed. A copy of those forms will be placed in the case file.

NOTE: Health and Safety Code section 11479 and subsequent sections provide procedures for the disposal of large quantities of marijuana, PCP, other controlled substances and hazardous chemicals believed to have been used or intended for use in the manufacture of a controlled substance.

class=WordSection6>

2. After all the requirements of Health and Safety Code section 11479 have been complied with, the evidence shall be transported to a secure, temporary location, pending the securing of a court order if necessary. The Evidence Lieutenant shall be consulted and a Narcotics Bureau Zone Lieutenant shall be present during the destruction procedure.

C. **Destruction of Large Seizures of Narcotics Evidence**

1. Narcotics fulfilling the indicated criteria shall be retested prior to destruction. Cocaine and methamphetamine shall be retested if the total aggregate weight per case is one kilogram or more. Heroin shall be retested if the total aggregate weight per case is eight ounces (227 grams) or more.

This retesting requirement shall be accomplished by submitting a representative sample of both previously tested and/or untested evidence to the Crime Lab for analysis and comparing the results against the original Criminalist report. Any discrepancy shall be reported to the Zone Lieutenant immediately.

A representative sample for test purposes shall be defined as ten percent of the total amount of narcotics evidence per case. In cases, wherein multiple evidentiary containers (i.e. kilos, half-kilos, multiple gram containers) are held as evidence, at least three containers shall be submitted to the Crime Lab for retesting. If there are less than three containers, all containers shall be submitted for retesting.

D. **Destruction of Narcotic Paraphernalia, PCP and Hazardous Chemicals**

1. Health and Safety Code sections11473, 11473.5 and 11474 provide procedures and authority for the destruction of seized narcotics evidence.

2. Narcotics evidence shall not be destroyed by the handling Narcotics Bureau crew, except for

the indicated exceptions.

a. A Narcotics Bureau crew may order the destruction of hazardous chemicals by a hazardous waste disposal company.

b. A Narcotics Crew may seek a court order for the destruction of large cultivation seizures or destroy the cultivation pursuant to Narcotics Bureau Order #3-3, Section V, and Sub-Section B.

3. Narcotics evidence shall never be taken as souvenirs. Specific items may be taken for Departmental display cases or for training purposes pursuant to a court order.

4. All narcotics evidence, except hazardous waste, non-contaminated paraphernalia and large cultivation seizures, shall be delivered to the Central Property Narcotics and Evidence Section for disposal.

5. Non-narcotics evidence such as paperwork, packaging material, communications equipment, carrying cases, and uncontaminated vials, beakers, burners, scales, and other glassware, shall be delivered to the Station Evidence Custodians for proper storage and eventual disposal.

6. Tainted narcotics paraphernalia (i.e., used rock cocaine pipes), shall be processed by Narcotics Bureau personnel and stored by the station Property/Evidence custodian. Narcotics Bureau personnel shall transport this paraphernalia, within (90) days, to the Central Property/Narcotics Evidence section for permanent storage or destruction.

7. Hypodermic Syringes and Needles

a. All syringes and needles seized shall be photographed and placed in a “Sharps”

container for delivery to the crime lab for disposal.

b. If a syringe or needle is required to be retained for investigative purposes, (i.e., homicide, officer involved shooting, administrative investigation), it shall be placed in a "BIOHAZARD Eva-Safe" plastic container. The container shall contain one syringe/needle per container. The container shall be taped closed and identified with a Property Label (SH-CR-35).

c. When a syringe or needle is no longer needed and it is already contained in a "BIOHAZARD Eva-Safe" container, re-packaging is not required. Place the container in a "Sharps" container or in a paraphernalia disposal bag.

NOTE: Do not cut, bend, or break syringes. Personal injuries or biologically hazardous contamination (seen or unseen) can occur. Use only the indicated methods of disposal.

8. Hazardous substances, such as PCP, shall never be processed within the interior of a station or other facility. All dry or wet PCP, or PCP dipped (laced) cigarettes, shall be sealed in "KAPAC" bags. Improperly packaged evidence, received from station personnel, shall not be accepted, but shall be returned to the Watch Sergeant. (MPP 5-04/030.05)

For quantities too large to seal in "KAPAC" bags, or for hazardous chemicals used to manufacture narcotics, contact the appropriate Zone Lieutenant or the Duty Lieutenant (if after normal business hours) to arrange for a hazardous materials disposal vendor's assistance. Only Narcotics Bureau Lieutenants or personnel assigned to the Allied

Laboratory Enforcement Response Team (ALERT) may authorize the use of a hazardous materials disposal vendor to respond to labs or pick up quantities that cannot be safely retained. The purpose of this procedure is to manage costs and to eliminate duplicate call outs and the possibility of the hazardous materials disposal vendor personnel refusing to respond.

9. When members of the Narcotics Bureau encounter a situation indicating they are dealing with an illicit laboratory, personnel from the Allied Laboratory Enforcement Response Team (ALERT) shall be contacted prior to continuing the investigation.

At the discretion of the Allied Laboratory Enforcement Response Team (ALERT) or the L.A. County Health/Fire Hazardous Materials Unit, they may call upon the appropriate Disposal Company to dismantle an illicit lab. They may also call the appropriate agencies to assure the public is properly safeguarded. This does not eliminate the necessity of notification to the appropriate Narcotics Bureau Zone Lieutenant.

10. Evidence/Paraphernalia Transportation to Central Property

Regarding paraphernalia, CPE staff/runner will pick up the paraphernalia from the Narcotics Crew office at each station when CPE comes to that station to pick up the other evidence/property each month. CPE comes to each station once a month on a specific schedule – the dates are known a year in advance. CPE has agreed to have their staff (runner) pick up the paraphernalia directly from the Narcotics Crew office once a month **as long as the paraphernalia is in a PRELIMS Bulk Container and someone from Narco is present to facilitate this process.**

a. Narcotics Crews responsibilities:

1. They will need to remove the paraphernalia from the Narcotics mailbox and bring it to the Narcotics Crew office on a regular (weekly or daily depending on volume) basis.

2. Review each item in PRELIMS to make sure the item type is "**Paraphernalia' and not 'Narcotics' or 'Other**.' Edit the item type to 'Paraphernalia' if necessary. It is important to have the correct item type for statistical reporting.

3. Transfer the paraphernalia items to a Bulk Container in PRELIMS.

4. One person from the Narcotics Crew needs to be present when CPE comes to the station on the monthly runs. (A schedule will be provided by CPE so that crews can be available.

5. Narco Crews will no longer need to drive the paraphernalia to CPE. The paraphernalia can be moved to CPE on a regular basis, thus preventing it from building up at the stations.

6. **The only people that can handle the paraphernalia are the Narco Crews. Station Evidence and Property Custodian (EPCs), per their class specs, cannot handle narcotics items or items that may have a residue of narcotics. The lab does not handle, exam, analyze paraphernalia on a routine basis so the Lab EPCs do not handle the paraphernalia left in the Narco mailboxes.

SUMMARY

The safekeeping of narcotics evidence is not only a legal responsibility, but an ethical obligation. The utmost care must be exercised in safeguarding narcotics. The slightest discrepancy could be cause for suspicion. Therefore, any deviations set forth by this order will not be tolerated. Deviations must be reported immediately to the Bureau Commander.

ORIGINAL SIGNED_

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 3-6 Ex Parte Orders/Reverse Sting Operations

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **3-6**

Subject: **EX PARTE ORDERS (Reverses / Flashes)**

Effective Date:	08/11/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

PURPOSE:

The purpose of this order is to establish procedures for the acquisition and use of narcotics, narcotics paraphernalia, ephedrine or any precursors for the purpose of conducting a reverse sting or flash operation. Compliance with this order will ensure the safety of our personnel and compliance with all laws and Departmental policies when narcotics are taken from the narcotics depository for field operations.

POLICY

I. USE OF NARCOTICS FOR REVERSE STING AND FLASH OPERATIONS

A. A reverse sting operation or flash operation is conducted to arrest and/or gather evidence against suspected drug dealers or users by offering to supply narcotics or other substances to them for their illegal activities.

B. All reverse and flash operations require the approval of the Zone Lieutenant, concurrence of the Unit Commander or designate, and the completion of a comprehensive operations plan.

C The reverse sale of narcotics is a useful tool for street level sting operations as well as mid and upper-level narcotics investigations, and are generally safer for the undercover officers when authentic substances are used rather than bunk or non-narcotic substances. Additionally, upper-level sale negotiations

often require the “flashing” and sometimes the sampling of the product for testing by the buyer.

D. Narcotics or other substances, including ephedrine or pseudoephedrine, for reverse sting or flash operations shall only be obtained from those narcotics cases that have been adjudicated and only after obtaining a court order authorizing the utilization and/or sampling of the narcotics.

Narcotics may be created, repackaged or reprocessed by the Los Angeles County Sheriff's Department's Crime Laboratory. Narcotics created or reprocessed for street level reverse sales shall be of a sufficient potency as not to cause an overdose if immediately ingested.

II. REVERSE STINGS USING NON-NARCOTIC SUBSTANCES

A. Facsimile type substances, such as macadamia nuts or powders, may be used without a court order, however, the local District Attorney’s Office should be consulted for filing practices and the tactical safety issues involved must be closely scrutinized.

III. ACCOUNTABILITY

5-04/060.00 PROPERTY/EVIDENCE ACCOUNTABILITY

PRELIMS is the official chain of custody and accountability system for all evidence and property in the custody of the Department. All activity in PRELIMS is tracked. This activity is accessible by authorized Department personnel through an electronic audit trail in PRELIMS.

A. All controlled substances (ephedrine or paraphernalia etc), held by LASD as evidence, shall be kept in the custody of Central Property and Evidence. If needed for reverse or flash operations, it can be temporarily released for use by obtaining an “ex parte” court order.

The case investigator shall obtain a court order permitting the use of narcotics or narcotics paraphernalia for reverse sting and flash operations.

1. An expiration date of ten (10) days from the date the court order is signed shall be included in every court order requesting the use of narcotics or narcotics paraphernalia for reverse sting operations. In the event the tenth day falls on Friday, Saturday or Sunday, the detective will have until the following regular working day to complete the operation or write an extension to the court order.

2. The case investigator shall maintain the original court order in the case file and provide a completed copy to the Narcotics Bureau's Evidence/Operation's Lieutenant, when removal from evidence is requested.

3. Narcotics or other substances shall be identified by the type, quantity and originating case from which they were seized (including the case file number). If substances from two or more cases are combined to obtain a required amount needed for an operation, such occurrences shall be noted in the court order and the investigator's case file.

4. The Narcotics Section of Central Property and Evidence shall maintain custody of the substances for these operations until its use is needed. All substances shall be returned to Central Property and Evidence when the field investigation is completed - either by booking it under a new file number in the event of a new arrest or by return of the evidence with the removal records for placing back into storage under the original file number.

5. If the case is delayed, the Zone Lieutenant may authorize the temporary storage of the substances in the Narcotics Bureau Headquarters property room. The evidence shall be entered in the Narcotics Bureau Master Evidence Ledger under the current investigation's file number in the Narcotics Bureau Headquarters property room, and entry notations made for the entry and removal.

6. Removed evidence shall be returned to Central Property and Evidence before the expiration of the court order (10 days). In the event the tenth day falls on Friday, Saturday or Sunday the detective will have until the following regular working day to complete the operation or write an extension to the court order.

IV. STARS CENTER - CENTRAL PROPERTY AND EVIDENCE NARCOTICS DEPOSITORY - NARCOTICS REMOVAL PROCEDURE

A. Approving narcotics evidence, including ephedrine or narcotics paraphernalia, for removal from Central Property and Evidence to be used for reverse sting and flash operations shall be the responsibility of the Narcotics Bureau Operations Lieutenant and coordinated with the supervisor of the Narcotics Section of Central Property and Evidence.

1. A signed copy of the face page (the original and entire court order shall be maintained at Narcotics Bureau Headquarters), authorizing the use of narcotics or narcotics paraphernalia for reverse sting or flash operations shall be delivered by the case investigator to the Central Property and Evidence supervisor. All requests and tracking of any evidence removed from CPE shall be requested via PRELIMS. The detective requesting the evidence shall request the evidence by the file number and check the "Ex Parte" box/category and make any relevant comments in the comment section. The detective requesting the evidence shall also state the name of the authorizing Narcotics Bureau Operations Lieutenant. (Prior to the implementation of the PRELIMS, the form SH-CR 583 "Property Interim Removal Request" form was used.) Additionally, the evidence shall be placed in "will call" status so it is ready for pick up at CPE by the detective. During the pick-up process, the court order will be scanned into PRELIMS. The detective can, if he/she chooses to do so, scan in the court order a head of time during the initial request.

2. The Operations Lieutenant shall confirm the Zone Lieutenant's approval of the operation, before authorizing the release of any evidence.

3. A sworn member of the Narcotics Bureau, with the rank of Sergeant or higher, shall be present to witness the release of narcotics or narcotics paraphernalia in a reverse sting or flash operation.

4. The quantity of controlled substances or bulk ephedrine etc. removed shall be accurately weighed, (e.g., 1000 grams of methamphetamine) or counted (e.g., 4 jars of 1,000 tablets of pseudoephedrine) by Central Property and Evidence before being released to Narcotics Bureau personnel. Any discrepancies of the quantity shall be resolved before any evidence is removed from Central Property and Evidence.

5. The case investigator and a supervisor shall transport controlled substances and bulk ephedrine to the Crime Lab, before and after the operation, for testing to confirm the weight and controlled substance removed from and returned to Central Property and Evidence. Pharmaceutical grade and packaged substances, such as pseudoephedrine tablets, will not require testing by the Crime Lab for removal or return. However, the quantity must be verified when removed and returned to Central Property and Evidence. (Bulk ephedrine <u>will</u> require testing for removal and return.) Any discrepancies in weight shall be documented in supplemental reports (i.e., sample given away).

6. Substances shall be returned to Central Property and Evidence when the operation is completed; either booked as evidence on a new case, or if not needed as evidence, returned to Central Property and Evidence for continued storage or destruction.

7. The PRELIMS shall be used to record and track the temporary removal and return of evidence to Central Property and Evidence under the court order. Removed evidence shall be returned to Central Property and Evidence prior to the expiration of the court order (10 days). In the event the tenth day falls on Friday, Saturday or Sunday the detective will have until the following regular working day to complete the operation or write an extension to the court order.

8. If the evidence is booked under a new case file number, the case investigator shall note and cross reference the new file number with the old file number in PRELIMS for proper tracking and notification to CPE regarding evidence status change and the chain of evidence.

If another operation is initiated for an unrelated case or after the expiration of the court order on the current case and the substances are again needed, a new court order shall be obtained for removal of the evidence.

B. Occasionally, other agencies request evidence from the LASD in order to conduct reverse or flash operations. The following procedure shall be used to release narcotics evidence to other agencies.

1. The requesting agency's department head or unit commander shall submit a written request on agency letterhead, to the LASD Narcotics Bureau Captain, identifying the quantity, substance and

purpose, e.g. reverse sting operation. The Captain shall evaluate the request and determine if the release of evidence to other agencies for reverse or flash operations is appropriate.

2. The requesting agency shall obtain a court order allowing permanent removal of the evidence from the LASD's custody.

3. The requesting agency shall indicate in the court order that the evidence shall be maintained and the final disposition made by the requesting agency. The removed evidence will not be returned to LASD's custody.

4. The requesting agency shall deliver a copy of the court order to the Narcotics Bureau Operations Lieutenant. A LASD Narcotics Bureau detective shall be assigned to assist with the proper tracking and recording of the evidence into the PRELIMS. The approving LASD Narcotics Bureau lieutenant's name shall be noted in PRELIMS. The court order shall be delivered to Central Property and Evidence at the time of evidence. A copy of the agency's letter of request will also be delivered to Central Property and Evidence. Both documents will be scanned into PRELIMS by the CPE staff.

5. The evidence will be released by Central Property and Evidence to the requesting agency detective. The detective must be accompanied by one of his/her supervisors when the detective takes custody of the evidence.

V. DISPOSAL OF NARCOTICS AND NARCOTICS PARAPHERNALIA UTILIZED FOR REVERSE STING AND FLASH OPERATIONS

A. Narcotics for reverse sting and flash operations, shall be disposed of by either the normal destruction procedures, or those specific narcotics shall be considered "disposed" for purposes of possible future reverse sting operations when it is booked as evidence under a new case file number. That "new" evidence then becomes disposable according to standard procedures when the latest case is adjudicated.

B. When the use of specific narcotics or narcotics paraphernalia results in a seizure or arrest, the evidence shall be recorded in PRELIMS under the new case file number.

C. When narcotics or narcotics paraphernalia are no longer needed or suitable for reverse sting operations, they shall be disposed of by normal destruction methods pursuant to Narcotics Bureau Order #3-3.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 3-8 Narcotics Evidence Disposal (Burn) Procedures

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **3-8**

Subject: **NARCOTICS EVIDENCE DISPOSAL (BURN) PROCEDURES**

Effective Date:	08/11/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this bureau order is to provide policy and procedures concerning

the planning and deployment of Narcotics Bureau and Central Property & Evidence personnel during a

planned disposal of narcotics evidence (Narcotics Burn). The primary duties of Narcotics Bureau personnel assigned to these operations is to provide security.

B. Scope of Policy

This policy is directed to all Narcotics Bureau personnel who participate in the disposal of narcotics evidence (Narcotics Burn). All concerned personnel shall be familiar with the contents of this policy.

II. POLICY

Based on the volume of narcotics evidence which has been identified and prepared for disposal, Central Property and Evidence will secure a disposal date with the Southeast Resource Recovery Facility (incinerator) in Long Beach, California. This date will be forwarded to the Narcotics Bureau Operations Lieutenant and Operations Sergeant for further assignment and completion of a tactical operations plan (Refer to Attachment "A").

Once the Incident Commander (Lieutenant) and Team Leader (Sergeant) have been identified, the Team Leader will select and assign a minimum of (10) sworn Narcotics Bureau personnel to assist in the operation. The Team Leader will also coordinate with the Supervising Evidence & Property Custodian (Narcotics Section) to determine which Central Property & Evidence personnel will be assigned to participate. This information will be forwarded to the Asset Forfeiture Sergeant for inclusion in the tactical operations plan. Once the operations plan has been approved, it is the responsibility of the Team Leader to provide each

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participant with a copy (electronic or hard copy) of the operations plan for their review and preparation.

A. AUDIT PROCEDURES

Prior to leaving the Central Property & Evidence Warehouse, the Incident Commander shall conduct a random audit of the narcotics evidence selected for disposal. The Supervising Evidence & Property Custodian (Narcotics Section), shall provide the Incident Commander with a Narcotics Evidence Pool List, which is an itemized list of the narcotics selected for disposal.

The Incident Commander shall randomly select individual items from the Pool List. A designated employee, from the Central Property & Evidence staff, shall locate and remove the item in question from its pallet for inspection by the Incident Commander. Once the Incident Commander has determined that the physical item (evidence) corresponds with the itemized description on the Pool List, the item shall be placed back onto its original pallet. The Incident Commander shall repeat this process until he/she is satisfied with the audit procedure. It is recommended that a minimum of (2) individual items be selected from each pallet.

B. **OPERATIONS PLAN**

Refer to Attachment “A” (Operations Plan Template) for further instructions.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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Text Box:

Attachment "A"

Narcotics Burn

OPERATIONS PLAN

DATE OF OPERATION

CONFIDENTIAL

pared **File#:**

proving **Captain:**
utenant:

Date approved: **yes X no date**

(notified)

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Area Commander: **Jordan** **HQ Intranet** **NAR**

(notified)

yes no x date **LACLEAR person notified n/a date n/a**

DATE OF OPERATION	BRIEFING TIME	BRIEFING LOCATION
	0700 hours.	Central Property & Evidence 11515 S. Colima Rd, Whittier, 90604 (Parking Lot)

TYPE OF OPERATION *EXAMPLE: SEARCH WARRANT - PROBATION SEARCH - RIP, ETC*
Secure, Transport, and Destroy the “Approved for Disposal” evidence seized by Narcotic’s Bureau.

LOCATION OF OPERATION

ADDRESS	11515 S. Colima Road,	CITY	Whittier (90604)
DESCRIPTION	West-end of STARS Center, behind E.O.B's Warehouse		

THOMAS GUIDE		GPS COORDINATES *OPTIONAL EXCEPT MET OPS*	

SUSPECT (S) NAME	n/a	DESCRIPTION	n/a
VEHICLE (S) PLATE #	n/a	DESCRIPTION	n/a

SUSPECT (S) NAME		DESCRIPTION	

COMMAND POST LOCATION

DESCRIPTION		ADDRESS	

THOMAS GUIDE		GPS COORDINATES *OPTIONAL EXCEPT MET OPS*	

RADIO FREQUENCY'S

TACTICAL CHANNEL		MODE	Direct	FREQUENCY	

STATION WORKING CHANNEL	Norwalk	MODE		FREQUENCY	

EMERGENCY CONTACTS AND NOTIFICATIONS

STATION/AREA	Norwalk	PHONE #	(562)863-8711	W/C	

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LOCAL AGENCY	Norwalk Station	PHONE #	(562)863-8711	W/C	AM Shift

MART	Referral	PHONE #		CONTACT	

HOSPITAL

NAME	Whittier Hospital	ADDRESS	9080 Colima Road, Whittier, Ca 90605

PHONE #	(562) 945-3561	THOMAS GUIDE	**See attached map

COMMAND RESPONSIBILITY

INCIDENT COMMANDER		CAPTAIN	

AREA COMMANDER		LIEUTENANT	

I. SITUATION
Due to the volume of stored narcotics evidence which has been approved for disposal/destruction, Central Property & Evidence (Narcotics Section) has requested assistance from Narcotics Bureau to provide security for a scheduled narcotics evidence destruction operation.

Authorizing Judge:		Court:	

II. MISSION
Narcotics bureau personnel will provide armed security during the transportation, offloading and destruction of narcotics evidence designated by Central Property & Evidence personnel.

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CONCEPT OF OPERATION
All Narcotics Bureau personnel assigned to this operation shall assemble for a tactical briefing in the secured Central Property & Evidence parking lot located at S.T.A.R.S., at the indicated date/time. All bureau personnel shall be equipped and ready to deploy as if participating in a warrant service. The Team Leader shall designate selected personnel to deploy the Benelli shotgun and/or the M4 rifle at his/her discretion.

Central Property & Evidence personnel will be responsible for the loading and offloading of all narcotics evidence. Narcotics Bureau personnel shall assist with the offloading process on an as-needed basis. It is recommended that Narcotics Bureau personnel bring the following safety equipment: safety goggles, ear protection, and work gloves. Central Property & Evidence will provide safety helmets and dust masks.

Prior to leaving the Central Property & Evidence Warehouse, the Incident Commander shall conduct a random audit of the narcotics evidence selected for destruction.

The disposal / destruction of narcotics evidence shall occur at:

Southeast Resource Recovery Facility (SERRF)

150 Henry Ford Avenue (Terminal Island, N/W corner of Ocean Bl. & Hwy. 47)

Long Beach, CA. 90802 (Refer to attached map, TG: Page 793, Grid H-2)

Phone # (562) 570-1196

The Recommended route of travel is as follows:

Exit S.T.A.R.S. and turn right onto W/B Telegraph Road. Turn left onto S/B Valley View Avenue. Turn right onto W/B Orangethorpe Avenue. Proceed west and enter the W/B 91 freeway. Continue W/B on the 91 freeway to the 110 freeway. Transition to the S/B 110 freeway and continue to the Vincent Thomas bridge off-ramp (to Terminal Island). Continue W/B across the bridge to New dock Street and proceed to the main truck entrance.

Narcotics disposal / destruction procedures:

Central Property & Evidence personnel shall conduct the offloading of all narcotics evidence. The Team Leader shall designate members of the security team to assist with the offloading and

transporting of narcotics evidence to the 6th floor of the facility where the actual disposal occurs. The remaining security team members shall be strategically deployed and maintain operational security.

III. CONCEPT OF OPERATION (continued)

Security and Evacuation concerns:

The southeast Resource Recovery Facility is in full operation during the narcotics disposal operation. During this operation, we will be sharing this facility with numerous employees and various contractors. All security team members must remain vigilant and the cognizant of potential safety hazards (i.e., field of fire, fire control, etc.)

This facility contains numerous pressurized hoses, high voltage lines and industrial machinery. Should an emergency occur or an evacuation order be initiated by the facility management, the incident Commander and/or Team Leader shall determine whether the narcotics evidence is to remain in place or if it should be reloaded onto the truck(s).

If an immediate evacuation of the premises is required, all personnel shall report to the field command post designated in this operations plan as soon as possible. The Incident Commander shall ensure that all bureau and Property & Evidence personnel are accounted for.

The Incident commander shall contact Long Beach Police Department and request additional resources if necessary and the response of a field supervisor to the command post. The Incident commander is responsible for ensuring that all appropriate notifications (i.e., Headquarters

Narco, Unit Commander, SHB, etc.) are made in a timely manner.

SHOTS FIRED PRIOR TO ENTRY -

REACT TO THREAT

ESTABLISH PERIMETER OR MOVE TO RALLY POINT

IF NECESSARY, WITHDRAW AND ESTABLISH EXTERIOR PERIMETER

ACCOUNT FOR PERSONNEL

ESTABLISH COMMAND POST

SHOTS FIRED AFTER ENTRY OR BARRICADED SUSPECT -

REACT TO THREAT

EVACUATE INJURED PERSONNEL

HOLD EXISTING POSITION OR MOVE TO RALLY POINT

IF NECESSARY, WITHDRAW AND ESTABLISH EXTERIOR PERIMETER

ACCOUNT FOR PERSONNEL

ESTABLISH COMMAND POST

OUTSIDE CONTAINMENT DO NOT SHOOT INTO THE LOCATION UNLESS THERE IS AN IMMEDIATE THREAT

DEPUTY DOWN-INTERIOR OR EXTERIOR -

REACT TO THREAT

EVACUATE INJURED PERSONNEL

HOLD EXISTING POSITION OR MOVE TO RALLY POINT

ACCOUNT FOR PERSONNEL

ESTABLISH COMMAND POST

class=WordSection8>

IV. EXECUTION

A. TEAM ROSTER/LOCATIONS/ADDRESSES				
LOCATION #	**TEAM/UNIT:**			
ADDRESS:	11515 S. Colima Road, Whittier, Ca. 90604 (Central Property and Evidence)			
NAME & EMPL #	**ASSIGNED DUTIES**	**CALL LTRS**	**VEHICLE**	**AGENCY/UNIT**
-	**TEAM LEADER**			

LOCATION #	**TEAM/UNIT:**			
ADDRESS:	N/A			
NAME & EMPL #	**ASSIGNED DUTIES**	**CALL LTRS**	**VEHICLE**	**AGENCY/UNIT**
	TEAM LEADER			

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LOCATIONS	**SUSPECTS AND/OR VEHICLES** **OTHER POSSIBLE OCCUPANTS:** **ADULTS, CHILDREN, ELDERLY, HANDICAPPED** (Indicate Sex / Race/ Age)
11515 S. Colima Road, Whittier, Ca 90604 (562) 477-5285	SUSPECT 1.) n/a VEHICLE 2.) n/a
Refer to Tactical Plan attachments for information specific to individual locations. Entry supplementary reports must include team members and assignments.	

V. SPECIAL ADMINISTRATIVE INSTRUCTIONS

A. REPORTING PROCEDURES

All departmental reporting procedures shall remain in effect. Incidents regarding shots fired, use of pepper spray or other use of force, injured deputies, etc., shall be communicated through channels to the operations commander immediately and appropriate notifications and documentation completed.

B. PERSONNEL

DEPUTY GENERALIST		DEPUTY BONUS I		DEPUTY BONUS II	
RESERVE DEPUTY		SERGEANT		LIEUTENANT	
OTHER					

C. SPECIAL EQUIPMENT

Armed Investigators will have immediate access to their issued MP5 sub-machine gun.

D. ADDITIONAL

EMERGENCY NUMBERS

	ADDITIONAL **NOTIFICATIONS**
Norwalk Station (911) (562) 863-8711 **Command Post (562) 477-5285 (Sgt. Morris)** **LBPD (911) (562) 570-7260**	**Aero Bureau Desk (562) 421-2701**

• • 3-9 Court Ordered Return of Medical Marijuana

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **3-9**

Subject: **COURT ORDERED RETURN OF MEDICAL/ RECREATIONAL MARIJUANA**

Effective Date:	04/08/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2021

I. CONCEPTS AND ISSUES

A. Purpose of the Document

The purpose of this order is to establish policy and procedure for returning medical marijuana to qualified patients pursuant to the Compassionate Use Act (Proposition 215). If a person is requesting the return of their marijuana under the Adult Use of Marijuana Act (Proposition 64), or Health and Safety Code section 11362.1, that person should be directed to the patrol station evidence custodian. If someone presented a medical marijuana defense, however they meet the requirements of Health and Safety Code 11360.1, the marijuana shall be returned per Smith v. Superior Court of San Francisco, 2018.

B. Background

In 1996, California voters approved the Compassionate Use Act which delineates the process for certain individuals to acquire and possess limited amounts of marijuana to alleviate pain and discomfort upon recommendation of a doctor. California case law has ruled in favor of returning marijuana evidence seized by law enforcement personnel to persons who possess the required medical recommendation (through a licensed physician) and where there is no additional judicial requirement for the seized evidence. In November 2016, voters approved the Adult Use of Marijuana Act, which is detailed in Health and Safety Code section 11362.1, and commonly referred to as recreational marijuana. This order does not cover recreational marijuana which should be booked as, “personal property”. Marijuana booked as “personal property” will be the patrol station responsibility.

C. Scope of Policy

This policy is designed to outline a method for returning seized medical marijuana to certain patients, who have acquired a court order, signed by a magistrate, serving the Superior Courts of the state of California, County of Los Angeles.

D. Training

The Bureau Unit Commander will ensure that all Bureau Personnel are trained and familiar with this policy.

II. POLICY

1) All Narcotics Bureau personnel, presented with a signed court order to return medical marijuana, shall accept the order and immediately notify either their Crew Sergeant or Zone Lieutenant.

2) The Crew Sergeant shall verify the authenticity of the order by contacting the concerned court clerk in person or by telephone.

Since the recent implementation of the Property, Evidence, Laboratory Information Management System (PRELIMS), the protocol for releasing/obtaining

evidence/property from Central Property and Evidence (CPE) has changed.

The Evidence Disposition Order, Authority for Release of Property (SH-AD 121)

form and the signed Court Order are no longer needed by CPE to obtain the

property requested. All requests and information pertaining to property/evidence

release is to be submitted by the I/O or Crew Sergeant, via the PRELIMS and

assigned to “will-call” for pick up. Remember to include the following:

1. Reference the evidence/property by file number
2. Click on the item(s) requested
3. State the name of the person coming to pick up the items
4. Date/time of pick up
5. Add any important comments in the comment section if needed

Release of property to owner at the station:

Once you have verified all of the owners identification, be sure to make a

copy of his/her CDL and have the owner either sign for the items on the

electronic signature pad or on the hard copy.

Once signed, be sure all pertinent associated documents are scanned into the

PRELIMS under the associated file number (this includes the signed court order). Remember to transfer the custody of the property from yourself to the claimant/owner. Should for any reason the owner does not arrive at the

arraigned time and you need to hold/secure the evidence at the station,

remember to go back into PRELIMS and transfer the evidence from your custody to the station narcotics box for safekeeping until you release it to the owner or

return it to CPE. Remember: until you transfer the custody of the property from

your name to either a location or person, you are responsible for it.

3) The release of the evidence shall be conducted at the sheriff station where the case originated or at an arraigned acceptable alternate location. Reasonable efforts shall be made to accommodate the patient. The I/O or Crew Sergeant and the Zone Lieutenant shall wait a reasonable amount of time for the arrival of the patient at the predetermined sheriff's station. If for whatever reason the patient does not arrive, arrangements to release the evidence will need to be rescheduled. The Zone Lieutenant shall be advised of the new arrangements.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• Chapter IV Fiscal Bureau Order

• • 4-1 Organized Crime Drug Enforcement Task Force

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-1**

Subject: **ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE (OCDETF) OVERTIME REIMBURSEMENT AGREEMENTS.**

Effective Date:	01/26/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. **CONCEPT AND ISSUES**

A. **Purpose**

The purpose of this order is to establish procedures for obtaining approval to accept funds from a sponsoring federal agency's Organized Crime Drug Enforcement Task Force (OCDETF) funds.

B. **Scope of Policy**

This order applies to all personnel assigned to Narcotics Bureau.

II. **POLICY**

In order to accept funds from OCDETF to pay overtime to Narcotics Bureau personnel, an "Agreement for the Use of State and Local Overtime and Authorized Expense Program" must be initiated by the handling agent of the sponsoring Federal agency, e.g. DEA etc. These procedures will also apply to other sources of federal funding, i.e. U.S. Customs, U.S. Forest Service, etc., which pay for overtime utilized by bureau personnel during various operations.

The agreement will indicate the amount of funds requested, a list of deputies anticipated to be authorized to submit for overtime for that particular case, the OCDETF investigation number and the Federal Agency investigation number.

The proposed agreement will be sent to the Operations Lieutenant who will forward the agreement under a cover memo to the Sheriff via the Contract Law Enforcement Bureau for signature.

The Operations Lieutenant shall request that the agreement be returned to Narcotics Bureau for further processing. After the agreement, signed by the Sheriff, is returned to Narcotics Bureau, it is then forwarded to the sponsoring

Federal agency via the handling agent. The Federal agency obtains approval signatures from the Special Agent in Charge, the agency's OCDETF coordinator, and the Assistant U.S. Attorney OCDETF coordinator.

When all approval signatures are obtained, the agreement is returned to the Operations Lieutenant. The Operations Lieutenant or the lieutenant supervising the personnel who are assigned to the OCDETF case shall prepare a “909 Billing requesting that an Unusual Occurrence (UO) number be issued. The Operations Lieutenant shall send a copy of the fully signed agreement and the 909 Billing Form to the Contract Law Enforcement Bureau for forwarding to the Budget Services Unit, which will assign a UO number.

A copy of the OCDETF agreement and the 909 Billing Form with the assigned UO number shall be given to the timekeeper. Overtime submitted for pay will be charged to the UO number by submission of the overtime slip to the unit time keeper. Fiscal Administration’s Financial Programs - Special Accounts Unit will in turn bill OCDETF for overtime reimbursement under terms of the agreement.

No overtime will be authorized until the agreement is finalized and the UO# is assigned.

The time keeper will track submitted overtime slips, ensuring that the aggregate amount of the OCDETF agreement is not exceeded. (Additionally, no individual is permitted to submit for more than $18,042.00 in any fiscal year under a single or multiple OCDETF agreements.) As the limit amount is approached, the time keeper will notify the lieutenant responsible for the persons submitting overtime and alert him to stop approving overtime under the UO number or receive authorization from the Federal agency’s OCDETF coordinator to increase the limit. Any increased limit will be documented in writing by the OCDETF coordinator and added to the original OCDETF agreement.

OCDETF agreements expire at the end of the federal fiscal year, (September 30). In order to submit for additional overtime reimbursement, a new OCDETF agreement must be submitted for the next fiscal year even if all funds for the previous fiscal year have not been used.

Refer to Bureau Order #1-20 Overtime Usage and Tracking for additional information.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 4-4 Handling of Seized Currency By The Asset Forfeiture Unit

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **4-4**

Subject: **HANDLING OF SEIZED CURRENCY BY THE ASSET FORFEITURE UNIT.**

Effective Date:	01/26/2009	Last Date Revised:	05/26/2015
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. PURPOSE

The purpose of this order is to establish policy and procedures for the Asset Forfeiture Unit, specifically related to the receipt, counting, transporting and depositing of seized currency.

II. SCOPE

This order applies to the Asset Forfeiture Unit and all personnel assigned to Narcotics Bureau who submit currency to the Asset Forfeiture Unit.

III. POLICY

Uncounted currency brought to Headquarters Narcotics Bureau for evidence or asset forfeiture proceedings shall be transported in transparent serialized sealed evidence bags by a lieutenant and at least one other sworn member (if $10,000 or greater), or by a sergeant and at least one other sworn member (if less than $10,000).

Occasionally, cash received from patrol station personnel for forfeiture proceedings has been packaged in envelopes and not in narcotics evidence bags. While discouraged, these may be accepted by the Asset Forfeiture Unit if properly sealed and initialed.

SUBMISSION OF UNCOUNTED CURRENCY TO THE ASSET FORFEITURE UNIT

During Business Hours

The cash shall be taken directly to the Asset Forfeiture sergeant or a Narcotics Bureau lieutenant for deposit into the safe via the hopper located behind door #1. The Asset Forfeiture sergeant or Narcotics Bureau lieutenant will inspect the bag(s), verify the numbers, and ensure they have been properly sealed and show no signs of tampering.

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The uncounted currency may be temporarily placed into the Asset Forfeiture sergeant's safe until witnessing deputies can be assembled for a count. **Uncounted currency shall not be left in the Asset Forfeiture sergeant's safe overnight.** Any overnight storage of uncounted currency shall be in the Narcotics Bureau money evidence safe and a ledger entry made.

After Hours

During non-business hours (or in the absence of the Asset Forfeiture sergeant), the transporting lieutenant or sergeant, along with one other sworn personnel, shall place the uncounted currency, still in the sealed evidence bags, into the Narcotics Bureau money evidence safe via the hopper located behind door #1, and

enter it into the safe master ledger as uncounted currency. The evidence bag numbers shall be noted in the ledger. The transporting personnel shall notify the Asset Forfeiture Unit of the entry and request a count be completed as soon as practical.

In all cases where currency is placed in the Narcotics Bureau money evidence safe, in addition to documenting the entry in the safe master ledger, the transporting personnel shall confirm that PRELIMS has been updated, indicating the new location of the currency (NARCO HQ SAFE 1).

CONDUCTING THE COUNT

Security and accurate counting of currency is one of the primary responsibilities of the Asset Forfeiture Unit.

Counts shall be completed by at least three personnel from the Asset Forfeiture Unit; one a sworn supervisor and the others sworn at the rank of deputy or above. The counting and witnessing personnel shall not be the personnel who seized or transported the uncounted currency unless the Unit Commander has given express written authority for them to do so. Under these circumstances, the supervising sergeant shall prepare a memo to the Unit Commander requesting such authorization prior to the count.

The Asset Forfeiture Unit doors shall be closed during the counting. The outside doors shall be locked. The inner door shall be closed (to prevent excess traffic) but unlocked during the count. The secretary, if present, shall answer telephones to prevent interruption of the counting process. Non-sworn members shall not witness the count.

The Asset Forfeiture sergeant and one additional sworn member shall remove the sealed evidence bags from the money evidence safe and carry it directly to the Asset Forfeiture counting room. The evidence bags shall be opened, the money counted, and the bags resealed in full view of the video cameras within the counting room. Money counting machines shall be used to count the money, and two consecutive confirming counts shall be made. The two counting machine tapes showing the note tally and total count will be preserved in the Asset Forfeiture Unit files. Any identified counterfeit notes will be separated from the final tally and their discovery and disposition documented in a supplemental report. The final count shall be documented in the Asset Forfeiture Unit case file.

The Operations Lieutenant, other Bureau lieutenant, Operations Sergeant, Training Sergeant, Training

Deputy, or any other sworn personnel authorized by the Unit Commander or his/her designee, if not involved in the original currency seizure and transportation, may witness the count if there is a shortage of Asset Forfeiture Unit personnel. Counts may be delayed in order to have a sufficient number of personnel.

The Asset Forfeiture sergeant shall watch over and not participate in the physical count unless there is another supervisor present who can oversee the count. The supervisor shall examine the sealed evidence bags for evidence of tampering, and shall oversee the opening of the bags, the counting of the currency, and the resealing of the counted currency. He or she shall also supervise the entry of the counted currency into the money safe and ledger.

POST-COUNT PROCEDURES

The sealed bags shall be re-entered into the safe master ledger and safe by the Asset Forfeiture sergeant and other sworn member pending final disposition of the currency.

Dispositions

1) Returned to owner if case not filed or asset forfeiture proceedings not initiated.

2) Deposited in the District Attorney's Asset Forfeiture account for state asset forfeiture

Proceedings.

3) Deposited in the Sheriff's Department Trust Fund account if forfeiture proceedings

not initiated and the currency not returned to the owner within five business days

4) Submitted to the appropriate federal agency for asset forfeiture proceedings

(a) The transfer of funds to the custody of federal authorities is best accomplished by converting the currency into a cashier's check via Bank of America, made payable to the appropriate federal agency, or depositing the currency in the Sheriff's Department Trust Fund account and a warrant requested, via Fiscal Services, payable to the appropriate Federal agency.

All dispositions will be documented in the case file.

Deposits

The counted currency may be transported in the sealed evidence bags to a local Bank of America branch and deposited. A deposit receipt shall be obtained and documented in the case file.

The sealed money bags will be opened by the bank personnel in the presence of the transporting deputies. The deputies will ensure that the deposit amount is confirmed with the bank prior to the cash being taken by bank personnel from the place where the

count is conducted. If a discrepancy is discovered, a recount will be requested to reconcile the deposit amount. Any unresolved discrepancy will be brought to the attention of the Asset Forfeiture sergeant or Operations Lieutenant immediately.

The emptied money bags will be returned to the Asset Forfeiture Unit where a photocopy will be made and placed in the case file before being destroyed.

SECURITY AND TRANSPORT OF DEPOSITS

The Captain, Operations Lieutenant, or Operations Sergeant will be notified before any

cash is transported to the Bank of America cash vault for deposit.

Only counted amounts will be transported for deposit by the Asset Forfeiture Unit unless an excessively large amount is seized, and the Unit Commander personally authorizes an uncounted amount deposit.

Deposits will be transported by no less than a sergeant and lieutenant from the Asset Forfeiture Unit or other personnel authorized by the Operations Lieutenant or Unit Commander. Transporting personnel will ensure the evidence bags are sealed and there is no evidence of tampering. They will determine that the serial numbers of the bags are the same numbers as noted in the original safe ledger entry, and they will confirm the

amount on the bags is consistent with the amount entered in the safe ledger.

The transporting deputies shall be armed with their duty pistols and equipped with a cellular telephone and portable Department radio for emergency communication. The radio shall remain on and tuned to the SCC access channel during transport.

A radio check shall be made prior to transport, and the starting and ending mileage shall be broadcast to SCC. The cash will be kept locked in the trunk of the car during transport. Deputies shall travel to the bank in a direct route from the Asset Forfeiture Unit. There shall be no stops for personal or non-emergent business. Upon arrival, the transporting deputies shall telephone the Asset Forfeiture sergeant or, in his absence, the Operations Sergeant or Lieutenant and advise of their safe arrival at the bank.

Any event which occurs that prevents non-delayed travel to the bank will be called into either the Asset Forfeiture sergeant, the Operations Lieutenant, or the Operations Sergeant. Emergencies will be broadcasted to SCC and backup or assistance requested as needed.

Amounts greater than **$350,000** shall be transported by no less than three sworn personnel in two separate vehicles: a load car with two deputies and a security vehicle with at least one sworn member equipped with a cellular phone and Department radio.

UNCOUNTED US CURRENCY FOR DEPOSIT

When any amount of UNCOUNTED US Currency is to be deposited into the vault, a lieutenant shall be present during transport and shall remain until the currency is inside the facilities secured area.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 4--5 Crew/Team Special Appropriations Funds

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **4-5**

Subject: **CREW / TEAM SPECIAL APPROPRIATIONS FUNDS**

Effective Date:	0126/2009	Last Date Revised:	12/03/2012
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to provide procedures and details concerning the use and accounting procedures for the Special Appropriations Funds (SAF) maintained by each crew and team within Narcotics Bureau. The Crew/Team Sergeant is responsible for ensuring that all Special Appropriations Funds are securely stored at all times, either in a locked file cabinet, or other secure place. When called upon, the Sergeant shall provide a full and accurate accounting for all funds and related expenditures. The Crew/Team Sergeant is responsible for the timely maintenance of the Special Appropriations Funds ledger and all associated documentation.

B. Background

Detective Division administration maintains a Special Appropriations Fund to replenish funds use by detectives within the division. Since each Narcotics Bureau Crew/Team is provided funds for immediate use in conducting investigations, it is important to maintain a current and accurate ledger to account for and balance all monies issued to them.

C. Scope of Policy

This policy is directed to all Narcotics Bureau personnel and especially the Crew/Team Sergeants and/or supervisors responsible for overseeing the investigative expenditures, narcotics purchases and informant payments made from the Special Appropriations Fund “bank” maintained with each Crew/Team.

D. Training

Narcotics Bureau lieutenants shall ensure that all personnel under their supervision have been appropriately instructed on how to adequately complete the SAF ledger, money receipts and monthly reconciliation of expenditures, reimbursements and fund balance.

E. Accountability

Narcotics Bureau sergeants and lieutenants shall ensure their personnel account for expenditures of the Special Appropriations Funds. Supervisors shall ensure that expenditures are authorized in accordance with MP&P sections 3-05/050.00 and 3-05/050.10. Lieutenants shall conduct monthly inspections and an inspection at the time of the yearly crew audits of the SAF ledger to ensure the SAF fund is being used and documented according to this order.

II. POLICY

A. Special Appropriations Fund Ledger

Each crew sergeant who is responsible for an SAF bank will be issued a bound SAF ledger book for posting of **completed** transactions:

- Completed transactions shall be posted in the ledger without unnecessary delay and contemporaneously to the time the money was spent.
- All transactions shall be posted in PEN
- Ledger pages shall not be torn out of the bound book
- Ledger pages shall be numbered consecutively
- White out and obliterations are NOT allowed
- Corrections will be made by ~~one strike out line~~ through the entry made in error and then a corrected entry posted on a new line
- The crew sergeant responsible for the crew SAF bank shall be the only person who will make ledger entries.
- The crew sergeant shall not delegate ledger entry responsibility to another crew member.

Each crew sergeant shall post ledger entries in a uniform manner according to this order and the sample attached **(Appendix A).** The headings and columns in the sample shall be used by all crews. This is the only ledger and accounting method authorized for the SAF funds.

- Each month's transactions shall be posted using the left side pages of the ledger book for expense details and reimbursement dates and the right side pages of the ledger book used in a double entry (debit / credit) accounting method with the current cash balance in the furthest right hand column.

- Each month's transactions shall be recorded starting with a new page at the 1st of the month and at the end of the month, the cash balance amount forwarded to a new page for the beginning of the next month's transactions.

B. Special Appropriations Fund Cash Box

Each crew which is authorized an SAF account shall keep the money secured in a metal cash box issued by the Bureau and secured in a locked place, e.g., a locked drawer, file cabinet or closet, etc.

- The crew sergeant shall inspect the cash box on a regular basis and be aware of any use of money.
- The SAF money shall not be used for any purpose other than official county business.
- Deputies shall not remove any money without the express approval of a supervisor, e.g., to complete a controlled buy, or make an informant payment (up to the limits delineated in BO #4-2).

C. Money Removal for Field Operations Transactions:

If money is removed from the cash box and it is unknown if the transaction will be completed (for example in a planned narcotics purchase), a money receipt will be used to document the removal:

- The Narcotics Bureau will provide a money receipt book (original and carbon copy) for each crew SAF account.
- The Deputy obtaining the money shall complete an original receipt with a carbon copy documenting the removal of SAF funds from the cash box to his/her possession.
- The Deputy will keep the original receipt and place the carbon copy in the cash box when the money is removed.

Returning Money and/or Receipts to the Cash Box:

The original and carbon copy of the receipt for returned money, spent money or partially spent money shall be placed into the cash box for the sergeant's information of the transaction or attempted transaction.

- If the money is returned (for example the transaction was not completed) the Deputy shall return the money to the cash box and attach both copies of the receipt to the unused cash.

- If the transaction was completed and the cash not returned:

1) The Deputy shall write the URN for the expenditure on the original receipt

2) Place both copies of the receipts into the cash box

- If only part of the money was returned, the investigator shall:

1) Write the URN for the partial expenditure on the original receipt,

2) Make a note on the back of the receipt showing the amount spent and

the unused amount returned

3) Attach the unused money to both receipt copies and place all into the cash box

- If multiple URNS are used:

1) The URNs and the amounts spent for each URN shall be noted by the Deputy on the back of the original money receipt

2) Attach both receipt copies and place them in the cash box

- **The Sergeant shall enter the completed transaction in the SAF ledger**
- The Deputy shall submit an individual expense claim without unnecessary delay to the sergeant for each completed transaction.

C. Special Appropriations Fund Reconciliation Report

The crew sergeant shall complete and submit a “Crew SAF Account Reconciliation” report to the zone lieutenant by the 15th of the month for the prior month’s activity **(Appendix B)**:

- The lieutenant shall inspect the crew ledger and sign each month's reconciliation report confirming that transactions are posted and the account is reconciled
- The original reconciliation report shall be forwarded to the unit commander for signature
- The crew sergeant shall retain a photocopy of the reconciliation report until the following month's activity is reconciled.
- Any discrepancies will reported and handled in accordance with MP&P section 3-05/100.15.

ORIGINAL SIGNED__

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

CREW SAF ACCOUNT RECONCILIATION (Appendix B)

CREW: _____ SGT: _____ SAF Bank $_____

MONTH: _____ YEAR: _____

Ending Cash Balance	**$**

Date of Expense	**Outstanding Expense Claim URN**	

(This total amount must equal your total Crew SAF Bank amount for your bank to be reconciled.) **TOTAL**	**$**

Ledger book entries must be in PEN. Ledger book pages shall NOT be torn out from the bound book. Ledger book pages shall be consecutively numbered. White out and obliterations are NOT allowed. If you must make a correction, line out the entry made in error with ~~one strike out line~~, and then make the correct entry on a NEW line.

_____ _____

Lieutenant Signature Captain Signature

Date: _____ Date: _____

• • 4-6 Major Narcotics Investigations Fund

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-6**

Subject: **MAJOR NARCOTICS SPECIAL INVESTIGATIONS FUND (BUY/WALK OPERATIONS / SPECIAL INVESTIGATIONS)**

Effective Date:	01/26/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Date Review:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to establish policy and procedure for use and control of the Major Narcotics Investigations Fund. Monies drawn from this fund shall be used only for large scale narcotics operations, including purchases of narcotics and special operations. It is the intention of this policy to provide authorization for the use of these funds whether or not the monies will be recovered during the immediate investigation.

B. Background

Some cases have illustrated the necessity for an account to be used for major narcotics operations, including purchasing large quantities of narcotics or precursors. In some instances, the money used from this account will likely be recovered during a search warrant or other operation conducted almost immediately following the purchase. However, there may also be instances wherein the money used from this account may not be recovered. An example of such an instance would be to purchase a large amount of narcotics as part of a continuing relationship building process in order to negotiate a larger transaction at a later date. These large scale buy/walk operations must be carefully evaluated by use of a risk/benefit analysis. Some of the factors to be considered will be discussed later in this order. There may also be cases wherein these funds will be used for special operations with or without undercover operatives.

C. Scope of Policy

This policy is designed to protect and hold all sworn personnel removing monies from the Major Narcotics Investigations Fund accountable.

D. Accountability

All personnel removing money from the Major Narcotics Investigations Fund will be held accountable for strict adherence to this policy. Narcotics Bureau supervisors will be held accountable to ensure that these guidelines are met. Additionally, Bureau managers and supervisors are responsible for making sure that any investigative expenditure is detailed in a supplementary report under the appropriate case file number. The Operations Lieutenant is responsible for ensuring that the Major Narcotics Investigations Fund is secured at all times within the safe located within the Bureau office and that the ledger kept with the money is accurately maintained. The lieutenant shall also, when called upon, provide an accurate accounting of the money and expenditures. (Refer Flash Money/Forfeiture Fund, B.O.#4-3).

E. Training

The Bureau Commander will ensure that all Bureau Personnel are trained and familiar with this policy.

F. Conclusion

It is the intent of this policy to protect the integrity of Bureau Personnel and Major Narcotics Investigations Fund money removed from the Narcotics Bureau safe.

II. POLICY

Monies from the Major Narcotics Investigations Fund shall only be used by members of a Narcotics Major Violators Team or one of the Narcotics Task Force teams in which members of the Los Angeles County Sheriff's Department Narcotics Bureau are participating. These funds can also be used for other special investigations. Nothing in this order is intended to discourage members of regional crews from developing information on major narcotics investigations. However, it will be necessary for station crews who develop information that leads to a major narcotics investigation to include one of the Major Violators teams in order to

have access to these funds. These funds may be handled by investigators acting in an undercover capacity or by paid confidential reliable informants. It is important to stress that **at no time will a defendant informant be permitted to handle these funds.** These funds are not to be used to purchase routine office supplies or other items which are purchased through the Bureau Services and Supplies Fund. **No funds will be removed from the safe without prior approval of the Unit Commander or his / her designee.**

Every attempt should be made to formulate an operational plan that includes the recovery of any monies utilized from these funds. However, as stated earlier, there may also be instances wherein the money used from this account may not be recovered.

The factors used to determine the justification of such an operation must include, but not be limited to, what will be gained at the conclusion of the overall investigation:

- The type and amount of narcotics to be seized at the conclusion of the investigation

    - Benefit to the Community

    - Intelligence gathering

    - The suspect(s) to be arrested:

- Number of suspects

- Criminal history

- Information for subsequent investigations

- Sentencing enhancements

State and Federal Narcotics Forfeiture Funds are available in those cases when additional funds are necessary.

A. Procedures for approval /Usage

1. Obtain concurrence of team Sergeant, Zone Lieutenant and Unit Commander.

2. An in-depth analysis of the operation shall be conducted examining the facts of the case. Is the case related to a Narcotics Investigation, Internal Affairs case, Internal Criminal case or an Intelligence Gathering Operation.

3. Once it is determined these funds will be utilized, a decision must be made regarding who should be notified. This would depend on the use of the funds and confidentiality of the investigation.

B. Use of funds

A $100,000 investigative account is maintained at Bureau Headquarters. The following procedures govern the use of the money.

1. The money will be stored in 4 sealed envelopes. All or any combination of envelopes may be utilized. The envelopes shall be placed in a clear sealed serialized narcotics bag.

2. The money shall then be counted in the presence of a Departmental member of the rank of Sergeant and a witness. Both persons shall sign the Major Narcotics Investigations Fund ledger (kept in the Bureau safe) as verification of the transaction.

3. Narcotics Bureau operations utilizing these funds must be accompanied/monitored by a Bureau Lieutenant.

4. If the monies are recovered at the conclusion of the operation, it shall be returned to the safe as soon as possible.

5. When the money is returned, the money shall then be counted in the presence of a Departmental sworn member of the rank of Sergeant or Lieutenant and a witness. Both persons shall sign the Major Narcotics Investigations Fund ledger (kept in the Bureau safe) as verification of the transaction.

6. On an annual basis, the Operations Lieutenant and personnel from Asset Forfeiture will count the Flash Money and Buy/Walk money in the safe and audit the Flash Money and Buy/Walk Ledgers for accuracy. Quarterly, the Operations Lieutenant and personnel from Asset Forfeiture will inspect the bags to ensure they are in tact and to verify the serialized bags match the serialized numbers kept in the Operations Lieutenant safe.

Refer to B.O #4-3 for Flash Money procedures.

The Operation's Lieutenant shall be responsible for maintaining the Major Narcotics Investigations Fund of up to $100,000 for the purposes of narcotic operations. When an investigator has expended money, the following reporting procedures shall be completed:

All narcotic purchases must be detailed in a supplementary report under the appropriate case file number. The following information must be included in the supplementary report: type of narcotic purchased, an approximate weight of the narcotics, lab analyses receipt number, and informant number. If the purchase is made by an undercover deputy, the name of the deputy must be included in the report.

C. Draft memos for reimbursement of funds

1. If the funds are recovered or returned after reimbursement has taken place the funds must be returned to Special Accounts Unit, along with a memo from the lieutenant to captain explaining the circumstances. The memo must accompany the funds to Special Accounts Unit.

2. To replace funds used during these confidential operations, a memo from the Narcotics Bureau Captain to the Detective Division Chief briefly describing the operation is required along with a memo from the Detective Division Chief to the Undersheriff.

3. Because these operations are of a sensitive nature, we placed samples of these memos in the Major Narcotics Special Investigations Fund logbook.

The expenditures will be noted in the Major Narcotics Special Investigations Fund logbook.

The Bureau Major’s lieutenant shall ensure that the paperwork is complete and accurate, and monitor the reimbursement process.

The Bureau Captain will review the documents and make the approval to submit for reimbursement.

MAJOR NARCOTICS SPECIAL INVESTIGATIONS FUND

Bag #	The Denominations Will Vary from Bag to Bag	Total
1		

		$25,000
2		$25,500
3		$24,500
4		$25,000
	Grand Total	**$100,000**

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• Chapter V- Narcotics Bureau Reports

• • 5-2 Case Tracking System For Station Crews/Station Crew Audit Procedures

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **5-2**

Subject: -**CASE TRACKING SYSTEM FOR CREWS**

-CREW AUDIT PROCEDURES

-EVIDENCE HANDLING AUDIT

-INVESTIGATOR BIOPSY REPORTS

Effective Date:	01/26/2009	Last Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPTS AND ISSUES

A. PURPOSE

This order establishes guidelines for the tracking of crew generated cases. Additionally, the order contains case and evidence audits and case biopsy procedures.

B. BACKGROUND

Good management principles dictate regular formal auditing of the work of Bureau personnel. This task will be accomplished utilizing three methods:

1. The case tracking system

2. Crew audit procedures including an evidence handling audit

3. Investigator biopsy reports

C. SCOPE

The policy provides direction for station and major violator crew sergeants in tracking cases in their sphere of responsibility. The policy provides direction for Narcotics Bureau Lieutenants in conducting their mandated crew audits and case biopsies. This order does not apply to multi-agency task force crews.

D. ACCOUNTABILITY

Narcotics Bureau supervisors are held accountable for auditing and/or tracking cases, crews, and investigators using the following tools:

class=WordSection2>

1. Crew Activity Log (Attachment A)

2. Crew Audit Form (Attachment B)

3. Investigator Biopsy Report (Attachment C)

4. “441" Control Log (Attachment D)

NOTE: The Major Violator Lieutenant may use Attachment A or approve an alternate activity log more suitable to Major Violator crew operations.

E. TRAINING

The Bureau Commander will ensure that all Bureau personnel are trained and familiar with this policy.

F. CONCLUSION

This policy will establish guidelines and time lines for Bureau supervisors to conduct audits as directed by the Unit Commander.

II. POLICY

A. CREW ACTIVITY / CASE TRACKING SYSTEM

Beginning March 1, 1996, all station crew sergeants are to begin tracking all crew generated cases on the Crew Activity Log (Attachment A). The purpose of this logging system is to allow for the auditing of cases being generated and investigated by each of the crews and to account for investigator case activity during audits. (The Major Violator crews may use an alternate log approved by the MV Lieutenant.)

B. CREW AUDIT PROCEDURES

At least once each year, a Narcotics Bureau Lieutenant will conduct a crew audit. The purpose of the audit is to verify policy compliance and to standardize procedures as much as possible between crews. The Crew Audit form (Attachment B) has been developed for this purpose and is to be submitted to Narcotics Bureau administration upon completion.

Auditing may occur more frequently should a change in command occur or other cause found justifying the need. The crew audit form includes provisions for review of evidence handling previously prescribed in rescinded Bureau Order 3-3.

NOTE: Major Violator crews shall be similarly audited using the same audit forms and procedures. Portions on the audit form, which are not applicable to Major Violator crews due to non-patrol station types of operations, shall be noted on the audit form.

class=WordSection3>

C. INVESTIGATOR BIOPSY REPORTS

On a yearly basis (or more frequently should a need arise), a Bureau Lieutenant will conduct a Biopsy of at least two cases investigated by each investigator. These cases can be selected at random or be the two latest cases investigated. The Biopsy Report (Attachment C) is the form that will be used.

D. “441" INVESTIGATIVE REPORTS CONTROL LOG

The Crew Sergeant is responsible for maintaining, on a daily basis, a “441" Control Log. When a crew member opens a confidential investigation he/she generates an investigative first report and draws an URN from Headquarters (refer to Bureau Order #5-6).

The Crew Sergeant is responsible to use the “441" log to monitor the status of open “441" investigations (i.e.

30 day supplemental reports to remain “active” and a 90 day limit to inactivate any opened “441" investigative reports). The log must also reference disposition of the “441" investigative reports, e.g. case continued via a SH-R-49 Incident Report under a “181" statistical code or note other “disposition” of the case.

The “441" log allows the Crew Sergeant to monitor the progress of the multiple cases opened by the crew members. The Lieutenant conducting crew audits should check the log for regular use by the Sergeant and verify the “441" investigations are inactivated in a timely manner.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

ATTACHMENT “B”

Date	Address	City	Lt.	Dog	Vehicle Seized	Firearm Seized	Money Seized	Drug Seized	Arrests	File Number	Investigator	Entry By	S/W, Assists, Buy/Bust Etc

ATTACHMENT "B"

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

NARCOTICS BUREAU

CREW AND EVIDENCE HANDLING AUDIT

YEAR: CREW:

Audit completed by: Date:

Crew Sergeants Name: Signature:

1. CREW ACTIVITY LOG

Is the Crew Activity log being maintained on a daily basis? (B.O. #5-2) â˜YES â˜ NO

Is the “441 control log” being maintained on a daily basis? (B.O. #5-2) â˜YES â˜NO

2. REDBOOKS

Information to be included in the red books on a daily basis is time and location on duty and off duty; times and locations frequented; any pertinent information or contacts made during the work day.

Investigator’s Name Comments

3. INVESTIGATOR CASE BIOPSIES

Have the case biopsies for each investigator been completed? â˜YES â˜NO

(Two yearly per investigator, B.O.# 5-2)

4. INFORMANT FILES (B.O. #5-4 and #5-5 and FOD 00-08)

Are the Confidential Informant Card files kept locked and secured? â˜YES â˜NO

Are “Active” and “Inactive” cards kept separate? (In same box) â˜YES â˜NO

Are the Informant Cards filed alphabetically? â˜YES â˜NO

Is the information on the cards complete i.e. the name, physical description,

DOB, photograph, current and prior addresses, phone number,

Informant Number, etc? â˜YES â˜NO

Is the back of the card (or an attached continuation activity log) used to

document the dates of informant activity, fees paid, type of activity, etc? â˜YES â˜NO

Have the requisite number of informant audits & interviews mandated by

B. O. # 5-5 been completed? (These audits reconcile the information on the

crew's informant cards with the HQ informant files e.g. payments etc.) â˜YES â˜NO

ATTACHMENT "B"

5. REPORTS

Are investigative "441" reports filed sequentially and are inactive

files and maintained for a period of 3 years. â˜YES â˜NO

Are "441" reports inactivated according to policy? (i.e., 30-day updates,

90-day closure, etc. - refer to B.O. #5-6). â˜YES â˜NO

Do "441" files contain the required reports, expense claims, computer

printouts, investigator notes, lab reports, case log, etc.? â˜YES â˜NO

Are all Incident reports (SH-R-49s) filed by sequence? â˜YES â˜NO

Are crew Incident reports (SH-R-49s) distinctly marked or separated

from patrol reports? â˜YES â˜NO

Are “441" and “181" files inactivated by supplemental reports with

case dispositions reported? â˜YES â˜NO

Are there copies of the inactivation/disposition supplemental reports

in the file? (B.O. #5-6) â˜YES â˜NO

Are the dispositions of property and evidence for “441" and “181"

cases documented in supplemental reports? (Ordered destroyed,

returned to owner etc) â˜YES â˜NO

Do the supplement reports cover all of the evidence that was seized

pursuant to search warrants? â˜YES â˜NO

6. EVIDENCE

Does the crew Sergeant manage and supervise the handling of evidence

and It’s timely disposition? â˜YES â˜NO

Does the station narcotics unit and the station watch commander possess

the only keys to the narcotics depository (MPP 5-04/110.10)? â˜YES â˜NO

Is narcotics evidence accurately entered in the PRELIMS program

(MPP 5-04/110.00 through 5-04/110.70)? â˜YES â˜NO

Is a copy of the Lab Receipt (SH-CR-126) in the URN file? â˜YES â˜NO

Are tainted narcotics paraphernalia items stored in the narcotics depository and transferred to Central Property within a reasonable amount of time and

property documented? â˜YES â˜NO

Are evidence labels and narcotics bar code labels being placed on all

narcotics and tainted paraphernalia evidence items (MPP 5-04/040.50)? â˜YES â˜NO

Randomly select 2 search warrant cases involving the seizure of firearms. Review

the files to ensure that the seized firearms are queried and entered into AFS and

in the master evidence ledger.

File # _____ (Seized Firearm)

File # _____ (Seized Firearm)

ATTACHMENT “B”

Randomly select 2 search warrant cases and review the file to ensure that non-narcotics evidence (e.g. cell phones, pagers, papers, etc.) seized pursuant to warrant have been documented in the appropriate evidence ledger.

File # _____

File # _____

MONEY EVIDENCE:

Is crew money evidence properly handled, i.e.:

Videotaped in place before seizure? â˜YES â˜NO

Bagged, and sealed at the scene of seizure? â˜YES â˜NO

Sealed (counted or uncounted) and entered into safe per FOD 00-09? â˜YES â˜NO

Receipts issued for money seized? â˜YES â˜NO

Evidence bag serial numbers recorded in report and PRELIMS? â˜YES â˜NO

Amounts more than $10,000 handled by a Lieutenant? â˜YES â˜NO

Seized money removed from stations safes within 5 days? â˜YES â˜NO

Crew sergeant familiar with money forfeiture procedures (B.O.# 3-3)? â˜YES â˜NO

DESTRUCTION OF NARCOTICS EVIDENCE:

Does the Sergeant have a system in place (e.g., regular inquiry of PIMS, TCIS, etc.) which facilitates the timely identification of evidence which can be destroyed? â˜YES â˜NO

Are there a significant number of cases, more than a year old, which should have had the evidence dispositioned? (Obtain a list of undispositioned cases of narcotics evidence items from Central Property or the Analytical Unit) â˜YES â˜NO

Number of cases more than one year old with undispositioned evidence? # __

Does the crew sergeant confirm that cases have been adjudicated or dismissed prior to evidence being ordered destroyed (B.O.# 3-3)? â˜YES â˜NO

Does the crew sergeant review and approve a supplemental report authorizing evidence disposal (B.O.# 3-3)? â˜YES â˜NO

Are Narcotics Bureau “Orders for Disposal” (generated by the narcotics evidence data base program) signed by the investigator and sergeant and filed in the assigned URN file (B.O.# 5-6)? â˜YES â˜NO

Are proper procedures followed for the disposal of hypodermic syringes ? â˜YES â˜NO

Record 3 file numbers reviewed to validate answers to questions

regarding destruction of narcotics evidence

File #_____

File #_____

File #_____

ATTACHMENT "B"

7. EQUIPMENT

Does the unit inventory reconcile with the inventory list maintained at the

Operations Desk at Headquarters? (Rectify discrepancies) â˜YES â˜NO

_____

_____

8. VEHICLES

Are vehicles clean and maintained? (P. M. A, B, or C service current?) â˜YES â˜NO

_____

Are the training records (check off lists) for newly assigned personnel complete?

â˜YES â˜NO

Describe In-service training provided to crew during the period since the last audit?

Describe training provided to station patrol personnel by the narcotics crew since the last audit.

10. EMPLOYEE DEVELOPMENT

Is the supervisor's comment book used and maintained by the crew

sergeant? â˜YES â˜NO

How many comments were noted in the comment book since the last audit? # _

Are personnel evaluations current? â˜YES â˜NO

Number and names of personnel with overdue evaluations? # _

11. STATION ADMINISTRATION

Give the general impression of the unit commander (or his designate) on the performance of the crew.

Are the "Quality of Life" issues being identified and responded to in a timely manner?

ATTACHMENT “B”

12. OFFICE OF THE DISTRICT ATTORNEY

Give the general impression of the Office of the District Attorney on the performance of the crew. Filing packages? Case quality? Responsiveness? Etc.?

13. CITIZEN CONTACT

Ascertain community opinion of the crew's performance. (E.g., contacts with the Supervisors Field Deputy, citizen informants, City officials, etc.)

14. L.A. CLEARINGHOUSE

Contact the Narcotics Bureau representative at the Clearinghouse and determine if each of the operations conducted by the crew during the audited month (using the Crew Activity Log) were appropriately submitted for “War Room” posting?

15. PRIOR DISCREPANCIES:

Have discrepancies identified in the previous Bureau or Department

audit been rectified? â˜YES â˜NO

16. CREW SPECIAL APPROPRIATIONS FUND (B.O. #4-5)

Is the SAF fund ledger current, i.e. all debits and credits posted? â˜YES â˜NO

Does the “bank” balance? â˜YES â˜NO

Are the SAF monies kept in a secure / locked place? â˜YES â˜NO

-

ATTACHMENT “C”

Bureau Order #5-2 “C”

BIOPSY REPORT

CREW: _____ "441" URN:_____

"181" URN:_____

SERGEANT: _____ DETECTIVE:_____

CHARGE: _____ DATE ASSIGNED: _____

(Please mark Y or N - Yes / No or N/A in spaces below)

1. **Case Background:**

Crew or Patrol initiated? _____ Records Check on Suspect(s)? _____

Controlled Buy? _____ Buy made via U/C or informant? _____

Surveillance? _____ L.A. Clear inquiry made? _____

Search Warrant? _____ S.W. Property Receipt issued? _____

We Tip used? _____ Lab Receipts in file? _____

Serialized Property seized? _____ APS & EV book entries made? _____

Firearm Seized? _____ AFS & EV book entries made? _____

Money seized? _____ Money EV bag # recorded? _____

I/O Case notes in file? _____ Safe entry or Forfeiture deposit? _____

2. Assisted by SEB, Patrol, K-9, other crew or agency? YES or NO

_____

3. Case submitted for prosecution? YES or NO Case # _____

If NO, why not?

4. **Conclusions:**

A. Complete investigation using all available resources?

Investigator used all necessary available Department resources.

Investigator used minimal Department resources.

Investigator needs to utilize Department resources.

Other -

B. Quality and completeness of investigative jacket?

The quality and completeness of this investigation was outstanding.

The quality and completeness of this investigation was very good.

The quality and completeness of this investigation was acceptable.

Other -

C. Recommendations for investigator’s improvement?

No recommendations

Other - _____

By: Lieutenant _____

Date: _____

ATTACHMENT “D”

DATE	NAME	FILE NO. CASE DISPO.	CONSIDERATION	CASE I FILE #, HOW MANY IN CUSTODY, WHAT SEIZED.	CASE II FILE #, HOW MANY IN CUSTODY, WHAT SEIZED.	CASE III FILE #, HOW MANY IN CUSTODY, WHAT SEIZED.	LT. SIGNATURE

• • 5-8 Operations Plans

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number**:** **5-8**

Subject**:** **OPERATIONS PLANS**

Effective Date:	01/26/2009	Last Date Revised:	12/03/2012
Last Date Reviewed:	04/01/02021	Next Review Date:	04/01/2022

I. INTRODUCTION

A. PURPOSE

This order will implement the standard Department operations plan for all anticipated tactical operations undertaken by the Narcotics Bureau.

B. BACKGROUND

Prior to this order, several formats of operations plans have been used. This order mandates the use of the standard Department Operations Plan.

C. SCOPE OF POLICY

This policy will establish a uniform plan to be utilized by the entire Bureau. This will ensure consistency from crew to crew.

D. ACCOUNTABILITY

NOTE: Bureau Order #5-8 must be read in conjunction with Bureau Orders

#6-11, (Tactical Operations), #6-1, (Search warrants, Probation and Parole Searches, Consent Searches & Arrest Warrants), and #2-10, (Use of Communications Equipment), to obtain a full understanding of the scope of these orders. Each contains subject matter and information regarding tactical operations that is interrelated and compliments material in each of the other three orders.

All Bureau personnel will be held accountable for being familiar with and strictly adhering to the individual and collective contents of these orders. Sergeants and Lieutenants are responsible for ensuring that their subordinates are aware of and comply with these orders.

class=WordSection2>

II. POLICY

- The Department Operations Plan format is available via the Sheriff's Data Network

forms library and complies with EOP 2-5/050.00 (Attachment A)

- Whenever an operation includes the service of a search warrant, Bureau Orders

#6-1, #6-11, MPP 5-09/465.00 through 5-09/465.60 shall be followed, including the use of the Search Warrant

Preparation Checklist.

- This Operations Plan format, as well as the Search Warrant Preparation Checklist,

will be used for any planned Bureau tactical operation for the service of a search warrant or arrest warrant. An Operations Plan and the Checklist will also be used for anticipated parole, probation or consent searches of fixed locations as well as for buy/bust operations, or reverse sting operations, etc.

- An abbreviated version of an Operations Plan (**Attachment B**) is required when conducting any surveillance, buys or "Rip" operations. The abbreviated Operations Plan shall be approved by the crew sergeant prior to conducting the operation.

All Operations Plans shall address the following areas:

1. SHOTS FIRED

Procedures for addressing "shots fired," both prior to and after entry, shall include accounting for personnel, caring for and evacuating injured persons, establishing containment, and requesting additional resources.

2. ENCOUNTERING DOGS OR OTHER VICIOUS ANIMALS

Plans to deal with vicious animals shall include tactics which contains the possibility of utilizing a variable degree of force, up to and including the use of firearms.

3. FLEEING SUSPECTS / FOOT PURSUITS

The Department Foot Pursuit Policy remains in effect. The crew sergeant will ensure that key points of the policy are reviewed. During briefing, the lead investigator will discuss the necessity to pursue any fleeing suspect(s).

4. BARRICADED SUSPECT / HOSTAGE SITUATION

Refer to MPP 5-06/110.00 and MPP 5-06/110.50

- The Search Warrant Preparation checklist criteria shall be used to determine the

risk level of the operation. Operation Plans for “moderate” or “high” risk events will be minimally approved by two levels of supervision, (sergeant and lieutenant), prior to execution of the plan. **All “Operation Plans,” shall be approved by a Lieutenant or higher rank. (MPP 5-09/465.10) (FOD 00-09).**

NOTE: Each time a tactical entry is being planned, personnel should review the feasibility of utilizing a Tactical Entry Team (TET), to make the entry, if it appears that such use would enhance Bureau efficiencies.

A TET might be utilized when: a target location has a complicated layout,

there is not enough Narcotics Bureau personnel available to complete a

full entry team, the entrance to the location makes it particularly difficult

to access or a situation where numerous “unknown” factors exist.

Special Enforcement Bureau personnel should be contacted for

consultation or whenever questions arise or general guidance is sought.

Sergeants and Lieutenants should ensure that the above considerations are being made during the planning of tactical operations.

- “Lower” risk classifications must be approved by a crew Sergeant or in the case of a search warrant, a Lieutenant. The requirement for an operation plan for “lower” risk events may be waived by a Sergeant. (FOD 00-09)

- “Highest” risk tactical operations and search warrants shall be executed by SEB and require an “Operations Plan” **approval by the Unit Commander** and notification to a Detective Division Commander and the Detective Division Chief. (MPP 5-09/465.10)

- A briefing attended by all participating personnel shall be conducted prior to the commencement of the operation. All personnel who are assigned to participate in a Narcotics Bureau tactical operation shall physically attend this briefing and sign the roster indicating their presence. Briefings via telephone or separate briefings of individuals are not allowed. The possibility of mis-

communication or errors increase when all personnel are not present.

Any deviation must be pre-approved by the concerned Zone Lieutenant based on compelling reasoning and sound tactics.

- Deployment of the AR-15 and/or M-4 rifle or MP5 shall be addressed in the Operations Plan, and shall include a notification to the responsible lieutenant, See Bureau Order 2-6 for additional information.

- It is recognized that under certain exigent circumstances, where time is of the essence, the preparation of a formal operations plan may be burdensome

and difficult, and there may be a rare occasion where a formal written operations plan cannot be prepared. Personnel participating in and supervisors approving deviation from Department policy in this regard must be prepared to fully justify their actions. However, in all circumstances regardless of the difficulty, the risk level of the event will be fully assessed utilizing the Department Search Warrant Preparation Checklist and personnel will be guided by the policy surrounding the results of that assessment.

- Completed operations shall be de-briefed by the crew sergeant, with the deputies who were present, for tactical review of the event and prosecution purposes. The sergeant shall conduct a review of the circumstances where suspects were arrested, the charges, and the evidence obtained against the suspects including physical evidence and deputy/witness observations supporting prosecution of all suspects arrested.

ORIGINAL SIGNED___

_____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

class=WordSection3>

OPERATIONS PLAN

TYPE OF OPERATION

Text Box: TYPE OF OPERATION

STATION/UNIT

DATE

CONFIDENTIAL

Prepared by:

Approved by:

Commander:

RIB #'s:

File#:

Date:

Date Notified:

I. SITUATION

II. MISSION

III. CONCEPT OF OPERATION

IV. EXECUTION

A. COMMAND RESPONSIBILITY

Incident Commander:	
Area Commander	
Captain	
Lieutenant	

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B. TEAMS ROSTER/ LOCATIONS/ ADDRESSES

LOCATION #	**TEAM/UNIT:**

ADDRESS:				
NAME & EMPL #	**ASSIGNED DUTIES**	**CALL LTRS**	**VEHICLE**	**AGENCY/UNIT**
	TEAM LEADER			

LOCATION #	TEAM/UNIT:			
ADDRESS:				
NAME & EMPL #	ASSIGNED DUTIES	CALL LTRS	VEHICLE	AGENCY/UNIT
	TEAM LEADER			

* (entire location table can be copied and pasted for more locations)

LOCATIONS	SUSPECTS AND/OR VEHICLES OTHER POSSIBLE OCCUPANTS: ADULTS, CHILDREN, ELDERLY, HANDICAPPED (Indicate Sex / Race/ Age)

C. BRIEFING TIMES /LOCATIONS

The following is the time schedule for the operation:

Refer to Tactical Plan attachments for information specific to individual locations. Entry supplementary reports must include team members and assignments.

V. ADMINISTRATIVE INSTRUCTIONS

A. FIELD COMMAND POST:

B. STAGING AREA(S):

C. COMMUNICATIONS	**STATION**:	**FREQ. DISPATCH:**

PORTABLE:		MODE:	FREQ:
CAR:		MODE:	FREQ:
TACTICAL:		MODE:	FREQ:

D. LOGISTICS

	BINOCULARS		CROW BAR-PICK		MOBILE PHONE		NIGHT SCOPE
	BOLT CUTTERS		SCANNER		VIDEO CAMERA		ENTRY RAM
	35 MM CAMERA		FLEX CUFFS		POLAROID		ARWEN
	BALLISTIC SHIELD		VEH TRACK DEVICE		BODY WIRE		TAPE RECORDER

E. MEDICAL PROCEDURES

1. Deputy personnel:	

2. Suspects:	

F. REPORTING PROCEDURES

All departmental reporting procedures shall remain in effect. Incidents regarding shots fired, use of pepper spr

Audio recordings shall be made of all dwellings entries pursuant to 844 PC.

Before and after videos shall be taken of all locations (dwellings) searched whether pursuant to a Search Warr

G. EMERGENCY NUMBERS	NOTIFICATIONS (Who, When, By Whom)
Station: _____ Local P.D.: _____ Fire Dept.: _____ Other: _____ Other: _____	L.A. Clear: _____ Local P.D.: _____ Station W/Cmdr.: _____ Area Lt.: _____ Other: _____

• • 5-11 Drug Endangered Children Multi-Agency Response Team (DEC MART)

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **5-11**

Subject: **Department of Children and Family Services-**

Drug Endangered Children (DEC) Task Force

Multi-Agency Response Team (DCFS-MART)

Effective Date:	01/26/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this bureau order is to provide policy and procedure surrounding the agreement with Narcotics Bureau and the Department of Children and Family Services: **M**ulti-**A**gency **R**esponse **T**eam that **requires notification prior to all** tactical operations (e.g., search warrants, parole/probation searches, etc.) where it is known that children are present. In addition, this order outlines the manner in which bureau investigators must document, in their reports, their observations and evidence of child endangerment relating to their narcotics trafficking case. The child endangerment case will be presented to the District Attorney's office for filing consideration and disposition by Sheriff's Department personnel.

B. Background

Through identification, notification and assistance during specialized operations, DCFS-MART has been able to provide necessary, and on many occasions, vital protective services to a community of children and families who were previously ignored when agencies were not effectively communicating to achieve a higher level of both public and child safety. In review of these successful collaborations with law enforcement, the result has led to an increase in child safety outcomes and a growing demand for the services of this specialized function.

Their goal is to assist you in your investigation. MART personnel are highly skilled in speaking with young children and have the ability to free up the Narcotics Investigator and the team, by taking charge of the placement and investigation where children are endangered.

class=WordSection2>

C. Scope of Policy

This policy is directed to all sworn Narcotics Bureau personnel. All sworn bureau personnel shall be accountable for the contents of this policy concerning the proper notification to DCFS-MART.

II. POLICY

A. Notification

The Department of Children and Family Services**, Multi-Agency Response Team** shall be notified on all search warrants, parole/probation searches, and other investigations where it is **known that children are present**. MART personnel shall be notified when it is discovered that children are present during any of the above operations, and it is determined that their safety may be in jeopardy (e.g., clandestine labs, narcotics seized, unsecured/illegal firearms, etc.) There are several offices strategically located throughout the County of Los Angeles (See attached matrix for your local MART). Their main office phone number is (323) 869-6895.

B. Time of Notification

The MART has the ability to roll out on emergency situations and assist with interviewing children and placing them, however, they will need as much advanced notice as possible to schedule an investigator to assist you with your situation. MART is a 24 hour/7 days a week operation.

C. Confidential Information

The information shared with the MART investigator will remain confidential amongst you and the Multi-Agency Response Team investigator. Their data base contains confidential information which shall **not** be shared without authorization from MART.

D. Case Filing Responsibilities

MART will conduct a complete forensic investigation, interview the children, and complete a supplemental report which MART personnel will provide. MART's investigations are Children's Dependency Court matters (300 WIC), which will be filed by MART personnel.

Criminal charges for narcotics violations and child endangering (273a PC) shall be filed by the Sheriff's Department. The narcotics and child endangering crime classifications are a joint case assignment to the Station Detective Bureau and the Narcotics Bureau, with an SRD to Family Crimes Bureau. Bureaus with joint case assignment shall coordinate the joint filing of criminal charges.

The following details shall be included by the narcotics bureau investigating officer in all narcotics criminal complaints and arrest reports, where there is evidence of child endangerment:

a) Proximity of narcotics, paraphernalia, any toxic substance and/or firearms, to children who were present during the search or reside in the home.

b) A reference to MART personnel present at the location and whether they placed the children into protective custody for their safety.

c) A copy of the MART investigative report shall be included within the filing package prior to filing the case.

ORIGINAL SIGNED

_____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• Chapter VI- Operations

• • 6-1 Search Warrant Services

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number**:** **6-1**

Subject**: SEARCH WARRANTS**

PROBATION AND PAROLE SEARCHES

ARREST WARRANTS

REFER TO BUREAU ORDER # 6-2 FOR INFORMATION ON CONSENT SEARCHES

Effective Date:	03/15/2009	Last Date Revised:	09/07/2021
Last Date Reviewed:	09/07/2021	Next Review Date:	09/07/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to provide guidelines for supervisors and Bureau personnel on searching, handling of evidence, and videotaping.

B. Background

The Narcotics Bureau routinely serves a high number of search warrants each year. Because of the large number of personnel involved, specific procedures are mandatory. These procedures will minimize citizen complaints and ensure that proper techniques are being utilized by each individual assigned to the Narcotics Bureau.

C. Scope of Policy

This policy formally delineates specific procedures that must be adhered to when Narcotics Bureau personnel serve search warrants.

D. Accountability

NOTE: Bureau Order #6-1 must be read in conjunction with Bureau Orders # 5-8, (Operations Plans), #6-11, (Tactical Building Entry Operations) and #2-10, (Use of Communications Equipment), to obtain a full understanding of the scope of these orders. Each contains subject matter and information regarding tactical operations that is interrelated and compliments material in each of the other four orders.

All Bureau personnel will be held accountable for being familiar with and strictly adhering to the individual and collective contents of these orders. Sergeants and Lieutenants are responsible for ensuring that their subordinates are aware of and comply with these orders.

E. Training

Narcotics Bureau Sergeants shall ensure that all personnel under their direction have been thoroughly briefed and trained on all aspects of this policy. Special attention should be made to newly assigned personnel and the required training outlined in the deputy orientation program.

II. POLICY

A. GENERAL GUIDELINES

This Bureau order is not intended to supersede the Department Manual of Policy and Procedure sections 5-09/465.00 - 465.60; but rather to provide additional guidance for Narcotics Bureau personnel in following these procedures.

All planned searches of fixed locations, including, but not limited to, search warrants, **probation or parole** conditions, consent searches, (See Bureau Order 6-2: Consent to Search Investigations), or **arrest warrant services**, require planning and risk assessment in order to conduct efficient, effective and safe operations. Zone Lieutenant approval, as well as operations plans, briefings and assessment of risk using the Search Warrant Preparation Checklist (SH-R-461) shall be used for these types of operations.

See Bureau Order #5-8 for additional information on the preparation of operations plans.

1. Each time a tactical entry is planned, personnel should consider the following:

a. Review the feasibility of utilizing a Tactical Entry Team, (TET), to make the entry whenever it appears that such use would enhance officer safety.

Some circumstances in which a TET could be utilized include: where the structure involved has a complicated layout, where not enough Narcotics Bureau personnel are available to make up a full entry team, where the entrance to the location makes it particularly difficult to make entry utilizing the equipment available to Narcotics Bureau personnel or any circumstance where too many "unknown" factors exist.

Planning and approving personnel are highly encouraged to consult with team leaders from the Special Enforcement Bureau whenever questions arise or general guidance is sought. Sergeants and Lieutenants should ensure that this review and consideration is consistently occurring during the planning of tactical operations.

b. Review the feasibility of detaining primary suspects away from the location prior to the entry, securing them and then returning to the location with a key to conduct a controlled "soft entry." This technique, while certainly not hazard-free, has consistently proven to be effective at reducing the potential for confrontations during entries.

Personnel utilizing this technique must adhere to the same staffing, equipment and identification requirements as described in this order during this alternative entry. While this technique can reduce the potential for confrontation, it does not eliminate this possibility. Personnel must not let their guard down and must be fully prepared for a confrontation as they enter the location.

Sergeants and Lieutenants shall ensure that the above is considered during the planning of all tactical operations.

Under very limited emergency circumstances, tactical operations may be conducted where time is of the essence and no opportunity exists to prepare a written operations plan. If no opportunity exists to prepare a written operation plan, a Zone Lieutenant **SHALL** be contacted verbally to approve the plan before any enforcement action can take place. In addition, the operation shall be assessed using the "Search Warrant Preparation Checklist", SH-R-461, and the form completed and signed by the supervisor present **PRIOR** to the operation being undertaken. In addition, a full briefing shall be conducted with all involved personnel where the verbal operations plan will be thoroughly explained.

In order to avoid injuries and/or poor tactical decision during a time sensitive or rapidly unfolding incidents, a Zone Lieutenant shall be contacted, a fully prepared SH-R-461, and a briefing with all personnel, shall be completed prior to any entry into a location taking place.

Any exception to preparing an operations plan must be approved in advance by a Zone Lieutenant and shall be based upon sound tactical reasoning, officer safety considerations and common sense.

Refer to Bureau Order #6-11 regarding policy and requirements for tactical operations and safety equipment.

III. PROCEDURE

A. It shall be the responsibility of the Crew/Team Sergeant to review each Search Warrant and statement of probable cause for content and completeness. The Sergeant shall particularly check that the statement of probable cause establishes a nexus for the place(s) and person(s) listed to be searched as well as for the items listed to be seized. The Sergeant's review for accuracy and nexus shall be documented on form SH-R-461, "Search Warrant Preparation Checklist."

Prior to service, each Zone Lieutenant shall also personally review the warrant, or, in the alternative, be fully briefed telephonically on the full circumstances and established probable cause by the I/O or Crew Sergeant. This review shall be documented on the "Search Warrant Preparation Checklist" per MPP 5-09/465.20.

Prior to service, ALL preplanned search operations shall have a Narcotics Bureau search operation tracker tag number assigned to the operation. In situations where a tracker tag number cannot be obtained (i.e., emergent situation or outside normal business hours (0800-1700), Monday-Friday, excluding weekends and holidays) the number must be pulled as soon as possible.

B. A crew supervisor holding the permanent rank of Sergeant shall be present at the location of any search warrant, parole, probation, or consent search operation and shall remain at the location for the duration. For regular L.A.S.D. crews, this will be the Narcotics Bureau Crew Sergeant.

While the volume of warrants and wide area covered does not permit a lieutenant to be present at all operations, each lieutenant shall strive to be present at as many tactical operations as possible. For personnel who are assigned to a task force this may be a supervisor from another agency. If the regular crew or team supervisor is unavailable, it is the responsibility of crew personnel to notify their Zone Lieutenant who shall designate another supervisor to accompany them, or postpone the activity until a supervisor is available.

C. Due to the high potential for civil liability and issues occurring during dynamic entry operations, **no search warrant shall be prepared nor served that is solely based upon the statements of an informant, (proven reliable or otherwise)**. Information received from an informant must always be corroborated by independent information and/or

class=WordSection2>
Investigative activity, (e.g. surveillance, controlled buy or direct observation), before proffering the warrant for a judge's signature.

Any request for an exception to this policy must first be evaluated by the Zone Lieutenant and if he/she agrees with the request, shall contact the Bureau Unit Commander to discuss his/her reasoning. Any exception must be authorized by the Unit Commander.

D. Entries, whether dynamic or consensual, shall be conducted in a tactically safe manner. The clearing phase consists of searching for and detaining all occupants. These occupants shall be detained in a central location and a Crew member assigned to secure them. Consideration should be given to assigning the Case Officer/Investigating Officer to this task, allowing for interviews to be conducted. If necessary, additional personnel shall be obtained from other Narcotics Bureau crews.

Refer to Bureau Order 6-11 for additional information on Tactical and safety equipment considerations.

class=WordSection3>
E. Any search warrant to be served in a county other than Los Angeles, shall be approved by a Zone Lieutenant and the Unit Commander prior to service. If the Unit Commander approves the operation, the concerned Zone Lieutenant shall be present at the service of the out of county warrant. Note: Should there exist an M.O.U. for any multi-jurisdictional task force or other unit of which narcotics bureau personnel are assigned, assigned personnel shall follow the agreed upon guidelines of the M.O.U. (MPP 5-09/465.00)

F. Film crews are prohibited from accompanying department members executing a search warrant at a private residence or at locations not open to the public. (MPP 5-09/250.15)

G. Completed Operations shall be de-briefed by the crew sergeant with the deputies who were present for tactical review of the event and prosecution purposes. The sergeant shall conduct a review of the circumstances where suspects were arrested, the charges, and the evidence obtained against the suspect including physical evidence and deputy/witness observations supporting prosecution of all suspects arrested.

H. In the event no responsible adult is capable of taking control of the premises after the service of a search warrant, the Crew Sergeant shall ensure that all broken exterior doors or windows, as a result of forced entry, are left in a secured condition.

IV. SEARCH PHASE

A. After the location has been entered and cleared a search shall be conducted in a systematic manner and shall adhere to the following:

1. VIDEO TAPING - Before any search of the location begins, a video

recording shall be taken of the entry point and interior of the structure. **Refer to section #B below for detailed videotaping information.**

2. After the condition of the location has been thoroughly documented on video and if appropriate, a canine search of the location should be performed. This will be done prior to any deputy personnel beginning a hand search. The Crew Sergeant or the Investigating Officer shall accompany the canine handler during the search of the location. This fact and the identity of the accompanying deputy shall be documented in the first report.

Refer to Bureau Order 1-6 for additional information on canine search procedures.

3. The hand search shall commence once the canine search has concluded and each room shall be searched completely and methodically.

4. The Crew Sergeant shall not actively participate in the hand search and shall remain free to supervise Crew members.

5. The Crew Sergeant shall ensure that a minimum of two Narcotics Bureau deputies are assigned to search each room of a location. A record of the rooms that were searched and personnel assigned to each room, shall be kept and retained with the original SH-R-49 Incident Report in the investigative file.

6. Any money found during the search shall be left in place until the Crew Sergeant responds. The money shall be videotaped and then processed in accordance with existing Bureau policy and Department policy.

7. Should the found money be estimated to exceed $10,000 it shall be left in place until the Zone Lieutenant is notified and responds to process the money (MPP 5-09/465.40). In the event of an extended response time by the Zone Lieutenant or nearest Sheriff's Station Lieutenant, and with the verbal concurrence of the Narcotics Bureau Unit Commander or designee, he or she may authorize the Crew Sergeant to place the currency into evidence currency bag(s) under videotaped conditions and with at least two other investigators present. The sealed currency bag(s) will remain under the direct control (visual or locked in a secured area) of the Crew Sergeant until the arrival of the Lieutenant. The Lieutenant will then process the money (MPP 5-09/465.40). Since the Lieutenant is not present for the sealing of recovered currency, he or she will review the seizure videotape as soon as practical to confirm the serialized bag documented on the video tape matches the serialized bag booked into evidence.

NOTE: A Lieutenant shall respond to the location of all major seizures of money and should make every effort to respond to large seizures of narcotics.

8. All evidence to be seized shall be placed in a central location for inventory.

9. The Sergeant shall remain at the location until the search is completed and shall direct the securing of the location.

10. Only evidence or property eligible for forfeiture shall be seized.

11. If property is discovered during the search that is either confirmed stolen or appears to be stolen, the appropriate police investigating agency, Sheriff's Station detectives or patrol personnel shall be contacted and asked to respond. Should they not be available or

elect not to respond, the responsibility remains with the narcotics team to seize and recover the stolen property.

12. During the search of a location, Deputies shall exercise care to ensure that the interior is not unreasonably disturbed nor property damaged.

B. VIDEO TAPING PROCEDURES - In accordance with the Department Policy and Procedur Manual section 5-07/075.00, video tape recordings shall be taken of the entry point and interior of the structure after the location has been entered and cleared and prior to the commencement of any search of the location. Personnel shall adhere to the following:

1. The Investigating Deputy shall verbally request that the location or locations, specified in the search warrant, be videotaped.

2. For a multiple location search warrant, a separate video tape shall be made for each location.

3. Crew Sergeants or a designated deputy, shall start videotaping as soon as practical after the entry. Be sure that deputies have not begun searching prior to the “before” video and that the deputies have completed searching prior to the “after” video.

4. It is important to ensure that all personnel present are aware that the video camera is being operated. It is critical that personnel not make unnecessary comments that could be recorded and have

the potential for embarrassing the Department, the Bureau or involved personnel.

5. Narrative is very important when videotaping a search warrant. The video operator shall verbally indicate the beginning and conclusion of both the “before” and “after” taping as well as to describe and identify each room, the direction the camera is facing in the room and noting any pre-existing damage.

6. Once the location has been entered and cleared, the video operator shall start the video with a narrative introduction prior to the search. Start videotaping the “before” video with the front of the residence in full view, placing the emphasis on the address. This narrative introduction shall contain the following information:

- The date and time

- The address of the search warrant location

- The name of the investigating Detective

- The name of the crew and the names of deputy personnel present

- The name of the person video taping

- The time the warrant was served

It is important that the introduction identify all appropriate vital information so that years later, when these videos are reviewed, an accurate accounting of the events of the warrant can be made.

7. Video the entry location, i.e., door or window, and any damage caused by the entry team. Once inside the residence, be sure to tape the faces of all the occupants. Have the occupants state their name, age and address of their residence. The occupants shall also be asked, on videotape, if there is anything of value, expensive jewelry or money, in the location or on the premises. This will aid in the safeguarding of those items for the occupants. Begin with the room by room taping of the interior of the residence. When the interior taping is completed, start the exterior taping of vehicles and the garage.

8. The video operator, along with the Investigating Detective, shall video tape, in place, the location of all evidence found, the retrieval of the major pieces of narcotics evidence, firearms and cash, and a

brief description of the item(s) as it is seized.

9. After the deputies have completed the search, the video operator shall begin the "after" videotaping. If practical, escort a resident through the location during the "after" taping. Be sure to video the faces of the occupants before leaving the scene in the event of a false claim of force.

10. At the end of the search warrant, the video operator shall review the tape using the play back feature of the camera. This should be done prior to leaving the scene in the event an unperceived malfunction of the camera.

11. THE MOST IMPORTANT THING WHEN VIDEO TAPING IS TO GO SLOW, AND NOT HURRY OR RUSH THROUGH THE PROCESS.

12. In the event of a video malfunction, each Zone Lieutenant has a back-up video camera at their immediate disposal. Additionally, patrol sergeants at each Field Operations Region have at their disposal a video camera that can be utilized in the event of that emergency. It is imperative that a video tape of the location be taken as outlined above.

C. CARE OF THE VIDEO CAMERA AND TAPES

1. The video equipment assigned to each Narcotics crew is very

expensive and fragile. It is essential that great care is taken when handling and transporting them. Personnel utilizing this equipment are responsible for and accountable for its safekeeping.

2. The video camera and accessories shall be kept in a carrying case when not in use. Only the batteries and battery charger are excluded. The equipment, including unused video tapes, shall be kept in a cool, dry, secure location when not in use. The video equipment shall not be stored in the crew van.

3. If, at any time, a video camera or audio tape recorder becomes inoperable, the Crew Sergeant shall notify the Narcotics Training staff as soon as possible to arrange for an exchange and or repair.

D. DOCUMENTATION STORAGE

1. The custodian of records at headquarters is responsible for the centralized storage and filing of all search warrant documents, video and audio tapes. At the conclusion of a search warrant operation, or any other operation where a video and/or audio tape is used, the Crew Sergeant shall be responsible for the original video and audio. The Crew Sergeant shall ensure that these items are included in the search warrant packet and forwarded to the appropriate Zone Lieutenant within forty five (45) working days. Each video and audio tape shall have the file number and date written on the disc itself.

2. The original video tape, audio tape, original operations plan,

original briefing roster, original search warrant checklist, a copy of first and supplemental reports, copy of the search warrant, and copies of receipts for property/money seized during the search, shall be placed in a 9x12 manila envelope (search warrant packet) prior to being forwarded to Headquarters.

3. The envelope shall be labeled with the Search Package Content Summary and Accountability Form, SH-AD 689. This package may be subject to discovery. The documents, video and audio tape evidence taken during a search warrant must be retained for five years after the case has been adjudicated. After a five year period, the tape may be re-used and documents destroyed. The Incident Report SH-R-49 URN, not the investigative “441" file number, should be used for this purpose.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 6-2 Consent To Search Investigations

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-2**

Subject: **CONSENT TO SEARCH INVESTIGATIONS**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to establish policy and provide guidelines for consent to search investigations, commonly referred as a "door knock" or "knock & talk". Adherence to this order is imperative to assist in follow up investigations or citizens' complaint.

B. Background

During the course of some narcotics investigations, Bureau members may find it necessary to conduct a consent to search investigation. This may occur when there is insufficient probable cause for a search warrant or during a "roll back" investigation when time is an issue.

C. Scope of Policy

This policy will clearly establish procedures which shall be followed by all Narcotics Bureau personnel when conducting a consent search.

D. Accountability

It is strongly recommended that personnel should whenever possible obtain a search warrant. It is recognized that there will be times when the disadvantages will outweigh the advantages for obtaining a search warrant. Narcotics Bureau personnel will be held accountable to follow the guidelines of this order while conducting a consent search.

E. Training

Personnel must be aware of the disadvantages of conducting a consent search investigation. They include, but are not limited to:

- Challenged voluntariness of the search.
- Occupant may limit/stop the scope of the search at any time.
- Absent exigent circumstances, if the resident refuses consent, you

cannot “lock-down” or enter the location, while you seek a search warrant.

- Cannot create “exigent circumstances” simply by the occupant

  refusing consent thereby revealing your investigation.

- The resident may be able to destroy evidence before giving

  consent.

- Inability to restrict movement of people within the location.
- Limited knowledge of the criminal nature of occupants.

Bureau Sergeants will ensure that personnel under his/her direction understand this order and follow its guidelines.

F. Conclusion

The intent of this policy is to insure that on those rare occasions when a search warrant is not obtained, the consent searches will be conducted in a uniform and orderly manner.

II. POLICY

A. GUIDELINES

All applicable provisions outlined in Bureau Orders # 6-1, 6-11, 2-4, 5-8, and MPP 5-09/465.00 - 465.60 shall be followed.

Prior to conducting a consent to search investigation at fixed locations (e.g. residence, business etc., and excluding vehicles in a public place) the following will be performed in all instances:

- The Zone Lieutenant shall be notified. If unavailable, a supervisor of the rank of Lieutenant shall be notified prior to any consent search.
- The Crew Sergeant must be present prior to contacting the subject and remain at the location throughout the search.
- Check with the L.A. County Regional Criminal Information Clearinghouse.
- Notify the local agency.

Once contact with the subject has been made, the following shall be performed:

- Have the resident sign a consent form (prior to conducting any search). **NOTE:** It is strongly advised to obtain consent on video for prosecution purposes.
- Crew Sergeants will direct two deputies to search each room ensuring that the assignment is recorded in the first/complaint report.
- Take before and after search video.
- Obtain an investigative file number (441) (whether or not an arrest is made) and complete a SH-R-49.
- Leave an itemized receipt for all property or money seized.

An “Entry and Search" waiver form in both English (SH-R-401) and Spanish

(SH-R-410) is attached.

On occasion, crew members may be requested to assist station detectives or other units to conduct consent searches. In those instances, when the focus of the investigation becomes narcotics related and the Narcotics Bureau will assume functional control, all Bureau related guidelines and policies will remain in effect.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

ENTRY AND SEARCH WAIVER

File No.

I,_____, having legal custody or

(Last name) (First) (Middle)

control or authority or personal ownership of the premises located at_____

_____

_____

and described as _____

_____

_____

do hereby grant full and unconditional authority to the Los Angeles County Sheriff's Department to enter

those premises to conduct a search for _____

_____

_____

and to conduct any related investigation in any related criminal or non-criminal law enforcement matter.

I will grant this consent freely, knowingly, and intelligently with full knowledge that members of the

Department will have free and unrestricted access to the premises until the current investigation is

completed.

_____

_____

Signature Date Time

_____ _____ _____

Witnessing Officer Badge/I.D. No. Date Time

SH-R-410 (01-2001)

DEPARTAMENTO DEL ALGUACIL DEL CONDADO DE LOS ANGELES

RENUNCIA DE ENTRADA Y REGISTRO

NUMERO DE EXPEDIENTE:_____

Yo,_____ , teniendo custodia

(Apelido) (Primer Nombre) (Segundo Nombre)

legal o control o autoridad o posesion personal de las propiedades localizadas en _____

_____

y descritas como _____

_____

_____

hago conceder autoridad total e incondicional al Departamento del Alguacil del Condado de Los Angeles,

para entrar en aquellas propiedades para conducir la busqueda de _____

_____

_____

y para conducir cualquier investigacion relacionada en cualquier asunto de la ley, criminal o sin ser

criminal.

Yo concedo este concentimiento libremente, con entendimiento e inteligencia, enterado completamente

que miembros del Departamento tendran acceso libre y sin restricciones a estas propiedades, hasta que

la presente investigacion haya sido completada.

_____

_____

Firma Fecha Hora

_____ _____

Oficial/Testigo No. de Insignia/I.D. Fecha Hora

SH-R-401 (01-2001)

• • 6-4 Los Angeles Regional Criminal Information Clearinghouse

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-4**

Subject: **LOS ANGELES REGIONAL CRIMINAL INFORMATION CLEARINGHOUSE (LACRCIC)**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. INTRODUCTION

A. Purpose

The Los Angeles County Regional Criminal Information Clearinghouse (LACRCIC) was developed to promote officer safety during narcotics investigations and tactical operations. LACRCIC compiles data on operations involving narcotics, gang and Part I crimes as defined by the FBI. Because of the number of agencies and task forces involved in cross-jurisdictional operations a high potential for incident/event conflict exists. It is essential all employees strictly adhere to this policy.

The purpose of the order is to also establish policy and procedure for accessing the LACRCIC and related intelligence databases.

B. Background

The LACRCIC was established by the Los Angeles County Police Chief's Association. The LACRCIC currently serves all agencies - federal, state and local - in the counties of Los Angeles, Orange, Riverside and San Bernardino, which comprises the Los Angeles High Intensity Drug Trafficking Area (HIDTA), along with an additional 20 California counties and 1 Nevada County. The department heads of all these agencies, including our Sheriff, have signed a participation agreement regarding utilization of the LACRCIC. The LACRCIC has contracted with the Western States Information Network (WSIN) and all submitted information is stored in the WSIN intelligence databases. The LACRCIC provides case support, has a state-of-the-art Electronic Surveillance Center, and operates a War Room for submission of information, querying of intelligence databases and posting of planned events - 24 hours per day/7 days per week.

The Sheriff and the department heads of all agencies - federal, state and local - in the L.A. HIDTA have signed a participation agreement with the Los Angeles Regional Criminal Information Clearinghouse. That agreement sets forth policy for access and usage of the LACRCIC services.

The LASD Narcotics Bureau Unit Commander has the ultimate operational responsibility for determining which Department personnel will be allowed access to LACRCIC databases.

C. Scope of Policy

This policy applies to all personnel involved in investigations with a narcotics, gang or Part I nexus.

D. Accountability

Each Crew Sergeant will be issued a copy of the LACRCIC participation agreement and sign an

acknowledgment indicating receipt of same. Each Crew Sergeant shall ensure that subordinate personnel comply with the participation agreement.

The Analytical Unit Supervisor is responsible for processing paperwork authorizing access to the LACRCIC databases and directing the deletion of personnel no longer authorized. Each Crew Sergeant is responsible for adherence to the LACRCIC Participation Agreement by subordinate personnel.

Newly assigned personnel shall tour and be briefed on the LACRCIC during their initial orientation. Periodic update training will be initiated as required.

E. Training

The Narcotics Bureau Unit Commander will ensure that all personnel are familiar with this policy.

F. Conclusion

It is the intent of this policy to ensure compliance with the LACRCIC Participation Agreement and to provide guidelines for access to the LACRCIC intelligence databases, ensuring compliance with the LACRCIC Participation Agreement signed by the Sheriff.

II. POLICY

Narcotics investigators shall submit information to the WSIN database, via the War Room or remote SINS terminal, on all cases.

All personnel shall adhere to the LACRCIC Participation Agreement (Attached).

Participation in the LACRCIC, which is the L.A. HIDTA module of the Western States Information Network (WSIN), is available to authorized Department personnel on a right-to-know, need-to-know basis. In order to maintain case integrity and provide a proper audit trail for LACRCIC inquiries, under normal conditions no information will be released from the LACRCIC to an inquiring party who does not have a WSIN Security Control Card on file. Due to the high number of personnel having access to the LACRCIC database files, the following guidelines shall be followed.

AUTHORIZED PERSONNEL

The Unit Commander of the Narcotics Bureau shall be responsible determining which Narcotics Bureau personnel are authorized to access the LACRCIC and other related intelligence databases. Unit Commanders of other Departmental units shall make an initial determination of the necessity for LACRCIC access for personnel assigned to their individual units. These Unit Commanders will note their approval for their employees on the WISN Security Control Card by initialing or stamping their name next to the “Unit Commander” signature line and then forward the Control Card to the Narcotics Bureau Analytical Sergeant for final processing, (see procedure below).

Authorization shall be rescinded for personnel under one of the following conditions:

- Transfer
- Resignation
- Retirement
- Administrative or Criminal Investigation of serious matters.

SECURITY CONTROL CARDS

The Analytical Unit Sergeant shall have responsibility for coordinating and processing WSIN Security Control Cards.

- All sworn Narcotics Bureau personnel, selected civilian personnel assigned to the Narcotics Bureau and other selected Departmental personnel, shall complete a WSIN Security Control Card and submit them

to the Analytical Unit Sergeant.

- The Analytical Unit Sergeant shall review the cards for completeness and then submit them for final approval to the Narcotics Bureau Commander.

- Once approved, the cards shall be forwarded to LACRCIC for final processing.

The Analytical Unit Sergeant shall maintain liaison with the LACRCIC and other intelligence clearinghouses.

- A listing of Department personnel authorized to access the LACRCIC shall be periodically reviewed by the Analytical Unit Supervisor who may forward a list to other Unit Commanders to conduct an audit of their personnel with WISN access.
- Names of unauthorized personnel shall be purged.
- LACRCIC shall be advised of all personnel deletions.

MISCELLANEOUS

Nothing in this order shall preclude authorized personnel from making inquiries on behalf of third parties pursuant to criminal investigations, i.e. Special Investigations Bureau, OSS, etc., and other law enforcement agencies.

ORIGINAL SIGNED__

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

LOS ANGELES COUNTY REGIONAL

CRIMINAL INFORMATION CLEARINGHOUSE

PARTICIPATION AGREEMENT

For Member Agencies in

Los Angeles, Orange, San Bernardino & Riverside Counties

- Revised -

References

- *LACRCIC Concept of Operations*
- *Western States Information Network Constitution and Bylaws*
- *LACRCIC War Room Overview*
- *LACRCIC Executive Council Members List*

Introduction

The purpose of the Los Angeles County Regional Criminal Information Clearinghouse (LACRCIC) is to enhance officer safety and the efficiency of operation through the exchange of operational and tactical information. Participation is open to all law enforcement agencies in the Los Angeles Metropolitan High Intensity Drug Trafficking Area (L.A. HIDTA - consisting of Los Angeles, Orange, Riverside, and San Bernardino counties) that meet the qualifications for, and are members of, the Western States Information

Network (WSIN). Further details are presented in the LACRCIC "Concept of Operations".

Advisory Board

The LACRCIC policy is established by the LACRCIC Executive Council.

Member agencies are represented by the Executive Council and any dispute relative to membership, participation or any other matter may be brought to the attention of the Executive council for resolution.

Duties of Membership

Only through the active and regular participation of member agencies can the objectives of the LACRCIC be accomplished. Member agencies, through each of its representatives, are responsible for complying with WSIN Bylaws.

Member agencies are responsible for:

- *Providing each crew, team, and group or unit supervisor with a copy of this Participation Agreement.*

Additionally, representatives are responsible for:

- *Making an inquiry, via the LACRCIC War Room or remote-site SINS terminal, when enforcemen action is intended during an investigation on a violator.*
- *Conferring with members from other agencies having concurrent investigative interests.*
- *Notifying the LACRCIC War Room, as soon a possible, on all pending narcotics related operations*

and events.

Responses to all inquiries and the de-confliction of events will be handled by the staff of the LACRCIC War Room.

Contract for Services with the California Department of Justice and Western States Information Network

The Los Angeles County Police Chiefs' Association (LACPCA) has contracted with the Western States Information Network and the California Department of Justice (CAL DOJ) to staff and operate the LACRCIC War Room, Special Operations Support Center and Analytical and Research Unit. Under the contract, CAL DOJ will operate these functions under the direction of the LACPCA.

Retention and Dissemination of Information

Contributors of information have the right to define a retention period of six months or five years. Contributors of information have the absolute right to control and restrict the distribution of and access to the information by indicating the confidentiality level of input. Member agencies are advised that the LACRCIC and WSIN should not be identified as an original source of information in any investigation (including search and arrest warrant affidavits) when they are merely acting as a referral mechanism for the holders of the original information. The LACRCIC Analytical and Research Unit may provide some original information or documents in an investigation which can be identified at the appropriate point in the investigation.

Other Services

In addition to the LACRCIC War Room, the LACRCIC has an Analytical and Research Unit that provides the services identified in the LACRCIC "Concept of Operations". Contact with the Analytical and Research Unit should be made as a separate function from the LACRCIC War Room. When necessary, the LACRCIC Executive Director, or his designee, is responsible for establishing the priority of requests for these services.

Enforcement Policy

When enforcement action is intended during an investigation on a violator, the agency shall make an inquiry on that violator via the LACRCIC War Room or remote-site SINS terminal. This will ensure that the information is available on the WSIN/RISSNET II database to protect officer safety and case integrity. I current information exists, members agree to confer with members from other agencies having concurrent investigative interests.

Violations of Agreement

Where an agency believes that there is a failure by another participating agency to adhere to this agreement, the offended agency shall document its complaint and forward it to the Executive Director within ten (10) days. The Executive Director shall immediately forward the complaint to the Executive Council. The Executive Council shall in-turn immediately notify the participating agency of the complaint. The participating agency will have thirty (30) days to submit its documented response to the Executive Council after being notified of a complaint. Any confusion of disputed facts will be resolved by an independent investigation conducted by the Executive Council. The Executive Council will determine if the occurrence violated this agreement and may sanction the participating agency by a majority vote.

Inter-Agency Notification Policy

In addition to notification to the LACRCIC War Room of narcotic related operations and events (critical events), notification to the Watch Commander of the police agency having venue at the time of a critical event is essential to officer safety. This notification is the responsibility of the agency or agencies involved.

Certification of Compliance

As a condition of membership in the LACRCIC, the undersigned agency head, or designate, agrees to commit their agency to abide by the provisions of this agreement.

*Signed by:*_____

Title: _____

Agency: _____

Date: _____

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• • 6-5 Policy Regarding Department Aircraft

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number : **6-5**

Subject: **POLICY REGARDING DEPARTMENTAL AIRCRAFT**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. POLICY

Departmental aircraft may be utilized in conjunction with routine Sheriff's Department law enforcement activities within Los Angeles County. For the Narcotics Bureau, this involves predominately surveillances and missions in support of marijuana eradication efforts. All requests for aircraft shall be coordinated through the concerned Narcotics Bureau Crew Sergeant. This permits control and coordination of investigative teams and prioritization of operations needing air support.

Aero Bureau policy authorizes pilots conducting a surveillance mission to maintain surveillance within the following counties, not to exceed 100 miles from the nearest Los Angeles County line:

A) Orange County

B) Ventura County

C) Kern County

D) San Bernardino County

E) Riverside County

If the need arises to proceed beyond these parameters, the investigator in charge of the surveillance is responsible for obtaining authorization from the Sheriff, or Assistant Sheriff, via the Detective Division Headquarters. Prior to an air surveillance, the investigator in charge shall discuss his intentions and probabilities of extended surveillance with the air operations supervisor and assigned pilot(s) so that appropriate approvals may be obtained and flight contingencies planned.

In addition to Aero Bureau, the California Army National Guard (CNG) also provides helicopters and pilots in support of surveillance missions. The use of this resource shall also be coordinated by the concerned Narcotics Bureau Crew Sergeant, who may contact the CNG when no support is available from Aero Bureau.

ORIGINAL SIGNED_____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 6-6 Notifications To Other Agencies

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-6**

Subject: **NOTIFICATIONS TO OTHER AGENCIES**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. INTRODUCTION

A. Purpose

The purpose of this order is to establish policy and procedure for inter-agency notifications during tactical operations.

B. Background

The importance of an accepted protocol for inter-agency notifications has become more important due to the proliferation of Task Forces and Teams involved in cross-jurisdictional surveillance and the nature of undercover investigations.

Equally important is the need for recognized procedures in the event of field contact or confrontation between uniformed and plainclothes officers.

There are two issues: the notification of planned events in another agency's jurisdiction; and suggested procedures to follow in situations involving a field contact or confrontation between undercover officers and uniformed personnel.

C. Scope of Policy

This policy applies to all personnel involved in tactical operations within the jurisdiction of another department.

D. Accountability

Each Crew Sergeant will be responsible for ensuring that appropriate notifications are made.

class=WordSection2>

E. Training

The Narcotics Bureau Commander will ensure that all personnel are familiar with this policy.

F. Conclusion

It is the intent of this policy to preclude inter-agency confrontations, thus ensuring officer safety.

II. POLICY

NOTIFICATIONS

Prior to a planned event (Planned events include but are not limited to: Search Warrants, Probation/Parole Searches, Consent Searches, Controlled Buys, Buy/Busts, Reverse Stings, Money Flashes, UC Meets, Fixed Surveillances, MET Operations, Arrest Warrant Service, etc) a timely notification is required to the agency having jurisdiction of the venue of the proposed event. Notification will normally be to the agency's Watch Commander. Such notification should include:

- The time and location of the planned event and the names of the involved persons, if applicable
- Description of the vehicles involved in the operation
- The nature of the planned event, i.e., search warrant, stationary surveillance, etc.
- An assessment of the potential for problems
- What assistance, if any, is or may be requested of the agency

Once received, the agency is responsible for:

- Maintaining the confidentiality of the information

- Any intra-departmental notifications which they deem appropriate

- Providing reasonable assistance, if requested

At the conclusion of the event, an exit notification shall be made to advise of the termination of the event. If possible, this notification should be to the same individuals or their relief. Should the event result in a noteworthy incident (i.e., a large seizure, arrest of a notable person), this information shall likewise be conveyed to the agency. Press notifications, if appropriate, should be handled by our agency or jointly.

FIELD CONTACT/CONFRONTATIONS

Because plainclothes/undercover officers are not always readily identifiable as law enforcement members, contacts between them and uniformed personnel include the potential for confrontation. The primary responsibility for avoiding or defusing this risk lies with the non-uniformed officer(s).

Their actions, when contacted by a uniformed officer are critically important. The following suggestions are intended to assist in avoiding or alleviating the tension possible in such contacts. The plainclothes officer should:

- Carry his firearm well concealed, rather than partially or completely exposed to view

- When stopped, make identification verbally and indicate where credentials and weapons are located

- Follow the instructions of the uniformed officer explicitly.

- Avoid any sudden movement which could be interpreted as suspicious or threatening. Keep hands in

sight and open.

- Be prepared to provide the phone number and name of a supervisor or other agency member who may be contacted for verification as requested by the uniformed officer.

Officer and public safety concerns are of primary importance. Unusual requests or unreasonable tactics tend to generate resistance and should be avoided. The uniformed officer should:

- Ensure that verbal instructions are clear and concise.
- Request credentials and examine them thoroughly.
- Contact the plainclothes officer's unit of assignment when there are doubts as to the authenticity of credentials.
- Request that a uniformed field supervisor respond, should circumstances dictate.

ORIGINAL SIGNED__

_____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 6-7 On Loan Personnel

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-7**

Subject: **ON-LOAN PERSONNEL SELECTION**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to provide policy and guidelines concerning the selection process and criteria used for “On-Loan” personnel.

B. Background

Field Operations Division units have on occasion provided Narcotics Bureau station crews with “On-Loan” personnel to assist with day to day investigations/operations. These “On-Loan” personnel are usually well rounded Patrol or Special Assignment deputies, who have shown a high degree of enthusiasm toward narcotics related investigations and/or issues that affect the communities they serve. Most often they have maintained a strong working relationship with members of their respective station crews.

C. Scope of Policy

This policy applies to the selection process and criteria used to select “On-Loan” personnel.

D. Accountability

"On-Loan" personnel are generally assigned to the station crew at their home unit of assignment. The Crew Sergeant of the respective station crew shall be accountable for completing the "Narcotics Bureau On-Loan Personnel Selection Checklist," which is attached to this Bureau Order.

E. Conclusion

This policy delineates the specific criteria and guidelines used to select "On-Loan" personnel. The policies discussed in this order help to provide a level of consistency with regards to the selection process for all newly assigned personnel regardless of permanency, which reduces the risk of overall liability to the Narcotics Bureau.

II. Policy

All personnel who are permanently selected for assignment to the Narcotics Bureau must meet certain selection criteria and undergo a comprehensive background process prior to their appointment to the Bureau.

In an effort to provide a certain level of consistency with regard to "On-Loan" personnel, this Bureau Order describes the selection criteria and process which shall be used prior to the acceptance of "On-Loan" personnel into the Bureau.

Each "On-Loan" candidate shall meet the following criteria:

1. Complete a Detective Division Application.

2. Shall not be the Subject of an ICIB or Administrative investigation (excluding traffic).
3. Shall not be on Performance Review.
4. A full Executive Summary PPI shall be submitted for the Captain's review.
5. Must receive the Bureau Captain's approval prior to temporary assignment with Narcotics Bureau.

Once the above criteria has been met, the "On-Loan" deputy shall complete the following under the guidance of his/her Crew Sergeant:

6. Meet with the Bureau Captain upon assignment.
7. Participate in an orientation tour of the Bureau Headquarters.
8. Review and submit completed documentation required by the

Operations and Training Staffs.

9. Sign for and receive equipment supplied by the Bureau.
10. Receive a Narcotics Bureau Manual.
11. Initiate training program with crew training partner.

The listed selection criteria and process has been documented in the "Narcotics Bureau On-Loan Personnel Selection Checklist." This checklist shall be completed by the respective Crew Sergeant and submitted to the Bureau Training Staff for maintenance.

All newly assigned personnel, whether "On-Loan" or permanent, shall be required to complete the Narcotics Bureau training program as described in Narcotics Bureau Order Number 1-4.

ORIGINAL SIGNED_

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

NARCOTICS BUREAU "ON-LOAN" PERSONNEL SELECTION CHECKLIST

NAME:_____ **EMPLOYEE #**_____

1. Detective Division Application submitted.	Date Completed:
2. Candidate is not the Subject of an ICIB or Administrative Investigation (excluding traffic).	Date Completed:
3. Candidate is not on Performance Review.	Date Completed:
4. Executive Summary PPI submitted for Bureau Captain's review.	Date Completed:
5. Approval from Bureau Captain.	Date Completed:
6. Meet with Bureau Captain upon assignment.	Date Completed:

7. Participate in an orientation tour of Bureau Headquarters.	Date Completed:
8. Review and submit completed documentation required by the Operations and Training Staffs.	Date Completed:
9. Sign for and receive equipment supplied by the Bureau.	Date Completed:
10. Receive a Narcotics Bureau Manual	Date Completed:
11. Initiate training program with crew training partner. Crew training partner name:	Date Completed:

Submitted By:_____ Date:_____

Received By:_____ Date:_____

• • 6-8 Clandestine Laboratories

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-8**

Subject: **CLANDESTINE LABORATORIES, SAFE HANDLING**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

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I. CONCEPT AND ISSUES

A. Purpose

The purpose of this document is to ensure that all bureau personnel are thoroughly familiar with handling clandestine labs and any other hazardous materials situation associated with narcotic investigations.

B. Background

One of the major problems facing personnel assigned to Narcotics Bureau over the last several years is the ever increasing frequency of illegal clandestine labs (Methamphetamine, PCP and BHO Labs) and other hazardous materials situations (dumps) encountered while conducting narcotics investigations.

C. Scope of Policy

This policy applies to all bureau personnel and is designed to delineate the handling requirements at

clandestine labs and other hazardous materials situations.

D. Accountability

All bureau personnel are responsible for being aware of and adhering to this policy. All bureau supervisors are responsible for ensuring their subordinates are trained in the provisions of this policy. Narcotics Bureau personnel's role in clan lab and hazardous materials situations is to investigate and prepare the case for prosecution.

E. Training

Familiarization with this policy shall be part of the orientation training for all newly assigned personnel. Additionally, personnel shall be familiar with recognizing the materials and apparatus associated with clandestine labs.

F. Conclusion

This policy is designed to identify how bureau personnel will deal with clandestine labs and hazardous materials situations encountered while conducting narcotics investigations. Emphasis shall be given to ensuring the utmost safety of our personnel and the community.

II. POLICY

A. Clandestine Lab and Hazardous Materials Recognition

Narcotics bureau personnel shall be familiar with and be able to recognize the various apparatus and materials associated with clandestine labs and hazardous materials situations. This recognition must take place from a safe distance that can only be determined at each individual situation.

In some cases, the recognition of a hazardous situation may be determined from information received from personnel (patrol deputies, neighbors, suspects, etc.), already at the scene. The recognition does not have to be “sight” recognition unless that can be accomplished from a safe environment.

In most instances, narcotics bureau personnel will respond to a scene wherein the determination that a clandestine lab or hazardous materials situation has already been determined prior to their arrival. In these instances, Narcotics Bureau personnel will ensure that a safe area has been established and notify the appropriate Allied Lab Emergency Response Team (ALERT). An inquiry of the location and/or suspects with LA CLEAR should be initiated in an effort to determine if there is an ongoing investigation.

If additional information is requested by the ALERT investigator, it may only be obtained from trained personnel (Fire Department personnel with Self Contained Breathing Apparatus (SCBA) equipment), who can enter the scene. These personnel can take digital or video pictures for the investigator to review and relay to the ALERT Team. **Narcotics Bureau personnel shall not enter a known clandestine lab site until it is deemed safe.**

If Narcotics Bureau personnel should happen to come across a clandestine lab or hazardous materials situation during an investigation, they shall immediately vacate and secure the premises, establish a safe zone, and notify the local fire department and ALERT Team.

Notifications:

1. LASD Lab Crew (Group12) On File

2. LA IMPACT ALERT Task Force office On File

LA CLEAR – On File

3. County of Los Angeles Fire Department, Health Hazardous Materials Division, Emergency Operations Section.

Weekdays (0830-1700) On File

Nights/Weekends/Holidays: On File

(LA County Fire Dispatch) On File

***If the LASD Lab Crew is unable to respond, contact the State DOJ**

Command Post: On File

***For out of county clandestine labs, notify the county of jurisdiction's hazardous response team**

B. Search Warrants at Known Clandestine Labs

When information is received about a **KNOWN** clandestine lab or hazardous materials situation, and that information results in the preparation of a search warrant, the search warrant **will only** be served by members of a team which is trained and outfitted with the approved SCBA safety gear (e, g, ALERT or other certified clandestine lab team).

It will be the responsibility of the ALERT team to make the entry, detain any suspect(s), and conduct a preliminary investigation regarding the information contained in the search warrant. The overall handling of the investigation and subsequent prosecution remains with the Narcotics Bureau investigator assigned to handle the investigation.

C. Clandestine Lab and Hazardous Materials Investigations

The overall investigation at a clandestine lab or hazardous materials dump rests with the handling detective. During these investigations the handling detective will be assisted by a variety of personnel associated with the collection of evidence, subsequent clean up and disposal of a clandestine lab or hazardous materials dump.

1. The local fire department should be requested to respond to the scene in order to identify any potential hazards to law enforcement personnel or the community.

2. The ALERT Team shall be notified and will respond to the site. ALERT personnel will subsequently enter the scene, make an assessment, remove materials that will be deemed evidence for the case, and prepare their report and inventory relative to their investigation. The ALERT Team will notify the County Hazardous Materials Team.

3. The County HazMat Team will respond to deal with any environmental issues or hazards. The HazMat Team is responsible for notifying a private disposal company who will respond to remove all of the materials associated with the clandestine lab or hazardous materials dump.

4. Personnel from Scientific Services Bureau (SSB) MAY also respond to the scene and assist the ALERT Team investigators with the identification and collection of evidence and samples for future analysis. Scientific Services investigators will also prepare a supplemental report(s) indicating their observations and findings.

5. The contracted clean up or “disposal-company” will respond and remove any and all hazardous materials associated with the investigation.

6. The handling detective and at least one other sworn member will remain on scene until the investigation is complete. At no time should a Narcotics Bureau investigator be left at the scene of a clandestine lab or hazardous materials dump alone.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 6-9 Personnel Selection

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF’S DEPARTMENT

Bureau Order Number: **6-9**

Subject: **PERSONNEL SELECTION**

Effective Date:	03/15/2009	Last Date Revised:	04/02/2010
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to provide policy and guidelines concerning the selection process and criteria used for Bureau supervisory personnel.

B. Scope of Policy

This policy applies to the selection process and criteria used to select all incoming sergeant and lieutenant personnel. Deputy Bonus I, Deputy Bonus II items will be selected by current Department and Bureau of Compliance guidelines.

C. Accountability

Sergeants or Lieutenants assigned to the review process for applicants shall be accountable to follow the intent and purpose of this order which is to select the best candidates for transfer into the Narcotics Bureau with a conscientious review of qualifications, background, training, experience, education and past performance.

D. Conclusion

This policy delineates the specific criteria and guidelines used to select all newly assigned personnel, with the intent to reduce the risk and overall liability to the Narcotics Bureau.

II. POLICY

All supervisory personnel who are selected for permanent assignment to the Narcotics Bureau must meet certain requirements. Each successful applicant shall meet the following criteria:

1. Complete a Detective Division Application (Sergeants and Lieutenants only).

2. Undergo a comprehensive review / validation of information submitted by the applicant to be performed by a Bureau Sergeant, Lieutenant or Captain. The “Sergeant’s Applicant Background Report” and “Sergeant’s Rating Form” will be used by the Bureau supervisor. Also, the “Background Questionnaire for Sergeants” will be used to interview the candidate’s current supervisor (Captain or Operations Lieutenant) for a recommendation from their current unit of assignment.

3. Shall not be the Subject of an ICIB or Administrative investigation - excluding traffic or shooting qualification. The Operations Sergeant or Lieutenant will contact the Captain of ICIB to determine if there are any active ICIB investigations.

4. An inquiry shall be made to ascertain if the candidate is on performance review. The fact that a candidate is on performance review will not automatically exclude that candidate from the selection process.

5. A Summary PPI shall be submitted for the Captain’s review.

The Narcotics Bureau Unit Commander will review the list of applicants and the background evaluations completed. When openings within the Bureau occur, supervisory personnel will be selected by the Unit Commander to fill those vacancies from the pool of reviewed applicants. If that list is over 30 days old, a new summary PPI on those applicants who are being considered shall be submitted, and another inquiry made to ensure that they are not the subject of an ICIB or Administrative investigation.

Upon being successfully selected, all newly assigned supervisory personnel shall be required to complete the Narcotics Bureau training program as described in Narcotics Bureau Order Number 1-4.

The attached background evaluation forms are to be used for supervisory/management positions only. They are not to be used for deputy positions.

ORIGINAL SIGNED_

_____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION - NARCOTICS BUREAU

SERGEANT

APPLICANT BACKGROUND REPORT

BACKGROUND RATING:

APPLICANT: _____
SERGEANT

EMPLOYEE NUMBER: _____ U.O.A.: _____

BACKGROUND REPORT
BY:_____

PERSONNEL FILE:

RATING ON LAST TWO

ANNUAL EVALUATIONS: _____ DATE: _____

_____ DATE: _____

SIGNIFICANT COMMENTS:

_____

DISCIPLINARY ACTIONS:

_____

COMMENDATIONS:

_____

DRIVING RECORD:

TIME RECORDS:

"COMMENT BOOK" ENTRIES:

OTHER RELEVANT INFORMATION:

PRESENT / PAST ASSIGNMENTS:

COMMENTS / CONTACTS:

NARCOTICS BUREAU PERSONNEL:

COMMENTS / CONTACTS:

EVALUATION OF WRITTEN PRODUCT:

_____

PHYSICAL LIMITATIONS (if any):

_____

ADDITIONAL COMMENTS:

_____

DISQUALIFICATION NOTICE:

DISQUALIFICATION NOTIFICATION BY: _____

DATE: _____ TIME: _____

class=WordSection2>

PRIOR INVESTIGATIONS

***** DO NOT DISCARD PRIORS *****

NAME: _____ EMPLOYEE #: _____

Last, First MI

FOUNDED INVESTIGATIONS:

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

UNSUBSTANTIATED INVESTIGATIONS:

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

UNFOUNDED INVESTIGATIONS:

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

PENDING INVESTIGATIONS:

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

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Los Angeles County Sheriff's Department

Detective Division - Narcotics Bureau

SERGEANT'S APPLICANT BACKGROUND RATING FORM

APPLICANT NAME : _____ U.O.A. _____

BACKGROUND RATING: ***(circle one)***

DOES NOT MEET MINIMUM STANDARDS / MEETS MINIMUM STANDARDS / EXCEEDS MINIMUM STANDARDS / OUTSTANDING

To be eligible for the position of Narcotics Bureau Crew Sergeant, all elements for minimum standards must be met. To receive a rating of “Exceeds Minimum Standards”, no less than 7 elements must be met in addition to meeting the minimum standard. To receive a rating of “Outstanding”, no less than 5 elements in the “Outstanding” category must be met in addition to meeting the minimum standard and all of the elements for “Exceeds Minimum Standard”.

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MINIMUM STANDARD

â˜ Three years at the rank of Sergeant.

â˜ Successful completion of training in both custody and patrol assignments (Deputy Training).
â˜ Driving record with no more than one preventable accident within the past 24 months.

â˜ The applicant’s performance evaluation as a sergeant have all been at the level of competents or higher.

â˜ No founded investigations involving ethical behavior.

EXCEEDS MINIMUM STANDARDS

â˜ Last two performance evaluations were “Very Good” or above.

â˜ No founded investigations during last 12 months.

â˜ Applicant is rarely absent or late to work.
â˜ Applicant is a self-starting supervisor who consistently seeks out new challenges.

Consistently completes all assignments in a timely manner.

â˜ Supervising Watch Commander recommends the applicant for a Narcotics Bureau position.

â˜ Applicant interacts with Crew Sergeant on a regular basis.

â˜ Supervising Watch Commander indicates the applicant demonstrates strong leadership traits. The applicant consistently takes charge of tactical events, ensuring their appropriate resolution.

â˜ Applicant demonstrates an above average ability to perform administrative duties and tasks.

â˜ Applicant demonstrates the ability to work closely and supervise small work groups. Gets along well with other employees. â˜ Applicant demonstrates supervisory courage by fully cooperating in the disciplinary process.

OUTSTANDING

Last two performance evaluations were "Outstanding."

â˜ Highly motivated supervisor who consistently sets the standard for supervision among his/her peers.

â˜ Station Captain highly recommends applicant a Narcotic's Bureau position.

â˜ The Applicanticant has been assigned to mentor/train newly assigned supervisors.

â˜ Applicant possesses a great deal of credibility and respect with his/her peers, subordinates and supervisors.

Extremely knowledgeable of current legal issues.

â˜ Applicant has prior investigative experience and/or has supervised a special team, (COPS, SPU, etc.), and has a recommendation from that unit.

â˜ Applicant has demonstrated a strong interest in narcotics enforcement, (e.g. special training, or A member of C.N.O.A., etc.)

• • 6-10 Use of Bureau Surveillance Vehicles

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-10**

Subject: **USE OF BUREAU SURVEILLANCE VEHICLES**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to provide policy and procedures concerning the proper use and deployment of the Narcotics Bureau surveillance vehicles.

B. Scope of Policy

Since October 2002, Narcotics Bureau has maintained a fleet of surveillance vehicles equipped with state of the art surveillance equipment. This Bureau order provides guidelines concerning the use, care, and training requirements necessary to operate these vehicles and equipment at an optimum level.

C. Training

To ensure the overall integrity of the Narcotics Bureau surveillance vehicles and their specialized equipment, only those Narcotics Bureau personnel who have been properly trained/certified will be allowed to deploy them.

D. Accountability

This Bureau order applies to all Narcotics Bureau personnel who will be utilizing these surveillance vehicles during narcotics related investigations. The Narcotics Bureau Training/Analytical Sergeant is responsible for the overall care, control, maintenance and equipment repair of these vehicles. Zone Lieutenants shall ensure that all Narcotics Bureau personnel strictly adhere to all components of this order, particularly when the surveillance vehicles are deployed.

II. POLICY

A. Training Requirements/Certification

Due to the degree of technical knowledge required to properly utilize the surveillance equipment, only certified Bureau personnel will be allowed to operate the surveillance equipment.

Initially, a small cadre of Narcotics Bureau personnel will undergo a three day instructor training course provided by the surveillance vehicle vendor (Innovative Surveillance Technology, Inc.). These instructors will in turn train other selected Narcotics Bureau personnel as additional surveillance vehicle “Trainers”.

All surveillance vehicle “Trainers” shall complete a one day certification course consisting of classroom instruction, troubleshooting and practical application exercises.

All other Narcotics Bureau personnel must complete the designated certification course provided by a Bureau surveillance vehicle “Trainer”.

The Narcotics Bureau training staff shall maintain a current list of surveillance vehicle “Trainers” and those personnel who are certified/ qualified to deploy the Bureau’s surveillance vehicles.

B. Check out / Check in Procedures

Narcotics Bureau currently has one surveillance vehicle which is described as follows:

On File

When not deployed, surveillance vehicles shall be parked in the Central Property and Evidence parking lot adjacent to the Bureau long term storage containers. There is a parking area reserved for the surveillance vehicle(s) equipped with a 110 VAC power receptacle for recharging the surveillance vehicle(s) batteries.

The Central Property and Evidence parking lot is a ***secured*** parking lot.

Narcotics Bureau has been loaned two keys to the padlock which secures the parking lot gate. These keys will allow access to this parking lot after business hours, weekends and holidays. One of these keys has been attached to the primary key ring of each surveillance vehicle. Strict accountability of these keys must be maintained at all times.

***** The Narcotics Bureau Surveillance vehicles are additional investigative tools for use by all sworn personnel in Narcotics Bureau. Therefore, in an effort to ensure that they are deployed in a fair and equitable manner, use of the surveillance vehicles will be strictly monitored. *****

Check out:

During normal business hours, Monday through Friday, the surveillance vehicles may be checked out from the Logistics LET at Narcotics Bureau Headquarters. Personnel who check out a surveillance vehicle must complete the following procedures:

1. Retrieve the surveillance vehicle keys from the LET/logistics Staff.

2. Conduct a visual inspection of the entire surveillance vehicle and complete the **"Surveillance Vehicle Check Out/In Sheet."** The original sheet or a copy shall be left with the Logistics Unit for tracking purposes prior to deployment.

3. Prior to unplugging the power cord from the power receptacle, you must first inspect the **Heart Interface - Link 2000** control panel located inside the surveillance vehicle. If the "Float" or "Accept" LED (light) is illuminated and a check of the "Battery Capacity" is 90% or higher, the vehicle may be deployed in the field for immediate use.

If the "Charge" LED (located at the bottom of the Link 2000) is illuminated and a check of the "Battery Capacity" is below 90%, then it is recommended that the batteries be charged for a minimum of four hours before the vehicle is deployed in the field.

If the situation dictates that the surveillance vehicle must be immediately deployed in the field (i.e. deputy involved shooting, major narcotics operation, etc.), the vehicle may be deployed with the approval of the Zone or Team Lieutenant.

It should be noted that without an adequate charge, the surveillance equipment will not work to full capacity and permanent damage to the batteries may occur.

If none of the above mentioned LED's are illuminated, notify the Bureau Training Sergeant or the Training Staff immediately and **do not** deploy the Surveillance vehicle.

***** Don't forget to unplug the power cord. *****

Check in:

The following procedures shall be conducted by personnel who are returning a Bureau surveillance vehicle(s) to the secured Central Property and Evidence parking lot at STARS:

1. Park the surveillance vehicle in the designated parking area.

2. Conduct a visual inspection of the entire surveillance vehicle and complete the "Surveillance Vehicle Check Out/In Sheet". The completed check in sheet shall be submitted to the Bureau Training Sergeant.

3. Plug in the surveillance vehicle's power cord. Inspect the Link 2000 control panel. The following LED's should be illuminated:

A. INVERT control (green)

B. CHARGE (Located on the left side of the control panel. The LED should be green in color.)

C. AC IN (green)

D. Either the CHARGE or ACCEPT LED's should illuminate, based upon the overall battery capacity and previous usage. This CHARGE LED is located at the bottom of the control panel and is orange in color.

If the above LED's do not illuminate, please notify the Training Sergeant or the Training Staff immediately.

4. Return the Surveillance Vehicle keys to the Training Sergeant, the Training Staff or place them in the key box located in the Training cubicle.

***** Don't forget to lock the Central Property and Evidence parking lot gate during non-business hours.**

C. Surveillance Vehicle Check out/in Procedures Conducted in the Field

In an effort to maintain the serviceability of the surveillance vehicles and their equipment at the highest possible level, Bureau personnel are required to check out/in these vehicles at the STARS facility. On those rare occasions when circumstances or a situation dictates that this procedure may not be practical, a surveillance vehicle may be exchanged between Bureau personnel in the field, with the approval of a Zone or Team Lieutenant. It is important that those check out/in procedures relative to an exchange in the field be completed. A copy of the Check In sheet and the Check Out sheet shall be faxed or delivered to Bureau headquarters as soon as possible once the exchange has been completed.

D. Surveillance Vehicle Deployment

Deployment of the Narcotics Bureau surveillance vehicles shall be coordinated through the Bureau Training Staff and contingent upon the following:

1. Reservations on the Surveillance Vehicle Calendar (Located on the wall in the Analytical/Training cubicle).
2. First come, first served basis.

Under normal circumstances, Bureau surveillance vehicles shall be returned to the Central Property and Evidence parking lot within 72 hours after the initial check out. Deployment beyond 72 hours shall require the authorization of the respective Zone or Team Lieutenant, and notification to the Bureau Training Sergeant or the training staff.

E. Mobile Surveillance

The surveillance vehicle platforms have been designed primarily for use from a stationary position. Therefore, these vehicles shall not be used as part of a mobile surveillance under normal circumstances. If it becomes necessary, a Bureau surveillance vehicle may be deployed as part of a mobile surveillance with the approval of a Zone or Team Lieutenant.

If a surveillance vehicle is deployed as part of a mobile surveillance, the scope must be lowered to prevent possible lens damage. Additionally, the vehicle must not be operated at a high rate of speed or under stressful driving conditions due to the sensitivity of the surveillance equipment.

F. Surveillance Vehicle Security

When a surveillance vehicle is deployed as part of a surveillance operation, a two person security response team shall also be deployed in the event the surveillance vehicle operator(s) need assistance. At no time shall

the vehicles be deployed without a security response team.

G. Surveillance Vehicle Refueling

The surveillance vehicles shall be refueled at STARS or at a non-secure county facility where inmates are not present. Those personnel with access to a Voyager Gas Card may refuel a surveillance vehicle at a non-county facility when practical. Refer to Bureau Order #1-13, Use of Gasoline Credit Cards and Charge Cards.

At no time should an inmate refuel a surveillance vehicle, nor shall these vehicles be used to transport prisoners or informants. When not deployed in the field, every effort shall be made to park these vehicles in a secure area and out of view from trusties/prisoners. Remember, many trusties/prisoners have been incarcerated for various drug related charges.

H. Surveillance Vehicle Supplies

Each crew or team must supply their own audio and video tapes for use with the surveillance equipment. Photographic printer paper shall be supplied through Bureau headquarters.

The Narcotics Bureau surveillance vehicles shall be used primarily for narcotics related investigations by Bureau personnel. These vehicles may be deployed for other law enforcement operations at the discretion of the Narcotics Bureau Unit Commander.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

NARCOTICS BUREAU

SURVEILLANCE VEHICLE CHECK OUT/IN SHEET

Checked **OUT / IN** by:_____ Date/Time:_____

(Circle one)

Location:_____ Vehicle # _____

***** Complete the following when exchanging a surveillance vehicle in the field:**

Name of person receiving vehicle:_____Crew/Team:_____

Name or person issuing vehicle:_____Crew/Team:_____

Zone/Team Lieutenant authorizing exchange:_____

Vehicle condition:

Exterior clean: Yes___ No____

Interior clean: Yes___ No___

Gassed: Yes___ No____

Vehicle damage:_____

Please indicate with a √ if the equipment is operational and/or accounted for.

Use **N/A** if not applicable.

___Vehicle and Central Property Lot Keys (Number of key sets ___)

___“Viper” Vehicle remote / alarm unit(s)

___Black pager / alarm

___“Link 2000" control panel

___Scope

___Retractable video scope controller

___Color camera

___Black and White camera

___Officer security cameras (4)

___Monitor(s)

___ “Bogan” arm(s)

___Audio equipment

___Audio recorder(s)

___Video recorder(s)

___Safety microphones (4)

___Photographic printer

___Max infrared light

___Air conditioner / cooler

___Interior safety lock(s)

Please list any discrepancies or

comments:_____

_____

Inspected by (Bureau Training Staff):__

• • 6-11 Tactical Operations, Building Entries, Ballistic Entry Vests, Helmets, Soft Vest Covers, Shirts & Jerseys- Officer Safety

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **6-11**

Subject: **TACTICAL OPERATIONS, BUILDING ENTRIES,**

BALLISTIC ENTRY VESTS, HELMETS, SOFT VEST COVERS, SHIRTS & JERSEYS - OFFICER SAFETY

Effective Date:	03/22/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

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I. CONCEPT

A. Purpose

The purpose of this order is to provide policy and guidelines to delineate the number and configuration of,

equipment deployed by, and the appearance of Narcotics Bureau personnel during entry and other tactical operations. This order also sets policy and guidelines for the use of ballistic vests, helmets, the display of items of identification and other officer safety issues.

NOTE: It is impossible to anticipate each and every possibility or potential contingency surrounding dynamic tactical building entries or other tactical operations. This order is intended to provide general guidance and instruction for Narcotics Bureau personnel and others participating or assisting in Bureau tactical operations. It is not intended to be a comprehensive "How-to-Guide" or provide step by step instructions to cover every possible contingency.

B. Background

Narcotics investigations that culminate in dynamic building entries to serve arrest or search warrants necessarily involve risk and the potential for injury or death for personnel, suspects and bystanders. Through advanced training, careful planning and thoughtful execution, many of these hazards can be reduced.

To assist in making all operations safer, certain equipment is issued to Narcotics Bureau personnel for their use during tactical operations. Tactical operations include high, moderate and low risk operations.

For purposes of this order, the definition of "tactical operations" encompass all potentially hazardous events where there is a possibility for confrontation with a suspect, (e.g. arrests, service of warrants, undercover operations, supervising controlled buys, "rip operations," surveillance or any other field operation where law enforcement officers come in contact with suspects who might resist, fight or flee from capture, etc.).

C. Scope of Policy

This policy applies to all permanent Narcotics Bureau personnel, on-loan personnel and police personnel assigned to LASD led task forces.

D. Accountability

NOTE: Bureau Order #6-11 must be read in conjunction with Bureau Orders #5-8, (Operations Plans), #6-1, (Search warrants, Probation and Parole Searches, Consent Searches & Arrest Warrants), and #2-10, (Use of Communications Equipment), to obtain a full understanding of the scope of these orders. Each contains subject matter and information about tactical operations that is interrelated and compliments material in each of the other three Bureau Orders.

Bureau personnel will be held accountable for being familiar with and strictly adhering to the individual and collective contents of these orders. Sergeants and Lieutenants are responsible for ensuring that their subordinates are aware of and comply with these orders.

II. POLICY

A. Entry Team Staffing

1. As a general rule, most Narcotics Bureau building entry operations require a team that consists of a minimum **of five** sworn Narcotics Bureau members, (a team sergeant and four detectives). However, that number may need to be increased depending upon the size or configuration of the target location and/or the number of individuals anticipated to be encountered. The **five** member team configuration shall always be the basic starting point when planning building

entries.

2. Each time a tactical entry is planned, personnel **shall** consider the following as part of the planning process:

a. Examine the feasibility of utilizing an SEB, Tactical Entry Team, (TET), to make the entry whenever it appears that such use would enhance Bureau safety and efficiency.

Some examples where a TET could be utilized are: a target location that has a complicated layout, not enough Narcotics Bureau personnel are available to make up a complete entry team, the entrance to the location makes it particularly difficult to access or where too many “unknown” factors exist. Special Enforcement Bureau personnel should be contacted for consultation or whenever questions arise or general guidance is

sought.

b. Examine the feasibility of detaining primary suspects away from the location prior to the entry, securing them and then returning to the location with a key to conduct a controlled "soft entry." This technique, while certainly not hazard free, has almost always proven to be effective in reducing the potential for confrontations during entries.

Personnel utilizing this technique must adhere to the same staffing, equipment and identification requirements as described in this order. **While this technique can reduce the potential for confrontation, it does not eliminate this possibility. Personnel must not let their guard down and must be fully prepared for a confrontation as they enter the location.**

Sergeants and Lieutenants shall ensure that the above is considered during the planning of all tactical operations.

3. In circumstances where a forced or dynamic building entry is not required, the number of entry personnel may be reduced. In these circumstances, the Crew Sergeant and Investigating Officer, (IO), shall discuss the proposed operation in advance with the concerned Zone Lieutenant. If the circumstances indicate that the operation

can be conducted safely with a smaller number of personnel, the Zone Lieutenant may authorize a reasonable reduction commensurate with available intelligence, sound tactical consideration and common sense.

Some examples where a reduction in entry personnel may be appropriate include: where the location is clearly unoccupied; where the location is an outbuilding, (shed, garage, etc.), where the location is an open business or where the search warrant is for records only.

NOTE: When considering a reduction in the number of personnel participating in any entry operation, supervisors must be ever mindful that they will be held fully accountable for the safety of their personnel.

4. It is the policy of the Narcotics Bureau that all entry and search teams shall be comprised exclusively of trained Narcotics Bureau personnel. **Personnel from other Department units or other police agencies**

will not be utilized to fill entry team positions without the specific authorization of the responsible Zone lieutenant and then only under the most compelling of circumstances. Exceptions to this policy are:

On-loan personnel who have received tactical entry instruction and are actively working as part of a Bureau crew or unit.

Task force personnel assigned to a Bureau led task force, (e.g. Cal-Met, GANET, etc.).

NOTE: Personnel not assigned to the Narcotics Bureau may assist in the operation by holding a perimeter position, conducting administrative duties, conducting traffic control, conducting prisoner security and booking or any other function not part of the active entry and search of the location.

5. Team Briefing - Bureau Order 5-8 mandates a face to face briefing with all participants:

A briefing attended by all participating personnel shall be conducted prior to the commencement of the operation. All personnel who are assigned to participate in a Narcotics Bureau tactical operation **shall physically attend** this briefing and then sign the roster indicating their presence. Briefings via telephone or separate briefings of individuals are not allowed. The possibility of mis-communication, mis-identification of participants and errors increase when all personnel are not present at a central briefing.

This policy includes Canine deputies who are going to directly participate as a member of the tactical entry team or will hold a containment position during the initial entry.

Any deviation from this policy must be pre-approved by the concerned Zone Lieutenant and be based on compelling reasoning and sound tactics.

Refer to Bureau Orders 5-8 and 6-1 for additional information on operations plans and search procedures.

6. Team Supervision - regardless of perceived threat level, all building entries and tactical operations shall be directly supervised by a Narcotics Bureau supervisor at the minimum, permanent rank of Sergeant.

The team supervisor carries dual responsibilities during tactical operations and entries. First, the primary role of the

sergeant/supervisor is to supervise and direct team members; in the planning and investigative portion of the operation; during the operation itself and again after the operation has stabilized. Second, the sergeant must participate as a member of the entry team, observing and directing team members throughout the operation.

During operations and entries, the sergeant is responsible for maintaining a position that will allow the maximum ability to observe and direct the various team members and permit rapid tactical decisions throughout the operation. During the initial entry, the supervisor must not be positioned first in the entry line, but toward the center or end of the line.

Sergeants, at their discretion and if certified, may deploy a specialized weapon,(e.g. M-4 rifle/MP5), so long as it does not interfere with conducting critical decision making or other supervisory responsibilities at a critical juncture during the operation.

B. Ballistic Protection

1. All personnel participating in tactical operations including entry or potentially hazardous arrest or search operations shall wear the Bureau issued Black Tactical Ballistic Entry Vest and the Bureau issued RBR black combat level IIIA Ballistic Helmet. Eye protection, (e.g. goggles), is recommended for all tactical entries.

Personnel issued a tactical vest with removable shoulder armor, shall always wear the shoulder armor during

tactical entries and high risk arrest or search operations. Personnel issued a tactical vest with a removable ballistic protection plate have the option of removing the plate. **It is highly recommended the ballistic protection plate be worn during tactical operations but it is optional. There shall be no exceptions to the above requirements other than personnel operating in an undercover capacity.**

2. Personnel participating in other potentially hazardous operations, (e.g. area search for a suspect, vehicle stop, money flash or an arrest/detention situation), shall at a minimum wear Department approved ballistic body armor and clearly visible means of identification. Depending upon the situation, serious consideration

should be given to utilizing the full Black Tactical Ballistic Entry Vest and the Bureau issued RBR black combat level IIIA Ballistic Helmet to provide maximum adequate protection against potential threats.

3. Personnel participating in routine field operations that are not considered immediately hazardous but still carry a potential for confrontation, (e.g. surveillances, controlled buys, etc.), must be prepared for any contingency. What starts out as a routine operation can rapidly evolve into a dynamic confrontation or arrest situation with little warning.

4. Undercover Operations - Personnel operating in an undercover capacity generally cannot wear protective body armor as its use would reveal their law enforcement status and are exempted from the equipment and identification requirements specified in this order.

All backup/rescue personnel covering the undercover operation shall wear ballistic protection as described above (in section **B1**, entry or potentially hazardous arrest or search operations), to be able to provide immediate rescue or emergency aid for undercover personnel.

C. Basic Equipment

1. To ensure the ability of Bureau personnel to respond to any threat during field activities, they shall, at a minimum, have the following equipment in their immediate possession: an authorized firearm in a secure holster, additional ammunition, approved ballistic body armor with identifying outerwear and insignia, (e.g. raid jacket, vest cover, jersey or other form of identification), portable radio, handcuffs, badge and identification, and at least one less than lethal weapon, (e.g. OC spray, baton or collapsible baton, etc.).

These items shall be within the immediate reach of personnel to allow them to rapidly react to changing conditions and

emergencies (e.g. in a “go bag” on the seat next to the member).

NOTE: The use of protective knee & elbow pads, shin guards and

gloves during tactical operations is highly recommended for

maximum personal protection.

D. Identification

1. To conduct effective narcotics investigations, personnel must conceal their affiliation with law enforcement. This is usually accomplished by growing facial hair, displaying piercings,

jewelry, tattoos and/or wearing clothing designed to permit investigators to blend in with the clientele they are investigating.

While these concealing factors are extremely effective for investigative purposes, they make it extremely difficult for uniformed law enforcement personnel to recognize investigators as members of law enforcement. Personnel sometimes overlook the identification “problem” and operate as though they were in uniform. This situation has resulted in several tragic “police on police” confrontations, where officers have been injured or killed by other officers who did not recognize the law enforcement status of the undercover or off-duty officer. Bureau investigators must be vigilant and presume they will not be immediately recognized as members of law enforcement while engaging in law enforcement action.

For maximum officer safety during tactical and visible investigatory operations, personnel must be readily identifiable as law enforcement officers. Vests, jerseys, shirts and/or vest covers

shall be worn at all times which displays insignia that clearly identify team members as law enforcement personnel. During all operations, at a minimum, identifying insignia shall be clearly visible from the front and rear of each member.

During tactical entries and other dynamic operations, identifying insignia shall be visible from the front, rear

and both sides of the member. This shall be accomplished by wearing vests, shirts or raid jackets, or combination of the three that display shoulder patches as well as the “Sheriff” or “Police” insignia on the front and back.

Nothing shall be worn over any cover that would conceal or restrict viewing of identifying insignia.

During searches and investigations that occur after a tactical operation has been stabilized, participating personnel shall, at all times, wear clothing, vest covers, shirts, raid jackets and/or mesh jerseys that clearly identify them as law enforcement personnel.

Other than personnel operating in an undercover capacity, there shall be no exceptions to the above requirements.

2. Uniform: To reduce potential mis-identification and increase officer safety during dynamic entry operations, all personnel participating as part of a tactical entry team shall all wear clothing that is the same color and style, (either black or solid green military style or class “B” pants along with matching shirts bearing imprinted sheriff’s patches and emblems).

NOTE: Although the green shirt with the yellow “Sheriff” markings is approved, wearing the black shirt with the yellow markings is more visible and more rapidly recognizable. Therefore, the black and yellow combination is highly recommended.

Regardless of which of the two authorized colors are selected, all team members shall be dressed alike during tactical entry operations.

a. MET Operations - Personnel participating in MET operations are permitted to wear camouflage BDUs but this uniform shall not be worn for other tactical operations.

b. Shorts - Because of the potential for injury to the lower legs and because of the possibility of misidentification by the public, shorts **shall not** be worn during a pre-planned tactical operation where confrontation with a suspect can reasonably be anticipated, (e.g. search warrant service, active building and area searches for suspects and anticipated arrest scenarios).

Any deviation must be approved by the concerned Zone

Lieutenant and shall be based upon sound tactical reasoning

and officer safety considerations or a genuine exigency.

3. Vest Covers, Shirts & Mesh Jerseys When conducting field operations, personnel must always be able to quickly and easily identify themselves from any angle. A solid Ballistic vest cover that can quickly be donned depicting the words SHERIFF, POLICE or LAIMPACT is acceptable. The Green mesh style vest is no longer approved. For LAIMPACT personnel, the word "POLICE" in large bright letters on the front and back, allowing for easy identification as law enforcement personnel shall be obvious.

Personnel can also purchase a ballistic vest cover from a variety of vendors that has been custom fit to be worn over their personal protective ballistic vest. Again, these vest covers may be green or black in color and must clearly display the word "SHERIFF" or "POLICE" in large bright lettering on the front and back of the cover.

Personnel can also purchase black or green light weight Long or Short sleeve shirts displaying "SHERIFF" or "POLICE" in large bright lettering on the front and back in addition to the sheriff's shoulder patches. These shirts can be worn under tactical equipment so that the Sheriff shoulder patches are visible from either side during Narcotics Bureau tactical operations.

E. WEAPONRY

1. Approved Shoulder Weapons: the "Benelli" shotgun, the Colt AR-15(M4) rifle or the MP5 submachine gun, may be deployed during entry operations as authorized. **See Bureau Orders # 2-1, 2-6 and 2-11for additional information on these weapons.**

2. Less Than Lethal capabilities shall be readily accessible for entry team personnel, e.g. stunbag shotgun, O.C. Spray, Taser and/or pepperball weapons, etc.). All weapons carried by team members shall be identified in the operations plan. **See Bureau Orders # 2-9 for additional information on pepperball weapons.**

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 6-12 Managing Majors Crews

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-12**

Subject: **MANAGING MAJORS CREWS**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

POLICY:

The following procedures shall be followed by Sergeants and Lieutenants assigned to supervise and/or

manage crews involved in the investigation of major cases. The procedures provide specific guidance to those responsible for the supervision or management of personnel whose primary role is to investigate major violators and those involved in upper level narcotics trafficking.

PERSONNEL MANAGEMENT

Crew supervisors will prepare a weekly summary of activities and time sheets that will detail time and resources expended on crew investigations, individual investigator training, court appearances, and time off during the prior week. The weekly summary and time sheets will be delivered to the Zone Lieutenant on the first working day of the week (normally Monday).

All requests for time off will be submitted in advance for approval and given to the Zone Lieutenant prior to the date to be taken off.

Crew supervisors shall confer with their Zone Lieutenant daily and provide a summary of their crew's mission for the day, including frequency and area of the investigation

Crew Sergeants shall inspect their crew's vehicles monthly. Vehicles shall be properly maintained and cleaned, inside and out. Crew Sergeants shall monitor Deputies' mileage on county vehicles to ensure usage is within the norm for his/her crew.

Crew Sergeants shall *monitor* their crew's phone *usage* to ensure appropriate phone usage. Personal usage may be required to be paid for by the employee. Phone usage deemed inappropriate may result in the forfeiture of the county phone.

A Lieutenant will be assigned to oversee the activities of the Major Violator Crews. The Lieutenant will be actively involved in the investigation of cases involving major violators and shall ensure that the following guidelines are adhered to:

-All cases generated outside the Narcotics Bureau, i.e., DEA, CUSTOMS, HIDTA, IRS, shall be assigned through or with the approval of a Majors Lieutenant.

-In County Search Warrants: The Lieutenant shall be notified of each search warrant to be served by any Majors Crew under his/her supervision. He/She shall then assess each warrant location and determine whether or not it is necessary to respond.

-Out of County Search Warrants: A Narcotic Bureau Lieutenant shall be present at all out of county search warrants.

-Although “door knocks” are an approved option and at times a very viable method of making contact, Search warrants should be considered in cases where there is sufficient probable cause to support the warrant.

-Surveillance logs shall be maintained on each case and will reflect the activities of the surveillance target. These logs shall be retained in the case officer’s 441 file.

-The Majors Lieutenant shall review all arrest reports after the Crew Sergeant’s review and approval and ensure that all policies regarding Case Management and evidence handling are properly adhered to.

-The Majors Lieutenant shall routinely brief the Bureau Commander regarding the status of significant active major cases and the outcome of major violator investigations, to include case filings, D.A. rejections, and significant seizures.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 6-14 Narcotics Investigations In Private Companies

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-14**

Subject: **NARCOTICS INVESTIGATIONS IN PRIVATE COMPANIES**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. INTRODUCTION

A. Purpose

The purpose of this order is to establish policy and procedure for involvement by Narcotics Bureau personnel in private company narcotics investigations.

B. Background

Private company investigations may become extremely time intensive, may create chain of evidence problems, may cause the expenditure of considerable funds and may not meet criteria for prosecution. As such, a policy is mandated to address issues involved in Narcotics Bureau participation in private company narcotics investigations.

C. Scope of Policy

This policy applies to all personnel involved in a private company narcotics investigation.

D. Accountability

The Crew Sergeant is responsible for ensuring that this policy is adhered to during the course of Narcotics Bureau involvement in a private company narcotics investigation.

E. Training

The Narcotics Bureau Unit Commander will ensure that all personnel are familiar with this policy.

F. Conclusion

It is the intent of this policy to provide guidelines for assistance to private companies during narcotics investigations; thus, it is intended that the investigation will have a positive outcome, not compromise other investigations and result in successful prosecution.

II. POLICY

Upon the request by private companies for our investigation of narcotic involvement inside or about their premises, the following guidelines shall be adhered to:

- Notify the Zone Lieutenant

- Advise the requesting company representative that, because of manpower limitations, Narcotics Bureau investigators may not be available for extensive and/or covert operations such as undercover employment or surveillance.

- Advise the representative that civilian investigators, employed by the company, must be utilized in an undercover capacity for this purpose. This civilian must be recognized as court reliable and willing to comply with our established procedures. The company must provide compensation and all necessary funding for narcotic purchases and other related expenses incurred by the civilian operative. The company must seek prosecution of all identified suspects. In no case will the Narcotics Bureau recommend any private investigative organization.

- Prior to commencement of the investigation a meeting of the company representative, the civilian operative and the liaison Narcotics Bureau investigator shall be held with the local District Attorney's office to ensure agreement with the intended investigative procedures to enable the eventual filing of the case.

- Throughout the course of the investigation, the civilian operative must regularly contact and apprize the Narcotics Bureau investigator of all pertinent activities and observations. Any evidence obtained by the civilian, along with detailed written reports, must be delivered as soon as possible to the Narcotics Bureau investigator and in accord with Departmental "chain of evidence" procedures. In the event the operator cannot meet with the Narcotics Bureau investigator during regular working hours to release evidence, arrangements must be made with the station Watch Commander to receive the evidence and place it in his safe.

Under **no** circumstances will an operative be able to keep the evidence until the regular working hours of the narcotics investigator.

- The investigation should conclude when the determined goals have been met and the case is ready for filing with the District Attorney.

ORIGINAL SIGNED

_____

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 6-19 Undercover Guidelines And Operations

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-19**

Subject: **UNDERCOVER GUIDELINES AND OPERATIONS**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last date reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. INTRODUCTION

A. Purpose

The purpose of this order is to establish policy and procedure for undercover operations and investigative techniques.

B. Background

Periodically, personnel assigned to the Narcotics Bureau as investigators will work in an undercover capacity. Officer safety will be the guiding principle during undercover operations. Personnel working in an undercover capacity or who will be utilizing an undercover operative should be aware of the factors that tend to influence their effectiveness and the safe outcome of the investigations in which they participate.

Undercover Objectives are defined as/but not limited to:

- Obtaining information and/or intelligence.
- Obtaining evidence for prosecution.

C. Scope of Policy

This policy is designed to protect and to ensure the safety of undercover personnel assigned to the Narcotics Bureau. It is also designed to protect and ensure the safety of uninvolved citizens, informants and suspects.

D. Accountability

Each Crew Sergeant will be responsible for the safety of all undercover personnel. Any time the Crew

Sergeant believes personnel have extended beyond these parameters, the operation shall be terminated.

E. Training

The Narcotics Bureau Unit Commander will ensure that all undercover personnel are familiar with this policy. Lieutenants and Sergeants shall specifically familiarize themselves with all aspects of this order.

F. Conclusion

It is the intent of this policy to provide guidelines for undercover personnel and supervisors to ensure safety for everyone involved in undercover operations.

II. . POLICY

INTRODUCTION

The use of an undercover operation as an investigative technique requires extensive planning, preparation, and handling. Personnel assigned to the Narcotics Bureau who will be working in a undercover capacity or utilizing an undercover operative, should be aware of the factors that tend to influence their effectiveness and the outcome of the investigations in which they participate.

UNDERCOVER OBJECTIVES

- Obtain information and intelligence
- Obtain evidence for prosecution
- Determine if a crime is being planned or committed
- Identify witnesses and informants

- Identify individuals involved in criminal activity
- Prove associations between conspirators
- Check reliability of informants
- Locate contraband
- Identify potential hazards and officer safety concerns for search warrant execution
- Determine the most advantageous time to make arrests or execute search warrants

The investigator who utilizes the undercover approach will find that through proper execution, his technique will provide results that are accurate and reliable. However, if careful preparation is disregarded, it is likely that the objectives sought will not be accomplished and may place personnel at risk.

GENERAL UNDERCOVER PERSONNEL POLICIES

A. Firearms:

1. Undercover personnel shall carry a firearm at all times when on-duty.

2. Undercover personnel who wish to carry a firearm other than that normally authorized by the Department for on-duty use, shall receive approval by the Detective Division Chief through channels.

B. Simulation of the use of drugs:

Undercover personnel shall not simulate the use of any drug.

C. Court:

Undercover personnel shall wear appropriate attire to court, as determined by the Deputy District Attorney handling the case.

D. False Identity:

When any fictitious identity is utilized by an undercover deputy, a copy of any fictitious identity documents shall be photocopied and given to their immediate supervisor, who shall ensure it is maintained in the undercover deputy's personnel jacket. This may include:

1. Driver's license
2. Automobile registration
3. Vehicle license plate

Fictitious identity shall also be reported to the LA Clearinghouse, which shall maintain computerized records on a 'No Release' basis. Should an inquiry be made on the fictitious identity, an immediate notification will be made to designated Bureau member.

The use of false identity for other than official reasons is prohibited.

Undercover personnel shall surrender all false identity documents to Headquarters and the information removed from various computers.

Refer to Bureau Order #1-9 for further information on Fictitious I.D. Guidelines.

E. Search Warrant/Arrest Involvement:

The potential for personnel being mistaken for other than police officers is greatly increased if undercover personnel are utilized during search warrant entries or arrests. Therefore, undercover personnel shall not participate in any search warrant entry or arrest operation unless approved by a Zone Lieutenant.

F. Requests for use of Narcotics Bureau personnel for undercover operations from other LASD units or from outside agencies:

All requests for use of Narcotics Bureau personnel for undercover operations from other LASD units or from outside agencies must be pre-approved by the Narcotics Bureau Unit Commander. Bureau personnel receiving requests to act/assist in an undercover capacity shall refer the requestor to the Bureau Operations Office.

1. In all operations with outside agencies where LASD personnel are to act in an undercover capacity, the following will be adhered to:

a. Narcotics Bureau management shall be in command of the undercover operation and personnel. Bureau management shall make all tactical decisions regarding the use of Bureau personnel to ensure safety of LASD personnel. If at any time it appears to LASD management that the outside agency is not demonstrating actions that place the best interests of LASD personnel in mind, the undercover personnel shall be withdrawn from the operation.

b. The Narcotics Bureau crew shall provide deputies as surveillance and back-up for the undercover deputy during the operation.

c. Custody Facility UC operations for LASD and Outside Agency’s

Illinois v. Perkins, 496U.S. 292 (1990) states: “Miranda warnings are not required when the (incarcerated) suspect is unaware that he is speaking to a law enforcement officer and gives a voluntary statement.” Justice R. Kennedy. The court also stated “Miranda does not forbid mere strategic deception by taking advantage of a suspect’s misplaced trust.”

During an in custody undercover operation, the suspect may be questioned by an undercover deputy (posing as a suspect) in the absence of the suspects attorney (6th Amendment) Massiah v United States (1964) 377 U.S.201.

Should this investigative technique be implemented, at a minimum, the following guidelines shall be followed;

1. All necessary measures shall be implemented to insure the safest outcome to all involved.

2. The investigating (I/O) deputy shall thoroughly brief all undercover deputy personnel.

3. The Unit Commander of the UC’s UOA shall be notified by the IO as to the nature of the operation prior to the operation.

OPERATIONS

A. Planning:

The main consideration in any undercover operation is the safety of personnel, uninvolved citizens, informants and suspects. This consideration should be kept in mind during the planning stage of an operation.

There is a conflict of interest and an inherent officer safety issue with the case investigator also being the undercover. Therefore, at no time shall a case investigator also be the undercover.

B. Background information:

A full background investigation shall be conducted of any suspect or location prior to an undercover deputy attempting a narcotic buy or participating in an operation.

Undercover personnel must have as much information as possible in order to complete the task and operate safely. The suspect's past history, known associates, security of the location, bodyguards etc., are details that the undercover should know.

C. Informants:

The undercover deputy shall participate in the debriefing of an informant, who he/she may be asked to work with during an operation. The informant may be able to provide information firsthand that the undercover deputy must know for a safe operation.

D. Briefing:

During the briefing for the operation, the undercover deputy should be available for all personnel to see, and reminded not to change clothes or appearance following the briefing.

In the presence of the undercover deputy, all personnel shall be briefed on audio and visual arrest and distress signals.

E. Mission:

The supervisor must make sure that the undercover deputy has a thorough understanding of the overall objective and the parameters in which he will be allowed to work.

The safety of personnel is of critical importance. Any time the supervisor believes personnel have extended beyond these parameters the operation should be terminated. In addition, if an undercover deputy feels the operation is beyond his/her abilities, unsafe, etc., the undercover deputy has the option to terminate his/her part in the operation.

F. During Operations:

1. Surveillance:

Surveillance shall be conducted of an undercover during an operation whenever possible.

In unusual circumstances when a visual surveillance of an undercover deputy is impossible, an audio surveillance shall be utilized.

2. Body Wires:

An undercover deputy should utilize a body wire whenever possible and feasible.

It may be useful if the crew supervisor or case investigator is part of

the audio surveillance crew. This will allow them to know if the undercover deputy is proceeding beyond the established parameters.

The monitoring crew must include a person fluent in the language being spoken by the undercover deputy and suspects.

3. Arrests:

The undercover deputy shall not participate in arrest operations without authorization from the Zone Lieutenant. The undercover deputy should attempt to leave the location prior to the arrival of the arrest team. If this is impractical, the undercover deputy must be aware that in the stress of the moment, arrest personnel may not readily recognize him/her. The undercover deputy should act accordingly to prevent any accidents or mistaken identity.

In conclusion, while all possible circumstances can be anticipated, it is imperative for sound tactics and officer safety that careful analysis and painstaking preparation are required prior to any undercover operation being undertaken.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU_____

• • 6-19 Undercover Guidelines And Operations

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-19**

Subject: **UNDERCOVER GUIDELINES AND OPERATIONS**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last date reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. INTRODUCTION

A. Purpose

The purpose of this order is to establish policy and procedure for undercover operations and investigative techniques.

B. Background

Periodically, personnel assigned to the Narcotics Bureau as investigators will work in an undercover capacity.

Officer safety will be the guiding principle during undercover operations. Personnel working in an undercover capacity or who will be utilizing an undercover operative should be aware of the factors that tend to influence their effectiveness and the safe outcome of the investigations in which they participate.

Undercover Objectives are defined as/but not limited to:

- Obtaining information and/or intelligence.
- Obtaining evidence for prosecution.

C. Scope of Policy

This policy is designed to protect and to ensure the safety of undercover personnel assigned to the Narcotics Bureau. It is also designed to protect and ensure the safety of uninvolved citizens, informants and suspects.

D. Accountability

Each Crew Sergeant will be responsible for the safety of all undercover personnel. Any time the Crew Sergeant believes personnel have extended beyond these parameters, the operation shall be terminated.

E. Training

The Narcotics Bureau Unit Commander will ensure that all undercover personnel are familiar with this policy. Lieutenants and Sergeants shall specifically familiarize themselves with all aspects of this order.

F. Conclusion

It is the intent of this policy to provide guidelines for undercover personnel and supervisors to ensure safety for everyone involved in undercover operations.

II. . POLICY

INTRODUCTION

The use of an undercover operation as an investigative technique requires extensive planning, preparation, and handling. Personnel assigned to the Narcotics Bureau who will be working in a undercover capacity or utilizing an undercover operative, should be aware of the factors that tend to influence their effectiveness and the outcome of the investigations in which they participate.

UNDERCOVER OBJECTIVES

- Obtain information and intelligence
- Obtain evidence for prosecution
- Determine if a crime is being planned or committed
- Identify witnesses and informants
- Identify individuals involved in criminal activity
- Prove associations between conspirators
- Check reliability of informants
- Locate contraband
- Identify potential hazards and officer safety concerns for search warrant execution
- Determine the most advantageous time to make arrests or execute search warrants

The investigator who utilizes the undercover approach will find that through proper execution, his technique will provide results that are accurate and reliable. However, if careful preparation is disregarded, it is likely that the objectives sought will not be accomplished and may place personnel at risk.

GENERAL UNDERCOVER PERSONNEL POLICIES

A. Firearms:

1. Undercover personnel shall carry a firearm at all times when on-duty.

2. Undercover personnel who wish to carry a firearm other than that normally authorized by the Department for on-duty use, shall receive approval by the Detective Division Chief through channels.

B. Simulation of the use of drugs:

Undercover personnel shall not simulate the use of any drug.

C. Court:

Undercover personnel shall wear appropriate attire to court, as determined by the Deputy District Attorney handling the case.

D. False Identity:

When any fictitious identity is utilized by an undercover deputy, a copy of any fictitious identity documents shall be photocopied and given to their immediate supervisor, who shall ensure it is maintained in the undercover deputy's personnel jacket. This may include:

1. Driver's license
2. Automobile registration
3. Vehicle license plate

Fictitious identity shall also be reported to the LA Clearinghouse, which shall maintain computerized records on a 'No Release' basis. Should an inquiry be made on the fictitious identity, an immediate notification will be made to designated Bureau member.

The use of false identity for other than official reasons is prohibited.

Undercover personnel shall surrender all false identity documents to Headquarters and the information removed from various computers.

Refer to Bureau Order #1-9 for further information on Fictitious I.D. Guidelines.

E. Search Warrant/Arrest Involvement:

The potential for personnel being mistaken for other than police officers is greatly increased if undercover personnel are utilized during search warrant entries or arrests. Therefore, undercover personnel shall not participate in any search warrant entry or arrest operation unless approved by a Zone Lieutenant.

F. Requests for use of Narcotics Bureau personnel for undercover operations from other LASD units or from outside agencies:

All requests for use of Narcotics Bureau personnel for undercover operations from other LASD units or from outside agencies must be pre-approved by the Narcotics Bureau Unit Commander. Bureau personnel receiving requests to act/assist in an undercover capacity shall refer the requestor to the Bureau Operations Office.

1. In all operations with outside agencies where LASD personnel are to act in an undercover capacity, the following will be adhered to:

a. Narcotics Bureau management shall be in command of the undercover operation and personnel. Bureau management shall make all tactical decisions regarding the use of Bureau personnel to ensure safety of LASD personnel. If at any time it appears to LASD management that the outside agency is not demonstrating actions that place the best interests of LASD personnel in mind, the undercover personnel shall be withdrawn from the operation.

b. The Narcotics Bureau crew shall provide deputies as surveillance and back-up for the undercover deputy during the operation.

c. Custody Facility UC operations for LASD and Outside Agency's

Illinois v. Perkins, 496U.S. 292 (1990) states: "Miranda warnings are not required when the (incarcerated) suspect is unaware that he is speaking to a law enforcement officer and gives a voluntary statement." Justice R. Kennedy. The court also stated "Miranda does not forbid mere strategic deception by taking advantage of a suspect's misplaced trust."

During an in custody undercover operation, the suspect may be questioned by

an undercover deputy (posing as a suspect) in the absence of the suspects attorney (6th

Amendment) Massiah v United States (1964) 377 U.S.201.

Should this investigative technique be implemented, at a minimum, the following

guidelines shall be followed;

1. All necessary measures shall be implemented to insure the safest outcome to all involved.

2. The investigating (I/O) deputy shall thoroughly brief all undercover deputy personnel.

3. The Unit Commander of the UC's UOA shall be notified by the IO as to the nature of the operation prior to the operation.

OPERATIONS

A. Planning:

The main consideration in any undercover operation is the safety of personnel, uninvolved citizens, informants and suspects. This consideration should be kept in mind during the planning stage of an operation.

There is a conflict of interest and an inherent officer safety issue with the case investigator also being the undercover. Therefore, at no time shall a case investigator also be the undercover.

B. Background information:

A full background investigation shall be conducted of any suspect or location prior to an undercover deputy attempting a narcotic buy or participating in an operation.

Undercover personnel must have as much information as possible in order to complete the task and operate safely. The suspect's past history, known associates, security of the location, bodyguards etc., are details that the undercover should know.

C. Informants:

The undercover deputy shall participate in the debriefing of an informant, who he/she may be asked to work with during an operation. The informant may be able to provide information firsthand that the undercover deputy must know for a safe operation.

D. Briefing:

During the briefing for the operation, the undercover deputy should be available for all personnel to see, and reminded not to change clothes or appearance following the briefing.

In the presence of the undercover deputy, all personnel shall be briefed on audio and visual arrest and distress signals.

E. Mission:

The supervisor must make sure that the undercover deputy has a thorough understanding of the overall objective and the parameters in which he will be allowed to work.

The safety of personnel is of critical importance. Any time the supervisor believes personnel have extended beyond these parameters the operation should be terminated. In addition, if an undercover deputy feels the operation is beyond his/her abilities, unsafe, etc., the undercover deputy has the option to terminate his/her part in the operation.

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1. Surveillance:

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2. Body Wires:

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It may be useful if the crew supervisor or case investigator is part of

the audio surveillance crew. This will allow them to know if the undercover deputy is proceeding beyond the established parameters.

The monitoring crew must include a person fluent in the language being spoken by the undercover deputy and suspects.

3. Arrests:

The undercover deputy shall not participate in arrest operations without authorization from the Zone Lieutenant. The undercover deputy should attempt to leave the location prior to the arrival of the arrest team. If this is impractical, the undercover deputy must be aware that in the stress of the moment, arrest personnel may not readily recognize him/her. The undercover deputy should act accordingly to prevent any accidents or mistaken identity.

In conclusion, while all possible circumstances can be anticipated, it is imperative for sound tactics and officer safety that careful analysis and painstaking preparation are required prior to any undercover operation being undertaken.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU_____

• • 6-20 Letters of Consideration

NARCOTICS BUREAU

DETECTIVE DIVISION ORDER

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-20**

Subject: **LETTERS OF CONSIDERATION**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

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

B. Background

Whenever a Department 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 his Unit Commander, may prepare a letter for signature by the investigator’s Unit Commander 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 Narcotics Bureau Personnel by providing specific guidelines in the preparation of letters of consideration.

D. Accountability

All sworn personnel of the Narcotics Bureau will be held accountable for strict adherence to this policy whenever a letter of consideration is prepared.

E. Training

Narcotics Bureau Sergeants will ensure that all personnel under their direction have been thoroughly trained on all aspects of this policy. Special attention should be made to newly assigned personnel and

required training outlined in the deputy orientation program.

F. Conclusion

The intent of this policy is to establish procedures that will ensure uniformity when preparing letters of consideration.

II. POLICY

When an investigator believes a defendant's action should be taken into special penalty consideration, a memorandum from the investigator to the Bureau Captain will be written requesting a "Letter of Consideration." The memorandum format for all "Letter of Consideration" requests shall be the same (refer to attachment A). The procedural steps for a "Letter of Consideration" to be sent to a court will be as follows:

- The investigator will submit a memorandum (refer to attachment A), via

the Zone Lieutenant, to the Bureau Commander, requesting a "Letter of Consideration". In addition to the

memorandum, the investigator shall submit supporting documents (including defendant's criminal history, RAPS, CJIS, APS, PIMS, CCHRS and all other paperwork pertinent to the case). Required information that is not provided in the memorandum and/or lack of supporting documents will delay the approval request.

NOTE: A defendant who has a history of violent crime, sexual assaults, child molestation or any other offense which may cause embarrassment to the Department shall not be approved.

- The Zone Lieutenant will review the memorandum, ensuring

completeness and that all supporting documents have been submitted. If the Zone Lieutenant concurs with the request for a "Letter of Consideration" and has ensured a complete package has been prepared, the Lieutenant shall sign the memorandum and forward the complete package to the Bureau Commander.

- The Bureau Commander will review the complete package and upon

concurrence with the request, will sign the memorandum and forward it to the Detective Division Chief for approval.

- Once approved by the Detective Division Chief, the Bureau will prepare a

"Letter of Consideration" (refer to attachment B), signed by the Bureau Unit Commander, and forward it to the appropriate court.

In preparing a request for a "Letter of Consideration", Bureau personnel are reminded that the procedural process for all requests is governed by the Department's Policy and Procedure Manual, 3-01/110.70 - Consideration for Defendants.

SEE ATTACHMENTS "A" AND "B" FOR SAMPLES.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

(ATTACHMENT "A")

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

OFFICE CORRESPONDENCE

DATE:

class=WordSection4>
FROM: TO:

SUBJECT: LETTER OF CONSIDERATION

We are requesting that a letter of consideration be sent as follows:

Addressee:
Example: James Jones

Name: District Attorney

Agency/Court: Rio Hondo

Address: 11234 Valley Blvd

City, Zip: El Monte, CA 91731

Defendant: _____

Case No: _____

Charge: _____

Next Court Date: _____

The defendant has assisted us in the following manner:

How many search warrants:_____

Suspects arrested:_____

How much drugs involved:_____

Currently assisting with other cases:_____

The case(s) the defendant is to appear on is the result of his/her arrest by:

_____ LASD and we are assigned as the investigators.

_____ LASD and the assigned/arresting deputy concurs with this letter.

_____ By _____ (agency) and the assigned/concurs with this letter.

Other:_____

The defendant does/does not have a history of violent offenses. If yes, explain:

_____

D.D.A._____ concurs with this recommendation.

*Examples: 1. One year County jail - probation w/search order

2. Case dismissed - probation/fine granted

3. Community service program be granted in lieu of incarceration.

4. Minimum County jail

5. Other request

* Circle specifically what you are requesting.

Informant: _____

Number: _____

Informant Card attached: ( ) Yes ( ) No

Informant Card on file: ( ) Yes ( ) No

APPROVED:

ZONE LIEUTENANT _____ DATE _____

BUREAU CAPTAIN _____ DATE _____

DIVISION CHIEF _____ DATE _____

(ATTACHMENT "B")

- EXAMPLE -

March 7, 2001

Mr. Dan Damon, Deputy District Attorney

Newhall Municipal Court

23747 West Valencia Boulevard

Valencia, California 91355

Dear Mr. Damon:

In the matter of:

Defendant: John Doe

Case No.: PA12345

Charges: 11359 H&S

It is my understanding that Defendant Doe will appear in court on April 17, 2001.

The purpose of this letter is to inform you that Defendant Doe has assisted the Los Angeles County Sheriff's Department, Narcotics Bureau, by providing information on two cases which subsequently led to the arrest of three adult suspects and the seizure of fourteen pounds of marijuana and seventy-five grams of methamphetamine.

In return for Defendant Doe's cooperation with law enforcement, it is requested that his case be dismissed or probation/fine be granted.

Thank you for your consideration of this request.

Sincerely,

ALEX VILLANUEVA, SHERIFF

• • 6-24 Use of Temporary Vehicle License Plates

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-24**

Subject: **USE OF TEMPORARY VEHICLE LICENSE PLATES**

Effective Date	07/01/2008	Late Date Revised:	11/01/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this bureau order is to establish guidelines for the use, storage and tracking of both California, and out of state license plates maintained by Narcotics Bureau.

B. Background

During the course of undercover investigations, it may become necessary for the operative to be seen while in or driving a vehicle. In order to further mask the identity of the operator and his/her link to law enforcement during the negotiation stages of narcotics transactions, or other undercover operations, the temporary use of out of state vehicle license plates may be appropriate. Additionally, newly assigned vehicles to government agencies frequently have extended waiting periods for vehicle license plates. Vehicles without license plates are readily identifiable by narcotic traffickers. The use of temporary California license plates may be appropriate under these circumstances.

C. Scope of Policy

This policy is directed to all Narcotics Bureau personnel and any other

Detective Division personnel using the temporary license plates.

D. Training

Narcotics Bureau sergeants and lieutenants shall ensure that all personnel

under their supervision have been appropriately briefed on the contents of

this policy.

E. Accountability

The Operations lieutenant shall establish and maintain a tracking system to record the use of all vehicle license plates referred to in this order. The plates and tracking log shall be maintained in the Narcotics Bureau safe.

F. Conclusion

The intent of this policy is to establish guidelines which control all use of both out of state and California temporary license plates used for disguising the link between the undercover operator and law enforcement.

II. POLICY

These license plates will be used primarily to assist investigators assigned to

Narcotics Bureau's Major Violators teams and the California Multi-Jurisdictional Methamphetamine Task Force (Cal-MMET). However, they are available to all Detective Division personnel, via Narcotics Bureau. When used in accordance with this policy, any Narcotics Bureau Lieutenant may authorize their use. Any lieutenant assigned to Narcotics Bureau may access the plates. He/She shall ensure that the "Vehicle License Plate" log (maintained along with the plates in the safe) be completed by the person responsible for the use and ***return*** of the plates. At the conclusion of the temporary use of the plates, and as soon as practical, the

correct vehicle license plates assigned to the vehicle shall be reattached. The temporary license plates shall then be returned, without delay, to the Narcotics Bureau safe and signed in. Any deviation in the use of these license plates will require the notification and approval of the Narcotics Bureau Captain.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

• • 6-25 Search Operations Tracking System

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **6·25**

Subject: **SEARCH OPERATIONS TRACKING SYSTEM**

REFER TO BUREAU ORDER # 6-1 FOR INFORMATION

ON SEARCH AND ARREST WARRANTS, PROBATION

Effective Date:	03/01/2013	Last Date Revised:	10/15//2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

AND PAROLE SEARCHES.

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to outline the policies regarding the use of the Search Operations Tracking System by Supervisors and Professional Staff assigned to Narcotics Bureau.

B. Background

In an effort to improve Narcotic Bureau's Risk and Case Management Procedures, the Search Operations Tracking System was implemented January 1, 2013. This system provides supervisors with the enhanced ability to better manage and document Search Operations. It also provides managers with multi-layered information to assist with the evaluation of Bureau effectiveness, transparency and efficiency. The Search Operations Tracking System also provides improved case management information for the Unit Commander, and allows managers and supervisors to effectively manage their responsibilities. It was designed as an adjunct to the Risk Management Tracker (RMT).

C. Scope of Policy

This policy is directed to all Narcotic Bureau personnel as it relates to the Investigation, documentation, processing, review, approval and tracking of Bureau Search Operations.

D. Accountability

Proper reporting procedures shall be followed. All involved personnel will be held directly accountable for the concise, accurate and complete reporting and review, required in the Search Operations Tracking process.

E. Training

The Unit Commander will ensure that all personnel have been thoroughly briefed on this policy. Special attention will be given to newly-assigned supervisory personnel to ensure they are properly trained and familiar with all aspects of this order and the functions of the Search Operations Tracking System.

II. POLICY

A. Search Operation Tracker Entries

The Search Operations Tracker was designed to document the current disposition or status of each Search Operation. The tracker provides an electronic record allowing team supervisors to monitor and review each Search Operation. It also ensures appropriate investigative and statistical procedures are being followed per Bureau policy.

- Supervisors shall ensure that an entry/search number is generated **within one business day** of the search operation execution date.

- Once the search operation has been concluded, the crew sergeant shall update and complete the necessary information in the search tracker program for that location **within five business days**. This will ensure that all necessary information for tracking purposes is inputted and captured in a timely manner.

- Deviation from the above time requirements require notification to the concerned Zone Lieutenant.

It is the responsibility of the concerned Zone Lieutenant to review each search operation tracker entry, verify all required information is accurate and complete and update the entry status from “Received” to “In OPS.”

B. Automated Reports and Statistical Information

The Search Operations Tracker was designed to reduce redundancy in certain data entry tasks performed by Narcotic Bureau investigators on a daily basis. For this reason, a number of forms, reports and statistical information were condensed into this automated tracker. It shall be incumbent upon all team Supervisors to have their crew's Search Operations and statistical information entered, current, and completed in the tracker. Failure to provide this information will cause the monthly Bureau reports to reflect inaccurate statistical information.

The intent of this order is to provide necessary guidelines to ensure Bureau Search Operations are documented and that information entered into the Search Operations Tracker is complete, authenticated and processed in a uniform, accurate and timely manner.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU