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

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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.

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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.

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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 <u>all</u> 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

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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

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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 five days at a station, shall be transported to the Narcotics Bureau Asset Forfeiture Unit for safekeeping.

Money Seized by Disclaimer of Ownership

If currency, in any amount, 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

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

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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

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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**	**Hazard**	**Remarks**
	Y / N		
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.

Never leave your computer unattended when such material is on the screen:

- 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