

## 1-4 Orientation Training For Newly Assigned Personnel

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

Bureau Order Number: **1-4**

class=WordSection2>  
Subject:

**ORIENTATION FOR ALL NEWLY ASSIGNED PERSONNEL**

class=WordSection3>

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

### **I. CONCEPT AND ISSUES**

#### **A. Purpose**

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

#### **B. Background**

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

### **C. Scope of Policy**

This policy applies to all Narcotics Bureau personnel.

### **D. Accountability**

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

### **E. Conclusion**

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

class=WordSection4>

## **II. POLICY**

The orientation requirements for new personnel vary according to rank.

## **DEPUTY**

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

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

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

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

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

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

If any training deficiency(s) have been identified, the Crew Sergeant and the Training Partner shall determine

the appropriate course of remediation necessary to address the deficiency(s) and shall discuss this with the new investigator. The Zone Lieutenant shall monitor the progress of the remediation effort. If remediation efforts are unsuccessful, a

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

Bonus selection standards.

class=WordSection5>

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

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

## **SERGEANT**

**PHASE I - HEADQUARTERS ORIENTATION:** Same as for deputies.

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

**LIEUTENANT**

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

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

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

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

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

**ORIGINAL SIGNED**

-

---

LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

class=WordSection6>

**Attachment "A"**

**NARCOTICS BUREAU**

**WEEKLY PROGRESS REPORT FOR NEW PERSONNEL**

**Week Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_

**Training Partner:** \_\_\_\_\_

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

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

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

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

Employee: \_\_\_\_\_  
(Signature)

Training Partner: \_\_\_\_\_  
(Signature)

Crew Sergeant: \_\_\_\_\_  
(Signature)

Zone Lieutenant: \_\_\_\_\_  
(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**

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

---

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)				

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

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)				

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

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				

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

---

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				

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

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				

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

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				

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

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				

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

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				
-----------------------	--	--	--	--

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

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				

Narcotics Bureau Unit Orders : 1-4 Orientation Training For Newly Assigned Personnel

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) <i>Reiterated due to Importance.</i>				
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)

---