

## Chapter V- Narcotics Bureau Reports

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### • 5-2 Case Tracking System For Station Crews/Station Crew Audit Procedures

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **5-2**

Subject: **-CASE TRACKING SYSTEM FOR CREWS**

**-CREW AUDIT PROCEDURES**

**-EVIDENCE HANDLING AUDIT**

**-INVESTIGATOR BIOPSY REPORTS**

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

#### **I. CONCEPTS AND ISSUES**

##### **A. PURPOSE**

This order establishes guidelines for the tracking of crew generated cases. Additionally, the order contains case and evidence audits and case biopsy procedures.

## **B. BACKGROUND**

Good management principles dictate regular formal auditing of the work of Bureau personnel. This task will be accomplished utilizing three methods:

1. The case tracking system
2. Crew audit procedures including an evidence handling audit
3. Investigator biopsy reports

## **C. SCOPE**

The policy provides direction for station and major violator crew sergeants in tracking cases in their sphere of responsibility. The policy provides direction for Narcotics Bureau Lieutenants in conducting their mandated crew audits and case biopsies. This order does not apply to multi-agency task force crews.

## **D. ACCOUNTABILITY**

Narcotics Bureau supervisors are held accountable for auditing and/or tracking cases, crews, and investigators using the following tools:

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1. Crew Activity Log (Attachment A)
2. Crew Audit Form (Attachment B)

3. Investigator Biopsy Report (Attachment C)
4. "441" Control Log (Attachment D)

**NOTE:** The Major Violator Lieutenant may use Attachment A or approve an alternate activity log more suitable to Major Violator crew operations.

## **E. TRAINING**

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

## **F. CONCLUSION**

This policy will establish guidelines and time lines for Bureau supervisors to conduct audits as directed by the Unit Commander.

## **II. POLICY**

### **A. CREW ACTIVITY / CASE TRACKING SYSTEM**

Beginning March 1, 1996, all station crew sergeants are to begin tracking all crew generated cases on the Crew Activity Log (Attachment A). The purpose of this logging system is to allow for the auditing of cases being generated and investigated by each of the crews and to account for investigator case activity during audits. (The Major Violator crews may use an alternate log approved by the MV Lieutenant.)

### **B. CREW AUDIT PROCEDURES**

At least once each year, a Narcotics Bureau Lieutenant will conduct a crew audit. The purpose of the audit is to verify policy compliance and to standardize procedures as much as possible between crews. The Crew Audit form (Attachment B) has been developed for this purpose and is to be submitted to Narcotics Bureau administration upon completion.

Auditing may occur more frequently should a change in command occur or other cause found justifying the need. The crew audit form includes provisions for review of evidence handling previously prescribed in rescinded Bureau Order 3-3.

**NOTE:** Major Violator crews shall be similarly audited using the same audit forms and procedures. Portions on the audit form, which are not applicable to Major Violator crews due to non-patrol station types of operations, shall be noted on the audit form.

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### **C. INVESTIGATOR BIOPSY REPORTS**

On a yearly basis (or more frequently should a need arise), a Bureau Lieutenant will conduct a Biopsy of at least two cases investigated by each investigator. These cases can be selected at random or be the two latest cases investigated. The Biopsy Report (Attachment C) is the form that will be used.

### **D. "441" INVESTIGATIVE REPORTS CONTROL LOG**

The Crew Sergeant is responsible for maintaining, on a daily basis, a "441" Control Log. When a crew member opens a confidential investigation he/she generates an investigative first report and draws an URN from Headquarters (refer to Bureau Order #5-6).

The Crew Sergeant is responsible to use the "441" log to monitor the status of open "441" investigations (i.e.

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30 day supplemental reports to remain "active" and a 90 day limit to inactivate any opened "441" investigative reports). The log must also reference disposition of the "441" investigative reports, e.g. case continued via a SH-R-49 Incident Report under a "181" statistical code or note other "disposition" of the case.

The "441" log allows the Crew Sergeant to monitor the progress of the multiple cases opened by the crew members. The Lieutenant conducting crew audits should check the log for regular use by the Sergeant and verify the "441" investigations are inactivated in a timely manner.

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**ATTACHMENT "B"**

Date	Address	City	Lt.	Dog	Vehicle Seized	Firearm Seized	Money Seized	Drug Seized	Arrests	File Number	Investigator	Entry By	SW, Assists, Buy/Bust Etc



Crew Sergeants Name:

Signature:

1. CREW ACTIVITY LOG

Is the Crew Activity log being maintained on a daily basis? (B.O. #5-2)     YES     NO

Is the "441 control log" being maintained on a daily basis? (B.O. #5-2)     YES     NO

2. REDBOOKS

Information to be included in the red books on a daily basis is time and location on duty and off duty; times and locations frequented; any pertinent information or contacts made during the work day.

Investigator's Name

Comments

<u>Investigator's Name</u>	<u>Comments</u>

3. INVESTIGATOR CASE BIOPSIES

Have the case biopsies for each investigator been completed?     YES     NO

(Two yearly per investigator, B.O.# 5-2)

4. INFORMANT FILES (B.O. #5-4 and #5-5 and FOD 00-08)

Are the Confidential Informant Card files kept locked and secured?     YES     NO

Are "Active" and "Inactive" cards kept separate? (In same box)     YES     NO











Record 3 file numbers reviewed to validate answers to questions  
regarding destruction of narcotics evidence

File # \_\_\_\_\_

File # \_\_\_\_\_

File # \_\_\_\_\_

**ATTACHMENT "B"**

**7. EQUIPMENT**

Does the unit inventory reconcile with the inventory list maintained at the

Operations Desk at Headquarters? (Rectify discrepancies)

â~YES â~NO

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**8. VEHICLES**

Are vehicles clean and maintained? (P. M. A, B, or C service current?)

â~YES â~NO

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Are the training records (check off lists) for newly assigned personnel complete?

â~YES â~NO

Describe In-service training provided to crew during the period since the last audit?

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Describe training provided to station patrol personnel by the narcotics crew since the last audit.

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#### 10. EMPLOYEE DEVELOPMENT

Is the supervisor's comment book used and maintained by the crew

sergeant?

â~YES â~NO

How many comments were noted in the comment book since the last audit? # \_\_

Are personnel evaluations current? â~YES â~NO

Number and names of personnel with overdue evaluations? # \_\_

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#### 11. STATION ADMINISTRATION

Give the general impression of the unit commander (or his designate) on the performance of the crew.

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Are the "Quality of Life" issues being identified and responded to in a timely manner?

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**ATTACHMENT "B"**

12. OFFICE OF THE DISTRICT ATTORNEY

Give the general impression of the Office of the District Attorney on the performance of the crew. Filing packages? Case quality? Responsiveness? Etc.?

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13. CITIZEN CONTACT

Ascertain community opinion of the crew's performance. (E.g., contacts with the Supervisors Field Deputy, citizen informants, City officials, etc.)

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14. L.A. CLEARINGHOUSE

Contact the Narcotics Bureau representative at the Clearinghouse and determine if each of the operations conducted by the crew during the audited month (using the Crew Activity Log) were appropriately submitted for "War Room" posting?

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15. PRIOR DISCREPANCIES:

Have discrepancies identified in the previous Bureau or Department

audit been rectified?

â~YES â~NO

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**BIOPSY REPORT**

CREW: \_\_\_\_\_ "441" URN: \_\_\_\_\_

"181" URN: \_\_\_\_\_

SERGEANT: \_\_\_\_\_ DETECTIVE: \_\_\_\_\_

CHARGE: \_\_\_\_\_ DATE ASSIGNED: \_\_\_\_\_

**(Please mark Y or N - Yes / No or N/A in spaces below)**

**1. Case Background:**

Crew or Patrol initiated?	_____	Records Check on Suspect(s)?	_____
Controlled Buy?	_____	Buy made via U/C or informant?	_____
Surveillance?	_____	L.A. Clear inquiry made?	_____
Search Warrant?	_____	S.W. Property Receipt issued?	_____
We Tip used?	_____	Lab Receipts in file?	_____
Serialized Property seized?	_____	APS & EV book entries made?	_____
Firearm Seized?	_____	AFS & EV book entries made?	_____
Money seized?	_____	Money EV bag # recorded?	_____
I/O Case notes in file?	_____	Safe entry or Forfeiture deposit?	_____

2. Assisted by SEB, Patrol, K-9, other crew or agency? YES or NO

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3. Case submitted for prosecution? YES or NO Case # \_\_\_\_\_

If NO, why not?



4. **Conclusions:**

A. Complete investigation using all available resources?

Investigator used all necessary available Department resources.

Investigator used minimal Department resources.

Investigator needs to utilize Department resources.

Other -

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B. Quality and completeness of investigative jacket?

The quality and completeness of this investigation was outstanding.

The quality and completeness of this investigation was very good.

The quality and completeness of this investigation was acceptable.

Other -

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C. Recommendations for investigator's improvement?

No recommendations

Other - \_\_\_\_\_

By: Lieutenant \_\_\_\_\_

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

**ATTACHMENT "D"**



• **5-8 Operations Plans**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **5-8**

Subject: **OPERATIONS PLANS**

Effective Date:	01/26/2009	Last Date Revised:	12/03/2012
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. INTRODUCTION**

**A. PURPOSE**

This order will implement the standard Department operations plan for all anticipated tactical operations undertaken by the Narcotics Bureau.

**B. BACKGROUND**

Prior to this order, several formats of operations plans have been used. This order mandates the use of the standard Department Operations Plan.

**C. SCOPE OF POLICY**

This policy will establish a uniform plan to be utilized by the entire Bureau. This will ensure consistency from crew to crew.

## **D. ACCOUNTABILITY**

NOTE: Bureau Order #5-8 must be read in conjunction with Bureau Orders

#6-11, (Tactical Operations), #6-1, (Search warrants, Probation and Parole Searches, Consent Searches & Arrest Warrants), and #2-10, (Use of Communications Equipment), to obtain a full understanding of the scope of these orders. Each contains subject matter and information regarding tactical operations that is interrelated and compliments material in each of the other three orders.

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

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## **II. POLICY**

- The Department Operations Plan format is available via the Sheriff's Data Network forms library and complies with EOP 2-5/050.00 (Attachment A)

- Whenever an operation includes the service of a search warrant, Bureau Orders #6-1, #6-11, MPP 5-09/465.00 through 5-09/465.60 shall be followed, including the use of the Search Warrant

Preparation Checklist.

- This Operations Plan format, as well as the Search Warrant Preparation Checklist, will be used for any planned Bureau tactical operation for the service of a search warrant or arrest warrant. An Operations Plan and the Checklist will also be used for anticipated parole, probation or consent searches of fixed locations as well as for buy/bust operations, or reverse sting operations, etc.

- An abbreviated version of an Operations Plan (**Attachment B**) is required when conducting any surveillance, buys or “Rip” operations. The abbreviated Operations Plan shall be approved by the crew sergeant prior to conducting the operation.

All Operations Plans shall address the following areas:

1. SHOTS FIRED

Procedures for addressing “shots fired,” both prior to and after entry, shall include accounting for personnel, caring for and evacuating injured persons, establishing containment, and requesting additional resources.

2. ENCOUNTERING DOGS OR OTHER VICIOUS ANIMALS

Plans to deal with vicious animals shall include tactics which contains the possibility of utilizing a variable degree of force, up to and including the use of firearms.

3. FLEEING SUSPECTS / FOOT PURSUITS

The Department Foot Pursuit Policy remains in effect. The crew sergeant will ensure that key points of the policy are reviewed. During briefing, the lead investigator will discuss the necessity to pursue any fleeing suspect(s).

4. BARRICADED SUSPECT / HOSTAGE SITUATION

Refer to MPP 5-06/110.00 and MPP 5-06/110.50

- The Search Warrant Preparation checklist criteria shall be used to determine the risk level of the operation. Operation Plans for “moderate” or “high” risk events will be minimally approved by two levels of supervision, (sergeant and lieutenant), prior to execution of the plan. **All “Operation Plans,” shall be approved by a Lieutenant or higher rank. (MPP 5-09/465.10) (FOD 00-09).**

NOTE: Each time a tactical entry is being planned, personnel should review the feasibility of utilizing a Tactical Entry Team (TET), to make the entry, if it appears that such use would enhance Bureau efficiencies.

A TET might be utilized when: a target location has a complicated layout, there is not enough Narcotics Bureau personnel available to complete a full entry team, the entrance to the location makes it particularly difficult to access or a situation where numerous “unknown” factors exist. Special Enforcement Bureau personnel should be contacted for consultation or whenever questions arise or general guidance is sought.

**Sergeants and Lieutenants should ensure that the above considerations are being made during the planning of tactical operations.**

- “Lower” risk classifications must be approved by a crew Sergeant or in the case of a search warrant, a Lieutenant. The requirement for an operation plan for “lower” risk events may be waived by a Sergeant. (FOD 00-09)
- “Highest” risk tactical operations and search warrants shall be executed by SEB and require an “Operations Plan” **approval by the Unit Commander** and notification to a Detective Division Commander and the Detective Division Chief. (MPP 5-09/465.10)
- A briefing attended by all participating personnel shall be conducted prior to the commencement of the operation. All personnel who are assigned to participate in a Narcotics Bureau tactical operation shall physically attend this briefing and sign the roster indicating their presence. Briefings via telephone or separate briefings of individuals are not allowed. The possibility of mis-

communication or errors increase when all personnel are not present.

Any deviation must be pre-approved by the concerned Zone Lieutenant based on compelling reasoning and sound tactics.

- Deployment of the AR-15 and/or M-4 rifle or MP5 shall be addressed in the Operations Plan, and shall include a notification to the responsible lieutenant, See Bureau Order 2-6 for additional information.
- It is recognized that under certain exigent circumstances, where time is of the essence, the preparation of a formal operations plan may be burdensome and difficult, and there may be a rare occasion where a formal written operations plan cannot be prepared. Personnel participating in and supervisors approving deviation from Department policy in this regard must be prepared to fully justify their actions. However, in all circumstances regardless of the difficulty, the risk level of the event will be fully assessed utilizing the Department Search Warrant Preparation Checklist and personnel will be guided by the policy surrounding the results of that assessment.
- Completed operations shall be de-briefed by the crew sergeant, with the deputies who were present, for tactical review of the event and prosecution purposes. The sergeant shall conduct a review of the circumstances where suspects were arrested, the charges, and the evidence obtained against the suspects including physical evidence and deputy/witness observations supporting prosecution of all suspects arrested.

**ORIGINAL SIGNED**\_\_\_\_\_

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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**OPERATIONS PLAN**

**TYPE OF OPERATION**

Text Box: TYPE OF OPERATION

**STATION/UNIT**

<b>DATE</b>
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**CONFIDENTIAL**

**Prepared by:**

**File#:**

**Approved by:**

**Date:**

**Commander:**

**Date Notified:**

**RIB #'s:**



**IV. EXECUTION**

**A. COMMAND RESPONSIBILITY**

<b>Incident Commander:</b>	
<b>Area Commander</b>	
<b>Captain</b>	
<b>Lieutenant</b>	

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**B. TEAMS ROSTER/ LOCATIONS/ ADDRESSES**

<b>LOCATION #</b>	<b>TEAM/UNIT:</b>
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<b>LOCATION #</b>	<b>TEAM/UNIT:</b>			
<b>ADDRESS:</b>				
<b>NAME &amp; EMPL #</b>	<b>ASSIGNED DUTIES</b>	<b>CALL LTRS</b>	<b>VEHICLE</b>	<b>AGENCY/UNIT</b>
	<b>TEAM LEADER</b>			

\* (entire location table can be copied and pasted for more locations)

<b>LOCATIONS</b>	<b>SUSPECTS AND/OR VEHICLES</b>
	<b>OTHER POSSIBLE OCCUPANTS:</b>
	<b>ADULTS, CHILDREN, ELDERLY, HANDICAPPED</b> (Indicate Sex / Race/ Age)


**C. BRIEFING TIMES /LOCATIONS**

The following is the time schedule for the operation:

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Refer to Tactical Plan attachments for information specific to individual locations. Entry supplementary reports must include team members and assignments.

**V. ADMINISTRATIVE INSTRUCTIONS**

A. FIELD COMMAND POST:

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**B. STAGING AREA(S):**

<b>C. COMMUNICATIONS</b>	<b>STATION:</b>	<b>FREQ. DISPATCH:</b>
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<b>PORTABLE:</b>		<b>MODE:</b>	<b>FREQ:</b>
<b>CAR:</b>		<b>MODE:</b>	<b>FREQ:</b>
<b>TACTICAL:</b>		<b>MODE:</b>	<b>FREQ:</b>

**D. LOGISTICS**

	BINOCULARS		CROW BAR-PICK		MOBILE PHONE		NIGHT SCOPE
	BOLT CUTTERS		SCANNER		VIDEO CAMERA		ENTRY RAM
	35 MM CAMERA		FLEX CUFFS		POLAROID		ARWEN
	BALLISTIC SHIELD		VEH TRACK DEVICE		BODY WIRE		TAPE RECORDER

**E. MEDICAL PROCEDURES**

1. Deputy personnel:



2. Suspects:	
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**F. REPORTING PROCEDURES**

All departmental reporting procedures shall remain in effect. Incidents regarding shots fired, use of pepper spray, or other force shall be reported immediately to the Narcotics Bureau.

Audio recordings shall be made of all dwellings entries pursuant to 844 PC.

Before and after videos shall be taken of all locations (dwellings) searched whether pursuant to a Search Warrant or a Consent Search.


G. EMERGENCY NUMBERS	NOTIFICATIONS (Who, When, By Whom)
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Station: _____	L.A. Clear: _____
Local P.D.: _____	Local P.D.: _____
Fire Dept.: _____	Station W/Comdr.: _____
Other: _____	Area Lt.: _____
Other: _____	Other: _____

**• 5-11 Drug Endangered Children Multi-Agency Response Team (DEC MART)**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **5-11**

Subject: **Department of Children and Family Services-**

**Drug Endangered Children (DEC) Task Force**

**Multi-Agency Response Team (DCFS-MART)**

Effective Date:	01/26/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. CONCEPT AND ISSUES**

**A. Purpose**

The purpose of this bureau order is to provide policy and procedure surrounding the agreement with Narcotics Bureau and the Department of Children and Family Services: **Multi-Agency Response Team** that **requires notification prior to all** tactical operations (e.g., search warrants, parole/probation searches, etc.) where it is known that children are present. In addition, this order outlines the manner in which bureau investigators must document, in their reports, their observations and evidence of child endangerment relating to their narcotics trafficking case. The child endangerment case will be presented to the District Attorney’s office for filing consideration and disposition by Sheriff’s Department personnel.

**B. Background**

Through identification, notification and assistance during specialized operations, DCFS-MART has been able to provide necessary, and on many occasions, vital protective services to a community of children and families who were previously ignored when agencies were not effectively communicating to achieve a higher level of both public and child safety. In review of these successful collaborations with law enforcement, the result has led to an increase in child safety outcomes and a growing demand for the services of this specialized function.

Their goal is to assist you in your investigation. MART personnel are highly skilled in speaking with young children and have the ability to free up the Narcotics Investigator and the team, by taking charge of the placement and investigation where children are endangered.

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

This policy is directed to all sworn Narcotics Bureau personnel. All sworn bureau personnel shall be accountable for the contents of this policy concerning the proper notification to DCFS-MART.

## **II. POLICY**

### **A. Notification**

The Department of Children and Family Services, **Multi-Agency Response Team** shall be notified on all search warrants, parole/probation searches, and other investigations where it is **known that children are present**. MART personnel shall be notified when it is discovered that children are present during any of the above operations, and it is determined that their safety may be in jeopardy (e.g., clandestine labs, narcotics seized, unsecured/illegal firearms, etc.) There are several offices strategically located throughout the County of Los Angeles (See attached matrix for your local MART). Their main office phone number is (323) 869-6895.

### **B. Time of Notification**

The MART has the ability to roll out on emergency situations and assist with interviewing children and placing them, however, they will need as much advanced notice as possible to schedule an investigator to assist you with your situation. MART is a 24 hour/7 days a week operation.

### **C. Confidential Information**

The information shared with the MART investigator will remain confidential amongst you and the Multi-Agency Response Team investigator. Their data base contains confidential information which shall **not** be shared without authorization from MART.

#### **D. Case Filing Responsibilities**

MART will conduct a complete forensic investigation, interview the children, and complete a supplemental report which MART personnel will provide. MART's investigations are Children's Dependency Court matters (300 WIC), which will be filed by MART personnel.

**Criminal charges** for narcotics violations and child endangering (273a PC) shall be filed by the Sheriff's Department. The narcotics and child endangering crime classifications are a joint case assignment to the Station Detective Bureau and the Narcotics Bureau, with an SRD to Family Crimes Bureau. Bureaus with joint case assignment shall coordinate the joint filing of criminal charges.

The following details shall be included by the narcotics bureau investigating officer in all narcotics criminal complaints and arrest reports, where there is evidence of child endangerment:

a) Proximity of narcotics, paraphernalia, any toxic substance and/or firearms, to children who were present during the search or reside in the home.

b) A reference to MART personnel present at the location and whether they placed the children into protective custody for their safety.

c) A copy of the MART investigative report shall be included within the filing package prior to filing the case.

**ORIGINAL SIGNED**

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LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

