

## Chapter VI- Operations

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- **6-1 Search Warrant Services**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

Bureau Order Number: **6-1**

Subject: **SEARCH WARRANTS**

**PROBATION AND PAROLE SEARCHES**

**ARREST WARRANTS**

**REFER TO BUREAU ORDER # 6-2 FOR INFORMATION ON CONSENT SEARCHES**

Effective Date: 03/15/2009	Last Date Revised: 09/07/2021
Last Date Reviewed: 09/07/2021	Next Review Date: 09/07/2022

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

#### **A. Purpose**

The purpose of this order is to provide guidelines for supervisors and Bureau personnel on searching, handling of evidence, and videotaping.

## **B. Background**

The Narcotics Bureau routinely serves a high number of search warrants each year. Because of the large number of personnel involved, specific procedures are mandatory. These procedures will minimize citizen complaints and ensure that proper techniques are being utilized by each individual assigned to the Narcotics Bureau.

## **C. Scope of Policy**

This policy formally delineates specific procedures that must be adhered to when Narcotics Bureau personnel serve search warrants.

## **D. Accountability**

NOTE: Bureau Order #6-1 must be read in conjunction with Bureau Orders # 5-8, (Operations Plans), #6-11, (Tactical Building Entry Operations) and #2-10, (Use of Communications Equipment), to obtain a full understanding of the scope of these orders. Each contains subject matter and information regarding tactical operations that is interrelated and compliments material in each of the other four orders.

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

## **E. Training**

Narcotics Bureau Sergeants shall ensure that all personnel under their direction have been thoroughly briefed and trained on all aspects of this policy. Special attention should be made to newly assigned personnel and the required training outlined in the deputy orientation program.

## II. POLICY

### A. GENERAL GUIDELINES

This Bureau order is not intended to supersede the Department Manual of Policy and Procedure sections 5-09/465.00 - 465.60; but rather to provide additional guidance for Narcotics Bureau personnel in following these procedures.

All planned searches of fixed locations, including, but not limited to, search warrants, **probation or parole** conditions, consent searches, (See Bureau Order 6-2: Consent to Search Investigations), or **arrest warrant services**, require planning and risk assessment in order to conduct efficient, effective and safe operations. Zone Lieutenant approval, as well as operations plans, briefings and assessment of risk using the Search Warrant Preparation Checklist (SH-R-461) shall be used for these types of operations.

**See Bureau Order #5-8 for additional information on the preparation of operations plans.**

1. Each time a tactical entry is planned, personnel should consider the following:
  - a. Review the feasibility of utilizing a Tactical Entry Team, (TET), to make the entry whenever it appears that such use would enhance officer safety.

Some circumstances in which a TET could be utilized include: where the structure involved has a complicated layout, where not enough Narcotics Bureau personnel are available to make up a full entry team, where the entrance to the location makes it particularly difficult to make entry utilizing the equipment available to Narcotics Bureau personnel or any circumstance where too many "unknown" factors exist.

Planning and approving personnel are highly encouraged to consult with team leaders from the Special

Enforcement Bureau whenever questions arise or general guidance is sought. Sergeants and Lieutenants should ensure that this review and consideration is consistently occurring during the planning of tactical operations.

b. Review the feasibility of detaining primary suspects away from the location prior to the entry, securing them and then returning to the location with a key to conduct a controlled "soft entry." This technique, while certainly not hazard-free, has consistently proven to be effective at reducing the potential for confrontations during entries.

Personnel utilizing this technique must adhere to the same staffing, equipment and identification requirements as described in this order during this alternative entry. While this technique can reduce the potential for confrontation, it does not eliminate this possibility. Personnel must not let their guard down and must be fully prepared for a confrontation as they enter the location.

Sergeants and Lieutenants shall ensure that the above is considered during the planning of all tactical operations.

Under very limited emergency circumstances, tactical operations may be conducted where time is of the essence and no opportunity exists to prepare a written operations plan. If no opportunity exists to prepare a written operation plan, a Zone Lieutenant **SHALL** be contacted verbally to approve the plan before any enforcement action can take place. In addition, the operation shall be assessed using the "Search Warrant Preparation Checklist", SH-R-461, and the form completed and signed by the supervisor present **PRIOR** to the operation being undertaken. In addition, a full briefing shall be conducted with all involved personnel where the verbal operations plan will be thoroughly explained.

In order to avoid injuries and/or poor tactical decision during a time sensitive or rapidly unfolding incidents, a Zone Lieutenant shall be contacted, a fully prepared SH-R-461, and a briefing with all personnel, shall be completed prior to any entry into a location taking place.

***Any exception to preparing an operations plan must be approved in advance by a Zone Lieutenant and shall be based upon sound tactical reasoning, officer safety considerations and common sense.***

**Refer to Bureau Order #6-11 regarding policy and requirements for tactical operations and safety equipment.**

### III. PROCEDURE

A. It shall be the responsibility of the Crew/Team Sergeant to review each Search Warrant and statement of probable cause for content and completeness. The Sergeant shall particularly check that the statement of probable cause establishes a nexus for the place(s) and person(s) listed to be searched as well as for the items listed to be seized. The Sergeant's review for accuracy and nexus shall be documented on form SH-R-461, "Search Warrant Preparation Checklist."

Prior to service, each Zone Lieutenant shall also personally review the warrant, or, in the alternative, be fully briefed telephonically on the full circumstances and established probable cause by the I/O or Crew Sergeant. This review shall be documented on the "Search Warrant Preparation Checklist" per MPP 5-09/465.20.

Prior to service, ALL preplanned search operations shall have a Narcotics Bureau search operation tracker tag number assigned to the operation. In situations where a tracker tag number cannot be obtained (i.e., emergent situation or outside normal business hours (0800-1700), Monday-Friday, excluding weekends and holidays) the number must be pulled as soon as possible.

B. A crew supervisor holding the permanent rank of Sergeant shall be present at the location of any search warrant, parole, probation, or consent search operation and shall remain at the location for the duration. For regular L.A.S.D. crews, this will be the Narcotics Bureau Crew Sergeant.

While the volume of warrants and wide area covered does not permit a lieutenant to be present at all operations, each lieutenant shall strive to be present at as many tactical operations as possible. For personnel who are assigned to a task force this may be a supervisor from another agency. If the regular crew or team supervisor is unavailable, it is the responsibility of crew personnel to notify their Zone Lieutenant who shall designate another supervisor to accompany them, or postpone the activity until a supervisor is available.

C. Due to the high potential for civil liability and issues occurring during dynamic entry operations, **no search warrant shall be prepared nor served that is solely based upon the statements of an informant, (proven reliable or otherwise).** Information received from an informant must always be

corroborated by independent information and/or

class=WordSection2>

Investigative activity, (e.g. surveillance, controlled buy or direct observation), before proffering the warrant for a judge's signature.

Any request for an exception to this policy must first be evaluated by the Zone Lieutenant and if he/she agrees with the request, shall contact the Bureau Unit Commander to discuss his/her reasoning. Any exception must be authorized by the Unit Commander.

D. Entries, whether dynamic or consensual, shall be conducted in a tactically safe manner. The clearing phase consists of searching for and detaining all occupants. These occupants shall be detained in a central location and a Crew member assigned to secure them. Consideration should be given to assigning the Case Officer/Investigating Officer to this task, allowing for interviews to be conducted. If necessary, additional personnel shall be obtained from other Narcotics Bureau crews.

**Refer to Bureau Order 6-11 for additional information on Tactical and safety equipment considerations.**

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E. Any search warrant to be served in a county other than Los Angeles, shall be approved by a Zone Lieutenant and the Unit Commander prior to service. If the Unit Commander approves the operation, the concerned Zone Lieutenant shall be present at the service of the out of county warrant. Note: Should there exist an M.O.U. for any multi-jurisdictional task force or other unit of which narcotics bureau personnel are assigned, assigned personnel shall follow the agreed upon guidelines of the M.O.U. (MPP 5-09/465.00)

F. Film crews are prohibited from accompanying department members executing a search warrant at a private residence or at locations not open to the public. (MPP 5-09/250.15)

G. Completed Operations shall be de-briefed by the crew sergeant with the deputies who were

present for tactical review of the event and prosecution purposes. The sergeant shall conduct a review of the circumstances where suspects were arrested, the charges, and the evidence obtained against the suspect including physical evidence and deputy/witness observations supporting prosecution of all suspects arrested.

H. In the event no responsible adult is capable of taking control of the premises after the service of a search warrant, the Crew Sergeant shall ensure that all broken exterior doors or windows, as a result of forced entry, are left in a secured condition.

#### **IV. SEARCH PHASE**

A. After the location has been entered and cleared a search shall be conducted in a systematic manner and shall adhere to the following:

1. VIDEO TAPING - Before any search of the location begins, a video

recording shall be taken of the entry point and interior of the structure. **Refer to section #B below for detailed videotaping information.**

2. After the condition of the location has been thoroughly documented on video and if appropriate, a canine search of the location should be performed. This will be done prior to any deputy personnel beginning a hand search. The Crew Sergeant or the Investigating Officer shall accompany the canine handler during the search of the location. This fact and the identity of the accompanying deputy shall be documented in the first report.

**Refer to Bureau Order 1-6 for additional information on canine search procedures.**

3. The hand search shall commence once the canine search has concluded and each room shall be searched completely and methodically.

4. The Crew Sergeant shall not actively participate in the hand search and shall remain free

to supervise Crew members.

5. The Crew Sergeant shall ensure that a minimum of two Narcotics Bureau deputies are assigned to search each room of a location. A record of the rooms that were searched and personnel assigned to each room, shall be kept and retained with the original SH-R-49 Incident Report in the investigative file.

6. Any money found during the search shall be left in place until the Crew Sergeant responds. The money shall be videotaped and then processed in accordance with existing Bureau policy and Department policy.

7. Should the found money be estimated to exceed \$10,000 it shall be left in place until the Zone Lieutenant is notified and responds to process the money (MPP 5-09/465.40). In the event of an extended response time by the Zone Lieutenant or nearest Sheriff's Station Lieutenant, and with the verbal concurrence of the Narcotics Bureau Unit Commander or designee, he or she may authorize the Crew Sergeant to place the currency into evidence currency bag(s) under videotaped conditions and with at least two other investigators present. The sealed currency bag(s) will remain under the direct control (visual or locked in a secured area) of the Crew Sergeant until the arrival of the Lieutenant. The Lieutenant will then process the money (MPP 5-09/465.40). Since the Lieutenant is not present for the sealing of recovered currency, he or she will review the seizure videotape as soon as practical to confirm the serialized bag documented on the video tape matches the serialized bag booked into evidence.

**NOTE: A Lieutenant shall respond to the location of all major seizures of money and should make every effort to respond to large seizures of narcotics.**

8. All evidence to be seized shall be placed in a central location for inventory.

9. The Sergeant shall remain at the location until the search is completed and shall direct the securing of the location.

10. Only evidence or property eligible for forfeiture shall be seized.



11. If property is discovered during the search that is either confirmed stolen or appears to be stolen, the appropriate police investigating agency, Sheriff's Station detectives or patrol personnel shall be contacted and asked to respond. Should they not be available or

elect not to respond, the responsibility remains with the narcotics team to seize and recover the stolen property.

12. During the search of a location, Deputies shall exercise care to ensure that the interior is not unreasonably disturbed nor property damaged.

B. VIDEO TAPING PROCEDURES - In accordance with the Department Policy and Procedure Manual section 5-07/075.00, video tape recordings shall be taken of the entry point and interior of the structure after the location has been entered and cleared and prior to the commencement of any search of the location. Personnel shall adhere to the following:

1. The Investigating Deputy shall verbally request that the location or locations, specified in the search warrant, be videotaped.

2. For a multiple location search warrant, a separate video tape shall be made for each location.

3. Crew Sergeants or a designated deputy, shall start videotaping as soon as practical after the entry. Be sure that deputies have not begun searching prior to the "before" video and that the deputies have completed searching prior to the "after" video.

4. It is important to ensure that all personnel present are aware that the video camera is being operated. It is critical that personnel not make unnecessary comments that could be recorded and have the potential for embarrassing the Department, the Bureau or involved personnel.

5. Narrative is very important when videotaping a search warrant. The video operator shall verbally indicate the beginning and conclusion of both the "before" and "after" taping as well as to describe and identify each room, the direction the camera is facing in the room and noting any pre-existing damage.

6. Once the location has been entered and cleared, the video operator shall start the video with a narrative introduction prior to the search. Start videotaping the "before" video with the front of the residence in full view, placing the emphasis on the address. This narrative introduction shall contain the following information:

- The date and time
- The address of the search warrant location
- The name of the investigating Detective
- The name of the crew and the names of deputy personnel present
- The name of the person video taping
- The time the warrant was served

It is important that the introduction identify all appropriate vital information so that years later, when these videos are reviewed, an accurate accounting of the events of the warrant can be made.

7. Video the entry location, i.e., door or window, and any damage caused by the entry team. Once inside the residence, be sure to tape the faces of all the occupants. Have the occupants state their name, age and address of their residence. The occupants shall also be asked, on videotape, if there is anything of value, expensive jewelry or money, in the location or on the premises. This will aid in the safeguarding of those items for the occupants. Begin with the room by room taping of the interior of the residence. When the interior taping is completed, start the exterior taping of vehicles and the garage.

8. The video operator, along with the Investigating Detective, shall video tape, in place, the location of all evidence found, the retrieval of the major pieces of narcotics evidence, firearms and cash, and a brief description of the item(s) as it is seized.

9. After the deputies have completed the search, the video operator shall begin the "after" videotaping. If practical, escort a resident through the location during the "after" taping. Be sure to video the faces of the occupants before leaving the scene in the event of a false claim of force.

10. At the end of the search warrant, the video operator shall review the tape using the play back feature of the camera. This should be done prior to leaving the scene in the event an unperceived malfunction of the camera.

11. THE MOST IMPORTANT THING WHEN VIDEO TAPING IS TO GO SLOW, AND NOT HURRY OR RUSH THROUGH THE PROCESS.

12. In the event of a video malfunction, each Zone Lieutenant has a back-up video camera at their immediate disposal. Additionally, patrol sergeants at each Field Operations Region have at their disposal a video camera that can be utilized in the event of that emergency. It is imperative that a video tape of the location be taken as outlined above.

#### C. CARE OF THE VIDEO CAMERA AND TAPES

1. The video equipment assigned to each Narcotics crew is very expensive and fragile. It is essential that great care is taken when handling and transporting them. Personnel utilizing this equipment are responsible for and accountable for its safekeeping.
2. The video camera and accessories shall be kept in a carrying case when not in use. Only the batteries and battery charger are excluded. The equipment, including unused video tapes, shall be kept in a cool, dry, secure location when not in use. The video equipment shall not be stored in the crew van.
3. If, at any time, a video camera or audio tape recorder becomes inoperable, the Crew Sergeant shall notify the Narcotics Training staff as soon as possible to arrange for an exchange and or repair.

#### D. DOCUMENTATION STORAGE

1. The custodian of records at headquarters is responsible for the centralized storage and filing of all search warrant documents, video and audio tapes. At the conclusion of a search warrant operation, or any other operation where a video and/or audio tape is used, the Crew Sergeant shall be responsible for the original video and audio. The Crew Sergeant shall ensure that these items are included in the search warrant packet and forwarded to the appropriate Zone Lieutenant within forty five (45) working days. Each video and audio tape shall have the file number and date written on the disc itself.

2. The original video tape, audio tape, original operations plan,

original briefing roster, original search warrant checklist, a copy of first and supplemental reports, copy of the search warrant, and copies of receipts for property/money seized during the search, shall be placed in a 9x12 manila envelope (search warrant packet) prior to being forwarded to Headquarters.

3. The envelope shall be labeled with the Search Package Content Summary and Accountability Form, SH-AD 689. This package may be subject to discovery. The documents, video and audio tape evidence taken during a search warrant must be retained for five years after the case has been adjudicated. After a five year period, the tape may be re-used and documents destroyed. The Incident Report SH-R-49 URN, not the investigative "441" file number, should be used for this purpose.

ORIGINAL SIGNED

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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• **6-2 Consent To Search Investigations**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-2**

Subject: **CONSENT TO SEARCH INVESTIGATIONS**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. CONCEPT AND ISSUES**

**A. Purpose**

The purpose of this order is to establish policy and provide guidelines for consent to search investigations, commonly referred as a “door knock” or “knock & talk”. Adherence to this order is imperative to assist in follow up investigations or citizens’ complaint.

**B. Background**

During the course of some narcotics investigations, Bureau members may find it necessary to conduct a consent to search investigation. This may occur when there is insufficient probable cause for a search warrant or during a “roll back” investigation when time is an issue.

**C. Scope of Policy**

This policy will clearly establish procedures which shall be followed by all Narcotics Bureau personnel when conducting a consent search.

**D. Accountability**

It is strongly recommended that personnel should whenever possible obtain a search warrant. It is recognized that there will be times when the disadvantages will outweigh the advantages for obtaining a search warrant. Narcotics Bureau personnel will be held accountable to follow the guidelines of this order while conducting a consent search.

### **E. Training**

Personnel must be aware of the disadvantages of conducting a consent search investigation. They include, but are not limited to:

- Challenged voluntariness of the search.
- Occupant may limit/stop the scope of the search at any time.
- Absent exigent circumstances, if the resident refuses consent, you cannot “lock-down” or enter the location, while you seek a search warrant.
  
- Cannot create “exigent circumstances” simply by the occupant refusing consent thereby revealing your investigation.
  
- The resident may be able to destroy evidence before giving consent.
  
- Inability to restrict movement of people within the location.
- Limited knowledge of the criminal nature of occupants.

Bureau Sergeants will ensure that personnel under his/her direction understand this order and follow its guidelines.

## F. Conclusion

The intent of this policy is to insure that on those rare occasions when a search warrant is not obtained, the consent searches will be conducted in a uniform and orderly manner.

## II. POLICY

### A. GUIDELINES

All applicable provisions outlined in Bureau Orders # 6-1, 6-11, 2-4, 5-8, and MPP 5-09/465.00 - 465.60 shall be followed.

**Prior to conducting a consent to search investigation at fixed locations (e.g. residence, business etc., and excluding vehicles in a public place) the following will be performed in all instances:**

- The Zone Lieutenant shall be notified. If unavailable, a supervisor of the rank of Lieutenant shall be notified prior to any consent search.
- The Crew Sergeant must be present prior to contacting the subject and remain at the location throughout the search.
- Check with the L.A. County Regional Criminal Information Clearinghouse.
- Notify the local agency.

**Once contact with the subject has been made, the following shall be performed:**

- Have the resident sign a consent form (prior to conducting any search). **NOTE:** It is strongly advised to obtain consent on video for prosecution purposes.
- Crew Sergeants will direct two deputies to search each room ensuring that the assignment is recorded in the first/complaint report.
- Take before and after search video.

- Obtain an investigative file number (441) (whether or not an arrest is made) and complete a SH-R-49.
- Leave an itemized receipt for all property or money seized.

An "Entry and Search" waiver form in both English (SH-R-401) and Spanish

(SH-R-410) is attached.

On occasion, crew members may be requested to assist station detectives or other units to conduct consent searches. In those instances, when the focus of the investigation becomes narcotics related and the Narcotics Bureau will assume functional control, all Bureau related guidelines and policies will remain in effect.

ORIGINAL SIGNED

LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**



**ENTRY AND SEARCH WAIVER**

File No.

I, \_\_\_\_\_, having legal custody or

(Last name)  
(Middle)

(First)

control or authority or personal ownership of the premises located at \_\_\_\_\_

and described as \_\_\_\_\_

do hereby grant full and unconditional authority to the Los Angeles County Sheriff's Department to enter

those premises to conduct a search for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and to conduct any related investigation in any related criminal or non-criminal law enforcement matter.

I will grant this consent freely, knowingly, and intelligently with full knowledge that members of the

Department will have free and unrestricted access to the premises until the current investigation is

completed.

\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

Time

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnessing Officer	Badge/I.D. No.	Date	Time
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SH-R-410 (01-2001)

**DEPARTAMENTO DEL ALGUACIL DEL CONDADO DE LOS ANGELES**

**RENUNCIA DE ENTRADA Y REGISTRO**

NUMERO DE EXPEDIENTE: \_\_\_\_\_

Yo, \_\_\_\_\_, teniendo custodia

Narcotics Bureau Unit Orders : Chapter VI- Operations

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(Apellido)

(Primer Nombre)

(Segundo Nombre)

legal o control o autoridad o posesion personal de las propiedades localizadas en \_\_\_\_\_

\_\_\_\_\_

y descritas como \_\_\_\_\_

\_\_\_\_\_

hago conceder autoridad total e incondicional al Departamento del Alguacil del Condado de Los Angeles,

para entrar en aquellas propiedades para conducir la busqueda de \_\_\_\_\_

\_\_\_\_\_

y para conducir cualquier investigacion relacionada en cualquier asunto de la ley, criminal o sin ser

criminal.

Yo concedo este consentimiento libremente, con entendimiento e inteligencia, enterado completamente

que miembros del Departamento tendran acceso libre y sin restricciones a estas propiedades, hasta que

la presente investigacion haya sido completada.

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Firma

Fecha

Hora

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Oficial/Testigo

No. de Insignia/I.D.

Fecha

Hora

SH-R-401 (01-2001)

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• **6-4 Los Angeles Regional Criminal Information Clearinghouse**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-4**

Subject: **LOS ANGELES REGIONAL CRIMINAL INFORMATION  
CLEARINGHOUSE (LACRCIC)**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. INTRODUCTION**

**A. Purpose**

The Los Angeles County Regional Criminal Information Clearinghouse (LACRCIC) was developed to promote officer safety during narcotics investigations and tactical operations. LACRCIC compiles data on operations involving narcotics, gang and Part I crimes as defined by the FBI. Because of the number of agencies and task forces involved in cross-jurisdictional operations a high potential for incident/event conflict exists. It is essential all employees strictly adhere to this policy.

The purpose of the order is to also establish policy and procedure for accessing the LACRCIC and related intelligence databases.

## **B. Background**

The LACRCIC was established by the Los Angeles County Police Chief's Association. The LACRCIC currently serves all agencies - federal, state and local - in the counties of Los Angeles, Orange, Riverside and San Bernardino, which comprises the Los Angeles High Intensity Drug Trafficking Area (HIDTA), along with an additional 20 California counties and 1 Nevada County. The department heads of all these agencies, including our Sheriff, have signed a participation agreement regarding utilization of the LACRCIC. The LACRCIC has contracted with the Western States Information Network (WSIN) and all submitted information is stored in the WSIN intelligence databases. The LACRCIC provides case support, has a state-of-the-art Electronic Surveillance Center, and operates a War Room for submission of information, querying of intelligence databases and posting of planned events - 24 hours per day/7 days per week.

The Sheriff and the department heads of all agencies - federal, state and local - in the L.A. HIDTA have signed a participation agreement with the Los Angeles Regional Criminal Information Clearinghouse. That agreement sets forth policy for access and usage of the LACRCIC services.

The LASD Narcotics Bureau Unit Commander has the ultimate operational responsibility for determining which Department personnel will be allowed access to LACRCIC databases.

## **C. Scope of Policy**

This policy applies to all personnel involved in investigations with a narcotics, gang or Part I nexus.

## **D. Accountability**

Each Crew Sergeant will be issued a copy of the LACRCIC participation agreement and sign an acknowledgment indicating receipt of same. Each Crew Sergeant shall ensure that subordinate personnel comply with the participation agreement.

The Analytical Unit Supervisor is responsible for processing paperwork authorizing access to the LACRCIC databases and directing the deletion of personnel no longer authorized. Each Crew Sergeant is responsible for adherence to the LACRCIC Participation Agreement by subordinate personnel.

Newly assigned personnel shall tour and be briefed on the LACRCIC during their initial orientation. Periodic update training will be initiated as required.

### **E. Training**

The Narcotics Bureau Unit Commander will ensure that all personnel are familiar with this policy.

### **F. Conclusion**

It is the intent of this policy to ensure compliance with the LACRCIC Participation Agreement and to provide guidelines for access to the LACRCIC intelligence databases, ensuring compliance with the LACRCIC Participation Agreement signed by the Sheriff.

## **II. POLICY**

Narcotics investigators shall submit information to the WSIN database, via the War Room or remote SINS terminal, on all cases.

All personnel shall adhere to the LACRCIC Participation Agreement (Attached).

Participation in the LACRCIC, which is the L.A. HIDTA module of the Western States Information Network (WSIN), is available to authorized Department personnel on a right-to-know, need-to-know basis. In order to maintain case integrity and provide a proper audit trail for LACRCIC inquiries, under normal conditions no



information will be released from the LACRCIC to an inquiring party who does not have a WSIN Security Control Card on file. Due to the high number of personnel having access to the LACRCIC database files, the following guidelines shall be followed.

### AUTHORIZED PERSONNEL

The Unit Commander of the Narcotics Bureau shall be responsible determining which Narcotics Bureau personnel are authorized to access the LACRCIC and other related intelligence databases. Unit Commanders of other Departmental units shall make an initial determination of the necessity for LACRCIC access for personnel assigned to their individual units. These Unit Commanders will note their approval for their employees on the WSIN Security Control Card by initialing or stamping their name next to the "Unit Commander" signature line and then forward the Control Card to the Narcotics Bureau Analytical Sergeant for final processing, (see procedure below).

Authorization shall be rescinded for personnel under one of the following conditions:

- Transfer
- Resignation
- Retirement
- Administrative or Criminal Investigation of serious matters.

### SECURITY CONTROL CARDS

The Analytical Unit Sergeant shall have responsibility for coordinating and processing WSIN Security Control Cards.

- All sworn Narcotics Bureau personnel, selected civilian personnel assigned to the Narcotics Bureau and other selected Departmental personnel, shall complete a WSIN Security Control Card and submit them to the Analytical Unit Sergeant.
- The Analytical Unit Sergeant shall review the cards for completeness and then submit them for final approval to the Narcotics Bureau Commander.

- Once approved, the cards shall be forwarded to LACRCIC for final processing.

The Analytical Unit Sergeant shall maintain liaison with the LACRCIC and other intelligence clearinghouses.

- A listing of Department personnel authorized to access the LACRCIC shall be periodically reviewed by the Analytical Unit Supervisor who may forward a list to other Unit Commanders to conduct an audit of their personnel with WISN access.
- Names of unauthorized personnel shall be purged.
- LACRCIC shall be advised of all personnel deletions.

#### MISCELLANEOUS

Nothing in this order shall preclude authorized personnel from making inquiries on behalf of third parties pursuant to criminal investigations, i.e. Special Investigations Bureau, OSS, etc., and other law enforcement agencies.

ORIGINAL SIGNED\_\_

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LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**LOS ANGELES COUNTY REGIONAL  
CRIMINAL INFORMATION CLEARINGHOUSE**

**PARTICIPATION AGREEMENT**

*For Member Agencies in*

*Los Angeles, Orange, San Bernardino & Riverside Counties*

- Revised -

**References**

- *LACRCIC Concept of Operations*
- *Western States Information Network Constitution and Bylaws*
- *LACRCIC War Room Overview*
- *LACRCIC Executive Council Members List*

**Introduction**

*The purpose of the Los Angeles County Regional Criminal Information Clearinghouse (LACRCIC) is to enhance officer safety and the efficiency of operation through the exchange of operational and tactical information. Participation is open to all law enforcement agencies in the Los Angeles Metropolitan High Intensity Drug Trafficking Area (L.A. HIDTA - consisting of Los Angeles, Orange, Riverside, and San Bernardino counties) that meet the qualifications for, and are members of, the Western States Information Network (WSIN). Further details are presented in the LACRCIC "Concept of Operations".*

**Advisory Board**

*The LACRCIC policy is established by the LACRCIC Executive Council.*

*Member agencies are represented by the Executive Council and any dispute relative to membership, participation or any other matter may be brought to the attention of the Executive council for resolution.*

### ***Duties of Membership***

*Only through the active and regular participation of member agencies can the objectives of the LACRCIC be accomplished. Member agencies, through each of its representatives, are responsible for complying with WSIN Bylaws.*

*Member agencies are responsible for:*

- *Providing each crew, team, and group or unit supervisor with a copy of this Participation Agreement.*

*Additionally, representatives are responsible for:*

- *Making an inquiry, via the LACRCIC War Room or remote-site SINS terminal, when enforcement action is intended during an investigation on a violator.*
- *Conferring with members from other agencies having concurrent investigative interests.*
- *Notifying the LACRCIC War Room, as soon as possible, on all pending narcotics related operations and events.*

*Responses to all inquiries and the de-confliction of events will be handled by the staff of the LACRCIC War Room.*

### ***Contract for Services with the California Department of Justice and Western States Information Network***

*The Los Angeles County Police Chiefs' Association (LACPCA) has contracted with the Western States Information Network and the California Department of Justice (CAL DOJ) to staff and operate the LACRCIC War Room, Special Operations Support Center and Analytical and Research Unit. Under the contract, CAL DOJ will operate these functions under the direction of the LACPCA.*

### ***Retention and Dissemination of Information***

*Contributors of information have the right to define a retention period of six months or five years. Contributors of information have the absolute right to control and restrict the distribution of and access to the information by indicating the confidentiality level of input. Member agencies are advised that the LACRCIC and WSIN should not be identified as an original source of information in any investigation (including search and arrest warrant affidavits) when they are merely acting as a referral mechanism for the holders of the original information. The LACRCIC Analytical and Research Unit may provide some original information or documents in an investigation which can be identified at the appropriate point in the investigation.*

### ***Other Services***

*In addition to the LACRCIC War Room, the LACRCIC has an Analytical and Research Unit that provide the services identified in the LACRCIC "Concept of Operations". Contact with the Analytical and Research Unit should be made as a separate function from the LACRCIC War Room. When necessary, the LACRCIC Executive Director, or his designee, is responsible for establishing the priority of requests for these services.*

### ***Enforcement Policy***

*When enforcement action is intended during an investigation on a violator, the agency shall make an inquiry on that violator via the LACRCIC War Room or remote-site SINS terminal. This will ensure that the information is available on the WSIN/RISSNET II database to protect officer safety and case integrity. If current information exists, members agree to confer with members from other agencies having concurrent investigative interests.*

### **Violations of Agreement**

*Where an agency believes that there is a failure by another participating agency to adhere to this agreement, the offended agency shall document its complaint and forward it to the Executive Director within ten (10) days. The Executive Director shall immediately forward the complaint to the Executive Council. The Executive Council shall in-turn immediately notify the participating agency of the complaint. The participating agency will have thirty (30) days to submit its documented response to the Executive Council after being notified of a complaint. Any confusion of disputed facts will be resolved by an independent investigation conducted by the Executive Council. The Executive Council will determine if the occurrence violated this agreement and may sanction the participating agency by a majority vote.*

### **Inter-Agency Notification Policy**

*In addition to notification to the LACRCIC War Room of narcotic related operations and events (critical events), notification to the Watch Commander of the police agency having venue at the time of a critical event is essential to officer safety. This notification is the responsibility of the agency or agencies involved.*

### **Certification of Compliance**

*As a condition of membership in the LACRCIC, the undersigned agency head, or designate, agrees to commit their agency to abide by the provisions of this agreement.*

Signed by: \_\_\_\_\_

*Title:* \_\_\_\_\_

*Agency:* \_\_\_\_\_

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

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• **6-5 Policy Regarding Department Aircraft**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number : **6-5**

Subject: **POLICY REGARDING DEPARTMENTAL AIRCRAFT**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. POLICY**

Departmental aircraft may be utilized in conjunction with routine Sheriff's Department law enforcement activities within Los Angeles County. For the Narcotics Bureau, this involves predominately surveillances and missions in support of marijuana eradication efforts. All requests for aircraft shall be coordinated through the concerned Narcotics Bureau Crew Sergeant. This permits control and coordination of investigative teams and prioritization of operations needing air support.

Aero Bureau policy authorizes pilots conducting a surveillance mission to maintain surveillance within the following counties, not to exceed 100 miles from the nearest Los Angeles County line:

- A) Orange County
- B) Ventura County
- C) Kern County
- D) San Bernardino County
- E) Riverside County

If the need arises to proceed beyond these parameters, the investigator in charge of the surveillance is responsible for obtaining authorization from the Sheriff, or Assistant Sheriff, via the Detective Division Headquarters. Prior to an air surveillance, the investigator in charge shall discuss his intentions and probabilities of extended surveillance with the air operations supervisor and assigned pilot(s) so that appropriate approvals may be obtained and flight contingencies planned.

In addition to Aero Bureau, the California Army National Guard (CNG) also provides helicopters and pilots in support of surveillance missions. The use of this resource shall also be coordinated by the concerned Narcotics Bureau Crew Sergeant, who may contact the CNG when no support is available from Aero Bureau.

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



LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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• **6-6 Notifications To Other Agencies**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-6**

Subject: **NOTIFICATIONS TO OTHER AGENCIES**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. INTRODUCTION**

**A. Purpose**

The purpose of this order is to establish policy and procedure for inter-agency notifications during tactical operations.

**B. Background**

The importance of an accepted protocol for inter-agency notifications has become more important due to the proliferation of Task Forces and Teams involved in cross-jurisdictional surveillance and the nature of undercover investigations.

Equally important is the need for recognized procedures in the event of field contact or confrontation between uniformed and plainclothes officers.

There are two issues: the notification of planned events in another agency's jurisdiction; and suggested procedures to follow in situations involving a field contact or confrontation between undercover officers and uniformed personnel.

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

This policy applies to all personnel involved in tactical operations within the jurisdiction of another department.

### **D. Accountability**

Each Crew Sergeant will be responsible for ensuring that appropriate notifications are made.

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### **E. Training**

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

## **F. Conclusion**

It is the intent of this policy to preclude inter-agency confrontations, thus ensuring officer safety.

## **II. POLICY**

### **NOTIFICATIONS**

Prior to a planned event (Planned events include but are not limited to: Search Warrants, Probation/Parole Searches, Consent Searches, Controlled Buys, Buy/Busts, Reverse Stings, Money Flashes, UC Meets, Fixed Surveillances, MET Operations, Arrest Warrant Service, etc) a timely notification is required to the agency having jurisdiction of the venue of the proposed event. Notification will normally be to the agency's Watch Commander. Such notification should include:

- The time and location of the planned event and the names of the involved persons, if applicable
- Description of the vehicles involved in the operation
- The nature of the planned event, i.e., search warrant, stationary surveillance, etc.
- An assessment of the potential for problems
- What assistance, if any, is or may be requested of the agency

Once received, the agency is responsible for:

- Maintaining the confidentiality of the information

- Any intra-departmental notifications which they deem appropriate
  
- Providing reasonable assistance, if requested

At the conclusion of the event, an exit notification shall be made to advise of the termination of the event. If possible, this notification should be to the same individuals or their relief. Should the event result in a noteworthy incident (i.e., a large seizure, arrest of a notable person), this information shall likewise be conveyed to the agency. Press notifications, if appropriate, should be handled by our agency or jointly.

## **FIELD CONTACT/CONFRONTATIONS**

Because plainclothes/undercover officers are not always readily identifiable as law enforcement members, contacts between them and uniformed personnel include the potential for confrontation. The primary responsibility for avoiding or defusing this risk lies with the non-uniformed officer(s).

Their actions, when contacted by a uniformed officer are critically important. The following suggestions are intended to assist in avoiding or alleviating the tension possible in such contacts. The plainclothes officer should:

- Carry his firearm well concealed, rather than partially or completely exposed to view
  
- When stopped, make identification verbally and indicate where credentials and weapons are located
  
- Follow the instructions of the uniformed officer explicitly.
  
- Avoid any sudden movement which could be interpreted as suspicious or threatening. Keep hands in sight and open.

- Be prepared to provide the phone number and name of a supervisor or other agency member who may be contacted for verification as requested by the uniformed officer.

Officer and public safety concerns are of primary importance. Unusual requests or unreasonable tactics tend to generate resistance and should be avoided. The uniformed officer should:

- Ensure that verbal instructions are clear and concise.
- Request credentials and examine them thoroughly.
- Contact the plainclothes officer's unit of assignment when there are doubts as to the authenticity of credentials.
- Request that a uniformed field supervisor respond, should circumstances dictate.

**ORIGINAL SIGNED\_\_**

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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• **6-7 On Loan Personnel**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-7**

Subject: **ON-LOAN PERSONNEL SELECTION**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. CONCEPT AND ISSUES**

**A. Purpose**

The purpose of this order is to provide policy and guidelines concerning the selection process and criteria used for "On-Loan" personnel.

**B. Background**

Field Operations Division units have on occasion provided Narcotics Bureau station crews with "On-Loan" personnel to assist with day to day investigations/operations. These "On-Loan" personnel are usually well rounded Patrol or Special Assignment deputies, who have shown a high degree of enthusiasm toward narcotics related investigations and/or issues that affect the communities they serve. Most often they have maintained a strong working relationship with members of their respective station crews.

**C. Scope of Policy**

This policy applies to the selection process and criteria used to select "On-Loan" personnel.

**D. Accountability**

“On-Loan” personnel are generally assigned to the station crew at their home unit of assignment. The Crew Sergeant of the respective station crew shall be accountable for completing the “Narcotics Bureau On-Loan Personnel Selection Checklist,” which is attached to this Bureau Order.

## **E. Conclusion**

This policy delineates the specific criteria and guidelines used to select “On-Loan” personnel. The policies discussed in this order help to provide a level of consistency with regards to the selection process for all newly assigned personnel regardless of permanency, which reduces the risk of overall liability to the Narcotics Bureau.

## **II. Policy**

All personnel who are permanently selected for assignment to the Narcotics Bureau must meet certain selection criteria and undergo a comprehensive background process prior to their appointment to the Bureau.

In an effort to provide a certain level of consistency with regard to “On-Loan” personnel, this Bureau Order describes the selection criteria and process which shall be used prior to the acceptance of “On-Loan” personnel into the Bureau.

Each “On-Loan” candidate shall meet the following criteria:

1. Complete a Detective Division Application.
2. Shall not be the Subject of an ICIB or Administrative investigation (excluding traffic).
3. Shall not be on Performance Review.
4. A full Executive Summary PPI shall be submitted for the Captain’s review.
5. Must receive the Bureau Captain’s approval prior to temporary assignment with

Narcotics Bureau.

Once the above criteria has been met, the "On-Loan" deputy shall complete the following under the guidance of his/her Crew Sergeant:

6. Meet with the Bureau Captain upon assignment.
7. Participate in an orientation tour of the Bureau Headquarters.
8. Review and submit completed documentation required by the

Operations and Training Staffs.

9. Sign for and receive equipment supplied by the Bureau.
10. Receive a Narcotics Bureau Manual.
11. Initiate training program with crew training partner.

The listed selection criteria and process has been documented in the "Narcotics Bureau On-Loan Personnel Selection Checklist." This checklist shall be completed by the respective Crew Sergeant and submitted to the Bureau Training Staff for maintenance.

All newly assigned personnel, whether "On-Loan" or permanent, shall be required to complete the Narcotics Bureau training program as described in Narcotics Bureau Order Number 1-4.

**ORIGINAL SIGNED\_**



LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**NARCOTICS BUREAU “ON-LOAN” PERSONNEL SELECTION CHECKLIST**

**NAME:** \_\_\_\_\_ **EMPLOYEE #** \_\_\_\_\_

1. Detective Division Application submitted.	Date Completed:
2. Candidate is not the Subject of an ICIB or Administrative Investigation (excluding traffic).	Date Completed:
3. Candidate is not on Performance Review.	Date Completed:
4. Executive Summary PPI submitted for Bureau Captain's review.	Date Completed:
5. Approval from Bureau Captain.	Date Completed:
6. Meet with Bureau Captain upon assignment.	Date Completed:
7. Participate in an orientation tour of Bureau Headquarters.	Date Completed:

8. Review and submit completed documentation required by the Operations and Training Staffs.	Date Completed:
9. Sign for and receive equipment supplied by the Bureau.	Date Completed:
10. Receive a Narcotics Bureau Manual	Date Completed:
11. Initiate training program with crew training partner.  Crew training partner name:	Date Completed:

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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• **6-8 Clandestine Laboratories**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-8**

Subject: **CLANDESTINE LABORATORIES, SAFE HANDLING**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

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## **I. CONCEPT AND ISSUES**

### **A. Purpose**

The purpose of this document is to ensure that all bureau personnel are thoroughly familiar with handling clandestine labs and any other hazardous materials situation associated with narcotic investigations.

### **B. Background**

One of the major problems facing personnel assigned to Narcotics Bureau over the last several years is the ever increasing frequency of illegal clandestine labs (Methamphetamine, PCP and BHO Labs) and other hazardous materials situations (dumps) encountered while conducting narcotics investigations.

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

This policy applies to all bureau personnel and is designed to delineate the handling requirements at clandestine labs and other hazardous materials situations.

#### **D. Accountability**

All bureau personnel are responsible for being aware of and adhering to this policy. All bureau supervisors are responsible for ensuring their subordinates are trained in the provisions of this policy. Narcotics Bureau personnel's role in clan lab and hazardous materials situations is to investigate and prepare the case for prosecution.

#### **E. Training**

Familiarization with this policy shall be part of the orientation training for all newly assigned personnel. Additionally, personnel shall be familiar with recognizing the materials and apparatus associated with clandestine labs.

#### **F. Conclusion**

This policy is designed to identify how bureau personnel will deal with clandestine labs and hazardous materials situations encountered while conducting narcotics investigations. Emphasis shall be given to ensuring the utmost safety of our personnel and the community.

### **II. POLICY**

#### **A. Clandestine Lab and Hazardous Materials Recognition**

Narcotics bureau personnel shall be familiar with and be able to recognize the various apparatus and materials associated with clandestine labs and hazardous materials situations. This recognition must take

place from a safe distance that can only be determined at each individual situation.

In some cases, the recognition of a hazardous situation may be determined from information received from personnel (patrol deputies, neighbors, suspects, etc.), already at the scene. The recognition does not have to be “sight” recognition unless that can be accomplished from a safe environment.

In most instances, narcotics bureau personnel will respond to a scene wherein the determination that a clandestine lab or hazardous materials situation has already been determined prior to their arrival. In these instances, Narcotics Bureau personnel will ensure that a safe area has been established and notify the appropriate Allied Lab Emergency Response Team (ALERT). An inquiry of the location and/or suspects with LA CLEAR should be initiated in an effort to determine if there is an ongoing investigation.

If additional information is requested by the ALERT investigator, it may only be obtained from trained personnel (Fire Department personnel with Self Contained Breathing Apparatus (SCBA) equipment), who can enter the scene. These personnel can take digital or video pictures for the investigator to review and relay to the ALERT Team. **Narcotics Bureau personnel shall not enter a known clandestine lab site until it is deemed safe.**

If Narcotics Bureau personnel should happen to come across a clandestine lab or hazardous materials situation during an investigation, they shall immediately vacate and secure the premises, establish a safe zone, and notify the local fire department and ALERT Team.

#### **Notifications:**

1. LASD Lab Crew (Group12) On File

2. LA IMPACT ALERT Task Force office On File

LA CLEAR – On File

3. County of Los Angeles Fire Department, Health Hazardous Materials Division, Emergency Operations Section.

Weekdays (0830-1700) On File

Nights/Weekends/Holidays: On File

(LA County Fire Dispatch) On File

**\*If the LASD Lab Crew is unable to respond, contact the State DOJ**

**Command Post: On File**

**\*For out of county clandestine labs, notify the county of jurisdiction's hazardous response team**

## **B. Search Warrants at Known Clandestine Labs**

When information is received about a **KNOWN** clandestine lab or hazardous materials situation, and that information results in the preparation of a search warrant, the search warrant **will only** be served by members of a team which is trained and outfitted with the approved SCBA safety gear (e, g, **ALERT or other certified clandestine lab team**).

It will be the responsibility of the ALERT team to make the entry, detain any suspect(s), and conduct a preliminary investigation regarding the information contained in the search warrant. The overall handling of the investigation and subsequent prosecution remains with the Narcotics Bureau investigator assigned to handle

the investigation.

### **C. Clandestine Lab and Hazardous Materials Investigations**

The overall investigation at a clandestine lab or hazardous materials dump rests with the handling detective. During these investigations the handling detective will be assisted by a variety of personnel associated with the collection of evidence, subsequent clean up and disposal of a clandestine lab or hazardous materials dump.

1. The local fire department should be requested to respond to the scene in order to identify any potential hazards to law enforcement personnel or the community.

2. The ALERT Team shall be notified and will respond to the site. ALERT personnel will subsequently enter the scene, make an assessment, remove materials that will be deemed evidence for the case, and prepare their report and inventory relative to their investigation. The ALERT Team will notify the County Hazardous Materials Team.

3. The County HazMat Team will respond to deal with any environmental issues or hazards. The HazMat Team is responsible for notifying a private disposal company who will respond to remove all of the materials associated with the clandestine lab or hazardous materials dump.

4. Personnel from Scientific Services Bureau (SSB) MAY also respond to the scene and assist the ALERT Team investigators with the identification and collection of evidence and samples for future analysis. Scientific Services investigators will also prepare a supplemental report(s) indicating their observations and findings.

5. The contracted clean up or "disposal-company" will respond and remove any and all hazardous materials associated with the investigation.



6. The handling detective and at least one other sworn member will remain on scene until the investigation is complete. At no time should a Narcotics Bureau investigator be left at the scene of a clandestine lab or hazardous materials dump alone.

**ORIGINAL SIGNED**

LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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• **6-9 Personnel Selection**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-9**

Subject: **PERSONNEL SELECTION**

Effective Date:	03/15/2009	Last Date Revised:	04/02/2010
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. CONCEPT AND ISSUES**

**A. Purpose**

The purpose of this order is to provide policy and guidelines concerning the selection process and criteria used for Bureau supervisory personnel.

**B. Scope of Policy**

This policy applies to the selection process and criteria used to select all incoming sergeant and lieutenant personnel. Deputy Bonus I, Deputy Bonus II items will be selected by current Department and Bureau of Compliance guidelines.

**C. Accountability**

Sergeants or Lieutenants assigned to the review process for applicants shall be accountable to follow the intent and purpose of this order which is to select the best candidates for transfer into the Narcotics Bureau with a conscientious review of qualifications, background, training, experience, education and past performance.

**D. Conclusion**

This policy delineates the specific criteria and guidelines used to select all newly assigned personnel, with the intent to reduce the risk and overall liability to the Narcotics Bureau.

**II. POLICY**

All supervisory personnel who are selected for permanent assignment to the Narcotics Bureau must meet

certain requirements. Each successful applicant shall meet the following criteria:

1. Complete a Detective Division Application (Sergeants and Lieutenants only).
2. Undergo a comprehensive review / validation of information submitted by the applicant to be performed by a Bureau Sergeant, Lieutenant or Captain. The "Sergeant's Applicant Background Report" and "Sergeant's Rating Form" will be used by the Bureau supervisor. Also, the "Background Questionnaire for Sergeants" will be used to interview the candidate's current supervisor (Captain or Operations Lieutenant) for a recommendation from their current unit of assignment.
3. Shall not be the Subject of an ICIB or Administrative investigation - excluding traffic or shooting qualification. The Operations Sergeant or Lieutenant will contact the Captain of ICIB to determine if there are any active ICIB investigations.
4. An inquiry shall be made to ascertain if the candidate is on performance review. The fact that a candidate is on performance review will not automatically exclude that candidate from the selection process.
5. A Summary PPI shall be submitted for the Captain's review.

The Narcotics Bureau Unit Commander will review the list of applicants and the background evaluations completed. When openings within the Bureau occur, supervisory personnel will be selected by the Unit Commander to fill those vacancies from the pool of reviewed applicants. If that list is over 30 days old, a new summary PPI on those applicants who are being considered shall be submitted, and another inquiry made to ensure that they are not the subject of an ICIB or Administrative investigation.

Upon being successfully selected, all newly assigned supervisory personnel shall be required to complete the Narcotics Bureau training program as described in Narcotics Bureau Order Number 1-4.

The attached background evaluation forms are to be used for supervisory/management positions only. They are not to be used for deputy positions.

**ORIGINAL SIGNED\_\_**

\_\_\_\_\_

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION - NARCOTICS BUREAU**

**SERGEANT**

**APPLICANT BACKGROUND REPORT**

<b>BACKGROUND RATING:</b>

**APPLICANT:** \_\_\_\_\_  
**SERGEANT**

**EMPLOYEE NUMBER:** \_\_\_\_\_ **U.O.A.:** \_\_\_\_\_

**BACKGROUND REPORT  
BY:** \_\_\_\_\_

**PERSONNEL FILE:**

**RATING ON LAST TWO**

**ANNUAL EVALUATIONS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNIFICANT COMMENTS:**

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**DISCIPLINARY ACTIONS:**

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**COMMENDATIONS:**

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**DRIVING RECORD:**

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**TIME RECORDS:**

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**“COMMENT BOOK” ENTRIES:**

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**OTHER RELEVANT INFORMATION:**

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**PRESENT / PAST ASSIGNMENTS:**

**COMMENTS / CONTACTS:**

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**NARCOTICS BUREAU PERSONNEL:**

**COMMENTS / CONTACTS:**

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**EVALUATION OF WRITTEN PRODUCT:**

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**PHYSICAL LIMITATIONS (if any):**

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**ADDITIONAL COMMENTS:**

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**DISQUALIFICATION NOTICE:**

**DISQUALIFICATION NOTIFICATION BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

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**PRIOR INVESTIGATIONS**

**\*\*\* DO NOT DISCARD PRIORS \*\*\***

**NAME:** \_\_\_\_\_ **EMPLOYEE #:** \_\_\_\_\_

**Last,**

**First**

**MI**

**FOUNDED INVESTIGATIONS:**

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

**UNSUBSTANTIATED INVESTIGATIONS:**

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

**UNFOUNDED INVESTIGATIONS:**

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV



**PENDING INVESTIGATIONS:**

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

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**Los Angeles County Sheriff's Department**

**Detective Division - Narcotics Bureau**

**SERGEANT'S APPLICANT BACKGROUND RATING FORM**

APPLICANT NAME : \_\_\_\_\_ U.O.A.  
\_\_\_\_\_

**BACKGROUND RATING: (circle one)**

**DOES NOT MEET MINIMUM STANDARDS / MEETS MINIMUM STANDARDS / EXCEEDS MINIMUM STANDARDS / OUTSTANDING**

To be eligible for the position of Narcotics Bureau Crew Sergeant, all elements for minimum standards must be met. To receive a rating of "Exceeds Minimum Standards", no less than 7 elements must be met in addition to meeting the minimum standard. To receive a rating of "Outstanding", no less than 5 elements in the "Outstanding" category must be met in addition to meeting the minimum standard and all of the elements for "Exceeds Minimum Standard".

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### **MINIMUM STANDARD**

• Three years at the rank of Sergeant.

• Successful completion of training in both custody and patrol assignments (Deputy Training).

• Driving record with no more than one preventable accident within the past 24 months.

• The applicant's performance evaluation as a sergeant have all been at the level of competent or higher.

• No founded investigations involving ethical behavior.

### **EXCEEDS MINIMUM STANDARDS**

• Last two performance evaluations were "Very Good" or above.

• No founded investigations during last 12 months.

• Applicant is rarely absent or late to work.

• Applicant is a self-starting supervisor who consistently seeks out new challenges.

Consistently completes all assignments in a timely manner.

• Supervising Watch Commander recommends the applicant for a Narcotics Bureau position.

• Applicant interacts with Crew Sergeant on a regular basis.

• Supervising Watch Commander indicates the applicant demonstrates strong leadership traits. The applicant consistently takes charge of tactical events, ensuring their appropriate resolution.

• Applicant demonstrates an above average ability to perform administrative duties and tasks.

• Applicant demonstrates the ability to work closely and supervise small work groups. Gets along well with other employees.

• Applicant demonstrates supervisory courage by fully cooperating in the disciplinary process.

### **OUTSTANDING**

Last two performance evaluations were "Outstanding."

~ Highly motivated supervisor who consistently sets the standard for supervision among his/her peers.

~ Station Captain highly recommends applicant a Narcotic's Bureau position.

~ The Applicant has been assigned to mentor/train newly assigned supervisors.

~ Applicant possesses a great deal of credibility and respect with his/her peers, subordinates and supervisors.

Extremely knowledgeable of current legal issues.

~ Applicant has prior investigative experience and/or has supervised a special team, (COPS, SPU, etc.), and has a recommendation from that unit.

~ Applicant has demonstrated a strong interest in narcotics enforcement, (e.g. special training, or A member of C.N.O.A., etc.)

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- **6-10 Use of Bureau Surveillance Vehicles**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-10**

Subject: **USE OF BUREAU SURVEILLANCE VEHICLES**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
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Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022
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## **I. CONCEPT AND ISSUES**

### **A. Purpose**

The purpose of this order is to provide policy and procedures concerning the proper use and deployment of the Narcotics Bureau surveillance vehicles.

### **B. Scope of Policy**

Since October 2002, Narcotics Bureau has maintained a fleet of surveillance vehicles equipped with state of the art surveillance equipment. This Bureau order provides guidelines concerning the use, care, and training requirements necessary to operate these vehicles and equipment at an optimum level.

### **C. Training**

To ensure the overall integrity of the Narcotics Bureau surveillance vehicles and their specialized equipment, only those Narcotics Bureau personnel who have been properly trained/certified will be allowed to deploy them.

### **D. Accountability**

This Bureau order applies to all Narcotics Bureau personnel who will be utilizing these surveillance vehicles during narcotics related investigations. The Narcotics Bureau Training/Analytical Sergeant is responsible for the overall care, control, maintenance and equipment repair of these vehicles. Zone Lieutenants shall ensure that all Narcotics Bureau personnel strictly adhere to all components of this order, particularly when the

surveillance vehicles are deployed.

## **II. POLICY**

### **A. Training Requirements/Certification**

Due to the degree of technical knowledge required to properly utilize the surveillance equipment, only certified Bureau personnel will be allowed to operate the surveillance equipment.

Initially, a small cadre of Narcotics Bureau personnel will undergo a three day instructor training course provided by the surveillance vehicle vendor (Innovative Surveillance Technology, Inc.). These instructors will in turn train other selected Narcotics Bureau personnel as additional surveillance vehicle "Trainers".

All surveillance vehicle "Trainers" shall complete a one day certification course consisting of classroom instruction, troubleshooting and practical application exercises.

All other Narcotics Bureau personnel must complete the designated certification course provided by a Bureau surveillance vehicle "Trainer".

The Narcotics Bureau training staff shall maintain a current list of surveillance vehicle "Trainers" and those personnel who are certified/ qualified to deploy the Bureau's surveillance vehicles.

### **B. Check out / Check in Procedures**

Narcotics Bureau currently has one surveillance vehicle which is described as follows:

On File

When not deployed, surveillance vehicles shall be parked in the Central Property and Evidence parking lot adjacent to the Bureau long term storage containers. There is a parking area reserved for the surveillance vehicle(s) equipped with a 110 VAC power receptacle for recharging the surveillance vehicle(s) batteries.

The Central Property and Evidence parking lot is a **secured** parking lot.

Narcotics Bureau has been loaned two keys to the padlock which secures the parking lot gate. These keys will allow access to this parking lot after business hours, weekends and holidays. One of these keys has been attached to the primary key ring of each surveillance vehicle. Strict accountability of these keys must be maintained at all times.

**\*\*\* The Narcotics Bureau Surveillance vehicles are additional investigative tools for use by all sworn personnel in Narcotics Bureau. Therefore, in an effort to ensure that they are deployed in a fair and equitable manner, use of the surveillance vehicles will be strictly monitored. \*\*\***

**Check out:**

During normal business hours, Monday through Friday, the surveillance vehicles may be checked out from the Logistics LET at Narcotics Bureau Headquarters. Personnel who check out a surveillance vehicle must complete the following procedures:

1. Retrieve the surveillance vehicle keys from the LET/logistics Staff.
2. Conduct a visual inspection of the entire surveillance vehicle and complete the **“Surveillance Vehicle Check Out/In Sheet.”** The original sheet or a copy shall be left with the Logistics Unit for tracking purposes prior to deployment.
3. Prior to unplugging the power cord from the power receptacle, you must first inspect the **Heart Interface - Link 2000** control panel located inside the surveillance vehicle. If the “Float” or

“Accept” LED (light) is illuminated and a check of the “Battery Capacity” is 90% or higher, the vehicle may be deployed in the field for immediate use.

If the “Charge” LED (located at the bottom of the Link 2000) is illuminated and a check of the “Battery Capacity” is below 90%, then it is recommended that the batteries be charged for a minimum of four hours before the vehicle is deployed in the field.

If the situation dictates that the surveillance vehicle must be immediately deployed in the field (i.e. deputy involved shooting, major narcotics operation, etc.), the vehicle may be deployed with the approval of the Zone or Team Lieutenant.

It should be noted that without an adequate charge, the surveillance equipment will not work to full capacity and permanent damage to the batteries may occur.

If none of the above mentioned LED’s are illuminated, notify the Bureau Training Sergeant or the Training Staff immediately and **do not** deploy the Surveillance vehicle.

**\*\*\* Don’t forget to unplug the power cord. \*\*\***

### **Check in:**

The following procedures shall be conducted by personnel who are returning a Bureau surveillance vehicle(s) to the secured Central Property and Evidence parking lot at STARS:

1. Park the surveillance vehicle in the designated parking area.
2. Conduct a visual inspection of the entire surveillance vehicle and complete the “Surveillance Vehicle Check Out/In Sheet”. The completed check in sheet shall be submitted to the Bureau Training Sergeant.
3. Plug in the surveillance vehicle’s power cord. Inspect the Link 2000 control panel.



The following LED's should be illuminated:

- A. INVERT control (green)
- B. CHARGE (Located on the left side of the control panel. The LED should be green in color.)
- C. AC IN (green)
- D. Either the CHARGE or ACCEPT LED's should illuminate, based upon the overall battery capacity and previous usage. This CHARGE LED is located at the bottom of the control panel and is orange in color.

If the above LED's do not illuminate, please notify the Training Sergeant or the Training Staff immediately.

4. Return the Surveillance Vehicle keys to the Training Sergeant, the Training Staff or place them in the key box located in the Training cubicle.

**\*\*\* Don't forget to lock the Central Property and Evidence parking lot gate during non-business hours.**

### **C. Surveillance Vehicle Check out/in Procedures Conducted in the Field**

In an effort to maintain the serviceability of the surveillance vehicles and their equipment at the highest possible level, Bureau personnel are required to check out/in these vehicles at the STARS facility. On those rare occasions when circumstances or a situation dictates that this procedure may not be practical, a surveillance vehicle may be exchanged between Bureau personnel in the field, with the approval of a Zone or Team Lieutenant. It is important that those check out/in procedures relative to an exchange in the field be completed. A copy of the Check In sheet and the Check Out sheet shall be faxed or delivered to Bureau headquarters as soon as possible once the exchange has been completed.

## **D. Surveillance Vehicle Deployment**

Deployment of the Narcotics Bureau surveillance vehicles shall be coordinated through the Bureau Training Staff and contingent upon the following:

1. Reservations on the Surveillance Vehicle Calendar (Located on the wall in the Analytical/Training cubicle).
2. First come, first served basis.

Under normal circumstances, Bureau surveillance vehicles shall be returned to the Central Property and Evidence parking lot within 72 hours after the initial check out. Deployment beyond 72 hours shall require the authorization of the respective Zone or Team Lieutenant, and notification to the Bureau Training Sergeant or the training staff.

## **E. Mobile Surveillance**

The surveillance vehicle platforms have been designed primarily for use from a stationary position. Therefore, these vehicles shall not be used as part of a mobile surveillance under normal circumstances. If it becomes necessary, a Bureau surveillance vehicle may be deployed as part of a mobile surveillance with the approval of a Zone or Team Lieutenant.

If a surveillance vehicle is deployed as part of a mobile surveillance, the scope must be lowered to prevent possible lens damage. Additionally, the vehicle must not be operated at a high rate of speed or under stressful driving conditions due to the sensitivity of the surveillance equipment.

## **F. Surveillance Vehicle Security**

When a surveillance vehicle is deployed as part of a surveillance operation, a two person security response team shall also be deployed in the event the surveillance vehicle operator(s) need assistance. At no time shall the vehicles be deployed without a security response team.

### **G. Surveillance Vehicle Refueling**

The surveillance vehicles shall be refueled at STARS or at a non-secure county facility where inmates are not present. Those personnel with access to a Voyager Gas Card may refuel a surveillance vehicle at a non-county facility when practical. Refer to Bureau Order #1-13, Use of Gasoline Credit Cards and Charge Cards.

**At no time should an inmate refuel a surveillance vehicle, nor shall these vehicles be used to transport prisoners or informants. When not deployed in the field, every effort shall be made to park these vehicles in a secure area and out of view from trustees/prisoners. Remember, many trustees/prisoners have been incarcerated for various drug related charges.**

### **H. Surveillance Vehicle Supplies**

Each crew or team must supply their own audio and video tapes for use with the surveillance equipment. Photographic printer paper shall be supplied through Bureau headquarters.

The Narcotics Bureau surveillance vehicles shall be used primarily for narcotics related investigations by Bureau personnel. These vehicles may be deployed for other law enforcement operations at the discretion of the Narcotics Bureau Unit Commander.

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**NARCOTICS BUREAU**  
**SURVEILLANCE VEHICLE CHECK OUT/IN SHEET**

Checked **OUT / IN** by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

(Circle one)

Location: \_\_\_\_\_ Vehicle # \_\_\_\_\_

**\*\*\* Complete the following when exchanging a surveillance vehicle in the field:**

Name of person receiving vehicle: \_\_\_\_\_ Crew/Team: \_\_\_\_\_

Name of person issuing vehicle: \_\_\_\_\_ Crew/Team: \_\_\_\_\_

Zone/Team Lieutenant authorizing exchange: \_\_\_\_\_

-----  
**Vehicle condition:**

Exterior clean: Yes \_\_\_ No \_\_\_

Interior clean: Yes \_\_\_ No \_\_\_

Gassed: Yes \_\_\_ No \_\_\_

Vehicle damage: \_\_\_\_\_

Please indicate with a  $\checkmark$  if the equipment is operational and/or accounted for.

Use **N/A** if not applicable.

\_\_\_ Vehicle and Central Property Lot Keys (Number of key sets \_\_\_)

\_\_\_ "Viper" Vehicle remote / alarm unit(s)

\_\_\_ Black pager / alarm

\_\_\_ "Link 2000" control panel

\_\_\_ Scope

\_\_\_ Retractable video scope controller

\_\_\_ Color camera

\_\_\_ Black and White camera

\_\_\_ Officer security cameras (4)

\_\_\_ Monitor(s)

\_\_\_ "Bogan" arm(s)

\_\_\_ Audio equipment

\_\_\_ Audio recorder(s)

\_\_\_ Video recorder(s)

\_\_\_ Safety microphones (4)

\_\_\_ Photographic printer

\_\_\_ Max infrared light

\_\_\_ Air conditioner / cooler

\_\_\_ Interior safety lock(s)

Please list any discrepancies or  
comments: \_\_\_\_\_

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Inspected by (Bureau Training Staff):\_\_

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**• 6-11 Tactical Operations, Building Entries, Ballistic Entry Vests, Helmets, Soft Vest Covers, Shirts & Jerseys- Officer Safety**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

Bureau Order Number: **6-11**

Subject: **TACTICAL OPERATIONS, BUILDING ENTRIES,**

**BALLISTIC ENTRY VESTS, HELMETS, SOFT VEST COVERS, SHIRTS & JERSEYS - OFFICER SAFETY**

Effective Date:03/22/2009	Last Date Revised:10/15/2019
Last Date Reviewed:04/01/2021	Next Review Date:04/01/2022

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**I. CONCEPT**

**A. Purpose**

The purpose of this order is to provide policy and guidelines to delineate the number and configuration of, equipment deployed by, and the appearance of Narcotics Bureau personnel during entry and other tactical operations. This order also sets policy and guidelines for the use of ballistic vests, helmets, the display of items of identification and other officer safety issues.

***NOTE: It is impossible to anticipate each and every possibility or potential contingency surrounding dynamic tactical building entries or other tactical operations. This order is intended to provide general guidance and instruction for Narcotics Bureau personnel and others participating or assisting in Bureau tactical operations. It is not intended to be a comprehensive "How-to-Guide" or provide step by step instructions to cover every possible contingency.***

## **B. Background**

Narcotics investigations that culminate in dynamic building entries to serve arrest or search warrants necessarily involve risk and the potential for injury or death for personnel, suspects and bystanders. Through advanced training, careful planning and thoughtful execution, many of these hazards can be reduced.

To assist in making all operations safer, certain equipment is issued to Narcotics Bureau personnel for their use during tactical operations. Tactical operations include high, moderate and low risk operations.

For purposes of this order, the definition of "tactical operations" encompass all potentially hazardous events where there is a possibility for confrontation with a suspect, (e.g. arrests, service of warrants, undercover operations, supervising controlled buys, "rip operations," surveillance or any other field operation where law enforcement officers come in contact with suspects who might resist, fight or flee from capture, etc.).

## **C. Scope of Policy**

This policy applies to all permanent Narcotics Bureau personnel, on-loan personnel and police personnel assigned to LASD led task forces.

## **D. Accountability**

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

of the other three Bureau Orders.

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

## II. POLICY

### A. **Entry Team Staffing**

1. As a general rule, most Narcotics Bureau building entry operations require a team that consists of a minimum **of five** sworn Narcotics Bureau members, (a team sergeant and four detectives). However, that number may need to be increased depending upon the size or configuration of the target location and/or the number of individuals anticipated to be encountered. The **five** member team configuration shall always be the basic starting point when planning building

entries.

2. Each time a tactical entry is planned, personnel **shall** consider the following as part of the planning process:

a. Examine the feasibility of utilizing an SEB, Tactical Entry Team, (TET), to make the entry whenever it appears that such use would enhance Bureau safety and efficiency.

Some examples where a TET could be utilized are: a target location that has a complicated layout, not enough Narcotics Bureau personnel are available to make up a complete entry team, the entrance to the location makes it particularly difficult to access or where too many “unknown” factors exist. Special Enforcement Bureau personnel should be contacted for consultation or whenever questions arise or general guidance is sought.



b. Examine the feasibility of detaining primary suspects away from the location prior to the entry, securing them and then returning to the location with a key to conduct a controlled “soft entry.” This technique, while certainly not hazard free, has almost always proven to be effective in reducing the potential for confrontations during entries.

Personnel utilizing this technique must adhere to the same staffing, equipment and identification requirements as described in this order. **While this technique can reduce the potential for confrontation, it does not eliminate this possibility. Personnel must not let their guard down and must be fully prepared for a confrontation as they enter the location.**

**Sergeants and Lieutenants shall ensure that the above is considered during the planning of all tactical operations.**

3. In circumstances where a forced or dynamic building entry is not required, the number of entry personnel may be reduced. In these circumstances, the Crew Sergeant and Investigating Officer, (IO), shall discuss the proposed operation in advance with the concerned Zone Lieutenant. If the circumstances indicate that the operation

can be conducted safely with a smaller number of personnel, the Zone Lieutenant may authorize a reasonable reduction commensurate with available intelligence, sound tactical consideration and common sense.

Some examples where a reduction in entry personnel may be appropriate include: where the location is clearly unoccupied; where the location is an outbuilding, (shed, garage, etc.), where the location is an open business or where the search warrant is for records only.

***NOTE: When considering a reduction in the number of personnel participating in any entry operation, supervisors must be ever mindful that they will be held fully accountable for the safety of their personnel.***

4. It is the policy of the Narcotics Bureau that all entry and search teams shall be comprised exclusively of trained Narcotics Bureau personnel. Personnel from other Department units or other police agencies will not be utilized to fill entry team positions without the specific authorization of the responsible Zone lieutenant and then only under the most compelling of circumstances. Exceptions to this policy are:

On-loan personnel who have received tactical entry instruction and are actively working as part of a Bureau crew or unit.

Task force personnel assigned to a Bureau led task force, (e.g. Cal-Met, GANET, etc.).

**NOTE:** Personnel not assigned to the Narcotics Bureau may assist in the operation by holding a perimeter position, conducting administrative duties, conducting traffic control, conducting prisoner security and booking or any other function not part of the active entry and search of the location.

5. Team Briefing - Bureau Order 5-8 mandates a face to face briefing with all participants:

A briefing attended by all participating personnel shall be conducted prior to the commencement of the operation. All personnel who are assigned to participate in a Narcotics Bureau tactical operation shall physically attend this briefing and then sign the roster indicating their presence. Briefings via telephone or separate briefings of individuals are not allowed. The possibility of mis-communication, mis-identification of participants and errors increase when all personnel are not present at a central briefing.

This policy includes Canine deputies who are going to directly participate as a member of the tactical entry team or will hold a containment position during the initial entry.

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

**Refer to Bureau Orders 5-8 and 6-1 for additional information on operations plans and search procedures.**

6. Team Supervision - regardless of perceived threat level, all building entries and tactical operations shall be directly supervised by a Narcotics Bureau supervisor at the minimum,

permanent rank of Sergeant.

The team supervisor carries dual responsibilities during tactical operations and entries. First, the primary role of the

sergeant/supervisor is to supervise and direct team members; in the planning and investigative portion of the operation; during the operation itself and again after the operation has stabilized. Second, the sergeant must participate as a member of the entry team, observing and directing team members throughout the operation.

During operations and entries, the sergeant is responsible for maintaining a position that will allow the maximum ability to observe and direct the various team members and permit rapid tactical decisions throughout the operation. During the initial entry, the supervisor must not be positioned first in the entry line, but toward the center or end of the line.

Sergeants, at their discretion and if certified, may deploy a specialized weapon,(e.g. M-4 rifle/MP5 ), so long as it does not interfere with conducting critical decision making or other supervisory responsibilities at a critical juncture during the operation.

## **B. Ballistic Protection**

1. All personnel participating in tactical operations including entry or potentially hazardous arrest or search operations shall wear the Bureau issued Black Tactical Ballistic Entry Vest and the Bureau issued RBR black combat level IIIA Ballistic Helmet. Eye protection, (e.g. goggles), is recommended for all tactical entries.

Personnel issued a tactical vest with removable shoulder armor, shall always wear the shoulder armor during tactical entries and high risk arrest or search operations. Personnel issued a tactical vest with a removable ballistic protection plate have the option of removing the plate. **It is highly recommended the ballistic protection plate be worn during tactical operations but it is optional. There shall be no exceptions to the above requirements other than personnel operating in an undercover capacity.**

2. Personnel participating in other potentially hazardous operations, (e.g. area search for a suspect, vehicle stop, money flash or an arrest/detention situation), shall at a minimum wear Department approved ballistic body armor and clearly visible means of identification. Depending upon the situation, serious consideration

should be given to utilizing the full Black Tactical Ballistic Entry Vest and the Bureau issued RBR black combat level IIIA Ballistic Helmet to provide maximum adequate protection against potential threats.

3. Personnel participating in routine field operations that are not considered immediately hazardous but still carry a potential for confrontation, (e.g. surveillances, controlled buys, etc.), must be prepared for any contingency. What starts out as a routine operation can rapidly evolve into a dynamic confrontation or arrest situation with little warning.

4. Undercover Operations - Personnel operating in an undercover capacity generally cannot wear protective body armor as its use would reveal their law enforcement status and are exempted from the equipment and identification requirements specified in this order.

All backup/rescue personnel covering the undercover operation shall wear ballistic protection as described above (in section **B1**, entry or potentially hazardous arrest or search operations), to be able to provide immediate rescue or emergency aid for undercover personnel.

### **C. Basic Equipment**

1. To ensure the ability of Bureau personnel to respond to any threat during field activities, they shall, at a minimum, have the following equipment in their immediate possession: an authorized firearm in a secure holster, additional ammunition, approved ballistic body armor with identifying outerwear and insignia, (e.g. raid jacket, vest cover, jersey or other form of identification), portable radio, handcuffs, badge and identification, and at least one less than lethal weapon, (e.g. OC spray, baton or collapsible baton, etc.).

These items shall be within the immediate reach of personnel to allow them to rapidly react to changing conditions and

emergencies (e.g. in a “go bag” on the seat next to the member).

**NOTE:** The use of protective knee & elbow pads, shin guards and gloves during tactical operations is highly recommended for maximum personal protection.

#### **D. Identification**

1. To conduct effective narcotics investigations, personnel must conceal their affiliation with law enforcement. This is usually accomplished by growing facial hair, displaying piercings, jewelry, tattoos and/or wearing clothing designed to permit investigators to blend in with the clientele they are investigating.

While these concealing factors are extremely effective for investigative purposes, they make it extremely difficult for uniformed law enforcement personnel to recognize investigators as members of law enforcement. Personnel sometimes overlook the identification “problem” and operate as though they were in uniform. This situation has resulted in several tragic “police on police” confrontations, where officers have been injured or killed by other officers who did not recognize the law enforcement status of the undercover or off-duty officer. Bureau investigators must be vigilant and presume they will not be immediately recognized as members of law enforcement while engaging in law enforcement action.

For maximum officer safety during tactical and visible investigatory operations, personnel must be readily identifiable as law enforcement officers. Vests, jerseys, shirts and/or vest covers

shall be worn at all times which displays insignia that clearly identify team members as law enforcement personnel. During all operations, at a minimum, identifying insignia shall be clearly visible from the front and rear of each member.

During tactical entries and other dynamic operations, identifying insignia shall be visible from the front, rear and both sides of the member. This shall be accomplished by wearing vests, shirts or raid jackets, or combination of the three that display shoulder patches as well as the “Sheriff” or “Police” insignia on the front and back.

**Nothing shall be worn over any cover that would conceal or restrict viewing of identifying insignia.**

During searches and investigations that occur after a tactical operation has been stabilized, participating personnel shall, at all times, wear clothing, vest covers, shirts, raid jackets and/or mesh jerseys that clearly identify them as law enforcement personnel.

**Other than personnel operating in an undercover capacity, there shall be no exceptions to the above requirements.**

2. Uniform: To reduce potential mis-identification and increase officer safety during dynamic entry operations, all personnel participating as part of a tactical entry team shall all wear clothing that is the same color and style, (either black or solid green military style or class "B" pants along with matching shirts bearing imprinted sheriff's patches and emblems).

**NOTE:** Although the green shirt with the yellow "Sheriff" markings is approved, wearing the black shirt with the yellow markings is more visible and more rapidly recognizable. Therefore, the black and yellow combination is highly recommended.

Regardless of which of the two authorized colors are selected, all team members shall be dressed alike during tactical entry operations.

a. MET Operations - Personnel participating in MET operations are permitted to wear camouflage BDUs but this uniform shall not be worn for other tactical operations.

b. Shorts - Because of the potential for injury to the lower legs and because of the possibility of misidentification by the public, shorts **shall not** be worn during a pre-planned tactical operation where confrontation with a suspect can reasonably be anticipated, (e.g. search warrant service, active building and area searches for suspects and anticipated arrest scenarios).

Any deviation must be approved by the concerned Zone

Lieutenant and shall be based upon sound tactical reasoning

and officer safety considerations or a genuine exigency.

3. Vest Covers, Shirts & Mesh Jerseys When conducting field operations, personnel must always be able to quickly and easily identify themselves from any angle. A solid Ballistic vest cover that can quickly be donned depicting the words SHERIFF, POLICE or LAIMPACT is acceptable. The Green mesh style vest is no longer approved. For LAIMPACT personnel, the word "POLICE" in large bright letters on the front and back, allowing for easy identification as law enforcement personnel shall be obvious.

Personnel can also purchase a ballistic vest cover from a variety of vendors that has been custom fit to be worn over their personal protective ballistic vest. Again, these vest covers may be green or black in color and must clearly display the word "SHERIFF" or "POLICE" in large bright lettering on the front and back of the cover.

Personnel can also purchase black or green light weight Long or Short sleeve shirts displaying "SHERIFF" or "POLICE" in large bright lettering on the front and back in addition to the sheriff's shoulder patches. These shirts can be worn under tactical equipment so that the Sheriff shoulder patches are visible from either side during Narcotics Bureau tactical operations.

## E. WEAPONRY

1. Approved Shoulder Weapons: the "Benelli" shotgun, the Colt AR-15(M4) rifle or the MP5 submachine gun, may be deployed during entry operations as authorized. **See Bureau Orders # 2-1, 2-6 and 2-11 for additional information on these weapons.**

2. Less Than Lethal capabilities shall be readily accessible for entry team personnel, e.g. stunbag shotgun, O.C. Spray, Taser and/or pepperball weapons, etc.). All weapons carried by team members shall be identified in the operations plan. **See Bureau Orders # 2-9 for additional information on pepperball weapons.**

**ORIGINAL SIGNED**

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LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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• **6-12 Managing Majors Crews**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-12**

Subject: **MANAGING MAJORS CREWS**

Effective Date:	03/15/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**POLICY:**

The following procedures shall be followed by Sergeants and Lieutenants assigned to supervise and/or manage crews involved in the investigation of major cases. The procedures provide specific guidance to those responsible for the supervision or management of personnel whose primary role is to investigate major violators and those involved in upper level narcotics trafficking.



## PERSONNEL MANAGEMENT

Crew supervisors will prepare a weekly summary of activities and time sheets that will detail time and resources expended on crew investigations, individual investigator training, court appearances, and time off during the prior week. The weekly summary and time sheets will be delivered to the Zone Lieutenant on the first working day of the week (normally Monday).

All requests for time off will be submitted in advance for approval and given to the Zone Lieutenant prior to the date to be taken off.

Crew supervisors shall confer with their Zone Lieutenant daily and provide a summary of their crew's mission for the day, including frequency and area of the investigation

Crew Sergeants shall inspect their crew's vehicles monthly. Vehicles shall be properly maintained and cleaned, inside and out. Crew Sergeants shall monitor Deputies' mileage on county vehicles to ensure usage is within the norm for his/her crew.

Crew Sergeants shall *monitor* their crew's phone *usage* to ensure appropriate phone usage. Personal usage may be required to be paid for by the employee. Phone usage deemed inappropriate may result in the forfeiture of the county phone.

A Lieutenant will be assigned to oversee the activities of the Major Violator Crews. The Lieutenant will be actively involved in the investigation of cases involving major violators and shall ensure that the following guidelines are adhered to:

-All cases generated outside the Narcotics Bureau, i.e., DEA, CUSTOMS, HIDTA, IRS, shall be assigned through or with the approval of a Majors Lieutenant.

-In County Search Warrants: The Lieutenant shall be notified of each search warrant to be served by any Majors Crew under his/her supervision. He/She shall then assess each warrant location and determine whether or not it is necessary to respond.

-Out of County Search Warrants: A Narcotic Bureau Lieutenant shall be present at all out of county search warrants.

-Although "door knocks" are an approved option and at times a very viable method of making contact, Search warrants should be considered in cases where there is sufficient probable cause to support the warrant.

-Surveillance logs shall be maintained on each case and will reflect the activities of the surveillance target. These logs shall be retained in the case officer's 441 file.

-The Majors Lieutenant shall review all arrest reports after the Crew Sergeant's review and approval and ensure that all policies regarding Case Management and evidence handling are properly adhered to.

-The Majors Lieutenant shall routinely brief the Bureau Commander regarding the status of significant active major cases and the outcome of major violator investigations, to include case filings, D.A. rejections, and significant seizures.

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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• **6-14 Narcotics Investigations In Private Companies**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-14**

Subject: **NARCOTICS INVESTIGATIONS IN PRIVATE COMPANIES**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. INTRODUCTION**

**A. Purpose**

The purpose of this order is to establish policy and procedure for involvement by Narcotics Bureau personnel in private company narcotics investigations.

**B. Background**

Private company investigations may become extremely time intensive, may create chain of evidence problems, may cause the expenditure of considerable funds and may not meet criteria for prosecution. As such, a policy is mandated to address issues involved in Narcotics Bureau participation in private company narcotics investigations.

**C. Scope of Policy**

This policy applies to all personnel involved in a private company narcotics investigation.

**D. Accountability**

The Crew Sergeant is responsible for ensuring that this policy is adhered to during the course of Narcotics Bureau involvement in a private company narcotics investigation.

**E. Training**

The Narcotics Bureau Unit Commander will ensure that all personnel are familiar with this policy.

**F. Conclusion**

It is the intent of this policy to provide guidelines for assistance to private companies during narcotics investigations; thus, it is intended that the investigation will have a positive outcome, not compromise other investigations and result in successful prosecution.

**II. POLICY**

Upon the request by private companies for our investigation of narcotic involvement inside or about their premises, the following guidelines shall be adhered to:

- Notify the Zone Lieutenant
- Advise the requesting company representative that, because of manpower limitations, Narcotics Bureau investigators may not be available for extensive and/or covert operations such as undercover employment or surveillance.
- Advise the representative that civilian investigators, employed by the company, must be utilized in an undercover capacity for this purpose. This civilian must be recognized as court reliable and willing to comply with our established procedures. The company must provide compensation and all necessary funding for narcotic purchases and other related expenses incurred by the civilian operative. The company must seek prosecution of all identified suspects. In no case will the Narcotics Bureau recommend any private investigative organization.
- Prior to commencement of the investigation a meeting of the company representative, the civilian operative and the liaison Narcotics Bureau investigator shall be held with the local District Attorney's office to ensure agreement with the intended investigative procedures to enable the eventual filing of the case.
- Throughout the course of the investigation, the civilian operative must regularly contact and apprise the Narcotics Bureau investigator of all pertinent activities and observations. Any evidence obtained by the civilian, along with detailed written reports, must be delivered as soon as possible to the Narcotics Bureau investigator and in accord with Departmental "chain of evidence" procedures. In the event the operator cannot meet with the Narcotics Bureau investigator during regular working hours to release evidence, arrangements must be made with the station Watch Commander to receive the evidence and place it in his safe.

Under **no** circumstances will an operative be able to keep the evidence until the regular working hours of the narcotics investigator.

- The investigation should conclude when the determined goals have been met and the case is ready for filing with the District Attorney.

**ORIGINAL SIGNED**

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LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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• **6-19 Undercover Guidelines And Operations**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-19**

Subject: **UNDERCOVER GUIDELINES AND OPERATIONS**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last date reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. INTRODUCTION**

**A. Purpose**

The purpose of this order is to establish policy and procedure for undercover operations and investigative techniques.

## **B. Background**

Periodically, personnel assigned to the Narcotics Bureau as investigators will work in an undercover capacity. Officer safety will be the guiding principle during undercover operations. Personnel working in an undercover capacity or who will be utilizing an undercover operative should be aware of the factors that tend to influence their effectiveness and the safe outcome of the investigations in which they participate.

Undercover Objectives are defined as/but not limited to:

- Obtaining information and/or intelligence.
- Obtaining evidence for prosecution.

## **C. Scope of Policy**

This policy is designed to protect and to ensure the safety of undercover personnel assigned to the Narcotics Bureau. It is also designed to protect and ensure the safety of uninvolved citizens, informants and suspects.

## **D. Accountability**

Each Crew Sergeant will be responsible for the safety of all undercover personnel. Any time the Crew Sergeant believes personnel have extended beyond these parameters, the operation shall be terminated.

## **E. Training**

The Narcotics Bureau Unit Commander will ensure that all undercover personnel are familiar with this policy. Lieutenants and Sergeants shall specifically familiarize themselves with all aspects of this order.

## **F. Conclusion**

It is the intent of this policy to provide guidelines for undercover personnel and supervisors to ensure safety for everyone involved in undercover operations.

## **II. . POLICY**

### **INTRODUCTION**

The use of an undercover operation as an investigative technique requires extensive planning, preparation, and handling. Personnel assigned to the Narcotics Bureau who will be working in a undercover capacity or utilizing an undercover operative, should be aware of the factors that tend to influence their effectiveness and the outcome of the investigations in which they participate.

### **UNDERCOVER OBJECTIVES**

- Obtain information and intelligence
- Obtain evidence for prosecution
- Determine if a crime is being planned or committed
- Identify witnesses and informants
- Identify individuals involved in criminal activity
- Prove associations between conspirators
- Check reliability of informants



- Locate contraband
- Identify potential hazards and officer safety concerns for search warrant execution
- Determine the most advantageous time to make arrests or execute search warrants

The investigator who utilizes the undercover approach will find that through proper execution, his technique will provide results that are accurate and reliable. However, if careful preparation is disregarded, it is likely that the objectives sought will not be accomplished and may place personnel at risk.

### **GENERAL UNDERCOVER PERSONNEL POLICIES**

#### A. Firearms:

1. Undercover personnel shall carry a firearm at all times when on-duty.
2. Undercover personnel who wish to carry a firearm other than that normally authorized by the Department for on-duty use, shall receive approval by the Detective Division Chief through channels.

#### B. Simulation of the use of drugs:

Undercover personnel shall not simulate the use of any drug.

C. Court:

Undercover personnel shall wear appropriate attire to court, as determined by the Deputy District Attorney handling the case.

D. False Identity:

When any fictitious identity is utilized by an undercover deputy, a copy of any fictitious identity documents shall be photocopied and given to their immediate supervisor, who shall ensure it is maintained in the undercover deputy's personnel jacket. This may include:

1. Driver's license
2. Automobile registration
3. Vehicle license plate

Fictitious identity shall also be reported to the LA Clearinghouse, which shall maintain computerized records on a 'No Release' basis. Should an inquiry be made on the fictitious identity, an immediate notification will be made to designated Bureau member.

The use of false identity for other than official reasons is prohibited.

Undercover personnel shall surrender all false identity documents to Headquarters and the information removed from various computers.

**Refer to Bureau Order #1-9 for further information on Fictitious I.D. Guidelines.**

E. Search Warrant/Arrest Involvement:

The potential for personnel being mistaken for other than police officers is greatly increased if undercover personnel are utilized during search warrant entries or arrests. Therefore, undercover personnel shall not participate in any search warrant entry or arrest operation unless approved by a Zone Lieutenant.

F. Requests for use of Narcotics Bureau personnel for undercover operations from other LASD units or from outside agencies:

All requests for use of Narcotics Bureau personnel for undercover operations from other LASD units or from outside agencies must be pre-approved by the Narcotics Bureau Unit Commander. Bureau personnel receiving requests to act/assist in an undercover capacity shall refer the requestor to the Bureau Operations Office.

1. In all operations with outside agencies where LASD personnel are to act in an undercover capacity, the following will be adhered to:

a. Narcotics Bureau management shall be in command of the undercover operation and personnel. Bureau management shall make all tactical decisions regarding the use of Bureau personnel to ensure safety of LASD personnel. If at any time it appears to LASD management that the outside agency is not demonstrating actions that place the best interests of LASD personnel in mind, the undercover personnel shall be withdrawn from the operation.

b. The Narcotics Bureau crew shall provide deputies as surveillance and back-up for the undercover deputy during the operation.

c. Custody Facility UC operations for LASD and Outside Agency's

Illinois v. Perkins, 496U.S. 292 (1990) states: "Miranda warnings are not required when the (incarcerated) suspect is unaware that he is speaking to a law enforcement

officer and gives a voluntary statement.” Justice R. Kennedy. The court also stated “Miranda does not forbid mere strategic deception by taking advantage of a suspect’s misplaced trust.”

During an in custody undercover operation, the suspect may be questioned by an undercover deputy (posing as a suspect) in the absence of the suspects attorney (6<sup>th</sup> Amendment) *Massiah v United States* (1964) 377 U.S.201.

Should this investigative technique be implemented, at a minimum, the following guidelines shall be followed;

1. All necessary measures shall be implemented to insure the safest outcome to all involved.
2. The investigating (I/O) deputy shall thoroughly brief all undercover deputy personnel.
3. The Unit Commander of the UC’s UOA shall be notified by the IO as to the nature of the operation prior to the operation.

## **OPERATIONS**

### A. Planning:

The main consideration in any undercover operation is the safety of personnel, uninvolved citizens, informants and suspects. This consideration should be kept in mind during the planning stage of an operation.

There is a conflict of interest and an inherent officer safety issue with the case investigator also being the undercover. Therefore, at no time shall a case investigator also be the undercover.

B. Background information:

A full background investigation shall be conducted of any suspect or location prior to an undercover deputy attempting a narcotic buy or participating in an operation.

Undercover personnel must have as much information as possible in order to complete the task and operate safely. The suspect's past history, known associates, security of the location, bodyguards etc., are details that the undercover should know.

C. Informants:

The undercover deputy shall participate in the debriefing of an informant, who he/she may be asked to work with during an operation. The informant may be able to provide information firsthand that the undercover deputy must know for a safe operation.

D. Briefing:

During the briefing for the operation, the undercover deputy should be available for all personnel to see, and reminded not to change clothes or appearance following the briefing.

In the presence of the undercover deputy, all personnel shall be briefed on audio and visual arrest and distress signals.

E. Mission:

The supervisor must make sure that the undercover deputy has a thorough understanding of the overall objective and the parameters in which he will be allowed to work.

The safety of personnel is of critical importance. Any time the supervisor believes personnel have extended beyond these parameters the operation should be terminated. In addition, if an undercover deputy feels the operation is beyond his/her abilities, unsafe, etc., the undercover deputy has the option to terminate his/her part in the operation.

F. During Operations:

1. Surveillance:

Surveillance shall be conducted of an undercover during an operation whenever possible.

In unusual circumstances when a visual surveillance of an undercover deputy is impossible, an audio surveillance shall be utilized.

2. Body Wires:

An undercover deputy should utilize a body wire whenever possible and feasible.

It may be useful if the crew supervisor or case investigator is part of the audio surveillance crew. This will allow them to know if the undercover deputy is proceeding beyond the established parameters.

The monitoring crew must include a person fluent in the language being spoken by the undercover deputy and suspects.

3. Arrests:

The undercover deputy shall not participate in arrest operations without authorization from the Zone Lieutenant. The undercover deputy should attempt to leave the location prior to the arrival of the arrest team. If this is impractical, the undercover deputy must be aware that in the stress of the moment, arrest personnel may not readily recognize him/her. The undercover deputy should act accordingly to prevent any accidents or mistaken identity.

In conclusion, while all possible circumstances can be anticipated, it is imperative for sound tactics and officer safety that careful analysis and painstaking preparation are required prior to any undercover operation being undertaken.

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU \_\_\_\_\_

• **6-19 Undercover Guidelines And Operations**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-19**

Subject: **UNDERCOVER GUIDELINES AND OPERATIONS**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last date reviewed:	04/01/2021	Next Review Date:	04/01/2022

**I. INTRODUCTION**

**A. Purpose**

The purpose of this order is to establish policy and procedure for undercover operations and investigative techniques.

**B. Background**

Periodically, personnel assigned to the Narcotics Bureau as investigators will work in an undercover capacity. Officer safety will be the guiding principle during undercover operations. Personnel working in an undercover capacity or who will be utilizing an undercover operative should be aware of the factors that tend to influence their effectiveness and the safe outcome of the investigations in which they participate.



Undercover Objectives are defined as/but not limited to:

- Obtaining information and/or intelligence.
- Obtaining evidence for prosecution.

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

This policy is designed to protect and to ensure the safety of undercover personnel assigned to the Narcotics Bureau. It is also designed to protect and ensure the safety of uninvolved citizens, informants and suspects.

### **D. Accountability**

Each Crew Sergeant will be responsible for the safety of all undercover personnel. Any time the Crew Sergeant believes personnel have extended beyond these parameters, the operation shall be terminated.

### **E. Training**

The Narcotics Bureau Unit Commander will ensure that all undercover personnel are familiar with this policy. Lieutenants and Sergeants shall specifically familiarize themselves with all aspects of this order.

### **F. Conclusion**

It is the intent of this policy to provide guidelines for undercover personnel and supervisors to ensure safety for

everyone involved in undercover operations.

## II. . **POLICY**

### **INTRODUCTION**

The use of an undercover operation as an investigative technique requires extensive planning, preparation, and handling. Personnel assigned to the Narcotics Bureau who will be working in a undercover capacity or utilizing an undercover operative, should be aware of the factors that tend to influence their effectiveness and the outcome of the investigations in which they participate.

### **UNDERCOVER OBJECTIVES**

- Obtain information and intelligence
- Obtain evidence for prosecution
- Determine if a crime is being planned or committed
- Identify witnesses and informants
- Identify individuals involved in criminal activity
- Prove associations between conspirators
- Check reliability of informants
- Locate contraband
- Identify potential hazards and officer safety concerns for search warrant execution
- Determine the most advantageous time to make arrests or execute search warrants

The investigator who utilizes the undercover approach will find that through proper execution, his technique will provide results that are accurate and reliable. However, if careful preparation is disregarded, it is likely that the objectives sought will not be accomplished and may place personnel at risk.

**GENERAL UNDERCOVER PERSONNEL POLICIES**

A. Firearms:

1. Undercover personnel shall carry a firearm at all times when on-duty.
2. Undercover personnel who wish to carry a firearm other than that normally authorized by the Department for on-duty use, shall receive approval by the Detective Division Chief through channels.

B. Simulation of the use of drugs:

Undercover personnel shall not simulate the use of any drug.

C. Court:

Undercover personnel shall wear appropriate attire to court, as determined by the Deputy District Attorney handling the case.

D. False Identity:

When any fictitious identity is utilized by an undercover deputy, a copy of any fictitious identity documents shall be photocopied and given to their immediate supervisor, who shall ensure it is maintained in the undercover

deputy's personnel jacket. This may include:

1. Driver's license
2. Automobile registration
3. Vehicle license plate

Fictitious identity shall also be reported to the LA Clearinghouse, which shall maintain computerized records on a 'No Release' basis. Should an inquiry be made on the fictitious identity, an immediate notification will be made to designated Bureau member.

The use of false identity for other than official reasons is prohibited.

Undercover personnel shall surrender all false identity documents to Headquarters and the information removed from various computers.

**Refer to Bureau Order #1-9 for further information on Fictitious I.D. Guidelines.**

E. Search Warrant/Arrest Involvement:

The potential for personnel being mistaken for other than police officers is greatly increased if undercover personnel are utilized during search warrant entries or arrests. Therefore, undercover personnel shall not participate in any search warrant entry or arrest operation unless approved by a Zone Lieutenant.

F. Requests for use of Narcotics Bureau personnel for undercover operations from other LASD units or from outside agencies:

All requests for use of Narcotics Bureau personnel for undercover operations from other LASD units or from outside agencies must be pre-approved by the Narcotics Bureau Unit Commander. Bureau personnel receiving requests to act/assist in an undercover capacity shall refer the requestor to the Bureau Operations Office.

1. In all operations with outside agencies where LASD personnel are to act in an undercover capacity, the following will be adhered to:

a. Narcotics Bureau management shall be in command of the undercover operation and personnel. Bureau management shall make all tactical decisions regarding the use of Bureau personnel to ensure safety of LASD personnel. If at any time it appears to LASD management that the outside agency is not demonstrating actions that place the best interests of LASD personnel in mind, the undercover personnel shall be withdrawn from the operation.

b. The Narcotics Bureau crew shall provide deputies as surveillance and back-up for the undercover deputy during the operation.

c. Custody Facility UC operations for LASD and Outside Agency's

Illinois v. Perkins, 496U.S. 292 (1990) states: "Miranda warnings are not required when the (incarcerated) suspect is unaware that he is speaking to a law enforcement officer and gives a voluntary statement." Justice R. Kennedy. The court also stated "Miranda does not forbid mere strategic deception by taking advantage of a suspect's misplaced trust."

During an in custody undercover operation, the suspect may be questioned by an undercover deputy (posing as a suspect) in the absence of the suspects attorney (6<sup>th</sup> Amendment) *Massiah v United States* (1964) 377 U.S.201.

Should this investigative technique be implemented, at a minimum, the following guidelines shall be followed;

1. All necessary measures shall be implemented to insure the safest outcome to all involved.
2. The investigating (I/O) deputy shall thoroughly brief all undercover deputy personnel.
3. The Unit Commander of the UC's UOA shall be notified by the IO as to the nature of the operation prior to the operation.

## **OPERATIONS**

### A. Planning:

The main consideration in any undercover operation is the safety of personnel, uninvolved citizens, informants and suspects. This consideration should be kept in mind during the planning stage of an operation.

There is a conflict of interest and an inherent officer safety issue with the case investigator also being the undercover. Therefore, at no time shall a case investigator also be the undercover.

B. Background information:

A full background investigation shall be conducted of any suspect or location prior to an undercover deputy attempting a narcotic buy or participating in an operation.

Undercover personnel must have as much information as possible in order to complete the task and operate safely. The suspect's past history, known associates, security of the location, bodyguards etc., are details that the undercover should know.

C. Informants:

The undercover deputy shall participate in the debriefing of an informant, who he/she may be asked to work with during an operation. The informant may be able to provide information firsthand that the undercover deputy must know for a safe operation.

D. Briefing:

During the briefing for the operation, the undercover deputy should be available for all personnel to see, and reminded not to change clothes or appearance following the briefing.

In the presence of the undercover deputy, all personnel shall be briefed on audio and visual arrest and distress signals.

E. Mission:

The supervisor must make sure that the undercover deputy has a thorough understanding of the overall objective and the parameters in which he will be allowed to work.

The safety of personnel is of critical importance. Any time the supervisor believes personnel have extended beyond these parameters the operation should be terminated. In addition, if an undercover deputy feels the operation is beyond his/her abilities, unsafe, etc., the undercover deputy has the option to terminate his/her part in the operation.

F. During Operations:

1. Surveillance:

Surveillance shall be conducted of an undercover during an operation whenever possible.

In unusual circumstances when a visual surveillance of an undercover deputy is impossible, an audio surveillance shall be utilized.

2. Body Wires:

An undercover deputy should utilize a body wire whenever possible and feasible.

It may be useful if the crew supervisor or case investigator is part of

the audio surveillance crew. This will allow them to know if the undercover deputy is proceeding beyond the established parameters.



The monitoring crew must include a person fluent in the language being spoken by the undercover deputy and suspects.

3. Arrests:

The undercover deputy shall not participate in arrest operations without authorization from the Zone Lieutenant. The undercover deputy should attempt to leave the location prior to the arrival of the arrest team. If this is impractical, the undercover deputy must be aware that in the stress of the moment, arrest personnel may not readily recognize him/her. The undercover deputy should act accordingly to prevent any accidents or mistaken identity.

In conclusion, while all possible circumstances can be anticipated, it is imperative for sound tactics and officer safety that careful analysis and painstaking preparation are required prior to any undercover operation being undertaken.

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU \_\_\_\_\_

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• **6-20 Letters of Consideration**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION ORDER**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-20**

Subject: **LETTERS OF CONSIDERATION**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

## I. **CONCEPT AND ISSUES**

### A. Purpose

The primary purpose of this Bureau Order is to establish policy and procedure for a “Letter of Consideration.”

### B. Background

Whenever a Department member deems that a defendant involved in an investigation has assisted in the efforts of the investigation or provided information on another criminal investigation, that investigator, with the approval of his Unit Commander, may prepare a letter for signature by the investigator’s Unit Commander to the local court requesting that the defendant’s action be taken into special penalty consideration.

### C. Scope of Policy

This policy is designed to assist Narcotics Bureau Personnel by providing specific guidelines in the preparation of letters of consideration.

### D. Accountability

All sworn personnel of the Narcotics Bureau will be held accountable for strict adherence to this policy whenever a letter of consideration is prepared.

E. Training

Narcotics Bureau Sergeants will ensure that all personnel under their direction have been thoroughly trained on all aspects of this policy. Special attention should be made to newly assigned personnel and

required training outlined in the deputy orientation program.

F. Conclusion

The intent of this policy is to establish procedures that will ensure uniformity when preparing letters of consideration.

## II. POLICY

When an investigator believes a defendant's action should be taken into special penalty consideration, a memorandum from the investigator to the Bureau Captain will be written requesting a "Letter of Consideration." The memorandum format for all "Letter of Consideration" requests shall be the same (refer to attachment A). The procedural steps for a "Letter of Consideration" to be sent to a court will be as follows:

- The investigator will submit a memorandum (refer to attachment A), via

the Zone Lieutenant, to the Bureau Commander, requesting a "Letter of Consideration". In addition to the memorandum, the investigator shall submit supporting documents (including defendant's criminal history, RAPS, CJIS, APS, PIMS, CCHRS and all other paperwork pertinent to the case). Required information that is not provided in the memorandum and/or lack of supporting documents will delay the approval request.

**NOTE:** A defendant who has a history of violent crime, sexual assaults, child molestation or any other offense which may cause embarrassment to the Department shall not be approved.

- The Zone Lieutenant will review the memorandum, ensuring

completeness and that all supporting documents have been submitted. If the Zone Lieutenant concurs with the request for a “Letter of Consideration” and has ensured a complete package has been prepared, the Lieutenant shall sign the memorandum and forward the complete package to the Bureau Commander.

- The Bureau Commander will review the complete package and upon

concurrence with the request, will sign the memorandum and forward it to the Detective Division Chief for approval.

- Once approved by the Detective Division Chief, the Bureau will prepare a

“Letter of Consideration” (refer to attachment B), signed by the Bureau Unit Commander, and forward it to the appropriate court.

In preparing a request for a “Letter of Consideration”, Bureau personnel are reminded that the procedural process for all requests is governed by the Department’s Policy and Procedure Manual, 3-01/110.70 - Consideration for Defendants.

**SEE ATTACHMENTS “A” AND “B” FOR SAMPLES.**

**ORIGINAL SIGNED**

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LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**(ATTACHMENT "A")**

COUNTY OF LOS ANGELES

**SHERIFF'S DEPARTMENT**

OFFICE CORRESPONDENCE

DATE:

class=WordSection4>

FROM:

TO:

SUBJECT: LETTER OF CONSIDERATION

We are requesting that a letter of consideration be sent as follows:

Example: James Jones

Addressee:

Name:

District Attorney

Hondo

Agency/Court:

Rio

Address:

11234 Valley Blvd

City, Zip:

El Monte, CA 91731

Defendant:

\_\_\_\_\_

Case No:

\_\_\_\_\_

Charge:

\_\_\_\_\_

Next Court Date: \_\_\_\_\_

The defendant has assisted us in the following manner:

How many search warrants: \_\_\_\_\_

Suspects arrested: \_\_\_\_\_

How much drugs involved: \_\_\_\_\_

Currently assisting with other cases: \_\_\_\_\_

The case(s) the defendant is to appear on is the result of his/her arrest by:

\_\_\_\_\_ LASD and we are assigned as the investigators.

\_\_\_\_\_ LASD and the assigned/arresting deputy concurs with this letter.

\_\_\_\_\_ By \_\_\_\_\_ (agency) and the assigned/concurs with this letter.

Other: \_\_\_\_\_

The defendant does/does not have a history of violent offenses. If yes, explain:

\_\_\_\_\_



D.D.A. \_\_\_\_\_ concurs with this recommendation.

order

\*Examples: 1. One year County jail - probation w/search

2. Case dismissed - probation/fine granted

incarceration.

3. Community service program be granted in lieu of

4. Minimum County jail

5. Other request

\* Circle specifically what you are requesting.

Informant: \_\_\_\_\_

Number: \_\_\_\_\_

Informant Card attached: ( ) Yes ( ) No

Informant Card on file: ( ) Yes ( ) No

APPROVED:

ZONE LIEUTENANT \_\_\_\_\_ DATE \_\_\_\_\_

BUREAU CAPTAIN \_\_\_\_\_ DATE \_\_\_\_\_

DIVISION CHIEF \_\_\_\_\_ DATE \_\_\_\_\_

**(ATTACHMENT "B")**

**- EXAMPLE -**

March 7, 2001

Mr. Dan Damon, Deputy District Attorney

Newhall Municipal Court

23747 West Valencia Boulevard

Valencia, California 91355

Dear Mr. Damon:

In the matter of:

Defendant: John Doe

Case No.: PA12345

Charges: 11359 H&S

It is my understanding that Defendant Doe will appear in court on April 17, 2001.

The purpose of this letter is to inform you that Defendant Doe has assisted the Los Angeles County Sheriff's Department, Narcotics Bureau, by providing information on two cases which subsequently led to the arrest of three adult suspects and the seizure of fourteen pounds of marijuana and seventy-five grams of methamphetamine.

In return for Defendant Doe's cooperation with law enforcement, it is requested that his case be dismissed or probation/fine be granted.

Thank you for your consideration of this request.

Sincerely,

ALEX VILLANUEVA, SHERIFF

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• **6-24 Use of Temporary Vehicle License Plates**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **6-24**

Subject: **USE OF TEMPORARY VEHICLE LICENSE PLATES**

Effective Date	07/01/2008	Late Date Revised:	11/01/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

## I. CONCEPT AND ISSUES

### A. Purpose

The purpose of this bureau order is to establish guidelines for the use, storage and tracking of both California, and out of state license plates maintained by Narcotics Bureau.

### B. Background

During the course of undercover investigations, it may become necessary for the operative to be seen while in or driving a vehicle. In order to further mask the identity of the operator and his/her link to law enforcement during the negotiation stages of narcotics transactions, or other undercover operations, the temporary use of out of state vehicle license plates may be appropriate. Additionally, newly assigned vehicles to government agencies frequently have extended waiting periods for vehicle license plates. Vehicles without license plates are readily identifiable by narcotic traffickers. The use of temporary California license plates may be appropriate under these circumstances.

### C. Scope of Policy

This policy is directed to all Narcotics Bureau personnel and any other

Detective Division personnel using the temporary license plates.

#### **D. Training**

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

#### **E. Accountability**

The Operations lieutenant shall establish and maintain a tracking system to record the use of all vehicle license plates referred to in this order. The plates and tracking log shall be maintained in the Narcotics Bureau safe.

#### **F. Conclusion**

The intent of this policy is to establish guidelines which control all use of both out of state and California temporary license plates used for disguising the link between the undercover operator and law enforcement.

## **II. POLICY**

These license plates will be used primarily to assist investigators assigned to

Narcotics Bureau's Major Violators teams and the California Multi-Jurisdictional Methamphetamine Task Force (Cal-MMET). However, they are available to all Detective Division personnel, via Narcotics Bureau. When used in accordance with this policy, any Narcotics Bureau Lieutenant may authorize their use. Any lieutenant assigned to Narcotics Bureau may access the plates. He/She shall ensure that the "Vehicle License Plate" log (maintained along with the plates in the safe) be completed by the person responsible for the use and **return** of the plates. At the conclusion of the temporary use of the plates, and as soon as practical, the correct vehicle license plates assigned to the vehicle shall be reattached. The temporary license plates shall then be returned, without delay, to the Narcotics Bureau safe and signed in. Any deviation in the use of these

license plates will require the notification and approval of the Narcotics Bureau Captain.

**ORIGINAL SIGNED**

LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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• **6-25 Search Operations Tracking System**

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

Bureau Order Number: **6-25**

Subject: **SEARCH OPERATIONS TRACKING SYSTEM**

REFER TO BUREAU ORDER # 6-1 FOR INFORMATION

ON SEARCH AND ARREST WARRANTS, PROBATION

Effective Date:	03/01/2013	Last Date Revised:	10/15//2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

AND PAROLE SEARCHES.

## **I. CONCEPT AND ISSUES**

### **A. Purpose**

The purpose of this order is to outline the policies regarding the use of the Search Operations Tracking System by Supervisors and Professional Staff assigned to Narcotics Bureau.

### **B. Background**

In an effort to improve Narcotic Bureau's Risk and Case Management Procedures, the Search Operations Tracking System was implemented January 1, 2013. This system provides supervisors with the enhanced ability to better manage and document Search Operations. It also provides managers with multi-layered information to assist with the evaluation of Bureau effectiveness, transparency and efficiency. The Search Operations Tracking System also provides improved case management information for the Unit Commander, and allows managers and supervisors to effectively manage their responsibilities. It was designed as an adjunct to the Risk Management Tracker (RMT).

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

This policy is directed to all Narcotic Bureau personnel as it relates to the Investigation, documentation, processing, review, approval and tracking of Bureau Search Operations.

### **D. Accountability**

Proper reporting procedures shall be followed. All involved personnel will be held directly accountable for the concise, accurate and complete reporting and review, required in the Search Operations Tracking process.

### **E. Training**

The Unit Commander will ensure that all personnel have been thoroughly briefed on this policy. Special attention will be given to newly-assigned supervisory personnel to ensure they are properly trained and familiar with all aspects of this order and the functions of the Search Operations Tracking System.

## **II. POLICY**

## **A. Search Operation Tracker Entries**

The Search Operations Tracker was designed to document the current disposition or status of each Search Operation. The tracker provides an electronic record allowing team supervisors to monitor and review each Search Operation. It also ensures appropriate investigative and statistical procedures are being followed per Bureau policy.

- Supervisors shall ensure that an entry/search number is generated **within one business day** of the search operation execution date.
- Once the search operation has been concluded, the crew sergeant shall update and complete the necessary information in the search tracker program for that location **within five business days**. This will ensure that all necessary information for tracking purposes is inputted and captured in a timely manner.
- Deviation from the above time requirements require notification to the concerned Zone Lieutenant.

It is the responsibility of the concerned Zone Lieutenant to review each search operation tracker entry, verify all required information is accurate and complete and update the entry status from "Received" to "In OPS."

## **B. Automated Reports and Statistical Information**

The Search Operations Tracker was designed to reduce redundancy in certain data entry tasks performed by Narcotic Bureau investigators on a daily basis. For this reason, a number of forms, reports and statistical information were condensed into this automated tracker. It shall be incumbent upon all team Supervisors to have their crew's Search Operations and statistical information entered, current, and completed in the tracker. Failure to provide this information will cause the monthly Bureau reports to reflect inaccurate statistical information.

The intent of this order is to provide necessary guidelines to ensure Bureau Search Operations are documented and that information entered into the Search Operations Tracker is complete, authenticated and processed in a uniform, accurate and timely manner.



**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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