

## 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

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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.

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- 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.*

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

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

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

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

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