

## 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
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 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:\_\_\_\_\_

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**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)

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\_\_\_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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