

UNIT ORDER #23 - SENATE BILL 2 MISCONDUCT ALLEGATION REPORTING TRACKING (SMART) SYSTEM " ENTRY REQUIREMENTS

PURPOSE OF THIS ORDER:

This order is intended to provide Internal Affairs Bureau (IAB) investigators and managers with procedures and expectations related to required entries into the Senate Bill 2 Misconduct Allegation Reporting Tracking (SMART) System, as it related to obvious and/or potential criminal and noncriminal misconduct.

PROCEDURE:

In accordance with reporting procedures outlined in Unit Order #21 Identifying Obvious or Potential Criminal and Noncriminal Misconduct During Administrative Investigations and/or Force and Shooting Reviews, and Intake Specialist Unit notification policies, an associated SMART System entry is required.

Within 3 days of knowledge of the allegation of misconduct, the investigating IAB sergeant or team lieutenant shall report, at minimum, preliminary information into the Department's SMART System.

Preliminary information includes the following:

- Involved employee information: employee number, classification, unit of assignment, work status, and misconduct type;
- Incident location;
- Complainant type;
- Administrative Process type;
- Incident details; and
- A short narrative of the investigation or allegation.

Upon making a SMART System entry, a separate notification number will be issued for each involved employee, which shall be referenced within the:

- Notification memorandum to the responsible unit commander, see Unit Order #21;
- IAB investigator's log; and
- Current investigative summary within an Investigator Note.

SMART SYSTEM ACCESS:

- Access to the SMART System can be found on the Department's SB 2 SharePoint site [SB2 - Home \(sharepoint.com\)](#) and by clicking on the "SMART Application Link." Additionally, instructions for use of the SMART System and reference information are detailed on the SB 2 SharePoint site. For assistance or questions related to the SMART System, refer to the Risk Management SB 2 team @ SB2HelpDesk@lasd.org, or 323)720-6855.