

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 11

October 29, 2015

SUBJECT: DEPARTMENT REORGANIZATION

PURPOSE: On April 15, 2015, the Los Angeles Police Department was reorganized. This Order establishes Department Manual Section 2/072, *Office of Constitutional Policing and Policy*, and revises various Department Manual sections and forms applicable to this reorganization.

PROCEDURE:

- I. SPECIAL ASSISTANT FOR CONSTITUTIONAL POLICING – DEACTIVATED; AND, OFFICE OF CONSTITUTIONAL POLICING AND POLICY – ACTIVATED.** The Special Assistant for Constitutional Policing is deactivated and the Office of Constitutional Policing and Policy (OCP) is activated. The Director, OCP, reports directly to the Chief of Police. The correspondence reference number and the radio unit designation remain unchanged.

Entities under the Office of Constitutional Policing and Policy. The command structure of OCP is as follows:

- * Planning and Research Division has been renamed Policies and Procedures Division. The correspondence reference number and the radio unit designation remain unchanged;
- * Internal Audits and Inspections Division has been renamed Audit Division. The correspondence reference number and the radio unit designation remain unchanged;
- * Governmental Liaison Section remains unchanged; and,
- * Risk Management Legal Affairs Group (RMLAG).

- II. RISK MANAGEMENT LEGAL AFFAIRS GROUP – ACTIVATED.** Risk Management Legal Affairs Group has been activated and reports to the Director, OCP. The Commanding Officer (CO), RMLAG, is designated as the Department Risk Manager and utilizes the correspondence reference number 14.1 and the radio unit designation Staff 1M.

Entities under Risk Management Legal Affairs Group. The command structure of RMLAG is as follows:

- * Risk Management Division is reactivated. The correspondence reference number is 14.8 and the radio unit designation is 37H;
- * Legal Affairs Division remains unchanged; and,

* Ombuds Office has been transferred from the Office of Administrative Services (OAS) to OCPP and is renamed Ombuds Section. The correspondence reference number is 14.9 and the radio unit designation is 18I.

- III. **FACILITIES MANAGEMENT DIVISION – REASSIGNED.** Facilities Management Division has been transferred from the OAS to Administrative Services Bureau. The correspondence reference number and radio unit designation remain unchanged.
- IV. **YOUTH PROGRAMS UNIT AND GANG REDUCTION AND YOUTH DEVELOPMENT UNIT – REASSIGNED.** The Youth Programs Unit and the Gang Reduction and Youth Development Unit have been transferred from the Office of Operations to the Office of Special Operations. The correspondence reference number and radio unit designation remain unchanged.
- V. **COUNTER-TERRORISM TRAINING UNIT – DEACTIVATED.** Counter-Terrorism Training Unit has been deactivated.
- VI. **PERSONNEL GROUP – DEACTIVATED.** Personnel Group has been deactivated.
- VII. **PERSONNEL AND TRAINING BUREAU – DEACTIVATED; AND, POLICE SCIENCES AND TRAINING BUREAU – ACTIVATED.** Personnel and Training Bureau has been deactivated. Police Sciences and Training Bureau (PSTB) has been activated under OAS. The correspondence reference number and the radio unit designation remain unchanged. The CO, PSTB, will utilize the radio unit designation Staff 3K; the Assistant CO, PSTB, will utilize the radio unit designation Staff 3L. The radio unit designation for personnel assigned to Training Division is 18H.
- VIII. **RECRUIT TRAINING – DEACTIVATED; AND, IN-SERVICE TRAINING – ACTIVATED.** Recruit Training has been deactivated. In-Service Training, Training Division, has been activated and will utilize the correspondence reference number 12.1.2 and the radio unit designation is 13H.
- IX. **REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION/COMPSTAT – REASSIGNED.** Real-Time Analysis and Critical Response Division/COMPSTAT has been transferred from the Office of the Chief of Staff to OAS. The correspondence reference number and the radio unit designation remain unchanged.
- X. **ABBREVIATIONS – FIELD NOTEBOOK DIVIDER, FORM 18.41.01 – REVISED.** The Abbreviations – Field Notebook Divider, Form 18.41.01, has been revised to reflect the various updates pertaining to the current Department reorganization.

- XI. DEPARTMENT MANUAL SECTION 2/072 - ESTABLISHED.** Department Manual Section 2/072, *Office of Constitutional Policing and Policy*, has been established.

FORM AVAILABILITY: The revised Abbreviation – Field Notebook Divider is accessible in E-Forms on the Department’s Local Area Network (LAN) and is attached for immediate use and duplication. All other versions of this form shall be marked “obsolete” and placed in the divisional recycling bin. The other applicable Department forms affected by this reorganization will be updated accordingly.

AMENDMENTS: This Order revises numerous Department Manual sections pertaining to this reorganization and adds Section 2/072 to the Department Manual. The Organization and Functions of the Los Angeles Police Department link on the Department’s LAN will be updated accordingly to reflect the changes relative to this reorganization.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION “D”

DEPARTMENT MANUAL
VOLUME II
Revised by Administrative Order No. 11, 2015

072. OFFICE OF CONSTITUTIONAL POLICING AND POLICY. *The Office of Constitutional Policing and Policy shall consist of the Director and the following:*

- *Policies and Procedures Division.*
- *Audit Division.*
- *Governmental Liaison.*
- *Commanding Officer, Risk Management Legal Affairs Group.*
 - * *Risk Management Division.*
 - * *Legal Affairs Division.*
 - * *Ombuds Section.*

ABBREVIATIONS – FIELD NOTEBOOK DIVIDER

I. USE This list is a guide to preparing reports. It does not limit the use of abbreviations to these words.

II. RULES

1. Persons reading the report should easily understand abbreviations. WHEN THERE IS DOUBT as to the understandable abbreviation of a word. DO NOT ABBREVIATE.
2. Abbreviations containing all capital letters do not require periods; e.g., DMV, BFMV.
3. In certain instances, the same abbreviation may be used to indicate the plural, various tenses or derivatives of a word; e.g., ID - identity, identified, or identifications.
4. Abbreviations USED ON TRAFFIC CITATION NOTES must be limited to those marked with an asterisk (*).

A		Community Relations Officer	CRO	High School	HS	No Vehicle Seen	NVS
Above	ABV	*Crossing	X-ING	Hispanic	HISP	No Further Description	NFD
Address	ADD	*Crosswalk	X-WALK	Hit and Run	H&R	Not Applicable	N/A
Administrative	ADM			Hospital	HOSP	North	N
Administrative Citation		D				*Northbound	N/B
Enforcement	ACE	Daily Field Activities Report	DFAR	Identify, Identification	ID	*Not in Possession	NIP
Advice or Advise	ADV	Dark	DK	Impound	IMP		
All Points Bulletin	APB	Date of Birth	DOB	Inch	IN	O	
Apartment	APT	Dead on Arrival	DOA	Indian, American Information	IND	*Observed	OBS
Appreciable Property Damage	APD	*Defendant	DEFT	Injury	INJ	Office	OFC
*Approximately	APPROX	Delinquent	DEL	Injury On Duty	IOD	Officer	OFCR
Arrest	ARR	Dept. of Child and Family Services	DCFS	*Intersection	I/S	Officer-in-Charge	OIC
Attention	ATTN	Dept. of Motor Vehicles	DMV	Intoxicate	INTOX	Ounce	OZ
Avenue	AVE	Dept. of Transportation	DOT	Investigation	INV	P	
		Detective	DET	Investigating Officer	I/O	*Parked	PKD
B		Division	DIV			Parking	PKG
Bad Order	BO	Division	DIV	Juvenile	JUV	Parole Officer	PAR OFCR
Between	BTWN	*Double Line	DBLE LINE			Party One, Two, -	P-1, P-2
Bicycle	BIKE	*Driver's License	DRIV LIC			*Passed Other Veh.	POV
Black	BLK	Driven From Scene	DFS			Passenger	PASS
*Blocks	BLKS	Driving Under Influence	DUI			*Pedestrian	PED
Blond	BLND	Drug Recognition Expert	DRE	K		Person Reporting	PR
Blue	BLU	<i>Department Risk Manager</i>	DRM	L		*Personalized License Plate	PLP
Body Worn Video	BWV	East	E	Left Front	L/F	*Plates	PLTS
Booked	BKD	*Eastbound	E/B	Left Rear	L/R	Point of Impact	POI
Booking	BKG	Electro Chemical Infra Red	EC/IR	*Left Turn	LT/T	Police Administration Building	PAB
Boulevard	BL	Emergency Evidence	EMER EVID	License	LIC	Police Commission	P/C
*Boulevard Stop	BL STOP	*Expired	EXP	Lieutenant	LT	Police Officer	PO
Broadcast	B/C	*Estimate	EST	Location	LOC	Possible	POSS
Brown	BRN			LA County-Univ. of Southern California	LAC-USCMC	Private	PVT
Building	BLDG			Medical Center	LAFD	Probable Cause	PC
Burglary	BURG			LA Fire Dept.	LAHD	Probation Officer	PROB OFCR
Burglary From Motor Vehicle	BFMV			LA Harbor Dept.	LAHA	Property	PROP
Business and Professions Code	B&P			LA Housing Authority	LAHA		
*Business District	BUS DIST			LA International Airport	LAX	Q	
				LA Municipal Code	LAMC	Questioned and Released	Q&R
		F		LA Unified School District	LAUSD		
C		Felony	FEL	Local Area Network	LAN	R	
Caliber	CAL	Female	F			Radio Call	R/C
California	CA	Field Interview Report	FI			Railroad	RR
Calif. Highway Patrol	CHP	Field Task Force	FTF	M		Ran Off Roadway	ROR
Captain	CAPT	Follow up	F/U	Male	M	Received	RECD
Cared For By Driver	CFBD	*Following Too Close	FTC	*Marked	MKD	*Registration Report	REG RPT
Cared For by Owner	CFBO	Foot, Feet	FT	*Marked Crosswalk	MKD X-WALK	Rescue Ambulance	RA
Chief of Police	COP	*Freeway	FWY	Market	MKT	Residence	RES
Citation	CIT			*Maximum	MAX	*Residential District	RES DIST
City Property Involved	CPI	G		Medical Treatment	MT	Reporting District	RD
*Paced/Est Speed In Zone	45/25	Gone on Arrival	GOA	Medium	MED	Right Front	R/F
Commander	CMDR	Gray	GRY	*Miles Per Hour	MPH	Right Rear	R/R
Commanding Officer	CO	Green	GRN	Minimum	MIN	*Right Turn	RT/T
Command Post	CP	Gross Grams	GG	Miscellaneous	MISC	*Right of Way	ROW
				Misdemeanor	MISD	Roadway	RDWY
		H		Missing Juvenile	MJ	Room	RM
		Had Been Drinking	HBD	Month	MO		
		Hazel	HZL	*Motorcycle	M/C		
		Health & Safety Code	H&S				
				N			
				Narcotics	NARC		

S
 Senior Lead Officer SLO
 Sergeant SGT
 *Signal SIG
 South S
 *Southbound S/B
 *Speed SPD
 Station STA
 Street ST
 Subject SUBJ
 Standard Field
 Sobriety Test SFST
 Supervisor SUPV
 Suspect SUSP
 Suspicious Activities Report SAR
I
 Teletype TT
 *Temporary TEMP
 Terrorism Liaison Officer TLO
 Theft From Vehicle TFV
 Towed From Scene TFS
 *Traffic TRAF
 Traffic Collision TC
 Traffic Signal Repair Unit TSR
 *Traffic Violation Warning TWV
 Training TRNG
U
 Unknown UNK
 Unmarked UNMKD
V
 Vandalism VAND
 *Vehicle VEH
 Vehicle Code VC
 Victim VICT or V-1, V-2
 Voicemail VM
 Violator Copy Corrected VCC
W
 Warrant WARR.
 *Want Warrant Check WWC
 Watch Commander WC
 Week WK
 Welfare and Institutions Code WIC
 West W
 *Westbound W/B
 White WHT
 With; Without W/; W/O
 Witness WIT; or W-1, W-2
Y
 Year YR
 Yellow YEL
 Youth Services Officer YSO

FREEWAYS
 Artesia ART FWY
 Century CENT FWY
 Foothill FTHL FWY
 Glendale GLEN FWY

Golden State GS FWY
 Harbor HARB FWY
 Hollywood HWD FWY
 Long Beach LB FWY
 Marina MAR FWY
 Pasadena PAS FWY
 Pomona POM FWY
 San Bernardino SB FWY
 San Diego SD FWY
 Santa Ana SA FWY
 Santa Monica SM FWY
 Simi Valley SV FWY
 Terminal Island TI FWY
 Ventura VENT FWY

AREAS/DIVISIONS
 Areas are marked with a plus (+)
 Administrative Investigation Division AID
 Air Support Division ASD
 Application Development & Support Division ADSD
 Audit Division AD
 Behavioral Science Services BSS
 +Central Area CENT
 Central Traffic Division CTD
 Commercial Crimes Division CCD
 Commission Investigation Division CID
 Communications Division COMM
 Community Relationship Division CRD
 Criminal Gang & Custody Services Division CSD
 Homicide Division CGHD
 Detective Support & Vice Division DSVD
 +Devonshire Area DEV
 Emergency Operations Division EOD
 Emergency Services Division ESD
 Facilities Management Division FMD
 Fiscal Operations Division FOD
 Force Investigation Division FID
 Forensic Science Division FSD
 +Foothill Area FTHL
 Gang and Narcotics Division GND
 +Harbor Area HARB
 +Hollenbeck Area HOBK
 +Hollywood Area HWD
 Information Technology Division ITD
 Juvenile Division JUV
 Legal Affairs Division LAD
 LAX Field Services Division LAX FSD
 Major Crimes Division MCD
 Metropolitan Division METRO
 +Mission Area MISN
 Motor Transport Division MTD
 Narcotics Division ND

+Newton Area NEWT
 +North Hollywood Area NHWD
 +Northeast Area NOE
 +Olympic Area OLYM
 Ombuds Section OMB
 +Pacific Area PAC
 Personnel Division PER
 Policies and Procedures Division PPD
 Property Division PD
 Public Information Office PIO
 Real -Time Analysis And Critical Response Division RACR
 +Rampart Area RAMP
 Records and Identification Division R&I
 Recruitment and Employment Division RED
 Risk Management Division RMD
 Risk Management Legal Affairs Group RMLAG
 Robbery-Homicide Division RHD
 Security Services Division SECSD
 +77th Street Area 77TH
 +Southeast Area SOE
 South Traffic Division STD
 +Southwest Area SOW
 Special Operations Division SOD
 Technical Investigation Division TID
 +Topanga Area TOP
 Traffic Detective Section TDS
 Training Division TD
 Use Of Force Review Division UOFRD
 Valley Traffic Division VTD
 +Van Nuys Area VNY
 +West Los Angeles Area WLA
 West Traffic Division WTD
 +West Valley Area WWAL
 +Wilshire Area WIL

OFFICES
 Office of Administrative Services OAS
 Office of Chief of Police OCO
 Office of the Chief of Staff COS
 Office of Constitutional Policing and Policy OCPP
 Office of Operations OO
 Office of Special Operations OSO

BUREAUS
 Administrative Services Bureau ASB
 Counter-Terrorism & Special Operations Bureau CTSOB
 Detective Bureau DB
 Information Technology Bureau ITB
 Operations-Central Bureau OCB
 Operations-South Bureau OSB
 Operations-Valley Bureau OVB
 Operations-West Bureau OWB
 Police Sciences and Training Bureau PSTB
 Professional Standards Bureau PSB

NOTES