VOLUME 2

GENERAL

005. STATE CONSTITUTION

PROVISION-CITY CHARTER TO PROVIDE FOR GOVERNMENT OF MUNICIPAL POLICE FORCE, Article XI, Section 5 (b), of the Constitution of the State of California authorizes the City of Los Angeles to provide for "(1) the constitution, regulation, and government of the city police force; (2) subgovernment in all or part of a city; (3) conduct of city elections and; (4) plenary authority is hereby granted, subject only to the restrictions of this article, to provide therein or by amendment thereto, the manner in which, the method by which, the times at which, and the terms for which the several municipal officers and employees whose compensation is paid by the city shall be elected or appointed, and for their removal, and for their compensation, and for the number of deputies, clerks and other employees that each shall have, and for the compensation, method of appointment, qualifications, tenure of office and removal of such deputies, clerks and other employees."

010. CHARTER PROVISIONS-Powers and Duties-Department.
The general powers and duties of the Department and members thereof are prescribed in the following City Charter section:

"Sec. 507. Other than the elected officers, each department and office established by the Charter or created by ordinance, and each of the Public Works bureaus of Contract Administration, Engineering, Sanitation, Street Lighting, and Street Services shall have a chief administrative officer. In departments under the control and management of a board of commissioners, the chief administrative officer administers the affairs of the department. In departments and offices not under the control and management of a board of commissioners, the chief administrative officer has full charge and control of all work of the department or office. Elsewhere in the Charter and in the Los Angeles Administrative Code, chief administrative officers may have different position titles including general manager and director.

015.20 POLICE COMMISSION-EXECUTIVE POWER. The general executive powers and duties of the Police Commission are prescribed in the following City Charter section:

"Sec. 506. Subject to the provisions of the Charter, and to any ordinances as are not in conflict with the grants of power made to each department in the Charter:

Management. The head of each department shall have power to supervise, control, regulate and manage the department.

Rules and Regulations. The head of each department shall have the power to make and enforce all rules and regulations necessary for the exercise of the powers conferred upon the department by the Charter. The board of each department under the control and management of a general manager shall have the power to make and enforce all rules and regulations necessary for the exercise of powers and the performance of the duties conferred upon that board by the Charter. Every order or resolution adopting a rule of general application to be followed by the public shall be published once in a daily newspaper and shall take effect upon publication. Those rules, when adopted by order of a general manager who is the head of a department, shall be subject to the approval of the Mayor.

Police Power. No grant of power by the Charter to any department or board of City government shall be construed to restrict the power of the Council to enact ordinances under the police power of the City, except as otherwise specifically provided in the Charter."

015.10 POLICE COMMISSION-HEAD OF DEPARTMENT. There shall be the following departments each of which shall be under the control and management of a board of commissioners that shall be the head of the department:

"Sec. 500 (a) Fire
Fire and Police Pensions
Library
Los Angeles City Employees' Retirement System
Police
Public Works
Recreation and Parks

Each department created in the Charter shall have a board of commissioners consisting of five commissioners, unless some other number is provided in the Charter for a specific board.

"Sec. 570. The Police Department shall have the power and duty to enforce the penal provisions of the Charter, City ordinances and state and federal law. In the discharge of these powers and duties, the members of the Department shall have power to make and enforce all rules and regulations necessary for the exercise of the powers conferred upon the department by the Charter. The board of each department under the control and management of a general manager shall have the power to make and enforce all rules and regulations necessary for the exercise of powers and the performance of the duties conferred upon that board by the Charter. Every order or resolution adopting a rule of general application to be followed by the public shall be published once in a daily newspaper and shall take effect upon publication. Those rules, when adopted by order of a general manager who is the head of a department, shall be subject to the approval of the Mayor.

Police Power. No grant of power by the Charter to any department or board of City government shall be construed to restrict the power of the Council to enact ordinances under the police power of the City, except as otherwise specifically provided in the Charter."

015.30 POLICE COMMISSION-APPOINTMENT AND REMOVAL OF THE CHIEF OF POLICE. The Chief of Police shall be appointed, shall serve, and shall be removed in accordance with the following provisions:

"Sec. 575. Recruitment and Selection. The recruitment and selection of qualified candidates for the position of Chief of Police shall be administered by the general manager of the Personnel Department, in cooperation with the Board of Police Commissioners, through a system of open competition based on professionally accepted recruitment and selection standards. The general manager of the Personnel Department shall refer a group of at least six highly qualified candidates to the Board of Police Commissioners, which shall then provide a list of three recommended candidates, in ranked order, to the Mayor for review and for appointment of one of them to the Office of Chief of Police. At the request of the Mayor, the Board of Police Commissioners shall provide the Mayor with an additional list of three candidates, in ranked order, from the group of candidates previously provided by the general manager of the Personnel Department. The Mayor’s appointee shall be subject to confirmation by the Council. Should the Council fail to confirm the appointee, and if any additional candidates remain, the Mayor may request and receive from the Board of Police Commissioners one additional candidate, who will be selected from the group of candidates previously provided by the general manager of the Personnel Department. The Mayor may appoint one of the candidates on the list or lists previously provided to the Mayor by the Board of Police Commissioners, subject to Council confirmation.

Term. The Chief of Police shall serve a five-year term and may be appointed, in the manner described below, to a second five-year term. No person shall serve as Chief of Police for more than ten years altogether. Time accrued as Acting Chief of Police or as a temporary Chief of Police shall not be included in calculating the ten years.

Reappointment. If the Chief of Police wishes to be considered for appointment to a second term, he or she shall apply to the Board of Police Commissioners for that appointment at least 180 days prior to the expiration of the first term. At least 90 days prior to the expiration of the first term, the Board of Police Commissioners shall, in its discretion, respond affirmatively or negatively to that application. If the Board of Police Commissioners acts affirmatively or negatively, on the application for appointment, that action shall be subject to the provisions of Section 245 and the Council may assert its jurisdiction over the matter of the application for appointment. Should that jurisdiction be asserted, any affirmative or negative action on the appointment shall be final. If the Board of Police Commissioners fails to respond to the application within 90 days prior to the expiration of the first term, the Mayor shall, at least 60 days prior to the expiration of the first term, act in lieu of the Board. Should the Mayor so act, the Council, by two-thirds vote, may act within 30 days to override the Mayor’s action, the action shall be final. If the request of the Chief of Police for appointment to a second term is not approved as provided in this section, there shall be no reappointment and a vacancy in the Office of the Chief of Police shall occur at the expiration of the first term.
Removal by Board. The Chief of Police shall serve at the pleasure of the City, as set forth herein, and shall not attain any property interest in the position of Chief of Police. The Board of Police Commissioners may remove the Chief of Police from office at any time prior to the expiration of a first or second five-year term. Should the Board of Police Commissioners so act to remove the Chief of Police, it shall promptly notify the Mayor of its action. If the Council has not asserted its jurisdiction over the matter of the removal of the Chief of Police as permitted under Section 245, the Mayor shall have five days from the last date on which the Council could have asserted jurisdiction to reverse the action of the Board of Police Commissioners. Upon the Mayor’s failure to act within that period, the removal shall become effective. By a letter received by the City Clerk within five days of the effective date of the removal, the removed Chief of Police may request a hearing on the removal before the Council which, by two-thirds vote, may override the removal and restore the Chief of Police to office. If the Council asserts jurisdiction over the matter of the removal of the Chief of Police, the removal shall be effective immediately. Should the provision of an appeal from the removal be required by law, the Council shall, by ordinance, provide an appellate procedure in conformance with the law. The Chief of Police may request an appeal by letter to the City Clerk within five days of the effective date of the removal.

Removal by Council. The Council may remove the Chief of Police from office in accordance with the following procedures. The Council, by two-thirds vote, may initiate removal proceedings by giving ten days written notice of a public hearing on the proposed removal to the Mayor, the Board of Police Commissioners and the Chief of Police. At the hearing, the Mayor and the Board of Police Commissioners shall appear to discuss with the Council whether the Chief of Police should be removed from office. The views of the Chief of Police shall be heard and considered at his or her request. Thereafter, the Council, by two-thirds vote, may act to remove the Chief of Police from office, and the removal shall be effective immediately. Should the provision of an appeal from the removal be required by law, the Council shall, by ordinance, provide an appellate procedure in conformance with the law. The Chief of Police may request an appeal by letter to the City Clerk within five days of the effective date of the removal.

020. CHARTER PROVISIONS-POWERS AND DUTIES-CHIEF OF POLICE. The powers and duties of the Chief of Police are prescribed in the Los Angeles City Charter. The following provisions thereof are quoted in full because of their general interest and direction.

“Sec. 574. The chief administrative officer of the Police Department shall be known as the Chief of Police. Subject to the provisions of the Charter, the rules of the Police Department, and the instruction of the Board of Police Commissioners, the Chief of Police shall have the power and duty to:

(a) Suppress all riots, disturbances and breaches of the peace, and to that end may call on any person for aid. The Chief may pursue and arrest, within the limits of the City, any person fleeing from justice, and shall without delay bring all persons arrested by the Department before a judge of the proper court for trial or examination. The Chief may receive and execute any proper authority for the arrest and detention of criminals fleeing or escaping from places outside the City;
(b) Administer the affairs of the Department as its chief administrative officer, except as to matters under the control of the Executive Director of the Board of Police Commissioners;
(c) Appoint, discharge, discipline, transfer and issue instructions to the employees of the Department, other than the Secretary of the Board, the chief accounting employee of the Department, the Inspector General of the Police Department and his or her staff, the Executive Director of the Board and his or her staff, all subject to the civil service provisions of the Charter;
(d) Expending the funds of the Department, except those funds under the control of the Executive Director, in accordance with the provisions of the budget appropriations or of appropriations made after adoption of the budget;
(e) Recommend to the Board of Police Commissioners prior to the beginning of each fiscal year an annual Departmental budget covering the anticipated revenues and expenditures of the Department, except the anticipated revenues and expenditures under the control of the Executive Director, and conforming so far as practicable to the forms and dates provided in the Charter for the general City budget;
(f) Certify all expenditures of the Department to the chief accounting employee, except those expenditures under the control of the Executive Director;
(g) Exercise further powers in the administration of the Department conferred upon the Chief of Police by the Board of Police Commissioners; and,
(h) Execute, personally or by deputy, and return all writs and processes issued by any court having jurisdiction of criminal cases arising upon violations of the provisions of the Charter or ordinance. The Chief’s jurisdiction and that of his or her deputies in the service of process in all criminal cases, and in cases of violation of City ordinances, shall be co-extensive with that of the County of Los Angeles.”

020.30 CHIEF OF POLICE-TEMPORARY ABSENCE OR INABILITY TO ACT.

“Sec. 512. Wherever the Charter provides for the discharge of specific duties by a specific appointee other than the Chief of Police, the appointing power may designate an employee in the same department to act in case of the appointee’s temporary absence or other inability to act, or upon the written request of such appointee.”

025. RANK ESTABLISHED - CIVIL SERVICE COMMISSION. The order of rank in the Department, as established by the Civil Service Commission, shall be as follows:

* Chief of Police (COP).
* Deputy Chief (DEP CHF).
* Commander (CMDR).
* Captain (CAPT).
* Lieutenant (Lt.)
* Sergeant (SGT), Detective (DET).
* Police Officer (PO).

026. RANK AND PAYGRADE. The order of rank and paygrade in the Department is as follows:

* Chief of Police (COP).
* Deputy Chief II (Asst Chief).
* Deputy Chief I (Dep Chf).
* Commander (Cmdr).
* Captain III (Capt. III).
* Captain II (Capt. II).
* Captain I (Capt. I).
* Lieutenant II (Lt. II).
* Lieutenant I (Lt. I).
* Sergeant II (Sgt. II)/Detective III (Det. III).
* Sergeant I (Sgt. I)/Detective II (Det. II).
* Detective I (Det. I).
* Police Officer III+1 (PO III+1).
* Police Officer III (PO III).
* Police Officer II (PO II).
* Police Officer I (PO I).

030. DEPARTMENT ORGANIZATION-TERMINOLOGY.

030.10 FUNCTION-DEFINED. “Function” shall mean the broadest course of action or task performed by an organizational unit, and it includes those major aspects which distinguish one organizational unit from another.

030.20 JURISDICTION-DEFINED. “Jurisdiction” shall mean the sphere of authority exercised by an organizational unit within the Department; it includes those limits (functional, geographical, or legal) within which an organizational unit may exercise any or all of its powers.

030.30 SPECIAL DUTIES-DEFINED. “Special duties” shall mean those specific activities performed by an organizational unit, in addition to its functions, which must be accomplished to fulfill the objectives or purpose of the unit. The responsibilities listed are characteristic and outstanding.
030.40 LINE COMMAND-DEFINED. "Line command" shall mean the exercise of the authority of command delegated by the Chief of Police to his or her immediate subordinates, and by them to their subordinates, down the lines of direct command to the lowest level of authority.

030.50 STAFF RESPONSIBILITY-DEFINED. "Staff responsibility" shall refer to the responsibility given to a staff officer for developing and recommending policies and procedures affecting those functions coming within his jurisdiction, and for informing the Chief of Police as to the conformance to such policies and procedures throughout the Department.

030.60 SPECIAL LIAISON-DEFINED. "Special liaison" shall refer to those specific liaison contacts that are characteristic and outstanding, which an organizational unit maintains for the Department with outside agencies.

030.80 ORGANIZATION-DEFINED. "Organization" shall mean the structure of the Department resulting from a division of the duties placed upon the Chief of Police to ensure coordination and the accomplishment of Department objectives.

040. DEPARTMENT ORGANIZATION-DESCRIPTIVE TITLES OF ORGANIZATIONAL ENTITIES. The magnitude of the task imposed upon the Chief of Police is such that it necessitates the segregation of Department employees into organizational entities. The organization levels so established shall be described by the following terms in the order listed:

- Department.
- Bureau.
- Group.
- Area or Community Police Station.
- Division.
- Section.
- Unit.
- Detail.

040.10 DEPARTMENT-DEFINED. "Department" shall be used to describe the Los Angeles Police Department as created in Section 500 (a) of the City Charter.

040.30 BUREAU-DEFINED. "Bureau" shall be used to describe a major segregation, either functional or geographical, of kindred phases of activities within the Department.

Note: An "administrative office" shall be established within each bureau to assist the commanding officer in the performance of routine clerical tasks and special duties.

040.40 GROUP-DEFINED. "Group" shall be used to describe a functional segregation of activities, and/or an assembling of two or more divisions or sections, within a bureau.

040.50 AREA-DEFINED. "Area" shall be used internally to describe a geographic subdivision of an operations bureau.

040.52 COMMUNITY POLICE STATION-DEFINED. The geographic command within a geographic bureau shall be known as a "Community Police Station" when referring to such command externally.

040.54 SUBDIVISION, SUBSTATIONS, COMMUNITY SERVICE CENTERS, AND STOP-IN-LOCATIONS - ESTABLISHED. All geographic separations of a community police station shall be designated as "subdivision" thereof, and the headquarters in which such subdivisions are maintained, even though no separation of control exists, shall be described as "Substations." "Community Services Centers" are community police station field offices and are managed by the Area Commanding Officer. "Stop-in-Locations" are not designated as field offices, but are used by sworn personnel on an as-needed basis. Stop-in-Locations are managed by the Area Commanding Officer.

040.60 DIVISION-DEFINED. "Division" shall be used to describe a functional subdivision of activities within the Office of the Chief of Police, a bureau, group, or Area.

040.70 SECTION-DEFINED. "Section" shall be used to describe a major activity within the Office of the Chief of Police, a bureau, group, area, or division.

040.80 UNIT-DEFINED. "Unit" shall be used to describe a specific activity within an Area, division, or section.

040.90 DETAIL-DEFINED. "Detail" shall be used to describe a specific assignment or a duty.

050. DEPARTMENT ORGANIZATION-POSITIONS ESTABLISHED. By authority of the Los Angeles City Charter and Civil Service Rule 11A, Section 6, the following positions are established for the purpose of internal administration:

050.10 GENERAL MANAGER. The general manager of the Police Department shall be known as the Chief of Police, as provided in Charter Section 574 (Manual Section 2/020).

050.15 ACTING CHIEF OF POLICE. The Acting Chief of Police shall, upon the direction of the Chief of Police and with the approval of the Police Commission, assume command of the Department during an authorized absence of the Chief of Police.

050.30 BUREAU COMMANDING OFFICER. Bureau commanding officers shall exercise line command over the employees of their assigned bureaus. In addition, they shall assume staff responsibility over all matters relating to, or concerned with, the fulfillment of the functions of their assigned bureaus. They are responsible for keeping the Chief of Police informed as to the activities and the accomplishments of the groups, or Areas, divisions, and sections within their assigned bureaus.

050.40 GROUP COMMANDING OFFICER. Group commanding officers shall exercise line command over the employees of their assigned groups.

050.50 AREA COMMANDING OFFICER. Area commanding officers shall exercise line command over the employees of their assigned Areas.

050.60 DIVISION COMMANDING OFFICER. Division commanding officers shall exercise line command over the employees of their assigned divisions.

050.70 OFFICER IN CHARGE. Officers in charge shall exercise line command over the employees of their assigned watches, sections, units, or details.

060. DEPARTMENT ORGANIZATION. The Department organization is established as set forth in the following sections.

061. POLICE COMMISSION. The Department organization is established as set forth in the following sections.

062. OFFICE OF THE CHIEF OF POLICE. The Office of the Chief of Police shall consist of:

Chief of Staff
- Administrative Section.
- Community Relations Section.
- Employee Relations Group.
- Governmental Liaison Section.
- Public Information Office.
- Use of Force Review Division.

Professional Standards Bureau
- Internal Affairs Group.
- Advocate Section.
- Support Section.
- Administrative Investigation Division.
- Criminal Investigation Division.
- Force Investigation Division.
- Special Operations Division.

Consent Decree Bureau
- Risk Management Group.
- Audit Division.
- Civil Rights Integrity Division.
- Discrimination Consent Decree Section.

Counter Terrorism and Criminal Intelligence Bureau
- Assistant Commanding Officer.
- Emergency Services Division.
- Major Crimes Division.

063. OFFICES-ESTABLISHED. The Department shall be divided into the following functional offices under the direction of the Chief of Police:

- Office of Operations.
- Office of Support Services.
064. OFFICE DIRECTORS-ESTABLISHED. An Assistant Chief shall command each of the two organizational Offices and will hold the title of “Director” of their respective Office.

066. OFFICE OF SUPPORT SERVICES (OSS). The Office of Support Services shall consist of the Director and the following:

Executive Officer,
* Planning and Research Division.

Teams II Development Bureau.

Administrative and Technical Services Bureau,
* Assistant Commanding Officer,
* Motor Transport Division,
* Property Division,
* Scientific Investigation Division.

Facilities Management Division.
* Fiscal Operations Division.
* Personnel Group,
* Hiring and Evaluation Section,
* Officer Representation Section,
* Personnel Division,
* Recruitment Section.

Information & Communications Services Bureau,
* Assistant Commanding Officer,
* Communications Division,
* Emergency Command Control Communications System (ECCCS) Division,
* Information Technology Division,
* Records and Identification Division.

Training Group,
* Police Training and Education,
* Training Division.

Behavioral Science Services.

Ombuds Office.

067. OFFICE OF OPERATIONS (OO). The Office of Operations shall consist of the Director and the following:

Assistant to the Director, Office of Operations,
* Jail Division.

Detective Bureau,
* Assistant Commanding Officer,
* Commercial Crimes Division,
* Detective Support Division,
* Juvenile Division,
* Narcotics Division,
* Vice Division,
* Robbery-Homicide Division.

Special Operations Bureau,
* Assistant Commanding Officer,
* Air Support Division.

* Metropolitan Division.
* Special Operations Support Division.

COMPSTAT Unit.

068. OPERATIONS-CENTRAL BUREAU.

Central Area.
* Central Patrol Division,
* Central Detective Division.

Hollenbeck Area.
* Hollenbeck Patrol Division,
* Hollenbeck Detective Division.

Newton Area.
* Newton Patrol Division,
* Newton Detective Division.

Northeast Area.
* Northeast Patrol Division,
* Northeast Detective Division.

Rampart Area.
* Rampart Patrol Division,
* Rampart Detective Division.

Central Traffic Division.

069. OPERATIONS-SOUTH BUREAU.

Assistant Commanding Officer.

Harbor Area.
* Harbor Patrol Division,
* Harbor Detective Division.

77th Street Area.
* 77th Street Patrol Division,
* 77th Street Detective Division.

Southeast Area.
* Southeast Patrol Division,
* Southeast Detective Division.

Southwest Area.
* Southwest Patrol Division,
* Southwest Detective Division.

South Traffic Division.

070. OPERATIONS-WEST BUREAU.

Assistant Commanding Officer.

Hollywood Area.
* Hollywood Patrol Division,
* Hollywood Detective Division.

Pacific Area.
* Pacific Patrol Division,
* Pacific Detective Division,
* LAX Field Services Division.

West Los Angeles Area.
* West Los Angeles Patrol Division,
* West Los Angeles Detective Division.

Wilshire Area.
* Wilshire Patrol Division,
* Wilshire Detective Division.

071. OPERATIONS-VALLEY BUREAU.

Assistant Commanding Officer.

Devonshire Area.
* Devonshire Patrol Division,
* Devonshire Detective Division.

Foothill Area.
* Foothill Patrol Division,
* Foothill Detective Division.

Mission Area.
* Mission Patrol Division,
* Mission Detective Division.

North Hollywood Area.
* North Hollywood Patrol Division,
* North Hollywood Detective Division.

Van Nuys Area.
* Van Nuys Patrol Division,
* Van Nuys Detective Division.

West Valley Area.
* West Valley Patrol Division,
* West Valley Detective Division.

Valley Traffic Division.

080. WATCHES ESTABLISHED. The tours of duty shall be known as watches, the hours of which shall be set by respective commanding officers in accordance with predetermined needs based upon analytical study and with proper organizational approval.

085. CITY JAIL SYSTEM ESTABLISHED. The City Jail System is established in the following sections of the Los Angeles Administrative Code, Division 22, Chapter 11, Article 11, Section 22.279. The City Jail System shall be and consist of the following named stations, substations, and buildings, together with all premises, buildings, and enclosures connected there with:

(a) Premises located at 1546 West Martin Luther King Jr. Boulevard, commonly known as the “Southwest Area Jail.”
(b) Premises located at 2175 John S. Gibson Boulevard, San Pedro, commonly known as the “Harbor Area Jail.”
(c) Premises located at 1358 North Wilcox Avenue, commonly known as the “Hollywood Area Jail.”
(d) Premises located at 4861 Venice Boulevard, commonly known as the “Wilshire Area Jail.”
(e) Premises located at 7600 Broadway Street, commonly known as the “77th Street Jail Section.”
(f) Premises located at 12312 Culver Boulevard, commonly known as the "Pacific Area Jail."

(g) Premises located at 150 North Los Angeles Street, commonly known as the "Metropolitan Jail Section."

(h) Premises located at 12760 Osborne Street, commonly known as the "Foothill Area Jail."

(i) Premises located at 6240 Sylmar Avenue, Van Nuys, commonly known as the "Valley Jail Section."

(j) Premises located at 10250 Etiwanda Avenue, commonly known as the "Devonshire Area Jail."

Los Angeles Administrative Code, Division 22, Chapter 11, Article 11, Section 22.280. If and when any of said stations, substations, or buildings are moved to a new location, and if and when any new station, substation or building of the said Department of Police be established, then any jail located in such station, substation, or building so moved or established may by resolution of the City Council be declared to be a part of the Los Angeles City Jail System.

090. PERMANENT BOARDS AND COMMITTEES.

090.10 BOARDS AND COMMITTEES DEFINED. Department boards and committees shall consist of personnel assembled together at the direction of the Chief of Police for the purpose of gathering, investigating, and acting upon information pertaining to the varied programs in which the Department is engaged.


090.20 REVIEWING OFFICER DEFINED. As the convening authority, the Chief of Police may designate a Deputy Chief of Police to act as the Reviewing Officer on all matters within the jurisdiction of a particular board or committee. The Reviewing Officer shall provide administrative staff supervision and shall submit appropriate reports concerning the activities of the board or committee to the Chief of Police.

090.25 CHAIR-SELECTION. The member-officer with the most seniority in the highest paygrade within the highest rank shall, when not otherwise indicated, be the chair of Department boards and committees.

090.30 CHAIR’S DUTIES. The Chair shall be responsible for maintaining the official files of the board or committee, providing staff and clerical support, and maintaining a record of the minutes of all meetings. The Chair shall submit appropriate reports concerning the activities of the board or committee to the Reviewing Officer or, when no Reviewing Officer has been designated, directly to the Chief of Police or other specified personnel.

The Chair of any board or committee, the membership of which is wholly or partially at the discretion of the Chief of Police, shall submit to the Chief of Police the names of those persons recommended to fill vacancies when they occur and any proposed changes in the membership of the board or committee.

090.40 RECORDER’S DUTIES. When a member has been designated as the Recorder, the member shall assume responsibility for maintaining the official files and records of the authority, board, or committee.

090.50 ALTERNATE MEMBERS. Unless otherwise specified, alternate members of appropriate rank may be designated to sit with a board or committee subject to the approval of the Chair.

092. BOARDS.

092.20 COMMENDATIONS BOARD. Responsibilities. The Commendations Board shall be responsible for:

* Evaluating commendation reports regarding acts performed by Department personnel.
* Recommending the Bureau Commendation, when appropriate, and returning the reports to the bureau of origin for presentation.
* Approving the awarding of the Police Star to employees whose commendatory acts meet the criteria.
* Forwarding reports worthy of consideration for the Police Medal, the Police Meritorious Service Medal, or the Police Meritorious Unit Citation, to the Director, Office of Support Services.
* Forwarding reports worthy of consideration for the Medal of Valor, the Police Distinguished Service Medal, or the Police Commission Unit Citation, to the Awards and Decorations Board.
* Forwarding reports worthy of consideration for the Police Commission Distinguished Service Award and the Police Commission Integrity Medal to the Chief of Police.

Membership. The Board shall be comprised of:

* The Commanding Officer, Personnel Group, as Chair.
* Two captains selected by the Director, Office of Operations, one from a geographic bureau and one from Detective Bureau.
* One captain selected by the Director, Office of Support Services.
* One senior civilian employee selected by the Commanding Officer, Administrative and Technical Services Bureau.

Reviewing Officer. The Director, Office of Support Services is the Reviewing Officer on all matters within the purview of the Commendations Board.

092.30 AWARDS AND DECORATIONS BOARD. Responsibilities. The Awards and Decorations Board shall be responsible for:

* Evaluating reports received from the Commendations Board recommending the Medal of Valor, the Police Distinguished Service Medal, or the Police Commission Unit Citation.
* Forwarding approved reports to the Office of the Chief of Police along with the recommended level of award.
* Returning all other reports to the Commendations Board for appropriate action.

Membership. The Board shall be comprised of all bureau commanding officers.

* The Commanding Officer, Personnel Group, shall be the Chair.
* The Director, Office of Support Services is the Reviewing Officer on all matters within the purview of the Awards and Decorations Board.

092.40 INFORMATION SYSTEMS REVIEW BOARD. Responsibilities. The Information Systems Review Board shall be responsible for:

* Reviewing existing systems to assure responsiveness to Department needs.
* Recommending to the Chief of Police, Department priorities for implementation of modification of systems to best utilize available resources.
* Reviewing and recommending to the Chief of Police, changes to the information systems architecture.
* Recommending to the Chief of Police, long term priorities for the design and implementation of new information systems to support the formal strategic planning process.
* Establishing ad hoc committees to oversee the development, final implementation, and follow up of specialized systems.

Membership. The Information Systems Review Board shall be comprised of the following:

* The Commanding Officer, Information & Communications Services Bureau, as Chair.
* A staff officer from a geographic bureau, selected by the Director, Office of Operations.
* Two staff officers from a non-geographic bureau selected by the Chief of Police; and,
* The Commanding Officer, Administrative and Technical Services Bureau.

The committee shall be comprised of the following ad hoc members for technical expertise.

* The Commanding Officer, ECCCS Division.
* The Commanding Officer, Planning and Research Division.
* The Commanding Officer, Communications Division.
* The Commanding Officer, Information Technology Division.

Reviewing Officer. The Chief of Police is the Reviewing Officer for all matters within the...
092.50 USE OF FORCE REVIEW BOARD-RESPONSIBILITIES. The Use of Force Review Board shall convene at the direction of the Chair of the Board and shall:

- Avail itself of any facilities of the Department necessary to conduct a complete examination of the circumstances involved in the incident under investigation;
- Report its findings and recommendations to the Chief of Police; and,
- Upon adjournment, forward the Use of Force Internal Process Report, Form 1.67.1, and other related reports to the Chief of Police.

Membership. The Use of Force Review Board shall be composed of the following:

- The Chief of Staff as Chair;
- The involved employee's bureau commanding officer, as an ex-officio member;
- Peer member;
- Operations staff officer selected by the Director, Office of Operations; and,
- The Commanding Officer, Training Group.

Note: The Chief of Staff will select an alternate member when a conflict arises.

Exception: When the involved employee is assigned to an organizational entity not subordinate to a bureau commanding officer, the Director, Office of Operations shall appoint a staff officer as an ad hoc member to fill the otherwise vacant position of the involved employee's bureau commanding officer.

Peer member. A peer member of the same classification as the involved employee shall be selected from a different bureau of assignment than the involved employee. The role of the peer member is to provide the Board with insight at a level of expertise equal to the rank and tenure of the involved employee. The Chair of the Use of Force Review Board shall select the peer member from a standing pool of personnel. Prior to that selection, the Chair shall ensure that the peer member selected has a clear understanding of the role. In addition, the chair shall ensure that the member receives training in Use of Force Review Board responsibilities and functions. Members shall be appointed to the pool as follows:

- Six members of the classification of Police Officer shall be designated by each Operations Bureau commanding officer, the Director, Office of Support Services, and the Director, Office of Operations;
- One member each of the classifications of Detective and Sergeant shall be designated by each Operations Bureau commanding officer, and the Office of Support Services;
- One member of the classification of Lieutenant shall be designated by the Director, Office of Support Services, and the Director, Office of Operations; and,
- One peer member from other classes shall be designated by the Chair as necessary.

During the time the Use of Force Review Board is convened, the selected peer member shall be assigned to the Use of Force Review Board as his/her primary duty assignment. Such assignment shall terminate upon adjournment of the Board. An employee's Use of Force Review Board peer member pool standing shall terminate upon the direction of his/her bureau commanding officer or upon his/her transfer from the bureau from which he/she was designated.

Advisory Committee. The committee shall be comprised of the following ad hoc members for technical expertise:

- Officer in Charge (OIC), Self Defense Unit, Training Division;
- The Commanding Officer, Use of Force Review Division;
- The Commanding Officer, Training Group;
- The Commanding Officer, Force Investigation Division (FID);
- The OIC, Tactics Unit, Training Division; and,
- The FID investigative team.

Special Duties-Chair. The Chair of the Use of Force Review Board shall, upon receipt, review all investigation reports and convene the Board when the investigation involves:

- In-custody death;

Note: When reviewing in-custody deaths of juveniles, the Chair of the Use of Force Review Board shall ensure that Force Investigation Division has made the proper notification to the State of California Board of Corrections.

Death or serious injury resulting from police action except those reportable only as traffic collisions;

Note: An injury shall be considered serious when the injury is substantial and requires hospitalization.

- All head strikes with an impact weapon;
- All upper body control hold control of force incidents;
- Discharge of a firearm by sworn and/or security personnel; and,
- Any other incident involving the discharge of a firearm by a Department employee which, in the judgment of the Chair, warrants review.

Exception: The Chair, Use of Force Review Board, may, at his or her discretion, choose not to convene the Board in the following instances:

- Discharge of firearm incidents involving only the destruction of animals;
- Accidental discharge of firearm incidents not resulting in injuries AND occurring in the presence of Department employees only AND not involving law enforcement action; and,
- In-custody deaths where the cause of death is due to natural causes and there is no use of force or procedural violation by a Department employee.

Involved Employee. Whenever an employee becomes involved in a reviewable use of force incident, the employee directly involved may:

- Attend the Use of Force Review Board and observe the presentation of the case; and,
- Address the board on his or her behalf to personally present any relevant information, with the approval of the Chair.

Reviewing Officer. The Chief of Police is the Reviewing Officer for all matters within the purview of the Use of Force Review Board.

092.51 K-9 BITE REVIEW BOARD.

Responsibilities. The K-9 Bite Review Board is responsible for reviewing incidents in which a member of the public is bitten by a Department canine wherein hospitalization is required. The review board shall evaluate the propriety of the incident as well as the associated policy, training, risk management, and disciplinary issues and shall:

- Avail itself of any facilities of the Department necessary to conduct a complete examination of the circumstances involved in the incident under investigation; and,
- Report its findings and recommendations to the Chief of Police.

Membership. The K-9 Bite Review Board shall consist of the following:

- The Director, Office of Operations as Chair;
- The Commanding Officer, Special Operations Bureau; and,
- The Commanding Officer, Risk Management Group.

Note: The Chair will select an alternate member when a conflict arises.

Advisory Committee. The committee shall consist of the following ad hoc members for technical expertise:

- The Officer in Charge of the K-9 Unit; and,
- Use of Force Review Division personnel.

Reviewing Officer. The Chief of Police is the Reviewing Officer for all matters within the purview of the K-9 Bite Review Board.

092.60 MERIT PAY REVIEW BOARD.

Responsibilities. The Merit Pay Review Board shall be responsible to the authority to withhold the fifth pay step of lieutenants and below to remove or reduce any merit pay step.

Membership. The Board shall consist of three assistant chiefs for hearings concerning all ranks up to and including commanders, as follows:

- The Director, Office of Support Services, as Chair;
- The Chief of Staff; and,
- The Director, Office of Operations.
Reviewing Officer. The Chief of Police is the Reviewing Officer for all matters within the jurisdiction of the Merit Pay Review Board.

Note: Membership for this Board has been established by the Los Angeles City Administrative Code, Division 4, Chapter 3, Article 4, Section 4.159 (e).

092.61 CARRYING A CONCEALED WEAPON BOARD (RETIREES).

Responsibilities. The Carrying a Concealed Weapon Board shall be responsible for denying or revoking a retiree's privilege to carry a concealed weapon upon showing of just cause.

Membership. The Board shall be comprised of:

* The Commanding Officer, Personnel Group, as Chair;
* A peer member, selected by the retired officer or the Police Protective League; and,
* A Police Commission Hearing Examiner appointed jointly by the retired officer, or the League, and the Department by alternately striking names from a list of seven Police Commission Hearing Examiners randomly drawn from the current list.

Reviewing Officer. The Director, Office of Support Services is the Reviewing Officer for all matters within the jurisdiction of the Carrying a Concealed Weapon Board (Retirees).

092.65 POLICE OFFICER III WRITTEN EXAMINATION REVIEW BOARD.

Responsibilities. The Police Officer III Written Examination Review Board shall be responsible for evaluating each question of the Police Officer III Written Examination on the basis of correctness, manner of presentation, and relevancy.

Membership. The Board shall be comprised of:

* One staff officer from a geographic bureau selected by the Director, Office of Operations;
* One staff officer designated by the Director, Office of Support Services;
* One captain selected by the Director, Office of Support Services;
* One captain selected by the Director, Office of Operations;
* One lieutenant selected by the Director, Office of Support Services; and,
* One lieutenant, selected by the Director, Office of Operations.

Reviewing Officer. The Director, Office of Support Services, is the Reviewing Officer for all matters within the jurisdiction of the Police Officer III Written Examination Review Board.

092.70 MANAGEMENT DEVELOPMENT ADVISORY BOARD.

Responsibilities. The Management Development Advisory Board shall be responsible for:

* Reviewing applications and ranking the candidates for Management Development Programs; and,
* Forwarding, through appropriate channels to the Chief of Police, a list of candidates recommended for selection.

Membership. The Board shall be comprised of:

* Staff officers selected by the Chief of Police.

Reviewing Officer. The Chief of Police is the Reviewing Officer on all matters within the jurisdiction of the Management Development Advisory Board.

092.80 PROMOTIONAL ASSESSMENT BOARDS. Promotional Assessment Boards shall convene at the request of the Director, Office of Support Services.

Responsibilities. Promotional Assessment Boards shall be responsible for:

* Evaluating promotional candidates;
* Ranking candidates for promotion within designated whole scores from the published Civil Service Report of Eligibles; and,
* Making promotional recommendations to the Chief of Police.

Membership. Boards shall be comprised of three members designated by the Director, Office of Support Services. The Director, Office of Support Services shall designate the Chair of the Board.

Reviewing Officer. The Director, Office of Support Services, is the Reviewing Officer on all matters within the jurisdiction of Promotional Assessment Boards.

092.90 AUTHORITY REVIEW FOR PRODUCT EVALUATIONS. The Director, Office of Support Services, is the Reviewing Officer for all product evaluations.

093. COMMITTEES.

093.10 UNIFORM COMMITTEE.

Responsibilities. The Uniform Committee shall be responsible for:

* Considering any changes in the uniform and personal equipment worn by uniformed personnel and making recommendations to the Chief of Police;
* Maintaining and publishing, semi-annually, a roster of authorized uniform dealers and their addresses, and publishing without delay the names and addresses of any dealers added to or deleted from the list;
* Supplying authorized dealers with copies of the Department Uniform and Personal Equipment Specifications and Department directives pertaining to the same; and,
* Originating and maintaining correspondence concerning uniform and personal equipment matters.

Membership. The Committee shall be comprised of:

* Commanding Officer, Personnel Group, as Chair;
* Two command officers: one selected from Detective Bureau and one selected from a geographic bureau, by the Director, Office of Operations; and,
* One command officer selected by the Director, Office of Support Services.

Reviewing Officer. The Chief of Police is the Reviewing Officer for all matters within the jurisdiction of the Uniform Committee.

093.15 EMPLOYEE SUGGESTION AWARD COMMITTEE.

Responsibilities. The Employee Suggestion Award Committee shall be responsible for reviewing adopted employee suggestions and recommending appropriate awards as set forth by Los Angeles Administrative Code Section 4.300, Monetary Awards.

Membership. The Committee shall be comprised of:

* The Commanding Officer, Personnel Group, as Chair.
* A captain selected by the Director, Office of Operations;
* A captain selected by the Director, Office of Support Services.

Reviewing Officer. The Director, Office of Support Services is the Reviewing Officer for all matters within the jurisdiction of the employee suggestion award committee.

093.20 SCOUTING CONTROL COMMITTEE.

Responsibilities. The Scouting Control Committee shall meet as directed by the Chair to consider programs, policies, and directives for Department-sponsored scouting activities, and shall submit these proposals to the Chief of Police for approval prior to implementation.

Membership. The Committee shall be comprised of:

* The Assistant Commanding Officer, Detective Bureau, as Chair;
* One captain or lieutenant selected by the Director, Office of Support Services;
* Four command officers selected by the Director, Office of Operations, one from each geographic bureau; and,
* Four Youth Services Officers selected by the Chair of the Committee, one from each geographic bureau.

Note: Each Youth Services Officer shall be selected from a different division of assignment than the command officers.
Reviewing Officer. The Director, Office of Operations, is the Reviewing Officer on all matters within the jurisdiction of the Scouting Control Committee.

093.40 FLEET MANAGEMENT COMMITTEE.

Responsibilities. The Fleet Management Committee shall be responsible for:
* Reviewing current vehicle assignment practices within the Department and proposing solutions which would optimize the manner in which they are assigned;
* Reviewing policies and management practices concerning vehicle use within the Department; and,
* Determining the optimum number, type, and size of vehicle required to perform Department functions.

Membership. The Fleet Management Committee shall be comprised of the following:
* The Assistant Commanding Officer, Administrative and Technical Services Bureau, as Chair;
* One staff or command officer from a geographic bureau selected by the Director, Office of Operations;
* One staff or command officer from a non-geographic bureau selected by the Director, Office of Operations;
* One staff or command officer selected by the Chief of Staff; and,
* One staff or command officer selected by the Director, Office of Support Services.

The committee shall be comprised of the following ad hoc members for technical expertise:
* The Commanding Officer, Planning and Research Division;
* The Commanding Officer, Narcotics Division; and,
* The Commanding Officer, Motor Transport Division.

Reviewing Officer. The Commanding Officer, Administrative and Technical Services Bureau, is the Reviewing Officer for all matters within the jurisdiction of the Fleet Management Committee.

093.45 HOME GARAGING REVIEW COMMITTEE.

Responsibilities. The Home Garaging Review Committee shall be responsible for:
* Managing the Department’s Home Garaging Program in accordance with the policies and procedures set forth by the Board of Police Commissioners and the City Council;
* Establishing a submission schedule for renewal applications;
* Reviewing all home garage applications annually; and,
* Determining which applications comply with those policies.

Membership. The Home Garaging Review Committee shall be comprised of the following:
* The Director, Office of Support Services, as Chair;
* The Chief of Staff; and,
* The Director, Office of Operations.

Reviewing Authority. The Chief of Police is the Reviewing Authority for this committee.

093.50 POLICE FACILITIES COMMITTEE.

Responsibilities. The Police Facilities Committee shall be responsible for implementing the applicable provisions of all present and future Police Department bonds. The Police Facilities Committee shall also be responsible for review and concurrence of all matters relating to capital projects, regardless of how financed, and the allocation of space in Department facilities.

Membership. The Committee shall be comprised of:
* The Commanding Officer, Facilities Management Division, as Chair.
* One staff or command officer selected by the Director, Office of Support Services.
* One staff or command officer from a geographic bureau or Detective Bureau, selected by the Director, Office of Operations.

Special Duties-Chair. The Chair, Police Facilities Committee, shall:
* Convene the Committee for recommendation or denial of requests for space reallocation; and,
* Notify the requesting staff or command officer of the Committee action upon final approval by the Reviewing Officer.

Reviewing Officer. The Commanding Officer, Administrative and Technical Services Bureau, is the Reviewing Officer for all matters within the jurisdiction of the Police Facilities Committee.

093.60 POLICE RESERVE EXECUTIVE COMMITTEE.

Responsibilities. The Police Reserve Executive Committee shall be responsible for:
* Coordinating and reviewing activities pertaining to the Department Police Reserve Corps; and,
* Establishing procedures and standards of the Police Reserve Corps.

Membership. The Committee shall be comprised of:
* The Commanding Officer, Personnel Group, as Chair, who shall be the Department Reserve Coordinator;
* One representative from each geographic bureau to be selected by the Director, Office of Operations; and,
* Other police reserve officers to be selected by the Department Reserve Coordinator.

Reviewing Officer. The Director, Office of Support Services, is the Reviewing Officer on all matters within the jurisdiction of the Police Reserve Committee.

093.70 HUMAN RESOURCES DEVELOPMENT COMMITTEE.

Responsibilities. The Human Resources Development Committee shall be responsible for developing and coordinating the Department's Human Resources Development Program and serving the Chief of Police as a steering committee on all Human Resources Development related matters.

Membership. The Committee shall be comprised of:
* The Commanding Officer, Training Group, as Chair;
* A Staff officer selected by the Director, Office of Operations;
* A Staff officer selected by the Director, Office of Support Services; and,
* A Staff officer selected by the Chief of Staff.

Reviewing Officer. The Director, Office of Support Services is the Reviewing Officer for all matters within the jurisdiction of the Human Resources Development Committee.

093.75 OPERATIONS COMMUNICATIONS COMMITTEE.

Responsibilities. The Operations Communications Committee shall be responsible for developing communications procedures affecting both the operations bureaus and Communications Division. The Committee shall not establish policy, but instead meet as needed to develop procedures based on existing Department policy.

Membership. The Committee shall be comprised of:
* The Commanding Officer, Communications Division as Chair;
* The Commanding Officer, Emergency Command Control Communications System (ECCCS) Division; and,
* Nine representative members from the Office of Operations (to include traffic divisions and detectives) selected by the Director, Office of Operations; and,
* One command officer, designated by the Director, Office of Support Services.

Note: Selection of representative members shall be based upon their productive contribution to communications issues and anticipated permanency in their assignments.

Reviewing Officer. The Director, Office of Support Services, is the Reviewing Officer for all matters within the jurisdiction of the Operations Communications Committee.
093.85 EXECUTIVE FISCAL MANAGEMENT COMMITTEE.

Responsibilities. The Executive Fiscal Management Committee shall be responsible for the review, prioritization, deletion and/or addition of items within the Department budget prior to approval by the Board of Police Commissioners and transmission to the City Council.

Membership. The committee shall be comprised of:

* Two Police Commissioners;
* Chief of Police; and,
* Commanding Officer, Administrative and Technical Services Bureau.

Reviewing Officer. The President of the Police Commission shall act as the Reviewing Officer.

093.95 RISK MANAGEMENT EXECUTIVE COMMITTEE.

Responsibilities. The Risk Management Executive Committee reviews, processes, and makes recommendations to the Chief of Police regarding Departmentwide risk and liability issues.

Membership. The membership shall be comprised of the following:

* The Commanding Officer, Consent Decree Bureau, as Chair;
* Commanding Officer, TEAMs II Development Bureau;
* Commanding Officer, Operations-Central Bureau;
* Commanding Officer, Operations-South Bureau;
* Commanding Officer, Operations-West Bureau;
* Commanding Officer, Operations-Valley Bureau;
* Commanding Officer, Risk Management Group;
* Commanding Officer, Employee Relations Group;
* Commanding Officer, Behavioral Science Services;
* Commanding Officer, Professional Standards Bureau or when unavailable, the Commanding Officer, Internal Affairs Group;
* Commanding Officer, Administrative and Technical Services Bureau; and,
* The concerned employee’s Bureau Commanding Officer, if not already in attendance.

Present as Observers:

* Office of the City Attorney Representative; and,

Reviewing Officer. The Chief of Police is the Reviewing Officer for all matters within the jurisdiction of the Risk Management Executive Committee.

094. BOARDS OF INQUIRY AND AD HOC COMMITTEES.

094.05 TERMINOLOGY.

Convening Authority. The convening authority for Department boards of inquiry and ad hoc committees shall be the Chief of Police.

Precept. A Department precept is a document issued by the convening authority to activate a board of inquiry or ad hoc committee. The precept designates the chair, names the membership, sets forth the rules of assembling, clearly states the matter that is to be investigated, describes the scope of jurisdiction, and gives explicit instructions as to what the final report shall include, and any pertinent information relevant to the course of action to be taken.

Note: Boards of Inquiry and ad hoc committees are primarily fact-finding bodies and, unless specifically directed by the convening authority in the precept to express opinions or make recommendations, shall confine themselves to findings of fact.

094.10 BOARDS OF INQUIRY. A Department board of inquiry shall consist of Department personnel assembled in compliance with a precept for the purpose of investigating a particular matter or alleged incident involving Department personnel or equipment.

Some of the proceedings of a Department board of inquiry may, under certain conditions, become evidence before a Board of Rights or other administrative tribunal. When the nature of the board of inquiry is such that the findings may be prejudicial to a Department employee, the concerned employee shall be afforded the opportunity to appear before the board and present facts in his or her own behalf. In such cases, or when the employee appears at the request of the board of inquiry, the employee shall be informed of the nature of the inquiry prior to offering information in his or her own behalf. At the discretion of the chair, the employee may be permitted to present a reasonable number of witnesses in support of relevant issues raised by him or her before the board.

Exception: These requirements shall not apply if, in the opinion of the convening authority, the subject matter is such that revealing it would likely hinder the chances of a complete and thorough investigation. In such cases, the precept and the board's report shall be classified as "Confidential." The chair shall recommend to the convening authority whenever, in his or her opinion, the inquiry should be classified as confidential. The inquiry shall be classified as confidential when the disclosure of the inquiry would be contrary to the best interest of the City.

When the proceedings reveal that an employee may be the subject of a personnel complaint involving a prosecutable offense, the employee shall be advised of his or her Miranda rights as a private person and allowed to exercise the same rights afforded a private person under similar circumstances.

094.15 AD HOC COMMITTEES. A Department ad hoc committee shall consist of Department personnel assembled in compliance with a precept for the purpose of gathering and studying information pertaining to policies, procedures, programs, or conditions that affect the Department.

094.20 MEMBERSHIP. Department boards of inquiry and ad hoc committees shall be comprised of members of appropriate class, rank, and seniority designated by the convening authority. The composition of such boards or committees shall be regulated by the circumstances to be investigated. The number of members to constitute such bodies shall be determined by the convening authority, who will consider the importance of the subject matter and the qualifications of Department employees to serve as members.

094.25 CHAIR-RESPONSIBILITY. The chair of a Department board of inquiry or ad hoc committee shall be responsible for providing administrative supervision on such matters within the jurisdiction of the board or committee, maintaining a record of the minutes of all meetings, and providing staff and clerical support.

Note: The precept will recognize the chair's capability to provide staff and clerical support from his regular assignment and will assign additional support when required.

The chair shall submit a final, and any other related, report to the convening authority via the reviewing officer when one has been designated. The final report shall contain the findings and, when appropriate, recommendations of the board or committee. Upon approval of the final report by the convening authority, the board or committee shall be deactivated.

Note: Dissenting members of a board or committee may prepare a minority report and submit it with the final report. The chair may comment on the minority report by separate correspondence to the convening authority.

094.30 REVIEWING OFFICER-RESPONSIBILITY. At his or her discretion, the convening authority may designate an officer senior in rank to the chair to act as Reviewing Officer on all matters within the jurisdiction of a particular Department board of inquiry or ad hoc committee. The reviewing officer shall provide administrative staff supervision and submit appropriate reports concerning the activities and progress of the board or committee to the convening authority.
ORGANIZATION AND FUNCTIONS OF THE POLICE COMMISSION

101. POLICE COMMISSION-FUNCTIONS. The Police Commission has responsibility for the control, regulation, and management of the Los Angeles Police Department pursuant to Los Angeles City Charter Volume I, Article V, Section 506, and is responsible for the following functions:

Police Permits. As authorized in Los Angeles City Administrative Code, Division 22, Chapter 11, Article 3, Section 22.221, granting, denying, suspending, or revoking permits and adopting and enforcing rules and regulations for the conduct of the following businesses and activities:

- Advertising distribution and posting (LAMC Section 103.211).
- Alarm system (LAMC Section 103.206).
- Antique shop (LAMC Section 103.301).
- Auto park (LAMC Section 103.202).
- Auto rental (LAMC Section 103.203).
- Bath (LAMC Section 103.205.2).
- Bowling alley (LAMC Section 103.112).
- Cafe entertainment and show (LAMC Section 103.102).
- Card club (LAMC Section 103.103).
- Card school (LAMC Section 103.103).
- Carnival (LAMC Section 103.104).
- Collectors exchange show promoter and exhibitor (LAMC Section 103.301.1).
- Dance (public one night) (LAMC Section 103.106).
- Dance (teenage public) (LAMC Section 103.118).
- Dancing academy (LAMC Section 103.105).
- Dancing club (LAMC Section 103.106).
- Dancing hall (LAMC Section 103.106).
- Escort (LAMC Section 103.107.1).
- Escort bureau (LAMC Section 103.107).
- Family billiard room (LAMC Section 103.112.1).
- Figure studio (LAMC Section 103.213).
- Game arcade (LAMC Section 103.101.1).
- Game of skill and science (LAMC Section 103.116).
- Hostess dance hall (LAMC Section 103.106.1).
- Identification card (LAMC Section 103.207).
- Junk collector (LAMC Section 103.304).
- Junk dealer (LAMC Section 103.305).
- Locksmith (LAMC Section 103.208).
- Massage business on, and off premises (LAMC Section 103.205).
- Massage Therapist-on and off premises (LAMC Section 103.205.1).
- Motion picture show (LAMC Section 103.109).
- Pawnbroker (LAMC Section 103.306).
- Peace officer/firefighter soliciting organization and solicitor (LAMC Section 103.212).
- Picture arcade (LAMC Section 103.101).
- Pool/billiard table(s) (LAMC Section 103.112).
- Private patrol (LAMC Section 52.34).
- Rides/mechanical (LAMC Section 103.113).
- Rummage sale (annual) (LAMC Section 103.307).
- Sales, closing out, removal (LAMC Section 103.308).
- Secondhand (auto parts) (LAMC Section 103.309).
- Secondhand (books) (LAMC Section 103.310).
- Secondhand (jewelry) (LAMC Section 103.311).
- Seller of concealable firearms (LAMC Section 103.314).
- Skating rink (LAMC Section 103.115).
- Special Event Applications (LAMC Section 103.111).
- Special officer (LAMC Section 52.34).
- Swap meets (LAMC Section 103.311).
- Swap meet operator (LAMC Section 103.311).

Employee Grievances. Reviewing grievances in emergency situations and exercising appellate jurisdiction of employee grievances which have been reviewed through the levels of authority.

Conflict of Interest. Maintaining files for public inspection of financial disclosure statements filled out by employees assigned to designated positions, and statements of disqualification submitted by employees who believed that they had a conflict of interest in a decision making process as outlined in the Department's Conflict of Interest Code.

Discrimination Complaints. Conducting discrimination complaint investigations and presenting findings to the Department for appropriate adjudication. Working with Department personnel in the informal resolution of discrimination complaints as well as acting as a resource in the training of employees as related to discrimination.

Complaint Allocations Filed Against the Chief of Police. The Board of Police Commissioners shall investigate all complaints against the Chief of Police and may use its staff, the Office of the Inspector General, or authorized contractors to conduct such investigations.

Use of Force Reviews. Acting as the final level of review for all use of force incidents including officer-involved shootings, in-custody deaths, in-custody injuries, and use of all upper body control holds.

Policy Formulation and Review. Independent Investigations. Through the Office of the Inspector General, providing oversight of the disciplinary process; conducting selected investigations of alleged misconduct; monitoring, analyzing and making recommendations concerning Department disciplinary trends; and acting as an intake point for complaints against Department employees.

Charitable Services. Investigating charitable and philanthropic corporations that depend upon public appeal or general solicitations for support; processing applications for non-profit solicitation businesses including bingo games; and, recommending approval or disapproval of such permits to the Police Permit Review Panel.

102. POLICE COMMISSION-ORGANIZATION. The Police Commission, in addition to the Board of Police Commissioners, is comprised of:

- Executive Director.
- Executive Office.
- Office of the Secretary.
- Chief Accounting Employee.
- Commission Investigation Division.
- Hearing Examiners.
- Discrimination Unit.
- Police Permit Review Panel.

103. POLICE COMMISSION, SPECIAL DUTIES-CONFLICT OF INTEREST CODE. When the Chief of Police forwards an employee’s conflict of interest statement to the Police Commission for consideration, the Commission shall make a decision as to whether or not an employee does in fact have a conflict of interest in a decision making process of the Department; advise the concerned employee about the decision of the Commission; and keep a record of the Commission's decision on file available for public inspection.

107. POLICE COMMISSION-RESPONSIBILITY OF COMMAND. The command positions within the Police Commission have responsibility of command as designated in the subsections of Manual Section 2/101.

107.10 BOARD OF POLICE COMMISSIONERS. In addition to exercising the general powers and performing the duties prescribed by the Los Angeles City Charter Volume I, Article II, Section 213, the Board of Police Commissioners exercises line command over all personnel assigned to the Police Commission and Commission Investigation Division.

107.15 PUBLIC AFFAIRS DIRECTOR. The Public Affairs Director is responsible for disseminating to the media, the official position of the Board of Police Commissioners on various issues of public concern, for coordinating public appearances, and for providing liaison between the Commission and the media.

120. POLICE COMMISSION, EXECUTIVE DIRECTOR.

120.01 EXECUTIVE DIRECTOR. The Executive Director, under the direction of the Board of Police Commissioners, is responsible for managing and coordinating the activities of the Executive Staff and exercises line command over Commission employees, and has line
command over the Commanding Officer, Commission Investigation Division.

120.02 EXECUTIVE DIRECTOR – FUNCTIONS. The Executive Director is responsible for:

* Exercising line command over the operations of the Executive Office, and the Commission Investigation Division;
* Acting as advisor to, and providing staff services for, the Board of Police Commissioners;
* Supervision, appointment, discharge, discipline and transfer of the Commission’s full-time staff, with the exception of the Inspector General and the Board Secretary;
* Recommending an annual Police Commission budget and overseeing budgetary appropriations; and,
* Acting as the Board’s liaison to the Office of the Chief of Police and the Department and representing the Commission at various meetings and events.

130. POLICE COMMISSION, EXECUTIVE OFFICE.

130.01 EXECUTIVE OFFICE – FUNCTIONS. This office shall provide direct staff and analytical support to the Board of Police Commissioners on all policy matters.

130.03 EXECUTIVE OFFICE–SPECIAL FUNCTIONS.

Personnel Matters. Through the Grievance Unit, the Executive Office shall advise the Commission on personnel and employee relations matters, analyze Department reports, advise the Commission on hiring and promotional practices, act as the Commission’s Hearing Officer for third level grievance hearings; and provide subject matter expertise to the Commission in other labor relations matters.

Discrimination Complaints.

* Through the Discrimination Unit, the Executive Office shall conduct sexual harassment and discrimination complaint investigations for the entire Department;
* Present investigation findings to the Board of Police Commissioners for appropriate adjudication;
* Act as mediator in the informal resolution of discrimination complaints;
* Provide information, counseling, and training regarding discrimination complaints, complainants’ rights, alternative courses of action, and support resources;
* Maintain liaison with command staff, complainants, Training Group, outside compliance agencies and Personnel Department; and,
* Monitor and track all discrimination complaints.

Policy Formulation and Review. Through the Policy Unit, the Executive Office shall conduct ongoing policy review, develop new policies, analyze the recommendations from the Chief of Police, and develop information strategies.

Community Policing Liaison. The Executive Office is responsible for facilitating Commission oversight and coordination of all community policing related activities, ensuring that the Board’s interests and goals concerning community policing are communicated regularly to Department staff, elected officials, community groups and outside entities.

Use of Force Review. Through the Special Services Unit, the Executive Office is responsible for analyzing and making recommendations to the Board concerning officer-involved shootings, in-custody injuries, in-custody deaths, and upper body control holds.

140. POLICE COMMISSION, OFFICE OF THE INSPECTOR GENERAL.

140.01 INSPECTOR GENERAL. According to the Los Angeles City Charter, Volume I, Article V, Section 573, the Inspector General shall report to the Board of Police Commissioners and shall have the power and duty to:

* Under rules established by the Board of Police Commissioners, audit, investigate, and oversee the Police Department’s handling of complaints of misconduct by police officers and civilian employees and perform other duties as may be assigned by the board;
* Conduct any audit or investigation requested by majority vote of the board;
* Initiate any investigation or audit of the Police Department without prior authorization of the Board of Police Commissioners, subject to the authority of the board by majority vote to direct the Inspector General not to commence or continue an investigation or audit;
* Keep the board informed of the status of all pending investigations and audits; and,
* Appoint, discharge, discipline, transfer and issue instructions to employees under his or her direction.

In order to carry out the duties of the office, the Inspector General shall have the power to subpoena witnesses, administer oaths or affirmations, take testimony and compel the production of such books, papers, records and documents as may be deemed relevant to any audit, inquiry or investigation undertaken. The Inspector General shall notify the President of the Police Commission of the issuance of a subpoena prior to its service.

When inspecting or photocopying Departmental records or evidence maintained by the Department, the Inspector General shall follow the same protocols pertaining to chain-of-custody, preservation of integrity of physical evidence and confidentiality applicable to Department personnel.

When requesting materials from an in-progress crime investigation, the Inspector General shall coordinate all activities with the Officer In Charge in a manner which does not interfere with or compromise the investigation.

Reporting Procedures. The Inspector General shall report directly to the Board of Police Commissioners for all purposes. The Inspector General shall have prompt access to any member of the Board of Commissioners and the Board’s staff.

On a monthly basis, or as otherwise directed by the Board, the Inspector General shall advise the Board of Police Commissioners in closed session of the status of pending audits, projects and investigations. The Inspector General shall submit a written or oral annual report to the Board of Police Commissioners during open session providing an overview of the Department’s internal disciplinary process. Unless specified otherwise, the term “Inspector General” includes employees of the Office of the Inspector General.

140.02 OFFICE OF THE INSPECTOR GENERAL – FUNCTIONS. The office of the Inspector General is responsible for:

* Acting as an advisor to the Board of Police Commissioners on matters related to the Departmental disciplinary process and assisting the Board with oversight and monitoring of this process;
* Receiving, recording, and investigating complaints against Department personnel and/or referring them for appropriate investigation;
* Reviewing use of force incidents, including officer-involved shootings, in-custody deaths, in-custody injuries, upper body control holds, and related disciplinary actions connected with those incidents; and,
* Conducting special projects as directed by the board.

140.03 RULES PERTAINING TO INVESTIGATIONS CONDUCTED BY THE INSPECTOR GENERAL.

Investigation defined. As used in this section, “investigation” means inquiry and examination of documents, financial records, evidence, crime scenes or persons, and excludes the routine, passive review of Department-produced reports, files or investigations. The mere intake of a complaint is not an investigation as defined herein.

Power of Inspector General to Initiate Investigations of the Department. Only the Inspector General (he or she) is empowered to initiate and conduct investigations of the Department, without limitations as to the type of activity of the Department, including ongoing and in-progress matters, unless directed by the Board of Police Commissioners to cease an investigation. This authority cannot be delegated and does not apply to other members of the Inspector General’s Office.

Limitation on Access to Records. The Inspector General is not obligated to provide access by the Department to files of the Office
of the Inspector General unless ordered to do so by the Board or required by law.

Activities of the Inspector General Pertaining to Department Employees. The Inspector General is empowered to conduct investigations of individuals employed by the Department. The Inspector General shall promptly forward any new complaint made known to the Inspector General regarding a complaint of misconduct (except a complaint of misconduct regarding the Chief of Police) to the Commanding Officer, Internal Affairs Group, or promptly request the Board to make a determination whether notice to Internal Affairs Group should be delayed. In forwarding matters to Internal Affairs Group, the Inspector General shall disclose the identity of any eye-witness (i.e., percipient witness) to misconduct, unless the Inspector General promptly requests the Board to make an individualized determination that disclosure is not necessary to investigate the allegation effectively.

The Inspector General shall notify the Board of Police Commissioners of the commencement of any new investigation during the Inspector General’s next monthly status report. When interviewing Department employees who are reporting misconduct, the Inspector General shall advise the Department employees that a report to the Inspector General does not satisfy their obligation to report misconduct to a supervisor pursuant to Manual Section 3/813.05.

Investigation of Individuals Not Employed by the Department. The powers of the Inspector General contained in the City Charter do not encompass the power to conduct investigations of individuals not employed by the Department. The Inspector General may, however, engage in oversight of the Department’s Investigation of such individuals. In the event the Inspector General receives a report of criminal activity within the jurisdiction of the Department, the Inspector General shall promptly forward all material information made known to the Inspector General to the appropriate Department investigative unit.

Activities at Active Crime Scene. When conducting activities at an active crime scene, the Inspector General shall coordinate all activities with the Officer in Charge of the crime scene in a manner which does not interfere with or compromise the integrity of the crime scene or the Department’s investigation.

140.04 CONFIDENTIALITY OF COMPLAINTS AND WITNESSES. The Inspector General shall not disclose the identity of a complainant or witness without the individual’s consent, unless such disclosure is unavoidable in order to investigate an allegation effectively or is otherwise required by law or the City Attorney’s Office, provided, however, that the Inspector General shall disclose the identity of such individual to the Board of Police Commissioners, upon request. The Office of the Inspector General is not afforded an absolute privilege protecting conversations with complaining persons or witnesses, as a matter of law. Accordingly, any individual who requests anonymity from the Inspector General shall be accurately informed of the inability to guarantee anonymity.

140.05 PROTECTION FROM RETALIATION FOR DISCLOSING INFORMATION TO THE INSPECTOR GENERAL. In the event the Inspector General concludes that there is reason to believe retaliation against an individual has occurred, the Inspector General shall:
* Conduct an investigation and forward the findings to the Police Commission upon completion; and,
* Promptly forward a complaint investigation (except a complaint of misconduct regarding the Chief of Police) to the Commanding Officer, Internal Affairs Group, or promptly request the Board to make a determination whether notice to the Internal Affairs Group should be delayed.

140.06 REFERRAL OF CRIMINAL MATTERS TO OTHER AGENCIES. The Inspector General’s powers do not include the independent power to refer criminal matters to outside law enforcement or prosecutorial agencies. In the event the Inspector General determines that it is appropriate to provide law enforcement officials in agencies outside of the Los Angeles Police Department with information or evidence relating to criminal acts, the Inspector General shall notify the Chief of Police of the Inspector General’s recommendation. In the event the Chief of Police fails to respond or fails to make the referral, then the Inspector General shall notify the Board of Police Commissioners of the Inspector General’s recommendation, to enable the Board to determine whether to instruct the Chief of Police to make such referral. In the event of a conflict of interest involving the Chief of Police or the Chief of Police fails to comply with the Commission’s instruction to refer a particular matter to an outside agency, the Commission may, in its discretion, make such referral or instruct the Inspector General to do so on its behalf.

150. POLICE COMMISSION, OFFICE OF THE SECRETARY.

150.01 SECRETARY OF THE POLICE COMMISSION. Under the direction of the Board of Police Commissioners, the Secretary of the Police Commission performs duties prescribed by the Los Angeles City Charter, acts as secretary and provides staff assistance for the Board and its subsidiary boards and panels, and exercises line command over employees assigned to the Office of the Secretary, Police Commission.

150.02 OFFICE OF THE SECRETARY—FUNCTIONS. The Office of the Secretary is responsible for:
* Informing the Board and the Commanding Officer, Commission Investigation Division, of pending or relevant Police Commission matters;
* Informing the Chief of Police of the actions of the Board and of personnel complaints, grievances, directives, communications, and other pertinent matters requiring immediate action by the Department;
* Accepting applications for, and recording and issuing the following permits: parade, after-hours construction work, after-hours collection and disposal of rubbish, operation of non-commercial target range, and discharge of firearms;
* Informing the Mayor, City Council, other governmental agencies, permittees, the press, and the general public of pertinent Police Commission matters and actions;
* Recording the proceedings and transactions of Board meetings and those of its subsidiary boards and panels;
* Performing other related staff and clerical duties required by the Board of Police Commissioners;
* Accepting and responding to subpoenas duces tecum and legal process directed to the Board of Police Commissioners and testifying in court in response to subpoenas as the Commission’s Custodian of Records; and,
* Notifying those employees assigned to designated positions who must file a financial disclosure statement in compliance with the Department’s Conflict of Interest Code, routing their statements to the City Clerk’s Office, and maintaining a copy of each statement on file available for public inspection at the Police Commission Office.

150.03 OFFICE OF THE SECRETARY—SPECIAL DUTIES. The Office of the Secretary is responsible for the following special duties:

Correspondence.
* Accepting and routing all correspondence and telephonic communications directed to the Board of Police Commissioners;
* Advising the Mayor, City Council, Chief of Police, other governmental agencies, and/or the general public of pending Commission matters and Board action; and,
* Preparing correspondence and staff reports, as required.

Hearing Examiner oversight.
* Interviewing and recommending Hearing Examiners to the Board for review and consideration; and,
* Recommending to the Board corrective action(s) or removal of Hearing Examiner(s) for inappropriate behavior or conduct.

Permit Hearings.
* Assigning Hearing Examiners to hear matters referred by the Board;
* Notifying interested parties of scheduled hearings before Hearing Examiners and of the parties’ legal rights;
Hearing Transcripts.
* Authorizing and processing requests for transcripts of Examiner hearings and Board or Panel hearings.

Board, Police Permit Review Panel Meeting Agenda.
* Preparing Board, Police Permit Review Panel meeting agenda and providing copies of relevant reports and correspondence to these bodies; and,
* Providing copies of agendas to members of the City Council, news-gathering agencies, and other interested parties.

Board, Police Permit Review Panel.
* Attending meetings and presenting matters requiring immediate attention;
* Providing information to these bodies pertinent to matters under consideration; and,
* Preparing minutes of the meetings for public record.

Conflict of Interest Code.
* Notifying those employees who must file a financial disclosure statement in compliance with the Department's Conflict of Interest Code within 15 days after their appointment, promotion, transfer or termination if such action affects a designated position described by the Conflict of Interest Code;

Note: The Secretary shall be assisted by Personnel Division, Sworn Personnel Services Section, in this matter in accordance with Section 2/360.50 of the Department Manual.
* Notifying employees in designated positions by January 10 of each year that they must complete and return a new financial disclosure statement by February 15 of the respective year to the Secretary of the Police Commission;

Note: If an employee has submitted a completed financial disclosure statement to the Secretary between October 1 and December 31 of the preceding year, no statement needs to be submitted for the following calendar year.
* Routing completed financial disclosure statements from employees in designated positions to the City Clerk's Office within 10 calendar days following the last Friday in February of each year; or within 10 calendar days after receipt of statements submitted prior to February of each year;
* Maintaining financial disclosure statement forms on file at the Police Commission Office for use by concerned employees;

Special Files. Maintaining files of the following:
* Policies and resolutions adopted by the Board;
* Minutes and correspondence related to Board matters;
* Hearing Examiners' reports, transcripts of hearings, schedule of hearings;
* Record of personnel matters, including grievances, citizen complaints, disciplinary action, appointments, promotions, leaves of absences, etc;
* Record of claims for refund of permit application fees, witness fees, and fees for Department services;
* Record of parade, after-hours construction, discharge of firearms, noncommercial target range, permits, etc;
* Directives issued by the Mayor, City Administrative Officer, and Board of Grants Administration;
* City Attorney opinions;
* Schedule of fees for Department services established by the Board;
* Statements of disqualification submitted by employees who believed that they had a conflict of interest within the guidelines of the Conflict of Interest Code; and,
* Financial disclosure statements submitted by employees in designated positions described in the Conflict of Interest Code.

150.06 OFFICE OF THE SECRETARY-SPECIAL LIAISON. The Office of the Secretary maintains liaison with:
City Clerk's Office. For purposes of informing the City Clerk of Board action regarding (1) Approval, denial, revocation, suspension, or conditioning of police permits; (2) Businesses under police permit that have discontinued operation; and (3) Matters that are related to the Department’s Conflict of Interest Code.
City Attorney's Office. For the purpose of (1) Advising of legal action against the Board, court action involving police permits, etc.; (2) Obtaining legal opinions for the Board; and (3) Requesting and/or approving ordinances as directed by the Board.

Hearing Examiners. For the purpose of assigning hearings, timekeeping, assuring preparation of timely reports, etc., and providing technical assistance to Hearing Examiners as needed.

160. POLICE COMMISSION, CHIEF ACCOUNTING EMPLOYEE.
160.01 CHIEF ACCOUNTING EMPLOYEE-FUNCTIONS. The Chief Accounting Employee is responsible for reporting directly to the Board of Police Commissioners on matters pertaining to the audit, certification, and accuracy of funds and statements in accordance with those provisions of the Charter of the City of Los Angeles governing the duties and responsibilities of his office.

Note: The Chief Accounting Employee is also the Commanding Officer, Administrative and Technical Services Bureau.

170. POLICE COMMISSION, COMMISSION INVESTIGATION DIVISION.
170.01 COMMANDING OFFICER, COMMISSION INVESTIGATION DIVISION. Under the direction of the Executive Director, the Commanding Officer, Commission Investigation Division, exercises line command over employees assigned to Commission Investigation Division.

170.02 COMMISSION INVESTIGATION DIVISION-FUNCTIONS. Commission Investigation Division is responsible for:
* Coordinating all investigations of persons who apply for police permits, and notifying the concerned units required to perform preliminary investigations;
* Investigating, or referring to the concerned units, complaints against permittees which appear to come within the grounds for Board action;
* Conducting follow-up investigations of businesses requiring police permits to ensure adherence to Board regulations;
* Summarizing reports and recommendations relative to the granting or denial of permits;
* Recommending Board review through a Hearing Examiner of incidents involving a business, or a person associated with the business, in order to consider the denial, suspension, or revocation of a police permit;
* Maintaining liaison with division commanding officers for the purpose of coordinating activities concerning the enforcement or investigation of permit violations or complaints;
* Coordinating the Department’s Board-Up program; and,
* Coordinating the City’s Request for Proposal process for the selection of Official Police Garages.

170.03 COMMISSION INVESTIGATION DIVISION-SPECIAL DUTIES. Commission Investigation Division is responsible for the following special duties:
Permit Applicant or Complainant Interviews.
* Interviewing police permit applicants; and,
* Interviewing persons registering complaints against businesses holding police permits.

Emergency Operations Center. Providing regularly assigned personnel to staff the Emergency Operations Center when it is activated as a temporary division during an unusual occurrence.
Board Hearings. Providing a representative at Board hearings.

Filing Complaints. Filing formal revocation or suspension complaints.

Commission Advocates. Analyzing all police permit complaint investigations and presenting the Department’s case in all permit related hearings.

Order Release/Reimbursement Request Form. Commission Investigation Division is responsible for retention and review of all Vehicle Impound Order Release/Reimbursement Request Form 15.23.04.

Permit Calendar and Agenda. Preparing and distributing the Permit Calendar and Agenda to concerned personnel.

Private Street Patrol Operators.
* Investigating and processing registrants for private street patrol operators; and,
* Collecting and recording fees for special officer badges and identification cards, and depositing all collected fees with the Office of the Police Accountant.

Special Files. Commission Investigation Division, Records Section maintains files of the following:
* Permit case packages containing reports of complaints, investigations, hearings, and other related data;
* Special officer commissions and private street patrol operators;
* Index cards relating to permit package cases, special officer and private patrol registrants, hostess-dancer applicants, alarm applicants, and permittees; and,
* Hostess dance hall employees.

Official Police Garages.
* Investigating complaints involving Official Police Garages;
* Regulating those garages designated as Official Police Garages for the purpose of handling City impounds within a given Area;
* Promulgating guidelines for the operation of such garages; and,
* Serving as contract administrator with respect to Official Police Garage operating contracts.

Vehicle Impound Hearings.
* Providing training on vehicle impound hearings to Official Police Garage (OPG) employees, and ensuring OPG employees receive this training yearly;
* Ensuring OPG employees post in a conspicuous place the Vehicle Impound Hearing Rights-Sign, Form 16.27.3; and,
* Distributing the appropriate maps to OPGs and ensuring that they are distributed by OPG employees as required.

False Alarms.

Enforcing the provisions of the Los Angeles Municipal Code Section 105.206, Alarm Ordinance, and follow-up on any alarm that is misrepresented as “verified” or involving a firearms business;

Ensuring that Communications Division is made aware of any change in the Firearms and Ammunition Police Permits issued by CID;

Processing excessive alarm bills;

Investigating delinquent service fees for violators and service fees waiver requests;

Initiating permit suspension and revocation proceedings by compiling and presenting oral and written evidence to a Hearing Examiner and to the Permit Review Panel; and,

Analyzing and adjusting alarm permittee accounts and submitting of corrections and cases to the City Clerk.

Board-Up Procedures.
* Maintaining contacts and liaison with board-up vendors;
* Maintaining liaison with the City Clerk’s Office;
* Maintaining records of all Board-Up Reports as well as all contracts and records with the vendors;
* Review and process Board-Up Reports submitted to CID;
* Follow the procedure established to notify Fiscal Operations Division (FOD) and the City Clerk’s Office to compensate vendors for their services; and,
* Notify the City Clerk’s Office and FOD of a successful appeal.

Charitable Services.
* Investigating misstatements, deceptions and frauds in connection with solicitations by charitable or philanthropic organizations;
* Processing applications and conducting background checks on applicants for charitable services permits; and,
* Making recommendations for issuance or denial of such permits to the Police Permit Review Panel.

170.06 COMMISSION INVESTIGATION DIVISION–SPECIAL LIASON. Commission Investigation Division maintains liaison with:

City Attorney. For the purpose of obtaining legal opinions in permit matters and to coordinate evidence in actions against permittees.

Office of Finance. For the purpose of coordinating information concerning the status of police permits and processing of applicants.

Tow Garage Advisory Committee. For the purpose of controlling and regulating garages designated as official police impound garages.

180. POLICE COMMISSION, HEARING EXAMINERS.

180.01 HEARING EXAMINERS–FUNCTIONS. The Hearing Examiners are responsible for making findings and presenting recommendations to the Board or the Police Permit Review Panel. Selected Hearing Examiners also sit on Department Boards of Rights as the civilian representative.

180.03 HEARING EXAMINERS–ORGANIZATION. The Hearing Examiners consist of a pool of qualified individuals selected and appointed by the Board.

185. POLICE COMMISSION, POLICE DISCRIMINATION UNIT.

185.05 DISCRIMINATION UNIT – RESPONSIBILITIES. The Police Commission Discrimination Unit (PCDU) will retain primary responsibility for accepting, investigating and adjudicating complaints that involve discrimination issues. The term discrimination with or without the word “unlawful” before it, includes the concept of a “hostile work environment,” harassment, and retaliation for past complaints of discrimination or harassment. Among the tasks centralized in the PCDU are:
* Providing information and advice to Department supervisors and managers on discrimination issues and procedures, and providing advice and counseling to all employees who believe they have been discriminated against;
* Processing and investigating discrimination complaints filed by Department employees which involve employment actions, practices, or procedures;
* Working with the Department’s Equal Employment Opportunity Coordinator (EEOC) in resolving discrimination complaints;
* Monitoring and filing resolved complaints to ensure that remedies are implemented effectively;
* Receiving and responding to legal processes relating to discrimination complaints subsequent to conferring with the concerned Department entity. Responding to legal processes involving the production of records in court shall be the responsibility of Risk Management Group. (Manual Section 3/425.30);
* Maintaining a database that tracks the number, type, and disposition of discrimination complaints as well as the progress and outcome of each complaint received by the PCDU;

Note: The PCDU will endeavor to maintain all records on a confidential basis.

* Providing periodic and special reports and/or analysis to the Board of Police Commissioners, the Office of the Chief of Police, and the EEOC regarding statistics and the progress of the Department’s anti-discrimination efforts;
* Maintaining liaison with outside compliance agencies and the City’s Personnel Department;
* Working in conjunction with the Director, Office of Support Services, the Chief of
200. OFFICE OF THE CHIEF OF POLICE-FUNCTIONS. The Office of the Chief of Police has the responsibility for assisting the Chief of Police in the administration of the Department.

200.03. OFFICE OF THE CHIEF OF POLICE-ORGANIZATION. The Office of the Chief of Police is comprised of:
- Chief of Staff.
- Office Directors.
- Commanding Officer, Professional Standards Bureau.
- Commanding Officer, Consent Decree Bureau.
- Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau.
- Legal Counsel.

201. OFFICE OF THE CHIEF OF POLICE-RESPONSIBILITY OF COMMAND. The command positions of the Office of the Chief of Police have the responsibility of command as designated in the subsections of Manual Section 2/200.

201.01 CHIEF OF POLICE. In addition to exercising the general powers and performing the duties prescribed by the Los Angeles City Charter, Volume I, Article V, Section 574, the Chief of Police exercises direct supervision over personnel assigned to the Office of the Chief of Police.

201.03 CHIEF OF POLICE, SPECIAL DUTIES-CONFlict OF INTEREST. The Chief of Police shall review all notifications of disqualification submitted by Department employees who believe that they have a conflict of interest in a decision-making process of the Department.

201.08 SUCCESSION OF COMMAND. The succession of command for the Department shall be as follows:
- Chief of Police.
- The Chief of Staff.
- The Director, Office of Support Services.
- The Director, Office of Operations.
- Deputy Chiefs, by seniority in rank.
- Commanders, by seniority in rank.
- Captains, by seniority in rank.

201.09 EMERGENCY INTERIM COMMAND OF THE DEPARTMENT. During an emergency when the Chief of Police or the person designated (Acting Chief of Police or Department Commander) is unavailable, the Watch Commander, Communications Division, shall assume command of the Department. When relief is effected, it shall be in the order outlined in the succession of command (Manual Section 2/201.08).
* Coordinating the flow of information from command and staff officers to ensure that the Chief of Police is fully informed prior to making decisions;
* Performing and coordinating special administrative audits and investigations;
* Coordinating Department boards of inquiry and ad hoc committees convened by the Chief of Police;
* Maintaining a permanent file of all requests to attend court in an on-duty status when appearing as a defendant in a criminal prosecution arising from employment with the Department;
* Maintaining a permanent file of all correspondence and reports concerning Department boards of inquiry and ad hoc committees convened by the Chief of Police;
* Maintaining a complete file of all Merit Pay Review Board reports and evidence;
* Maintaining files of the findings and recommendations of the Use of Force Review Board;
* Assisting, advising, and submitting recommendations to the Chief of Police in matters involving employee relations;
* Data entry and maintenance of employee Uses of Force (Categorical and Non-Categorical) in the Training Evaluation And Management System (TEAMS) (Manual Section 3/791.10); and,
* Exercises line command over the operations of:
  * Public Information Office;
  * Employee Relations Group;
  * Use of Force Review Division;
  * Community Relations Section;
  * Governmental Liaison Section; and,
  * Administrative Section;

210.10 CHIEF OF STAFF, SPECIAL DUTIES - INFORMATION IMPACTING CITY GOVERNMENT. Upon receiving notification of information which may have significant impact on City government, the Chief of Staff shall immediately cause the following notifications to be made:

* Chief of Police;
* President, Board of Police Commissioners;
* Office of the Mayor, City of Los Angeles;
* President, Los Angeles City Council; and,
* Chair, Public Safety Committee, Los Angeles City Council.

210.20 CHIEF OF STAFF-ORGANIZATION. The Chief of Staff is comprised of:

* Public Information Office;
* Employee Relations Group;
* Use of Force Review Division;
* Community Relations Section;
* Governmental Liaison Section; and,
* Administrative Section;

212. CHIEF OF STAFF, ADMINISTRATIVE SECTION.

212.05 ADMINISTRATIVE SECTION- FUNCTIONS. The Administrative Section, under the direction of the Chief of Staff, is responsible for:

* Processing and tracking all incoming correspondence for the Chief of Police's review or signature;
* Drafting various types of correspondence for the Chief of Police's signature;
* Performing support staff functions for the Chief of Police and Chief of Staff; and,
* Performing various planning and research duties on special projects from the Chief of Police.

215. CHIEF OF STAFF, COMMUNITY RELATIONS SECTION.

215.05 COMMUNITY RELATIONS SECTION -FUNCTIONS. Community Relations Section is responsible for:

* Developing and promoting community relations programs designed to foster mutual trust and respect between the Department and the community;
* Identifying and evaluating areas of tension in the community and rumors from within the community and the Department;
* Maintaining liaison with National, State, and Citywide organizations;
* Evaluating overall Department operations and policies which affect community attitudes and making appropriate recommendations to the general staff;
* Providing, upon request, expertise to assist the Department in alleviating specific police-community relations problems;
* Reviewing and evaluating the Department's community relations training and developing recommendations when needed;
* Assisting geographic Area commanding officers with community-relations solutions during unusual occurrences;
* Providing, upon request, liaison for visiting dignitaries;
* Processing requests for Department personnel to appear as speakers before community groups, schools, and government agencies when deemed appropriate;
* Representing the Department in a community relations capacity while serving on panels, seminars, workshops, institutes, etc.;
* Conducting community relations classes for recruits at the Academy;
* Maintaining a liaison with Area Community Police Advisory Boards;
* Conducting surveys to measure police effectiveness within the community;
* Working closely with Community Policing Unit, Assistant to the Director, Office of Operations, to ensure government based Community Policing goals are achieved;
* Implementing and coordinating Department crime prevention information programs;
* Assisting basic car officers with crime prevention information visual aids, and program material as needed;
* Preparing crime prevention messages for broadcasting through local television and radio programs;
* Submitting crime prevention articles for publication in magazines and newspapers;
* Developing the design and publication of all Department crime prevention brochures;
* Developing crime prevention seminars;
* Developing and assembling crime prevention displays;
* Developing security legislation for residential, commercial, and industrial buildings;
* Conducting crime prevention training programs within the Department;
* Conducting security surveys of residential, commercial, and industrial buildings;
* Developing standardized architectural improvements for security design;
* Researching and preparing Environmental Impact Reports required of the Department, and analyzing Environmental Impact Reports that may affect the Department;
* Providing news releases and public service messages to the news media;
* Establishing guidelines for, and reviewing, public relations materials prepared by the Department;
* Conducting research and preparing written assignments as directed by the Chief of Police; and,
* Answering requests for information regarding the Department through personal contacts, general correspondence, and the dissemination of information pamphlets.

220. CHIEF OF STAFF, EMPLOYEE RELATIONS GROUP.

220.05 EMPLOYEE RELATIONS GROUP-ORGANIZATION. * Employee Relations Section.

220.10 COMMANDING OFFICER, EMPLOYEE RELATIONS GROUP. The Commanding Officer, Employee Relations Group, under the direction of the Chief of Staff, exercises line command over the operations of Employee Relations Group. The Commanding Officer, Employee Relations Group, is the Employee Relations Administrator.

220.15 EMPLOYEE RELATIONS GROUP-EMPLOYEE RELATIONS SECTION.

220.20 EMPLOYEE RELATIONS SECTION-FUNCTIONS. The Employee Relations Section is responsible for:

* Representing the Department at meetings on matters pertaining to Department-employee relations when Department management is needed;
* Investigating and resolving grievance matters at the Chief of Police level of review. Submitting reports to the grievant and the involved union representative;
* Reviewing and maintaining a file of formal grievances filed by employees or employee...
representatives and preserve the confidentiality of those files;  
* Coordinating training of Department supervisory and management personnel in the handling of employee relations matters;  
* Reviewing requests for downgrades/deselections from bonus positions. Maintain all related documentation at ERG. Providing a recommendation to the Chief of Staff;  
* Representing the Department at Administrative Appeal Hearings for administrative transfers, downgrades and deselections of bonus positions. Employees at ERG will investigate and prepare the Department’s case for these hearings;  
* Reviewing all requests for administrative transfers and providing a recommendation to the Chief of Police;  
* Maintaining a file of all 15.7 forms and correspondence 15.2’s regarding administrative transfers received by ERG;  
* Serving as official liaison between Department management and employee organizations; their representatives or counsel; the Personnel Department; the City Attorney’s Office; and the Employee Relations Division, Office of the City Administrative Officer, concerning employer-employee relations.  
* Investigating and representing the Department in arbitrations that involve employer-employee related issues;  
* Investigating and representing the Department on Unfair Employee Relations Practice issues;  
* Keeping the Chief of Police informed of employee relations developments;  
* Maintain a readily accessible copy of each applicable MOU.

222. CHIEF OF STAFF, GOVERNMENTAL LIAISON SECTION.

222.05 GOVERNMENTAL LIAISON SECTION - FUNCTIONS. The Governmental Liaison Section, under the direction of the Chief of Staff, maintains liaison with the Mayor’s Office, City Council, and other City government entities, and reviews and coordinates legislative proposals that directly impact the Department.

222.10 GOVERNMENTAL LIAISON SECTION - ORGANIZATION. The Governmental Liaison Section is comprised of:

* Mayor/Council Liaison.  
* Legislative Liaison.

222.15 MAYOR’S LIAISON FUNCTIONS. The Mayor’s Liaison shall be responsible for:

* Developing and maintaining liaison between the Chief of Police and the Mayor and his staff;  
* Advising the Chief of Police of matters pending before the Mayor in which the Department is involved or has an interest; and,
* Meeting with the Mayor’s staff to explain issues and answer inquiries relative to Department operations.

222.20 COUNCIL LIAISON - FUNCTIONS. The Council Liaison shall be responsible for:

* Developing and maintaining liaison between the Chief of Police and members of the City Council and their staffs;  
* Advising the Chief of Police of matters pending before the Council and its committees in which the Department is involved or has an interest;  
* Meeting with individual Council persons to explain issues and answer inquires relative to Department operations;  
* Coordinating the appearance of persons representing the Department before Council or its committees on matters directly related to the Department; and,  
* Representing the Department before the Council or its committees when necessary.

222.25 LEGISLATIVE LIAISON - FUNCTIONS. The Legislative Liaison shall be responsible for:

* Monitoring State and Federal legislation and coordinating Department analysis of legislative bills which could affect the Department;  
* Coordinating the dissemination of newly enacted State legislation for Department review of impact and for action toward implementation to ensure compliance;  
* Preparing an annual Department Legislative update;  
* Coordinating the Department’s response to the City Council’s request for Department legislative proposals for inclusion in the City’s Legislative Program;  
* Assisting in the development and finalizing of Department-initiated legislative proposals;  
* Tracking the Department’s legislative proposals through the City, State, or Federal Legislative process;  
* Providing information, upon request, to Department personnel regarding the status of proposed legislation;  
* Coordinating position papers for the Chief of Police on legislative matters;  
* Providing information and assistance to officials in the State legislature upon request;  
* Maintaining liaison with the Office of the Mayor regarding legislative issues and opinions provided by the State Fair Political Practices Commission;  
* Liaison with various City and State lobbyists, legislators, law enforcement agencies, and governmental and organizational entities with a common or opposing interest in various proposed bills and laws;  
* Reviewing notifications by Department employees to determine if their activities are reportable under the provisions of the Political Reform Act of 1974; and,  
* Reporting to the Office of the Mayor, activities and communications by Department employees, as required by the Political Reform Act of 1974 and the City Council.

225. CHIEF OF STAFF, PUBLIC INFORMATION OFFICE.

225.05 PUBLIC INFORMATION OFFICE-FUNCTIONS. The Public Information Office is responsible for directing and coordinating the Department’s public affairs programs and monitoring those duties which are the responsibility of its subordinate sections. The Public Information Office also prepares the Department magazine and the Department Annual Report.

225.10 COMMANDING OFFICER, PUBLIC INFORMATION OFFICE. The Commanding Officer, Public Information Office, under the direction of the Chief of Staff, exercises line command over the operations of Public Information Office.

225.15 PUBLIC INFORMATION OFFICE, MEDIA RELATIONS SECTION.

225.20 MEDIA RELATIONS SECTION-FUNCTIONS. Media Relations Section is responsible for:

* Coordinating requests from Department personnel for radio and television public-service time;  
* Establishing close liaison with persons employed by news-gathering agencies whose activities may involve contact with the Department;  
* Making the services of Media Relations Section personnel available to representatives of the news-gathering agencies to consider possible solutions to problems involving media and the Department;  
* Responding to the scene of a serious police incident of an emergency nature, whenever practicable, to assist news-gathering agencies in the performance of their functions; and,  
* Approving requests to ride in police vehicles for the purpose of gathering information for use in feature articles.

225.25 MEDIA RELATIONS-SPECIAL DUTIES. The Media Relations Section shall be responsible for the following special duties:

* News Media Identification Cards. Issuing L.A.P.D. News Media Identification Cards;  
* Technical Assistance. Providing technical assistance and advice to writers and producers of radio, television, and motion pictures;  
* Entertainment Opportunities. Providing Department visitors and employees with the following entertainment opportunities when available:  
  * Tours of local television, radio and motion picture facilities; and,  
  * Tickets to entertainment events.
* Officer-Involved Shootings. Maintaining a file of all news releases related to officer-involved shootings.

* Information Impacting City Government. Primary responsibility for coordinating the activities of the Chief of Police as they relate to the dispersal of information which may impact on operations of City government to representatives of the media; and,

* LAPD Online Unit. The LAPD Online Unit is responsible for overseeing and maintaining the Department’s official web site. Additionally, they shall ensure that all information contained on the web site is current and that all public inquiries received by the site are directed to the appropriate Department entity in order to be answered in a timely fashion.

Note: The Media Relations Officer shall immediately cause the notifications to be made as outlined in Manual Section 2/201.08 when the Chief of Staff is unavailable.

230. CHIEF OF STAFF, USE OF FORCE DIVISION.

230.05 USE OF FORCE REVIEW DIVISION-FUNCTIONS. The Use of Force Review Division is responsible for:

* Providing administrative support to the review and adjudication of Categorical and Non-Categorical use of force incidents.
* Scheduling and coordinating Use of Force Review Boards for Categorical use of force incidents.
* Scheduling and coordinating K-9 Bite Review Boards for incidents in which a member of the public is bitten by a Department canine and hospitalization is required.
* Maintaining rosters of peer members for Use of Force Review Boards.
* Updating and maintaining Categorical and Non-Categorical use of force database for uploading to the Training, Evaluation, and Management System (TEAMS).
* Maintaining files of all closed use of force incidents.
* Maintaining statistical information on use of force incidents.
* Maintaining liaison with the Police Commission for the final adjudication of Categorical use of force incidents.

230.10 USE OF FORCE REVIEW DIVISION-ORGANIZATION. The Use of Force Review Division is composed of:

* Use of Force Review Section.

230.15 COMMANDING OFFICER, USE OF FORCE REVIEW DIVISION. The Commanding Officer, Use of Force Review Division, under the direction of the Chief of Staff, exercises line command over the operations of the Use of Force Review Division.

235. OFFICE OF THE CHIEF OF POLICE, PROFESSIONAL STANDARDS BUREAU.

235.05 PROFESSIONAL STANDARDS BUREAU - FUNCTIONS. Professional Standards Bureau is responsible for providing investigative and specialized services within its jurisdiction.

235.10 PROFESSIONAL STANDARDS BUREAU - ORGANIZATION. Professional Standards Bureau, is comprised of:

- Office of the Commanding Officer.
- Internal Affairs Group.
- Advocate Section.
- Support Section.
- Administrative Investigation Division.
- Criminal Investigation Division.
- Force Investigation Division.
- Special Operations Division.

235.15 COMMANDING OFFICER, PROFESSIONAL STANDARDS BUREAU. The Commanding Officer, Professional Standards Bureau, under the direction of the Chief of Police, exercises line command over the operations of Professional Standards Bureau and performs the following functions:

* Exercises line command over the operations of:
  - Internal Affairs Group;
  - Force Investigation Division; and,
  - Special Operations Division.
* Coordinates complaint investigation and discipline functions throughout the Department.
* Conducts special audits and investigations;
* Coordinating, procuring, returning and maintaining undercover driver licenses for EES personnel.

235.20 PROFESSIONAL STANDARDS BUREAU, ADMINISTRATIVE OFFICE.

235.25 ADMINISTRATIVE OFFICE-FUNCTIONS. The administrative office is responsible for interviewing visitors, preparing correspondence, conducting research and surveys, making required recommendations, obtaining statistics, and preparing written material as required.

240. PROFESSIONAL STANDARDS BUREAU, INTERNAL AFFAIRS GROUP - FUNCTIONS. Internal Affairs Group (IAG) is responsible for:

* Recording and investigating complaints against Department employees and processing disciplinary cases;
* Investigating complaints involving staff and command officers, except as directed by the Chief of Police;
* Recording and investigating selected complaints against other Department employees;
* In serious disciplinary matters, reporting the findings and recommendations of the concerned commanding officers, to the Chief of Police;
* Representing the Department in disciplinary hearings;
* Reviewing claims for damages forwarded by the City Attorney and initiating investigations when appropriate; and,
* Data entry and maintenance of employee discipline in the Training Evaluation and Management System (TEAMS) (Manual Section 3/791.10).

Internal Affairs Group shall review all Order to Show Cause and Temporary Restraining Orders and Order After Hearing issued against Department employees. The Commanding Officer, Internal Affairs Group, shall determine, after consulting with the affected employee's commanding officer, if a complaint investigation is warranted and, if so, assign investigative responsibility.

Internal Affairs Group-Investigative Responsibility. When fully staffed (as required by the Consent Decree), IAG shall be responsible for investigating the following complaints:

* All civil suits or claims for damages involving on-duty conduct by Department employees;
* All civil suits or claims for damages involving off-duty conduct that allege physical violence, threats of physical violence or domestic violence by an employee;
* An employee who has been arrested or criminally charged with a felony or high grade misdemeanor;
* An unauthorized use of force;
* Discrimination based on race, ethnicity, gender, religion, national origin, sexual orientation, or disability, including improper ethnic remarks and gender bias;

Note: The Police Commission Discrimination Unit (PCDU) will retain primary responsibility for accepting and investigating complaints that involve discrimination issues that do not amount to misconduct (Manual Sections 2/185.05 and 3/748).

* Unlawful search;
* Unlawful seizure (including false imprisonment and false arrest);
* Dishonesty;
* Improper behavior involving narcotics or drugs;
* Sexual misconduct;
* Domestic violence;
* Theft;
* Acts of retaliation or retribution against an employee or the public; and,
* Incidents in which a member of the public is charged by an officer with interfering, resisting arrest (California Penal Code Section 148), assault on an officer, or disorderly conduct, and the prosecutor’s office notifies the Department either that it is dismissing the charge based upon officer
credibility, or a judge dismissed the charge based upon officer credibility.

Additionally, IAG shall investigate all incidents in which the Department receives written notification from a prosecuting agency in a criminal case when there has been:

* An order suppressing evidence because of any constitutional violation involving potential misconduct by an employee;
* A judicial finding of employee misconduct made in the course of a judicial proceeding;
* A request by a federal or state judge, magistrate, or prosecutor that a misconduct investigation be initiated against an employee, pursuant to information developed during a judicial proceeding before a judge or magistrate, or during the course of an official proceeding in which that judge or prosecutor has been involved.

240.05 INTERNAL AFFAIRS GROUP-ORGANIZATION. The Commanding Officer, Internal Affairs Group, under the direction of the Commanding Officer, Professional Standards Bureau, exercises line command over the operations of Internal Affairs Group. Internal Affairs Group is composed of:

Advocate Section.
* Discovery Unit.

Support Section.
* Review and Evaluation Unit;
* Administrative Records Unit;
* Consent Decree Liaison Unit;
* Complaint Classifications Unit;
* Projects Unit;
* Training Unit; and,
* Analytical Audit Unit.

Administrative Investigation Division.
* Administrative Investigation Section-A;
* Administrative Investigation Section-B;
* Administrative Investigation Section-C;
* Administrative Investigation Section-D.

Criminal Investigation Division.
* Criminal Investigation Section-A;
* Criminal Investigation Section-B;
* Criminal Investigation Section-C.

240.10 INTERNAL AFFAIRS GROUP-SPECIAL DUTIES. The Commanding Officer, Internal Affairs Group (IAG), shall:

* Review audits prepared by Information Technology Division regarding employees’ driver’s licenses and notify the bureau commanding officer of any employee who has any DMV action against their driver’s license.

Additionally, the Commanding Officer, IAG, shall ensure that complaints assigned to IAG for investigations are consistent with the priorities established in the Consent Decree.
250. INTERNAL AFFAIRS GROUP, CHIEF INVESTIGATORS.
* Commanding Officer, Administrative Investigation Division; and,
* Commanding Officer, Criminal Investigation Division.

250.05 CHIEF INVESTIGATOR. The Chief Investigator is responsible for supervising the investigation sections within their respective investigation division.

250.10 INVESTIGATIVE SECTION-FUNCTIONS. The Investigative sections are responsible for:
* Investigating all complaints against Department employees initially reported to, or forwarded to, Internal Affairs Group, except those investigated at the Area or division level;
* Assisting commanding officers in the investigation of complaints made against their personnel;
* The Criminal Investigation Division is responsible for investigating complaints against Department employees relating to incidents involving domestic violence; and,
* Tracking, auditing, and reviewing personnel complaint investigations for adherence to the Department’s policies, procedures and guidelines involving incidents of domestic violence.

255. PROFESSIONAL STANDARDS BUREAU, FORCE INVESTIGATION DIVISION.

255.05 FORCE INVESTIGATION DIVISION-FUNCTIONS. Force Investigation Division (FID) is responsible for conducting administrative investigations for the following incidents:
* The use of deadly force (e.g., discharge of a firearm) by a Department employee;
* All uses of an upper body control hold by a Department employee, including the use of a modified carotid, full carotid or locked carotid hold;
* All deaths while the arrestee or detainee is in the custodial care of the Department (also known as an In-Custody Death or ICD);
* A use of force incident resulting in death (also known as a Law Enforcement Activity-Related Death or LEARD);
* A use of force incident resulting in an injury requiring hospitalization (also known as a Law Enforcement Activity-Related Injury or LERI);
* All head strikes with an impact weapon (e.g., baton, flashlight, etc.);
* An incident in which a member of the public is bitten by a Department canine and hospitalization is required (Under Department policy, a canine bite is not a use of force but has been included in this category to satisfy the provisions of the Consent Decree);
* Accidental discharge of a firearm;
* Animal shootings; and,
* Incidents where the Department has agreed to conduct similar critical incident investigations for a non-Department entity, such as a Los Angeles Fire Department Arson Unit tactical officer-involved shooting incident.

255.10 SERIOUS INJURY OF AN EMPLOYEE. In the event of a serious injury of an employee where an allegation of misconduct is made, Internal Affairs Group (IAG) shall be responsible for completing the administrative and criminal investigation involving the Department employee.

Note: For incidents involving Department employees which occur outside the City of Los Angeles, IAG will be responsible for providing technical assistance and advice to the investigating agency, as necessary, in addition to completing the administrative investigation.

255.15 FORCE INVESTIGATION DIVISION-COMMANDING OFFICER. The Commanding Officer, FID, under the direction of the Commanding Officer, Professional Standards Bureau, has line command over FID.

255.20 FORCE INVESTIGATION DIVISION-SPECIAL DUTIES. Force Investigation Division is responsible for the following special duties:
* Attending all autopsies resulting from incidents within its investigative purview;
* Notifying the Department of Justice, Bureau of Criminal Statistics, of each in-custody death in writing within ten days of occurrence, and providing all relevant information;
* Notifying the State of California Board of Corrections in writing within ten calendar days of the occurrence of each in-custody death of a detained juvenile and providing all requested information;
* Maintaining files of reports pertaining to officer-involved shootings, in-custody deaths, other law enforcement activity-related deaths, and all other investigations conducted by FID;
* Responding to Subpoenas Duces Tecum and other court orders that pertain to FID investigations and records; and,
* In all cases where an individual sustains a gunshot wound, and in other FID cases as appropriate, preparing and forwarding a news release to Media Relations Section, Public Information Office, Office of Operations, and the Use of Force Review Board Coordinator, the Chief of Staff.

260. PROFESSIONAL STANDARDS BUREAU, SPECIAL OPERATIONS DIVISION-FUNCTIONS. The Special Operations Division conducts complex investigations which require expertise or resources not readily available to Area/divisions or the other investigative sections of Internal Affairs Group.

260.05 SPECIAL OPERATIONS DIVISION-ORGANIZATION. Special Operations Division is comprised of:
* Ethics Enforcement Section (EES); and,
* Internal Surveillance Unit.

260.10 SPECIAL OPERATIONS DIVISION – COMMANDING OFFICER. The Commanding Officer, Special Operations Division (SOD), under the direction of the Commanding Officer, Professional Standards Bureau, exercises line command over SOD.

260.15 ETHICS ENFORCEMENT SECTION – FUNCTION. The EES shall be responsible for implementing the Integrity Audit Program. The purpose of this program is to identify and investigate employees engaged in behavior that may constitute misconduct.

260.20 ETHICS ENFORCEMENT SECTION – SPECIAL DUTIES. The EES is responsible for planning and conducting Integrity Audits. Integrity Audits are investigations that are designed to evaluate a Department employee’s conduct in potential areas of at-risk behavior. Integrity Audits are classified as either specific or random. Specific Integrity Audits are designed to examine a specific employee or group of employees who have been identified through an investigative analysis as displaying symptoms of potential involvement in at-risk behavior. Random Integrity Audits are designed to sample the Department employee pool on a random basis and are created without regard to the particular employee who is tested.

All audits shall be approved by the Commanding Officer, SOD, prior to their execution. The Officer in Charge, EES, may use relevant Training Evaluation and Management System (TEAMS) data or other relevant information as deemed necessary to determine which employees will be audited.

If any audit reveals evidence of misconduct, the subsequent investigation shall be assigned to the appropriate IAG entity as determined by the Commanding Officer, IAG.

260.25 ETHICS ENFORCEMENT SECTION – REPORTING PROCEDURES. Audit findings shall be reported via EES’s chain of command to the Chief of Police. The
Chief of Police shall report audit findings to the Board of Police Commissioners and the Inspector General within 14 days of receipt of each Integrity Audit report.

260.30 INTERNAL SURVEILLANCE UNIT – FUNCTIONS. The Internal Surveillance Unit shall be responsible for conducting surveillance of Department employees committing criminal and/or administrative misconduct, including benefits abuse.

265. OFFICE OF THE CHIEF OF POLICE, CONSENT DECREE BUREAU.

265.01 CONSENT DECREE BUREAU – FUNCTIONS. Consent Decree Bureau is responsible for the management and coordination of the Department’s efforts related to implementation and enforcement of the Federal Consent Decree, and all active discrimination consent decrees. Consent Decree Bureau is also responsible for administering and managing the Department’s inspection and auditing processes.

265.02 CONSENT DECREE BUREAU – ORGANIZATION. Consent Decree Bureau is comprised of:
- Risk Management Group;
- Audit Division;
- Civil Rights Integrity Division and
- Discrimination Consent Decrees Section.

265.03 COMMANDING OFFICER, CONSENT DECREE BUREAU. The Commanding Officer, Consent Decree Bureau, is responsible for exercising line command over the operations of Audit Division, Civil Rights Integrity Division, Discrimination Consent Decrees Section, and Risk Management Group, and conducting research related to the Consent Decree on behalf of the Chief of Police. The Commanding Officer, Consent Decree Bureau, is also responsible for administering the Department’s risk management and assessment programs.

265.04 COMMANDING OFFICER, CONSENT DECREE BUREAU – SPECIAL LIAISON. The Commanding Officer, Consent Decree Bureau, represents the Department and maintains liaisons with all City and Federal entities regarding matters involving the Consent Decree, and is the Department’s liaison to the Federal court-assigned Independent Monitor.

270. CONSENT DECREE BUREAU, AUDIT DIVISION.

270.05 AUDIT DIVISION – FUNCTIONS. Audit Division is responsible for the following functions:
- Developing the Department’s Annual Audit Plan;
- Coordinating and scheduling audits directed by the Chief of Police, as well as those audits specified in the Department’s Annual Audit Plan;
- Serving as a resource to other Department entities on audit-related issues, and periodically assessing the quality of audits performed by other Department entities;
- Providing audit training to Department personnel; and,
- Reviewing and approving the methods used to conduct all Consent Decree related audits.

270.10 AUDIT DIVISION – ORGANIZATION. Audit Division is comprised of:
- Office of the Commanding Officer;
- Administrative Unit;
- Command Accountability Review Section;
- Consent Decree Section; and,
- Gang Enforcement Compliance Unit.

270.15 COMMANDING OFFICER, AUDIT DIVISION. The Commanding Officer, Audit Division, under the direction of the Commanding Officer, Consent Decree Bureau, has line command over the operations of Audit Division.

270.20 AUDIT DIVISION – SPECIAL DUTIES. Audit Division is responsible for the following special duties:
- Conducting audits as directed by the Chief of Police;
- Developing and preparing the Department’s Annual Audit Plan prior to the beginning of each fiscal year. The Annual Audit Plan shall list all significant audits to be conducted in the upcoming fiscal year, other than sting audits;
- Coordinating, scheduling and ensuring timely completion of audits specified in the Department’s Annual Audit Plan;
- Approving audit methodologies for all Consent Decree-related audits;
- Serving as a centralized repository for all audits completed pursuant to the Department’s Annual Audit Plan;
- Preparing a Quarterly Audit Report detailing the status of audits contained in the Annual Audit Plan, including any significant findings;
- Amending the Annual Audit Plan as needed via the Quarterly Audit Report;
- Providing Department personnel with training on audits;
- Preparing and maintaining the Department’s Audit Guide; and,
- Acting as liaison to the Office of the Controller to facilitate their audit responsibilities of non-financial related duties.

275. CONSENT DECREE BUREAU, CIVIL RIGHTS INTEGRITY DIVISION.

275.05 CIVIL RIGHTS INTEGRITY DIVISION – FUNCTIONS. The CRID shall be responsible for planning, coordinating, tracking, monitoring, and reporting on the Department’s implementation and compliance with the terms of the Consent Decree as directed by the Chief of Police.
SPECIAL DUTIES.

280.20 RISK MANAGEMENT GROUP—

The Commanding Officer, Risk Management Group, shall maintain a system to track and report pursuit-related issues. That system shall include, at a minimum:

* Maintaining a copy of all Vehicle Pursuit Reports, Form 1.14.0;
* Sending all original State of California, Department of Highway Patrol Pursuit Reports, CHP Form 187, to the California Highway Patrol;
* Producing a quarterly report on vehicle pursuit statistics for Departmentwide distribution; and,
* Filing and maintaining all Communications Division’s vehicle pursuit printouts.

Additionally, RMG shall have coordinating responsibilities for developing and implementing new technological and strategic tools to augment the Department’s management control of pursuits, to include:

* Technological interventions, such as tire deflation devices, etc.;
* Recommended legislative changes that would levy mandated felony charges, vehicle impounds and forfeitures, and driver’s license suspensions against pursuit suspects; and,
* Public education efforts that emphasize the legal and social consequences resulting from involvement in pursuits.

280.20 RISK MANAGEMENT GROUP—

SPECIAL DUTIES. Risk Management Group is responsible for the following special duties:

* Developing, reviewing, coordinating, and standardizing Departmentwide legal training in civil law, search and seizure, evidence, criminal procedure, risk management, and civil liability;
* Responding to all requests for Department documents in Council matters, lawsuits, claims and settlements;
* Providing Department documents to outside entities in compliance with the Public Records Act;
* Providing advice to Department employees regarding civil liability;
* Providing civil investigative support to the Office of the City Attorney by investigating civil claims or lawsuits against the City relating to actions by Department employees;
* Representing the Department in small claims actions against the Department;
* Notifying an employee's commanding officer of the dates of scheduled duty-related civil proceedings to ensure employee attendance;
* Monitoring lawsuits involving, or of interest to, the Department;
* Accepting subpoenas duces tecum, pre-trial discovery motions, and court orders served on the Department and routing such processes, when appropriate, to the appropriate Department entities;

Exception: The following entities shall receive and coordinate responses to legal processes relating to matters within their areas of responsibilities:

* Board of Police Commissioners;
* Detective Support Division;
* Major Crimes Division;
* Narcotics Division;
* Vice Division; and,
* Property Claims Officer, Property Division.

* Forwarding all Claims for Damages and Lawsuits to Professional Standards Bureau within the established time restrictions;
* Forwarding all civil subpoenas received for officers and private persons to the involved divisions;
* Maintaining liaison with the City and District Attorneys’ Offices concerning civil litigation involving the Department (except in cases involving worker’s compensation);
* Representing the Department as the officially designated Custodian of Records in civil court proceedings relating to request for production of police personnel records (Pitchess Motions);
* Coordinating the delivery of records and reports to court in response to court orders, and testifying to the confidential and protected status of such documents;
* Recording and responding to the receipt of legal processes, and coordinating court appearances to such processes;
* Determining the confidential nature of items requested by legal processes, and coordinating the activities concerning the production of evidence or records in court;
* Providing training and information on the proper release of documents relating to civil law, Pitchess Motions, and the Public Records Act;
* Maintaining liaison with outside agencies concerning trends in civil litigation;
* Providing staff support to the Risk Management Executive Committee;
* Reviewing and approving all Department training bulletins and videos, and obtaining the City Attorney’s review prior to publication;
* Identifying, collecting, analyzing, processing, tracking, and disseminating information on risk management and liability issues likely to affect the Department;
* Developing and maintaining a system designed to identify liability trends and issues;
* Receiving, for preliminary investigation, all claims for damages against the Department and Department personnel resulting from on-duty activities;
* Investigating and making recommendations for resolving disputed claims to property held by the Department;
* Providing information to the Office of the City Attorney concerning Department policies, procedures, practices, and personnel;
* Responding to special discovery requests from the Chief of Police;
* Providing twenty-four hour response to incidents involving the Department that have the high potential for liability or litigation;
* Responding to inquiries concerning the effect of existing law and legal decisions on the Department;
* Researching, reviewing, and requesting formal City and District Attorneys’ opinions;
* Preparing and publishing periodic Legal Bulletins and notices pertaining to case and statute laws;
* Maintaining the Department’s law library;
* Maintaining a master file of all motions and subpoenas duces tecum received;
* Maintaining the Department’s legal process log;
* Maintaining liaison with other law enforcement agencies and City risk management personnel;
* Ensuring that the information entered into and maintained in Training Evaluation and Management System (TEAMS) is consistent with established protocol and applicable laws;
* Ensuring that TEAMS is properly programmed to generate reports and perform queries to provide information according to established risk assessment protocol;
* Providing training and system support to Department authorized TEAMS users in conjunction with Information Technology Division, and Information and Communications Services Bureau; and,
* Preparing work history summary reports of potentially at-risk personnel for evaluation by the Risk Management Executive Committee.

285. OFFICE OF THE CHIEF OF POLICE, COUNTER TERRORISM AND CRIMINAL INTELLIGENCE BUREAU.

285.01 COUNTER TERRORISM AND CRIMINAL INTELLIGENCE BUREAU—

Functions. Counter Terrorism and Criminal Intelligence Bureau is responsible for exercising line command over Major Crimes Division and Emergency Services Division.

285.02 COUNTER TERRORISM AND CRIMINAL INTELLIGENCE BUREAU—

ORGANIZATION. Counter Terrorism and Criminal Intelligence Bureau is comprised of the following:

* Assistant Commanding Officer;
* Major Crimes Division; and,
* Emergency Services Division.

285.03 COMMANDING OFFICER, COUNTER TERRORISM AND CRIMINAL INTELLIGENCE BUREAU. The Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau, under the direction of the Chief of Police, exercises line command over the operations of Counter Terrorism and Criminal Intelligence Bureau and
exercises staff responsibility over matters within the jurisdiction of Counter Terrorism and Criminal Intelligence Bureau. In addition, the Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau, is responsible for the following special duties:

- Serving as the final reviewing authority for all emergency operation and special event Operation Plans;
- Monitoring the current Terrorist Threat Alert Level and making recommendations to the Chief of Police and the Mayor regarding the raising/lowering of the threat level pertaining to the City of Los Angeles;
- Coordinating the Counter-Terrorism intelligence and analysis;
- Coordinating the Counter-Terrorism investigations;
- Coordinating the Department’s response to any criminal acts involving explosives and/or Weapons of Mass Destruction; and,
- Providing coordination and support for all Department entities involved in major incidents and/or events.

285.04 COMMANDING OFFICER, COUNTER TERRORISM AND CRIMINAL INTELLIGENCE BUREAU - SPECIAL DUTIES. The Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau, is responsible for the following special duties:

- Serving as the Director of Emergency Operations when the Department Command Post is activated;
- Department Coordinator to Organized Crime;
- Serving as a member of the Emergency Management Committee, Emergency Operations Organization; and,
- Serving as the Chairman, Department of Homeland Security, Grant Needs Assessment Committee.

295. COUNTER TERRORISM AND CRIMINAL INTELLIGENCE BUREAU. MAJOR CRIMES DIVISION.

295.05 MAJOR CRIMES DIVISION - ORGANIZATION. Major Crimes Division (MCD) shall consist of:

- Office of the Commanding Officer;
- Anti-Terrorism Intelligence Section;
- Analysis Section;
- Surveillance Support Section;
- Criminal Conspiracy Section;
- Criminal Investigation Section; and,
- Organized Crime Section.

295.10 COMMANDING OFFICER, MAJOR CRIMES DIVISION. The Commanding Officer, Major Crimes Division, exercises line command over the operations of Major Crimes Division.

295.15 MAJOR CRIMES DIVISION - FUNCTIONS. Major Crimes Division (MCD) shall be responsible for:

- Collecting and analyzing information on individuals and groups who may be planning, threatening, financing, aiding/abetting, attempting or performing unlawful acts, the results of which are intended to further their societal objectives, to influence societal action, or to harass on the basis of race, religion, national origin or sexual orientation;

Note: Threat Management Unit, Detective Support Division (DSD), is responsible for the investigation of threatening letters directed toward the Mayor, public officials and city entities. The Area Detective Division is responsible for the investigation of other threatening letter incidents. A copy of these types of correspondence shall be forwarded to the Commanding Officer, DSD.

- Investigating all bombings, attempt bombings, bomb threats, facsimile devices, explosive devices, nuclear, chemical or biological material when used in the commission of a crime, or as it relates to terrorism;
- Assisting Areas/divisions with major crime investigations, when appropriate.

Note: The Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau, shall coordinate and liaise with the Commanding Officer, Detective Bureau, on existing investigations. The Director, Office of Operations, shall attempt to resolve any disagreement over investigative responsibility between Counter Terrorism and Criminal Intelligence Bureau and Detective Bureau. The final reviewing authority shall remain with the Chief of Police.

- The intra-departmental dissemination of information necessary for field operations;
- Investigating and/or assisting the Los Angeles Fire Department Arson Unit for arson-related crimes at houses of worship (e.g., a suspicious fire at a church, synagogue, mosque, temple, etc.);
- Assuming responsibility for investigations or providing assistance on investigations which exceed the resources of an Area/division;
- Maintaining liaison with other members of the Department, other law enforcement and governmental agencies, and business and residential communities in the region for matters related to terrorism and;
- Coordinating, procuring, retaining and maintaining a file of undercover driver licenses of MCD personnel.

295.20 MAJOR CRIMES DIVISION - SPECIAL LIASON. Major Crimes Division maintains liaison for providing protective intelligence information with:

- United States Secret Service, for the purpose of providing investigative and intelligence liaison about persons who pose a threat to the safety of the President of the United States or other persons under the protection of the Secret Service;
- United States Department of State, for the purpose of providing investigative and intelligence liaison about persons who pose a threat to the safety of visiting dignitaries;
- United States Department of Homeland Security, for the purpose of providing investigative and intelligence liaison about persons who pose a threat to the safety of visiting dignitaries.
- Foreign consulats;
- Federal Bureau of Investigation (FBI); and,
- Central Intelligence Agency (CIA).

295.25 MAJOR CRIMES DIVISION - ANTI-TELECOM INTELLIGENCE SECTION. Anti-Terrorism Intelligence Section is responsible for investigations of individuals and groups who may plan, threaten, finance, aid/abet, attempt or perform unlawful acts, the results of which are intended to further their societal objectives, to influence societal action, or to harass on the basis of race, religion, national origin or sexual orientation.

295.30 ANALYSIS SECTION. The Analysis Section is responsible for:

- Analyzing intelligence and criminal information;
- Establishing patterns of criminal activity and threat assessment; and,
- Disseminating reports and documents for the purpose of providing assessment, warning,
recommendation and information, in the development of strategy for crime prevention as it relates to terrorism or other major crimes assigned to MCD.

295.35 SURVEILLANCE SUPPORT SECTION, The Surveillance Support Section is responsible for:
* Providing support to investigations through surveillance operations; and,
* Gathering intelligence and criminal information through surveillance activity.

295.40 CRIMINAL CONSPIRACY SECTION, Criminal Conspiracy Section (CCS) is responsible for:
* Investigating all bombings, attempted bombings and bomb threats where an actual device or facsimile device is used, and/or as it is related to terrorism;

Note: Criminal Conspiracy Section will investigate all crimes related to the threat of a bomb.
* Investigating all crimes in which an explosive device, chemical, nuclear, radiological or biological materials are used or threatened to be used in the commission of a crime, including homicides by bombing;
* Investigating selected hate crimes and hate incidents involving explosives, terrorism or arson;

Note: The Assistant Commanding Officer, Detective Bureau, is the Department Hate Crime Coordinator and has the responsibility for collecting, maintaining, analyzing and disseminating information on all incidents motivated by hatred or prejudice. Criminal Conspiracy Section will continue to provide assistance on selected hate crimes and incidents after approval involving the Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau, the appropriate bureau chief and the Commanding Officer, Detective Bureau. However, Area Detective Division would continue to be responsible for the investigation of routine hate crimes unrelated to terrorism;
* Investigating crimes of extortion or threats of extortion when the extortion elements involve real or implied reference to explosives, explosives/destructive devices or any type of nuclear, radiological, chemical or biological material;
* Participating in the interagency “House of Worship Taskforce”; and,
* Providing assistance to Area Detective Division on investigations when the scope of the investigations exceeds the resources of the Area Detective Division and/or if terrorist-related.

295.45 CRIMINAL INVESTIGATIONS SECTION, Criminal Investigations Section shall be responsible for:
* Investigating and arresting individuals involved in criminal activity that may support a criminal network, or that may have a national or international criminal infrastructure;
* Assisting entities in the investigation of all kidnappings, extortions and serious felonious crimes when approved; and,
* Providing tactical surveillance for serious felonious crimes when approved.

295.50 ORGANIZED CRIME SECTION - FUNCTIONS. The Organized Crime Section is responsible for:
* Collecting and disseminating intelligence information relative to organized crime.
* Gathering, recording, and investigating individuals and organizations whose backgrounds, activities, or associates identify them with, or are characteristic of organized crime.
* Providing information concerning organized crime to the Department and other law enforcement agencies.
* Conducting investigations concerning individuals and organizations whose background, activities, or associates identify them with or are characteristic of organized crime.
* Investigating organized criminal activity whose objective is to influence the entertainment, sports, and adult entertainment industries.
* Conducting investigations with multi-agencies as it pertains to organized criminal activities.
* Conducting investigative and enforcement efforts on those individuals, groups, or enterprises involved in major organized criminal activities.
* Providing oversight, training, and support to all Department entities regarding organized crime activities as directed by the Chief of Police.
* Maintaining liaison with other appropriate City, local, state, federal, and international agencies to abate organized crime activities in the City of Los Angeles.
* Collecting, recording, maintaining, and disseminating intelligence information relevant to individuals or groups involved in major organized criminal enterprises characteristic of large scale organized crime groups.
* Maintaining a file of arson investigations involving organized crime.
* Maintaining a detailed file at the Los Angeles International Airport for the purpose of observing and reporting on the arrival and departure of persons known to be associated with organized crime.
* Activating and staffing the Intelligence Control Center during a serious or major unusual occurrence.
* Maintaining liaison with:
  * Los Angeles City Fire Department for the purpose of providing information to arson investigators to assist in the investigation of arsons involving members of organized crime.
  * Monitoring arson investigations involving suspects, victims, or activities associated with organized crime.
* Correlating and maintaining intelligence information related to organized crime activities.
* Maintaining an intelligence database of organized crime subjects.
* Maintaining informant packages, intelligence reports, and historical information pertaining to organized crime activities.
* Issuing Investigative Tracking Numbers for organized crime investigations.
* Researching proposed and new legislation and developing procedures to assist in maintaining effective organized crime control.

298. COUNTER TERRORISM AND CRIMINAL INTELLIGENCE BUREAU, EMERGENCY SERVICES DIVISION.

298.05 EMERGENCY SERVICES DIVISION-FUNCTIONS. Emergency Services Division (ESD) is responsible for:
* Maintaining liaison with the Emergency Operations Organization regarding the Department Operations Center (DOC);
* Assisting Department entities in preparations for maintenance of operations during natural disasters and other Unusual Occurrences;
* Developing, coordinating, and delivering incident management training, drills, and exercises to Department personnel;
* Providing training targeting personal preparations (employees/families) for natural disasters and other major emergencies;
* Researching, developing, publishing, and maintaining the Emergency Operations Guide (EOG);
* Coordinating organization and deployment plans for major unusual occurrences;
* Providing incident management support vehicles and equipment for field incidents and exercises;
* Evaluating procedures, tactics, and techniques to be employed during unusual occurrences;
* Developing procedures to facilitate liaison with the military and other government agencies for mutual assistance;
* Conducting Field Command Post Exercises and Field Command Post Cadre Schools;
* Developing methods for the collection and evaluation of tactical intelligence information related to the control of unusual occurrences;
* Evaluating tactical equipment to be used in the control of unusual occurrences;
* Preparing plans for policing non-emergency special events when anticipated policing requirements exceed the capability of the concerned geographic bureau;
* Assisting other Department units when it is beyond their capability to plan for the policing of special events;
* Providing operational planning, guidance, and command post staff for major special events;
* Processing special event permits, required by City Administrative Code;
* Maintaining and providing expertise to the City’s EOCU and the Police DOC;
* Providing regularly assigned personnel to staff the DOC when it is activated as a temporary entity during an Unusual Occurrence;
* Training police DOC personnel;
* Responding to incidents involving real or potential criminal use of hazardous materials and render safe and/or remove suspected destructive devices, improvised explosive devices, incendiary devices, explosives, explosive chemicals, pyrotechnics, military ordinance, and complete necessary reports;
* Responding to incidents involving real or potential criminal use of hazardous materials and render safe and/or remove suspected hazardous materials devices, and complete necessary reports;
* Providing and conducting canine explosive searches for Los Angeles International Airport;
* Developing, implementing, updating and supporting Response Information Folders;
* Conducting investigations of retired officers at film locations.

298.08 COMMANDING OFFICER, EMERGENCY SERVICES DIVISION. The Commanding Officer, Emergency Services Division, under the direction of the Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau, exercises line command over the operations of Emergency Services Division.

298.10 EMERGENCY SERVICES DIVISION-ORGANIZATION. Emergency Services Division (ESD) is comprised of:

Hazardous Devices Section.
* Bomb Squad Unit;
* Haz-Mat/Environmental Crimes Unit; and,
* LAX K-9 Unit.

Planning Section (Archanged).

298.25 HAZARDOUS DEVICES SECTION-FUNCTIONS. The Hazardous Devices Section is responsible for the following:

Explosives Unit (Bomb Squad).
* Rendering safe and/or remove suspected destructive devices, improvised explosive devices, incendiary devices, explosives, explosive chemicals, pyrotechnics, military ordinance, and complete necessary report;
* Maintaining security and preservation of crime scenes involving bombings, attempt bombings, and bomb threats until determining it to be safe; and exercising functional supervision over the physical collection, preservation, marking, and booking of evidence.
* Maintaining a remote explosives disposal site;
* Providing assistance to Special Weapons and Tactics (SWAT) personnel during explosive entry at emergency tactical situations.
* Conducting underwater search and recovery of explosives or explosive devices.

* Maintaining explosive storage magazines.
* Providing instruction and advice for uniform officers and detectives in the recognition and proper disposition of explosive evidence.
* Maintenance, training, and deployment of Explosives Detection Canines.

Exception: Explosives Detection Canines assigned to Los Angeles International Airport Detail, Pacific Area.

* Providing for legal, proper and safe transportation, transfer and/or storage of explosives and other items referred to above;
* Conducting post-blast crime scene investigations;
* Collecting, preserving and analyzing evidence; and ensuring proper completion of property reports;
* Storing, maintaining, and inventory of bomb squad equipment;
* Assisting explosive canine teams for dignitary security, venue security and to conduct searches for explosives on aircraft;
* Preparing and participating in explosives related training programs;
* Maintenance of and familiarization with the technical library of the FBI-Bomb Data Center publications and other explosives related materials;
* Maintaining professional liaison with other state and local bomb squads, military Explosives Ordnance Disposal (EOD) units, federal agencies and professional associations;
* Compiling and reporting technical data on explosive devices and incidents;
* Developing agency emergency response plans for bomb threats, actual improvised explosive devices and bomb crime scenes;
* Developing and promulgating bomb threat awareness and safety programs for public and private organizations;
* Reporting found or recovered military ordinance to military EOD units;
* Conducting searches for explosives or explosive devices at Los Angeles International Airport (LAX).
* Planning, directing, and implementing detailed searches of aircraft, terminals, vehicles, warehouses, luggage, and any other structure or open area, to respond to bomb threats at LAX or the City of Los Angeles.
* Training Department personnel in K-9 operations related to bomb threat procedures and policies during roll call, in-service, and recruit training.
* Caring for and maintaining the assigned canine to ensure its well being, including daily grooming, periodic veterinary exams, and close medical care.
* Managing the storage of explosive K-9 training aids by conducting audits, ensuring accountability, and controlling the storage of materials in the explosives magazine.

Hazardous Materials Unit (HMU).

* Investigation and enforcement of hazardous materials transportation safety laws.
* Investigation of environmental crimes (illegal storage, disposal/discharge of hazardous substances/materials).

Note: Incidents involving a disposal of infectious substances or waste oil shall be handled as an illegal dumping per Penal Code Section 374.2.

The Hazardous Materials Unit is the Department Radiological Monitor and shall be notified when a radiological incident occurs.

* Support to incident command posts established to manage hazardous materials incidents.
* Provide support to field command posts established to manage hazardous materials incidents.
* Provide First Responder Awareness (FRA) training for hazardous materials incidents to all Department employees.
* Provide First Responder Awareness training to all Department employees on Weapons of Mass Destruction (WMD) – Nuclear, Biological, Chemical (NBC).
* Conduct reconnaissance to assist the Department’s Bomb Squad in locating potential chemical, biological, and radiological dispersal devices.

Note: After hours, a HMU officer(s) may be contacted through the Department Command Post.

* Maintaining files of personnel trained in the use of radiological monitor equipment.

298.30 HAZARDOUS DEVICES SECTION-SPECIAL DUTIES. The Hazardous Devices Section is responsible for the following special duties:

* Responding to Weapons of Mass Destruction (WMD) incidents. Assisting federal authorities in gathering and preserving evidence. Conducting reconnaissance for and assisting the Department’s Bomb Squad in locating potential chemical, biological, and radiological dispersal devices.
* Maintaining security and preservation of the crime scene until determining it to be safe and exercising functional supervision over the physical collection, preservation, marking and booking of evidence at bombings, attempted bombings, and bomb threats.
* Maintaining a remote explosives disposal site.
* Providing assistance to Special Weapons and Tactics (SWAT) personnel during explosive entry at emergency tactical situations.
* Upon request, conduct underwater search and recovery of explosives or explosive devices.
* Maintaining explosive storage magazines.
* Providing instruction for uniformed officers and detectives in the recognition of improvised weapons and proper handling of firearms evidence, as well as, the recognition of infectious substance and/or hazardous waste incidents.
and proper disposition of explosive evidence;  
* Providing bomb detection K-9 support to bomb squad at major special events, dignitary visits and other special events.

## ORGANIZATION AND FUNCTIONS OF THE OFFICE OF SUPPORT SERVICES

### 300. OFFICE OF SUPPORT SERVICES

#### 300.05 OFFICE OF SUPPORT SERVICES-FUNCTIONS

The Director, Office of Support Services, under the direction of the Chief of Police, is responsible for:

* Administering the Department's personnel services;  
  Developing implementing, and conducting the Department's recruiting and training programs;  
  Investigating backgrounds of Department candidates;  
  Administering psychological services to employees and their families, providing consultation to Department managers on matters related to stress management, crisis intervention, rehabilitation, and other related Department programs and systems;  
  Exercises line command over the operations of:  
  * TEAMS II Development Bureau;  
  * Information and Communications Services Bureau;  
  * Administrative and Technical Services Bureau;  
  * Training Group;  
  * Behavioral Science Services;  
  * Ombuds Office; and,  
  * The Executive Officer.  
  * Maintaining a permanent file of:  
    * All requests to attend court on an on-duty status when appearing as a defendant in a criminal prosecution arising from employment with the Department;  
    * All correspondence and reports concerning Department boards of inquiry and ad hoc committees convened by the Chief of Police; and,  
    * All Merit Pay Review Board reports and evidence.  

#### 300.15 OFFICE OF SUPPORT SERVICES-ORGANIZATION

* Executive Officer.  
* Administrative and Technical Services Bureau.  
* Information and Communications Services Bureau.  
* TEAMS II Development Bureau.  
* Training Group.  
* Behavioral Science Services.  
* Ombuds Office.

#### 300.20 THE DIRECTOR, OFFICE OF SUPPORT SERVICES - SPECIAL DUTIES

The Director, Office of Support Services, is the Department spokesperson for an expungement or set aside hearing and is the only person authorized to state the Department’s position relative to restoring an employee’s ability to carry a firearm.

#### 300.25 THE DIRECTOR, OFFICE OF SUPPORT SERVICES - SPECIAL LIAISON

The Director, Office of Support Services, shall maintain special liaison with all entities and organizations related to uniforms.

#### 300.30 OFFICE OF SUPPORT SERVICES, ADMINISTRATIVE OFFICE

#### 300.31 ADMINISTRATIVE OFFICE-FUNCTIONS

The administrative office is responsible for preparing correspondence, conducting research and surveys, preparing written material, and performing other duties, as required.

#### 300.32 ADMINISTRATIVE OFFICE - SPECIAL DUTIES

The administrative office is responsible for the following special duties:

* Performance Evaluation Review Board.  
  Coordinating the Performance Evaluation Review Board procedures.  

* Promotional Assessment Boards.  
  Coordinating the Promotional Assessment Board procedures as follows:

  **Lieutenants and below.**

  * Upon receipt of a new Civil Service eligibility list, conservatively estimate the number of appointments to be made during the two year duration of the list;  
  * Based on the estimate, determine the number of whole scores which meet the minimum requirement of five more names than the number of anticipated vacancies; and,  
  * Subsequent to approval by the Chief of Police, publish the Board's recommendations in a list indicating the order in which appointments will be made.  

**Note:** If the number of vacancies exceeds the initial estimate, a Board will be reconvened to evaluate and rank additional candidates.

**Captains and above.** As vacancies occur, the Office of Support Services shall determine the number of eligible candidates and submit those names to the appropriate Promotional Assessment Board.

**Outside Employment Permits.** Reviewing and approving permits for outside employment to employees.

**Leaves of Absence.** Reviewing and processing leaves of absence requests forwarded by the Commanding Officer, Personnel Division.

**Television Production Equipment.** Evaluating routine requests for the use of television production equipment.

### 305. OFFICE OF SUPPORT SERVICES, TEAMS II DEVELOPMENT BUREAU

#### 305.05 TEAMS II DEVELOPMENT BUREAU-FUNCTIONS

* Development and implementation of the TEAMS II Program to include, but not limited to, the Risk Management Information System, Complaint Management System, Use of Force System, Deployment Period System, and interfaces with existing data systems;  
* Establishing the requirements for the various systems;  
* Developing business rules for the various systems; and,  
* Developing system use protocols.

#### 305.10 TEAMS II DEVELOPMENT BUREAU-ORGANIZATION

* Office of the Commanding Officer/Project Director;  
* Office of the MSRP Project Manager;  
* Adjutant;  
* Administrative Unit;  
* Business Intelligence Systems Section;  
* Application and Data Management Section;
shall maintain liaison with all organizations which provide the Department with grants.

312. EXECUTIVE OFFICER, PLANNING AND RESEARCH DIVISION.

312.05 PLANNING AND RESEARCH DIVISION- FUNCTIONS. Planning and Research Division is responsible for the following functions:

* Conducting research and preparing directives and correspondence, as needed, for the Chief of Police;
* Reviewing staff work submitted for approval by the Chief of Police;
* Conducting follow-up evaluations as required to ensure that standard procedures and policies are adhered to by all organizational units within the Department;
* Coordinating the distribution of all directives from the Chief of Police;
* Evaluating and implementing recommended changes in policies and procedures;
* Staffing the Department Operations Center, when activated;
* Evaluating and analyzing the performance of, and the procedures used by, Department employees;
* Evaluating resources utilized by the Department;
* Making appropriate recommendations in order to ensure the highest level of efficiency and effectiveness;
* Researching and developing operational standards for the Department;
* Conducting studies and making surveys of field-related problems;
* Coordinating the Department’s In-Car Video program;
* Conducting confidential research and analysis on issues of concern to the Chief of Police;
* Conducting field evaluations of potential or perceived problem areas for the Chief of Police;
* Assisting Area/divisional analytical personnel in preparing workload studies and interpreting statistical data;
* Participating in the formulation of the Department’s annual overtime directive governing expenditures and disbursements;
* Allocating, monitoring, and managing overtime disbursements and expenditures in accordance with Department policy;
* Making adjustments to overtime allocations as needed to ensure the Department does not exceed its overtime budget;
* Maintaining liaison with Administrative and Technical Services Bureau, Fiscal Operations Division and bureau overtime coordinators and conducting periodic audits and preparing reports regarding overtime for use by the Chief of Police;
* Coordinating budget requests for Department geographical operational entities prior to submission to the Chief of Police;
* Assessing budgetary preparation guidelines and procedures and making recommendations to improve the Department’s budget process;
* Reviewing, coordinating, and monitoring most Department grant applications and grant-related collaborative efforts;
* When appropriate, assisting Department entities during audits of grant activities;
* Reviewing all grant applications to ensure the furtherance of Department objectives and priorities;
* Processing requests for Chief of Police directives;
* Amending, maintaining, and distributing the Department Manual;
* Developing new forms and examining existing forms to determine the need for revision or elimination;
* Conducting research and preparing special project reports as directed;
* Preparing and maintaining Department maps, charts, graphs, and special purpose visual aids;
* Researching and analyzing short-term and long-term matters which affect Department operations;
* Maintaining the Staff Research Index (SRI), an automated index of significant Department staff research reports;
* Responding to selected inquiries from other agencies regarding Department procedures, policy, and operations;
* Coordinating, monitoring and assigning product evaluations to the following commands:
  * Training Division for lethal weapons, non-lethal control devices, protective equipment, and related products;
  * Motor Transport Division for vehicles and related products; and,
  * Specialized divisions for products, which are to be used specifically in their specialized assignments.
* Researching future trends;
* Providing staffing responsibility for the Home-Garaging Review Committee;
* Reviewing, processing and maintaining a file of all home-garaging programs; and,
* Coordinating and monitoring home-garaging within the County of Los Angeles or within 60 miles of the Los Angeles City limits when outside the County.

312.10 PLANNING AND RESEARCH DIVISION-ORGANIZATION. Planning and Research Division is comprised of:

* Office of the Commanding Officer.
* Administrative Section.
* Procedures and Directives Section.
* Special Projects Section.
* Strategic Planning and Grants Section.
* Support and Design Section.

312.15 COMMANDING OFFICER, PLANNING AND RESEARCH DIVISION. The Commanding Officer, Planning and Research Division, under the direction of the Executive Officer, OSS, exercises line command over the operations of Planning and Research Division.
312.20 COMMANDING OFFICER, PLANNING AND RESEARCH DIVISION, - SPECIAL DUTIES. The Commanding Officer, Planning and Research Division, is responsible for the following special duties:

Staff Research Index (SRI)/Automated Directives Tracking (ADT) System. Maintaining the SRI/ADT, including:
* Causing the appropriate information to be entered in the SRI from all completed Staff Research Index Forms received by Planning and Research Division; and,
* Causing information from the SRI to be disseminated to Department employees upon request.

312.25 PLANNING AND RESEARCH DIVISION - SPECIAL DUTIES. Planning and Research Division is responsible for the following special duties:


Future Research. Maintaining a repository of future research material.

Memorandum of Agreements. Maintaining a copy of all Department Memorandum of Agreements and Memorandum of Understandings.

312.30 PLANNING AND RESEARCH DIVISION - SPECIAL LIAISON. Planning and Research Division maintains special liaison with:

City Administrative Officer. Regarding forms control for the Department.

Office of the Mayor, City Council, and Board of Police Commissioners. Regarding the coordination of grant applications.

Federal and State Grant Funding Agencies.

312.35 PLANNING AND RESEARCH DIVISION - SPECIAL FILES. Planning and Research Division shall maintain files of the following:
* Memoranda of Agreement (MOA), Departmentwide;
* Research files of all Special and Administrative Orders; and,
* Budget requests.

315. OFFICE OF SUPPORT SERVICES, INFORMATION AND COMMUNICATIONS SERVICES BUREAU.

315.05 INFORMATION AND COMMUNICATIONS SERVICES BUREAU-FUNCTIONS. Information and Communications Services Bureau is responsible for coordinating and processing written requests from Department entities for telephone moves and changes that may require new or additional telephone equipment, voice mail, new data and modem lines and computer cabling, and request for estimates for installation of alarm systems. Requests are submitted to Information Technology Agency via a Communications Service Request (CSR).

315.10 INFORMATION AND COMMUNICATIONS SERVICES BUREAU - ORGANIZATION. Information and Communications Services Bureau is comprised of:
* Assistant Commanding Officer,
* Communications Division;
* Emergency Command Control Communications System Division;
* Information Technology Division; and,
* Records and Identification Division.

315.15 COMMANDING OFFICER, INFORMATION AND COMMUNICATIONS SERVICES BUREAU. The Commanding Officer, Information and Communications Services Bureau, under the direction of the Director, Office of Support Services, exercises line command over the operations of Information and Communications Services Bureau and exercises staff responsibility over matters within the jurisdiction of Information and Communications Services Bureau.

315.20 COMMANDING OFFICER, INFORMATION AND COMMUNICATIONS SERVICES BUREAU - SPECIAL LIAISON. The Commanding Officer, Information and Communications Services Bureau, shall maintain liaison with:
* COPS MORE;
* Information Technology Agency; and,
* Telecommunications organizations.

325. INFORMATION AND COMMUNICATIONS SERVICES BUREAU, COMMUNICATIONS DIVISION.

325.05 COMMUNICATIONS DIVISION- FUNCTIONS. Communications Division is responsible for:
* Operating the 9-1-1 and 7-digit systems for telephonic requests for emergency police service;
* Operating the Department Command Post; and,
* Maintaining and operating 24-hour tape recorders;
* Operating facilities to receive taped dial alarms;
* Radio dispatching service for all mobile field units;
* Relaying requests from field units to the appropriate agency or Department unit;
* Maintaining direct radio contact with other law enforcement agencies;
* Relaying information regarding unusual incidents to Detective Support Division;
* Conducting communications-related analytical surveys as required;
* Maintaining contact with the Department of Motor Vehicles via electronic communications devices;
* Monitoring certain Department radio frequencies on a 24-hour basis;
* Generating a computer printout for each vehicle pursuit; and,
* Forwarding the computer printouts to Traffic Coordination Section, Special Operations Support Division, daily.

325.10 COMMUNICATIONS DIVISION - ORGANIZATION. Communications Division is comprised of:
* Office of the Commanding Officer;
* Metropolitan Communications Dispatch Center;
* Valley Communications Dispatch Center; and,
* Department Command Post.

325.15 COMMANDING OFFICER, COMMUNICATIONS DIVISION. The Commanding Officer, Communications Division, under the direction of the Commanding Officer, Information and Communications Services Bureau, exercises line command over the operations of Communications Division and exercises functional supervision over the operations of telephone complaint board and radio facilities maintained in outlying geographic uniformed divisions. The Commanding Officer, Communications Division, is the Department Immigration Coordinator.

325.20 COMMUNICATIONS DIVISION - SPECIAL DUTIES. Communications Division is responsible for the following special duties:

Tactical Alerts. Reviewing requests made for tactical alerts and ensuring that all tactical alerts are reported to Emergency Services Division within 72 hours of their declaration.

Department Command Center. Communications Division has been designated as the Department’s Command Center.

Specialized Personnel and/or Equipment. Relaying requests for specialized personnel and/or equipment to Detective Support Division.

Emergency Alarm Box Requests. Processing requests from government agencies for permission to install direct connection alarm boxes within Communications Division.

Radio Communications Equipment Requests. Reviewing all requests for the acquisition of new communications equipment and providing assistance in meeting the communication equipment needs of the Department.

Emergency Activation. Activating the following during a serious or major unusual occurrence, or when a serious or major unusual occurrence appears imminent:
* Department Operations Center; and,
* Mobile Command Fleet.
Cold Weather Emergency Shelter Notification. During the activation of cold weather emergency shelters, the Los Angeles Housing Shelter Association (LAHSA) manages the Winter Shelter Hot Line. The LAHSA will notify Communications Division, upon the activation of cold weather emergency shelters. During the activation of cold weather emergency shelters, Communications Division shall:

- Maintain liaison with LAHSA;
- Provide the Winter Shelter Hot Line telephone number(s) and locations to Area watch commanders; and,
- Disseminate cold weather emergency shelter information to Department employees via a Departmentwide broadcast teletype, and through the ACC.

Incidents Motivated by Hatred or Prejudice. Upon notification of an incident motivated by hatred or prejudice occurring within the City:

- Note the incident on the Chief of Police 24-hour Occurrence Log; and,
- Make notifications as required for violent or major incidents motivated by hatred or prejudice.

Special Logs and Lists.

- Bomb threats and ambushes log;
- Chief of Police 24-Hour Occurrence Log;
- Department armament inventory list;
- Foreign National log of incidents, arrests, deaths, and notifications to consul officer;
- Maintaining list of consul offices; and,
- Maintaining log of outside agencies conducting police business within the City.

Administrative Duties.

- OIS/In-custody injuries/In-custody deaths notification;
- Assisting in emergency activation of the DOC;
- Making notifications or teletypes as required;
- Investigations involving hazardous materials (Manual Sections 4/212.49 and 4/214.25);
- Significant information impacting City government notifications (Manual Section 4/214.45);
- Unusual Incidents notification (Manual Section 4/214.50);
- Crisis Response Team notification (Manual Section 4/214.60);
- Flagging notifications (Manual Section 3/234.90);
- Receiving and transmitting emergency information on direct phone lines to the Mayor’s office;
- Monitoring and making notifications regarding the Commercial Crimes Division and Robbery-Homicide Division alarm systems;
- Recording the ODO information (daily) and brief the ODO on pending activities within the City; and,
- Obtaining immediate investigative follow-up response from specialized detective divisions and investigative support units on a 24-hour basis.

Reference Data.

- Current list of Adult Protective Services area office locations and telephone numbers; and,
- Public utilities information, listing offices and persons to contact in emergencies.

Time and Identification Broadcasts. Periodically broadcasting the time and Department call letters.

Tape Recordings. Searching tape recordings as required for investigations and presentation in court.

Expert Witnesses. Providing personnel to appear in court to testify as expert witnesses in response to subpoenas duces tecum concerning tape recordings of radio transmissions or print outs of digital transmissions.

Roll Call Training. Coordinating the assignment of Communications Division personnel to provide communications-related training at divisional roll calls.

Burglar Alarm Checks. Periodically checking the performance of burglar alarm boxes in the Central Dispatch Center which are directly connected to various commercial and government buildings.

Training. Providing training on Computer Aided Dispatching to sworn and civilian personnel as required.

Language Bank Roster. Maintaining the special file of Department sworn personnel able to speak a foreign language.

Sign Language Communicator Requests. Upon receiving a request for a sign language communicator, Communications Division personnel shall contact a professional Sign Language Interpreter (SLI).

Department Command Post. Communications Division has been designated as the Department Command Post (DCP) and the Watch Commander, Communications Division, shall assume interim command of the Department during an emergency when the Chief of Police or the person designated (Department Commander or Operations Duty Officer) is unavailable. The DCP is responsible for the following:

- Autopsy Notifications. When notified by the coroner’s office of a scheduled autopsy, the DCP shall make the necessary notification to the investigating officer (I/O). When the DCP is unable to contact the I/O, the DCP shall notify a person in the I/O’s chain of command (such notification shall begin with the I/O’s officer in charge and progress upward until contact is made with a person in the I/O’s chain of command).

- Animal Shootings. When the DCP is notified of this type of incident, they shall include it in the Chief of Police 24-hour Occurrence Log. Additionally, if the employee’s Area/division of assignment is closed, the DCP shall:
  * Notify the FID on-call team and be guided by their advice;
  * Notify the involved employee’s commanding officer; and,
  * If directed by the involved employee’s commanding officer, dispatch a supervisor from the nearest geographical area to the location of occurrence.

All Categorical Use of Force Incidents.

- All Other Incidents Investigated by Force Investigation Division (FID).

Patrol Related Incidents.

- Barricaded suspect or SWAT call-out;
- Bomb Squad call-out;
- CARE/AMBER Alerts;
- All homicides;
- Missing juvenile investigations involving searches;
- Pursuits that travel out of the County, are prolonged, involve a City Property Involved collision, or are newsworthy;
- Shootings in which two or more victims are wounded; and,
- Incidents motivated by hatred (DR Number is required prior to notification).

Unusual/Major Occurrences.

- Major demonstrations or mass arrests;
- Disasters including chemical spills, gas main leaks or breaks, major fires or disturbances, aircraft accidents;
- Department Operations Center (DOC) activation or deactivation;
- City Emergency Operations Center (EOC) activation or deactivation;
- Incident Command Post activation at the scene of a noteworthy or newsworthy incident;
- Incidents involving hazardous/toxic/radioactive materials;
- Citywide Tactical Alerts; and,
- A change in the Federal terrorism threat level (up or down).

Incidents Involving Department Personnel.

- Alleged serious misconduct or arrest of Department employee(s); and,
- Death or hospitalization of Department employee(s).

Other Notable Incidents.

- Extensive damage to Department equipment;
- Newsworthy incident involving the Department in any way; and,
- Other incident that an Officer in Charge or Watch Commander feels should be brought to the attention of the Department.

Note: All personnel are encouraged to call the DCP at any time they are in doubt as to whether or not an incident requires notification.
328. INFORMATION AND COMMUNICATIONS SERVICES BUREAU, EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM DIVISION.

328.05 ECCCS DIVISION-FUNCTIONS. The ECCCS Division is responsible for the following functions:

* Developing and maintaining the Department's automated telecommunications and dispatching systems generally known as the Emergency Command Control Communications System (ECCCS) Division.
* Developing, planning, maintaining, and auditing the radio frequency systems.
* Evaluating the performance of all vendors and contractors involved with ECCCS Division development and maintenance.
* Conducting periodic audits of ECCCS Division's performance to ensure accomplishment of its operational specifications, performance levels, and capacity for upgrade.
* Planning, maintaining, and auditing the City's primary and alternate 9-1-1 Public Safety Answer Point System.
* Developing and maintaining an inventory of the Department's ASTRO radios and accessories.

328.10 EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM (ECCCS) DIVISION-ORGANIZATION. The ECCCS Division is comprised of:

* The Office of the Commanding Officer;
* Computer-Aided Dispatch Section;
* Emergency Systems Development and Support Section;
* Engineering Section;
* Master Radio Plan Section;
* Program Management Section; and,
* 3-1-1 ASK LAPD Section.

328.15 COMMANDING OFFICER, EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM DIVISION. The Commanding Officer, ECCCS Division, under the direction of the Commanding Officer of Information and Communications Services Bureau, exercises line command over the operations of ECCCS Division.

328.20 ECCCS DIVISION-SPECIAL DUTIES. The ECCCS Division is responsible for the following special duties:

* Submitting periodic reports to the Mayor and City Council regarding ECCCS Division implementation.
* Submitting monthly reports to the ECCCS Division Technical Steering Committee.
* Maintaining inventory and tracking records of Department-issued ASTRO ROVERs, Visar radios, and mobile data terminals.
* Reviewing, evaluating, and prioritizing all requests for the acquisition of new radio communications equipment.

328.25 ECCCS DIVISION-SPECIAL LIAISON. The ECCCS Division maintains liaison with all public and private agencies or City departments associated with telecommunications.

332. INFORMATION AND COMMUNICATIONS SERVICES BUREAU, INFORMATION TECHNOLOGY DIVISION.

332.05 INFORMATION TECHNOLOGY DIVISION-FUNCTIONS. Information Technology Division is responsible for meeting present and future challenges of information technology, and developing, delivering and supporting information technology throughout the Department. Information Technology Division is also responsible for critical technological development, systems modification, network enhancement, operational support and user training to ensure expenditures and resources are fully utilized.

332.10 INFORMATION TECHNOLOGY DIVISION-ORGANIZATION. Information Technology Division is comprised of:

* Administrative Section;
* Enterprise System Section;
* Networks Systems Section; and,
* Technology Projects Section.

332.15 INFORMATION TECHNOLOGY DIVISION-COMMANDING OFFICER. The Commanding Officer of Information Technology Division, under the direction of the Commanding Officer of Information and Communications Services Bureau, exercises line command over the operations of Information Technology Division.

332.20 INFORMATION TECHNOLOGY DIVISION, OFFICE OF THE COMMANDING OFFICER-SPECIAL DUTIES. The Office of the Commanding Officer, Information Technology Division, is responsible for the following special duties:

* Systems Evaluations. Reviewing and processing requests for new automated systems and modifications to existing systems.

Coordination with the Information Technology Agency. Serving as the Department's automated systems coordinator with the Information Technology Agency.

Department Automated Information Security Officer. Ensuring that adequate controls are established to prevent unauthorized access to computer terminals and unauthorized use of information available through them. Controlling the issuance of confidential operator numbers and resetting of passwords for revoked or unusable operator numbers. Information Technology Division shall conduct random audits to evaluate compliance with security procedures.

Department Personal Computer Coordinator. Coordinating the use of, and maintaining data on, personal computers within the Department. Revising and distributing the Department Personal Computer Guidelines and Standards.

Driver’s License Audit Responsibility. The Commanding Officer, Information Technology Division, shall cause at least an annual audit to be conducted of all Department employees’ driver’s licenses. The results of the audits shall be reported to the Chief of Staff.

Field Data Report Tracking Responsibility. Sending out batches of Field Data Reports (FDR) to an outside source for scanning; tracking and reconciling the FDRs sent out and those received from the outside source; and, processing and maintaining FDR data in an appropriate electronic database.

Liaison with the Mayor’s Criminal Justice Planning Office. Maintaining liaison with the Mayor’s Criminal Justice Planning Office on the progress of COPS MORE technology projects.

Training Evaluation and Management System Responsibility. The Commanding Officer, Information and Technology Division, shall:

* Process Training Evaluation and Management System (TEAMS) authorization requests and expirations;
* Provide training and system support to Department authorized TEAMS users;
* Generate an annual report of all Department authorized users and alternate users for review by commanding officers;
* Provide customized reports of TEAMS information when approved by the Commanding Officer, Risk Management Group (RMG);
* Assist commanding officers with audits of TEAMS transactions; and,
* Upon approval of the Commanding Officer, RMG, provide a report on individuals who have accessed a certain employee’s TEAMS report.

332.25 INFORMATION TECHNOLOGY DIVISION-SPECIAL DUTIES. Information Technology Division is responsible for the following special duties:

Help Desk. Providing telephonic support to the Department’s automated systems coordinator.

Field Support. Field LAN/WAN support of all hardware and software trouble calls received from Network users. Performance of all tasks required for the operation and maintenance of the Department’s LAN/WAN workstation and printers.

E-mail. Providing E-mail retrieval for disciplinary investigations.

Street Index Guide. Maintaining and providing access to the Reporting District Street Index Guide via the Infoweb.

AJIS Booking Charge Table. Monitoring, updating, and distributing the Automated Justice Information System Booking Charge Table, and its revisions, to concerned Department entities.

Domestic Violence Statistics. Generating domestic violence statistics as required by Penal Code Section 13730(a) and submitting the data on a monthly basis to Investigative Analysis Unit.

Operator Security Statement.
* Maintaining a list of Department employees who have completed and signed an Operator Security Statement;
* Notifying commanding officers of personnel within their command who have been authorized and trained by Information Technology Division to operate Department computer terminals or access computer systems, but have not submitted an Operator Security Statement;
* Having new civilian employees sign an Operator Security Statement;
* Entering Operator Security Statement information into the Training Evaluation and Management System (TEAMS); and,
* Forwarding the signed Operator Security Statements to Personnel Division for inclusion in employee's personnel packages.

332.30 INFORMATION TECHNOLOGY DIVISION - SPECIAL LIAISON. Information Technology Division maintains special liaison with:

Information Technology Agency. Coordinating daily operational functions. Representing the Department in the planning and development of all automated systems. Representing the Department in coordinating activities performed by the Information Technology Agency in support of the Department’s LAN/WAN system.

County Data Processing Department. Monitoring the development, operation, and maintenance of Countywide automated systems and programs affecting Department operations.

California Bureau of Criminal Statistics and Federal Bureau of Investigation. Maintaining and providing statistical data.

332.35 INFORMATION TECHNOLOGY DIVISION - ADMINISTRATIVE SECTION - FUNCTIONS. Administrative Section is responsible for planning and administering grants in coordination with Planning and Research Division, including monitoring the implementation of long-range information technology strategies. Administrative Section is also responsible for coordinating data entry, coding and audit responsibilities.

Consolidated Technology Budget. Prepares and coordinates the Department’s annual fiscal year Consolidated Technology Budget.

332.50 INFORMATION TECHNOLOGY DIVISION-TECHNOLOGY PROJECTS SECTION-FUNCTIONS. The Technology Projects Section (TPS) is responsible for providing project management for major technological projects, and employing Joint Application Development (JAD) methodology.

332.55 TECHNOLOGY PROJECTS SECTION-SPECIAL DUTY. Technology Projects Section is responsible for the following special duties:

- Rapid Application Development (RAD). Initiate and complete RAD projects; and, establish and maintain application development standards.
- LAPD Infoweb. Maintain the Department’s Intranet (Infoweb) site. Ensure that all information contained on the web site is current and authorized.
- APRIS/ICARS Administration. Professional administration of the technical aspects of the hardware, software, and operations requirements of both systems.
- COPS MORE Projects. Provide management oversight and/or project management of technology funded by the federal COPS MORE Program.

332.60 INFORMATION TECHNOLOGY DIVISION-NETWORK SYSTEMS SECTION-FUNCTIONS. The Network Systems Section (NSS) performs essential support functions and responsibilities for various computer network systems throughout the Department.

GroupWise Administration. Responsible for upgrades maintenance and technical design of GroupWise.

332.65 INFORMATION TECHNOLOGY DIVISION - ENTERPRISE SYSTEM SECTION - FUNCTIONS. The Enterprise Systems Section (ESS) is responsible for performing essential management, technological support, and maintenance tasks for the Department’s mainframe computer-based systems and interfaces with City, County, Regional, State, and Federal database.


PODDS and STOP Application Support. Provide PODDS and STOP end-user interface support.

Security Administration. Administer TEAMS security. RACF high security access, outside agency/consultant access, and password resets.

Statistics. Produce, distribute and post to the Infoweb, crime and arrest statistics for internal use.

Special Training. Providing specialized training on selected applications as they become available through the Department’s LAN/WAN system.

335. INFORMATION AND COMMUNICATIONS SERVICES BUREAU, RECORDS AND IDENTIFICATION DIVISION.

335.05 RECORDS AND IDENTIFICATION DIVISION-FUNCTIONS. Records and Identification Division is responsible for:

- Compiling, maintaining, and disseminating copies of Department records concerning crimes, arrests, pawned articles, traffic, property, firearms, securities, vehicles, boats and missing persons.
- Coordinating and administering the Department’s records retention program.
- Maintaining a criminal based fingerprinting system and facilities for the classification and searching of fingerprints through the Automated Fingerprint Identification System (AFIS).
- Maintaining the Livescan fingerprint system.
- Transmitting and updating booking data to the Automated Justice Data Center.
- Processing misdemeanor arrest reports for specialized divisions physical bookings to Metropolitan Jail Section and County Custody.
- Providing assistance and advice on the operation of the Department's varied telecommunications systems after normal duty hours.

335.10 RECORDS AND IDENTIFICATION DIVISION-ORGANIZATION. Records and Identification Division is comprised of:

- Automated Records Section;
- Automated Vehicle and Property Section;
- Criminal History Section;
- Criminal Identification Section;
- Reengineering Automation Services; and,
- Specialized Services Section.

335.15 COMMANDING OFFICER, RECORDS AND IDENTIFICATION DIVISION. The Commanding Officer, Records and Identification Division, under the direction of the Commanding Officer, Information and Communications Services Bureau, exercises line command over the operations of Records and Identification Division, exercises functional supervision over the geographic Area record units; and is designated the:
* Department Custodian of Records.
* Department Criminal Records Security Officer.

**335.20 COMMANDING OFFICER, RECORDS AND IDENTIFICATION DIVISION - SPECIAL DUTIES.** The Commanding Officer, Records and Identification (R&I) Division, is responsible for maintaining files that are confidential in nature. The release or inspection of confidential reports such as records of certain required registrations, correspondence regarding criminal matters, and crime reports requires the approval of the Commanding Officer, R&I Division. Additionally the office of the Commanding Officer, R&I Division, is responsible for the following special duties:

**Certification of Records.** In the capacity of Custodian of Records, certifies the authenticity of records and reports for presentation as evidence in court (Manual Section 3/408.16).

**Correspondence.** Responds to correspondence from outside agencies and persons requesting police record information.

**Confidential Files.** Maintains files deemed confidential in nature that require the approval of the Commanding Officer, Records and Identification Division, for release or inspection, including records of certain required registrations, correspondence regarding criminal matters, and crime reports.

**Criminal Records Security.** Ensures compliance with regulations regarding security of criminal offender record information (Manual Section 3/408).

**Sex Crimes.** Ensures that crime reports involving sex crimes, for which the victim has requested confidentiality pursuant to California Penal Code Section 293, are properly safeguarded and not made a matter of public record (Manual Section 3/413.10).

**Department Records Retention Program.** Assures Department records are maintained in accordance with Division 12 of the Los Angeles Administrative Code, including:

* Maintaining liaison with the Records Management Division, City Clerk's Office;
* Establishing and maintaining an administrative control system to assure compliance with the Los Angeles Administrative Code, including the coordination and processing of requests for the destruction of obsolete ORIGINAL records;
* Maintaining liaison with Records Retention representatives regarding management of Department records;
* Providing assistance to Records Retention representatives, as necessary, including the coordination and processing of requests for the destruction of obsolete DUPLICATE records (Manual Section 5/050.08); and,
* Disseminating police record information to the public (Manual Section 3/406).

**Watch Commander Operations:**

* **Criminal Identifications.** Approval of requests for priorities and elimination.
* **Sealing of Arrest and Criminal Records** (Manual Section 3/408.25). Pursuant to court orders and/or determinations of factual innocence pursuant to PC § 851.8 (Manual Section 3/408.22). Processing and purging all marijuana arrests as mandated by law (Manual Section 3/408.27).
* **Arrest Summaries.** Issuing summaries of Department arrests only to the public (fingerprinted required).
* **Clearance Letters.** Issuing letters of "good conduct" to City residents traveling to a foreign country that requires this type of information.
* **Detention Letters.** Issuing Letters to City residents regarding periods of incarceration (fingerprinted required).
* **System Assistance.** In conjunction with the Information Technology Division (ITD) and the ITD LAN Help Desk, provides advice and assistance regarding the operation and/or malfunctions of Department computer and telecommunications systems and equipment.

**AFTER NORMAL DUTY HOURS.**

**335.25 COMMANDING OFFICER, RECORDS AND IDENTIFICATION DIVISION SPECIAL LIAISON.** The Commanding Officer, Records and Identification Division, maintains liaison with:

* Los Angeles County Sheriff. Regarding the Consolidated Booking System, the Livescan Network and the Automated Fingerprint Identification System.
* California Department of Justice. Regarding the Automated Fingerprint Identification System.
* Office of the City Clerk, Records Management Division. Regarding the Department Records Management/Retention Program.

**335.30 RECORDS AND IDENTIFICATION DIVISION, CRIMINAL IDENTIFICATION SECTION.**

**335.35 CRIMINAL IDENTIFICATION SECTION - FUNCTIONS.** The Criminal Identification Section is responsible for:

* Fingerprinting and identifying individuals in false impersonation cases.
* Providing Livescan booking transactions taken at all Department division jail facilities through the use of the Los Angeles Automated Fingerprint Identification System (LAFIS).
* Providing Fingerprint Expert court testimony attesting to the positive fingerprint identification of individuals.
* Assisting law enforcement agencies in the positive fingerprint identification of individuals involved in various cases.
* Performing comparison and identification of multiple identifying numbers (SID/Main).

**335.36 CRIMINAL IDENTIFICATION SECTION - SPECIAL DUTIES.** The Criminal Identification Section is responsible for the following special duties:

* Monitoring the status of the Department’s Livescan Network and coordinating resolution of network/hardware problems.
* Liaise between Records and Identification Division and Jail Division with regards to Livescan/digital mugshot operations of the Department.
* Liaise between Records and Identification Division, Los Angeles Sheriff’s Department and other City departments and/or vendors with regards to Livescan/digital mugshot issues of the Department.
* Liaise with CALPHOTO/DMV Local Administrators within the Department.
* Provide support implementing new systems within Records and Identification Division.

**335.40 RECORDS AND IDENTIFICATION DIVISION, CRIMINAL HISTORY SECTION.**

**335.41 CRIMINAL HISTORY SECTION - FUNCTIONS.** The Criminal History Section is responsible for:

* Issuance of Booking Numbers. Department-wide responsibility for monitoring the proper issuance and usage of booking numbers.

Maintaining and disseminating information, on the following, to authorized persons:

* Juvenile booking records.
* Providing updated processing requirements to all concerned jail facilities on a periodic basis.
* Receiving notifications from the California Department of Justice relating to released or paroled persons who are required to register with the Department.
335.42 CRIMINAL HISTORY SECTION-SPECIAL DUTIES. The Criminal History Section is responsible for the following special duties:

- Convicted Sex Offender Registrations. Processing, updating and distribution of sex registration documents as required by state law.
- Convicted Sex and Arson Offenders. Departmentwide responsibility for updating sex and arson offender data into the Violent Crimes Information Network.
- Convicted Narcotics and Arson Registrations. Registering and photographing persons required by State law to register as narcotics or arson offenders.
- Monitoring Booking Numbers. Departmentwide responsibility for monitoring the proper issuance and usage of booking numbers.
- Digital Mugshot Imaging. Retrieving and disseminating digital mugshot images.

335.43 CRIMINAL HISTORY SECTION-SPECIAL LIAISON. The Criminal History Section maintains liaison with the: Los Angeles County Inmate Reception Center. Concerning input of LAPD arrest information into the Consolidated Booking System.

335.50 RECORDS AND IDENTIFICATION DIVISION, SPECIALIZED SERVICES SECTION.

335.51 SPECIALIZED SERVICES SECTION-FUNCTIONS. The Specialized Services Section is responsible for:

- Maintaining and updating Department wanted person entries in the State and NCIC Automated Wanted Person files.
- Disseminating want and warrant information to authorized persons.
- Issuing DR numbers for crime reports as required.
- Providing records unit services for non-geographic specialized detective divisions.
- Processing misdemeanor arrest reports generated by specialized divisions and geographic Areas on physical bookings to Jail Division and females released from custody or booked into Van Nuys Jail Division or County custody.
- Maintaining a log of all misdemeanor arrests and felony narcotic arrests Preliminary Investigation Reports processed by SRDU.
- Receiving and routing teletypes as necessary.
- Routing internal and external mail and delivering and collecting mail within Parker Center.
- Receiving and retaining Restraining Orders from the issuing court clerks.
- Forwarding the Restraining Order directly to Internal Affairs Group when a Department employee is named on the Restraining Order.
- Receiving, entering, updating and canceling Restraining Orders received from the Municipal and Superior Courts, private attorneys and victims, into the Department of Justice Restraining Order System.

335.52 SPECIALIZED SERVICES SECTION - SPECIAL DUTIES. The Specialized Services Section is responsible for the following special duties:

- Department Directives. Maintaining the distribution list of Department directives.
- Message Distribution. Duplicating, assembling, and distributing Department directives and other publications.
- Warrant Abstract Log, Form 08.12. Auditing completed Warrant Abstract Logs, Form 08.12, and reporting discrepancies to concerned Department entities.
- Message Logs. Maintaining a log of all teletypes received or transmitted by the Department.
- Advice on Formulation of Messages. Establishing correct message formats to be used in drafting teletypes.
- Unarraigned Female Arrestee Records. Maintaining records and processing reports concerning Department unarraigned misdemeanorearrestees in County Custody.
- Arson Reports. Processing arson reports for the Los Angeles Fire Department.
- Out of State Messages. Monitoring all NLETS traffic received over the NECS to ensure that timely responses to NCIC hit confirmation requests are made.
- Unarraigned Female Arrestee Records. Maintaining records and processing reports concerning Department unarraigned misdemeanor female arrestees in County Custody.
- Bureau of Identification, California Department of Justice. Concerning input of data on wanted persons.
- Los Angeles Courts. Concerning the receipt and processing of restraining order data into the California Department of Justice Restraining Order System.

335.60 RECORDS AND IDENTIFICATION DIVISION, AUTOMATED RECORDS SECTION.

335.61 AUTOMATED RECORDS SECTION-FUNCTIONS. The Automated Records Section is responsible for:

- Receiving, filing, and maintaining all original crime and arrest related reports.
- Processing and indexing arrest documents.
- Physically maintaining the criminal records files on the Integrated Crime and Arrest Records System (ICARS), an optical imaging system.
- Receiving, filing and maintaining custody cards.
- Maintaining and disseminating information concerning arrest, crime, traffic, and miscellaneous reports to authorized persons.
- Maintaining files of the following:
  - Aircraft accident reports.
  - Crime and miscellaneous reports.
  - Traffic collision reports.
- Processing crime and traffic follow-up reports.
- Processing and purging all marijuana reports.
- Receiving and routing all mail addressed to the Department and Division and disseminating requested information to authorized agencies.
- Ensuring that crime reports involving sex crimes, which the victim has requested confidentiality pursuant to California Penal Code Section 293, are properly safeguarded and not made a matter of public record.

335.62 AUTOMATED RECORDS SECTION - SPECIAL DUTIES. The Automated Records Section is responsible for the following special duties:


335.70 RECORDS AND IDENTIFICATION DIVISION, AUTOMATED VEHICLE AND PROPERTY SECTION.

335.71 AUTOMATED VEHICLE AND PROPERTY SECTION-FUNCTIONS. The Automated Vehicle and Property Section is responsible for:

- Transmitting, updating, and validating information entered into the Stolen Vehicle System (SVS), Automated Firearms System (APS), Automated Boat System (ABS), Automated Property System (APS), and the National Crime Information Center (NCIC).
- Issuing DR Numbers for the following:
  - Vehicles reported stolen, recovered, impounded, lost or repossessed.
  - Vehicle parts (major components).
  - License plates.
  - Boats and boat parts.
- Transmitting information directly into the SVS, APS, ABS, APS, (NCIC County and Department automated databases, via telephonic notification.
- Updating, modifying or deleting data from SVS, APS, ABS, APS, NCIC, and County and Department databases from information received on follow-up reports.
- Processing and auditing all stolen/recovered, impounded and vehicle parts reports.
335.72 AUTOMATED VEHICLE AND PROPERTY SECTION-SPECIAL DUTIES. The Automated Vehicle and Property Section is responsible for the following duties:

City-Owned Firearms Registration. Entering firearms purchased by the City into the Automated Firearms System (AFS) as “Institutional Registrations.”

Teletypes. Receiving and processing incoming teletype messages from Department field entities and the California Department of Justice (CD DOJ) regarding stolen and recovered vehicles, firearms, boats and property.

Weekly Validations. Receiving and processing from the CDOJ weekly validations of live records of stolen vehicles over 30 days old. As mandated, contact victims for verification of stolen vehicle information. If victim’s information has changed, forward to the respective Area detectives.

Monthly Validations. Receiving and processing from the NCIC monthly validations of live records of the stolen vehicles, boats, firearms and securities. Forward Wanted Persons validation to Specialized Services Section, R&I Division, and forward Missing Persons Unit validation to Detective Support Division and Juvenile Division.

Validation Audit. Receiving and processing requests from CDOJ and the NCIC regarding validation audits on vehicles, firearms, securities and boats.

340. OFFICE OF SUPPORT SERVICES, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU.

340.05 ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU-FUNCTIONS. Administrative and Technical Services Bureau is responsible for conducting the Department’s fiscal operations, facilities management, and support functions.

340.10 ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU-ORGANIZATION. Administrative and Technical Services Bureau, in addition to the administrative office, is composed of:

- **Assistant Commanding Officer**
- **Property Division.**
- **Motor Transport Division.**
- **Scientific Investigation Division.**
- **Personnel Group.**
- **Personnel Division.**
- **Recruitment Section.**
- **Hiring and Evaluation Section.**
- **Officer Representation Section.**
- **Volunteer Services Section.**
- **Facilities Management Division.**
- **Fiscal Operations Division.**

340.15 COMMANDING OFFICER, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU. The Commanding Officer, Administrative and Technical Services Bureau, under the direction of the Director, Office of Support Services, is the Department’s Chief Financial Officer, Chief Accounting Officer, and Department Contracts Coordinator, and exercises line command over operations of Administrative and Technical Services Bureau, and exercises staff responsibility over matters within the jurisdiction of Administrative and Technical Services Bureau.

340.20 COMMANDING OFFICER, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU. The Commanding Officer, Administrative and Technical Services Bureau, shall maintain liaison with all organizations relating to budget and expenditures, capital projects, purchasing, printing, repair and the salvage of equipment.

340.35 ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU, ADMINISTRATIVE OFFICE-SPECIAL DUTIES. The Administrative Office is responsible for the following special duties:

Fiscal Responsibilities. Fiscal responsibilities including, but not limited to, the processing of claims for reimbursement for employee-furnished equipment; the replacement or repair of City-owned equipment; and the processing and approving of travel authorities.

Department Contract Coordination. Reviewing, coordinating, and advising Department personnel regarding all personal service contracts and requests for proposals for the Department to ensure compliance with all City regulations, Department policies and State and Federal laws governing City contracts.

Vending Machines on Police Premises. Reviewing and transmitting to the Department of General Services all requests for approval to install or to change locations of new vending machines on City-owned police premises.

Complaints Against General Services Department Employees. Receiving complaints regarding service by General Services employees in Parker Center and referring those complaints to the Department of General Services.

Repair or Replacement of City-Owned Equipment. Reviewing requests for repair or replacement of City-owned equipment (Manual Section 3/376).

Donations to the Department. Advising Department personnel and coordinating the acceptance of all donations to the Department.

Vehicles. Coordinating budget requests for additional vehicles; conducting audits of vehicle use; maintaining liaison with each of the bureaus in matters regarding the Department’s fleet; and, monitoring dispersal parking and temporary home garaging use of Department vehicles and advising bureau commanding officers when irregularities are discovered.

342. ASSISTANT COMMANDING OFFICER, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU.

342.05 ASSISTANT COMMANDING OFFICER, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU - FUNCTIONS. The Assistant Commanding Officer, Administrative and Technical Services Bureau, has responsibility for developing and providing auxiliary staff functions which include transportation, custody of evidence and property, and scientific investigative services.

342.15 ASSISTANT COMMANDING OFFICER, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU. The Assistant Commanding Officer, Administrative and Technical Services Bureau, under the direction of the Commanding Officer, Administrative and Technical Services Bureau, exercises line command over the operations of Property Division, Motor Transport Division, and Scientific Investigation Division; and exercises staff responsibility over all matters relating to, or concerned with, the fulfillment of the functions of Administrative and Technical Services Bureau.

The Assistant Commanding Officer, Administrative and Technical Services Bureau, is the superintendent of police buildings and premises and shall make such rules and regulations as may be necessary and desirable for their operation, maintenance, and improvement; (The Police Academy at Elysian Park is not included in this jurisdiction).

The Assistant Commanding Officer, Administrative and Technical Services Bureau, shall ensure that when any jail facility detention officer prepares a release from custody, whether it be in bail, bond, citation, 825 PC, 849(b)(1) PC, or a Notice to Appear/Release from Custody, the arrestee’s release is processed electronically through AIPS, prior to the arrestee’s physical release.

342.20 ASSISTANT COMMANDING OFFICER, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU - SPECIAL LIASON. The Assistant Commanding Officer, Administrative and Technical Services Bureau, shall maintain liaison with all agencies related to evidence,
identifications and booking systems, and records management. The Assistant Commanding Officer, Administrative and Technical Services Bureau shall also liaison with the California Department of Justice Restraining Order System.

342.25 ASSISTANT COMMANDING OFFICER, ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU, ADMINISTRATIVE OFFICE.

342.30 ADMINISTRATIVE OFFICE-FUNCTIONS. The administrative office is responsible for interviewing visitors, preparing correspondence, conducting research and surveys, making recommendations, obtaining statistics, and preparing written material, as required.

342.35 ADMINISTRATIVE OFFICE-SPECIAL DUTIES. The administrative office is responsible for the following special duties:


Communication Equipment. Processing all requests for installation, extension, or removal of Department teletype, and Gamewell equipment.

Special Files. Maintaining files of the following:
* Arrestees’ sickness, injury, and death records.
* Arrestee counts from all Department jails.
* Inspections of jail facilities by government agencies, boards, and grand juries.
* Official inspections of jail facilities by members of this Department.
* Research of jail trends, operations, and procedures.

345. ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU, PROPERTY DIVISION.

345.05 PROPERTY DIVISION-FUNCTIONS. Property Division is responsible for:
* Receiving, retaining, and disposing of money and property, other than motor vehicles and motor-driven cycles, classified as evidence or non-evidence.
* Storing and disposing of prisoners’ excess personal property received from Jail Division or Area jails.

345.10 PROPERTY DIVISION ORGANIZATION. Property Division is composed of:
* Central Property Section.
* Valley Property Section.
* Evidence Control Section.

345.15 COMMANDING OFFICER, PROPERTY DIVISION. The Commanding Officer, Property Division, under the direction of the Assistant Commanding Officer, Administrative and Technical Services Bureau, exercises line command over Property Division.

345.20 COMMANDING OFFICER, PROPERTY DIVISION - SPECIAL DUTIES. The Commanding Officer, Property Division, is responsible for the following special duties:

Evidence Destruction. Notifying responsible commanding officers that narcotics or firearms are ready for destruction.

Pretrial Destruction of Large Quantities of Controlled Substances. Notifying responsible commanding officers of the necessity for pretrial destruction of controlled substances which exceed ten pounds in gross weight and which pose security or storage problems.

Property Claims and Non-Evidence. Investigating and disposing of disputed claims for property held in custody by the Department as evidence and non-evidence.

Subpoenas Duces Tecum. Responding to subpoenas duces tecum and legal process directed to the Property Claims Officer.

Release of Property. Developing criteria and procedures for identification of individuals and designation of agents receiving property released by personnel of Property Division and the Area/division property rooms.

345.25 PROPERTY DIVISION, CENTRAL PROPERTY SECTION.

345.30 CENTRAL PROPERTY SECTION-FUNCTIONS. The Central Property Section is responsible for:
* Receiving, storing and issuing evidence and non-evidence booked or transferred into the Central Property Room at Parker Center.
* Receiving, storing, issuing, transferring, and disposing of evidence and non-evidence property at the geographic property rooms in the metropolitan Areas and divisions and Harbor Area.
* Assigning ground floor lockers and issuing locker keys to Department personnel working at Parker Center.
* Supervising public auctions of unclaimed property stored at Parker Center.
* Arranging for the destruction, according to law, of narcotics, dangerous drugs, gambling equipment, weapons and other contraband held at Central Property Section.
* Processing items of unclaimed property approved for Department use and arranging for their transfer to Supply Section.

345.35 CENTRAL PROPERTY SECTION-SPECIAL DUTIES. The Central Property Section is responsible for the following special duties:

Special Files. Maintaining files of the following:
* Property in custody.
* Property released from custody.

Special Equipment Storage. Under exigent circumstances, storage of emergency weapons and field equipment issued on a temporary loan basis to Department personnel in the Valley Areas.

345.40 CENTRAL PROPERTY SECTION - SPECIAL LIAISON.

California Highway Patrol. To coordinate the disposition of evidence booked into the Department by CHP officers.

Community College Police. To coordinate the disposition of evidence booked into the Department by community college officers.

Harbor Port Warden. To coordinate the disposition of evidence booked into the Department by Port Warden security officers.

345.45 PROPERTY DIVISION, VALLEY PROPERTY SECTION.

345.50 VALLEY PROPERTY SECTION-FUNCTIONS. The Valley Property Section is responsible for:
* Receiving, storing, issuing, and disposing of evidence and non-evidence booked or transferred into the Valley Property Room, Valley Headquarters Building.
* Receiving, storing, issuing, transferring, and disposing of evidence and non-evidence booked at the geographic property rooms in the Valley Areas, West Los Angeles Area, and Pacific Area.
* Supervising public auctions of unclaimed property stored at the Valley Property Room, Valley Headquarters Building.
* Arranging for the destruction, according to law, of narcotics and dangerous drugs, gambling equipment, weapons, and other contraband held at the Valley Property Room.

345.55 VALLEY PROPERTY SECTION-SPECIAL DUTIES. The Valley Property Section is responsible for the following special duties.

Special Files. Maintaining files of the following:
* Property in custody.
* Property released from custody.

Special Equipment Storage. Under exigent circumstances, storage of emergency weapons and field equipment issued on a temporary loan basis to Department personnel in the Valley Areas.
345.60 PROPERTY DIVISION- EVIDENCE CONTROL SECTION.

345.65 EVIDENCE CONTROL SECTION- FUNCTIONS. The Evidence Control Section is responsible for the direct intake of all evidence to be analyzed and for the storage of the following:

* Narcotic bookings under 30 pounds net weight;
* All blood and urine samples;
* Biological evidence; and,
* Hazardous chemicals.

345.70 EVIDENCE CONTROL SECTION- SPECIAL DUTIES. The Evidence Control Section is responsible for the following special duties:

* Analyzed property in custody;
* Property released from custody; and,
* Narcotics destroyed by the Evidence Control Section.

348. ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU, MOTOR TRANSPORT DIVISION.

348.05 MOTOR TRANSPORT DIVISION-FUNCTIONS. Motor Transport Division is responsible for administering and controlling the storage, repair service, and replacement of all Department vehicles, vehicular equipment, and vehicle parts.

348.10 MOTOR TRANSPORT DIVISION-ORGANIZATION. Motor Transport Division is composed of:

* Administration Section.
* Fleet Services Section.
* Mechanical Section.

348.15 COMMANDING OFFICER, MOTOR TRANSPORT DIVISION. The Commanding Officer, Motor Transport Division, under the direction of the Assistant Commanding Officer, Administrative and Technical Services Bureau, exercises line command over Motor Transport Division.

348.20 COMMANDING OFFICER, MOTOR TRANSPORT DIVISION- SPECIAL DUTIES. The Commanding Officer, Motor Transport Division, is responsible for the following special duties:


Drafting Specifications and Assisting in Purchasing. Preparing specifications for new vehicles, vehicular equipment, and vehicle supplies.

Maintenance and Issuance. Maintaining and issuing fuel credit cards to Department entities.

Special Files. Maintaining files of the following:

* Operational costs of all vehicles.
* Results of vehicle and vehicular equipment research and tests.

Speedometer Calibration. Ensuring that the speedometers of Department vehicles used to enforce the provisions of the Vehicle Code are calibrated as required.

Incident Command Post Division. Providing personnel as needed to staff the Incident Command Post Division when it is activated as a temporary division during an unusual occurrence.

348.25 MOTOR TRANSPORT DIVISION, FLEET SERVICES SECTION.

348.30 FLEET SERVICES SECTION- FUNCTIONS. The Fleet Services Section is responsible for:

* Administering the vehicle replacement program.
* Coordinating special transportation requirements.
* Coordinating all communication equipment installations.
* Producing a vehicular transfer list as needed.

348.35 FLEET SERVICES SECTION- SPECIAL DUTIES. The Fleet Services Section is responsible for the following special duties:

Parker Center Motor Pool. Controlling and issuing vehicles assigned to the Parker Center Motor Pool.

Parker Center Parking Lots. Controlling and directing parking of Department owned vehicles at Parker Center parking lots.

Vehicle Keys. Maintaining duplicate and master keys to all Department vehicles.

Special Files. Maintaining files of the following:

* Requisitions for all new vehicles and vehicular equipment.
* Speedometer calibration cards for all vehicles calibrated.
* Fleet license numbers and shop numbers.
* Fleet replacement schedules.
* Fleet inventory, including division of assignment.
* Fuel inventory and divisional verification of fuel dispensed at all Department fuel sites.
* Fleet mileage.
* Fleet salvage records.

348.40 MOTOR TRANSPORT DIVISION, MECHANICAL SECTION.

348.45 MECHANICAL SECTION- FUNCTIONS. The Mechanical Section is responsible for:

* Administering the preventive maintenance program.
* Evaluating new and unproven accessories, equipment and additives under consideration for use in Department vehicles.
* Rebuilding, repairing and servicing Department vehicles.
* Maintaining a continuous inventory of stock parts and cost records of all vehicle repairs.
* Maintaining special files of repair work orders for all Department vehicles and vehicular equipment.
* Maintaining towing and storage facilities for disabled Department vehicles and emergency tow service for vehicles assigned to other City departments.

348.50 MECHANICAL SECTION- SPECIAL DUTIES. The Mechanical Section is responsible for the following special duties:

Central Garage. Maintaining Central Garage, including component rebuild, brake and auto body shops.

* Pre-assignment servicing of all new Department vehicles.
* Ensuring installation of special police equipment on all Department vehicles.
* Providing replacement keys for those damaged, worn or inoperable.

Area Garages. Maintaining Area garages, other than Van Nuys garage, for the service and repair of divisional vehicles.

Van Nuys Garage. Maintaining Van Nuys garage for the purpose of:

* Completing all major mechanical and body repairs, including repainting for automobiles assigned to the Valley Areas and divisions.
* Maintaining a vehicle parts and supplies stockroom with provision for accounting and control.
* Providing tow service for vehicles assigned to Valley Areas and divisions. Providing repairs as necessary when area garages are closed.

Parker Center Garage. Maintaining Parker Center Garage, Parker Center Service Center and Parker Center Vehicle Washing Facility for the purpose of:

* Repairing and servicing vehicles assigned to divisions in Parker Center police facility.

Motorcycle Shop. Maintaining the motorcycle shop for the purpose of:

* Repairing and servicing motorcycles assigned to the metropolitan area and other areas as needed.
* Special fabrication and construction of specialized equipment related to the motorcycle fleet.
* Preassignment servicing of all new motorcycles and ensuring the installation of special police equipment.

Body Shop. Maintaining the body shop for the purpose of:

* Repairing damaged and wrecked Department vehicles.
* Painting and upholstering Department vehicles.
* Aligning wheels of all Department vehicles.

350. ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU, SCIENTIFIC INVESTIGATION DIVISION.
350.05 SCIENTIFIC INVESTIGATION DIVISION-FUNCTIONS. Scientific Investigation Division has Citywide jurisdiction and is responsible for:

* Analyzing physical evidence.
* Photographing all narcotics evidence.
* Maintaining liaison with the Superior and Municipal Courts to ensure that the Department’s procedure for photographing narcotics evidence continues to be in compliance with the courts’ standards.
* Surveysing crime locations.
* Providing firearms identification.
* Providing photographic services, including general investigative photography.
* Examining and photographing latent fingerprints, lifting prints, and fingerprinting dead bodies.
* Functionally supervising the mechanical or technical aspects of all electronic surveillance equipment usage within the Department.
* Issuing, installing, removing, and maintaining electronic investigation equipment.
* Maintaining inventory records of all electronic surveillance equipment within the Department.
* Examining questioned documents.
* Maintaining field alcohol-breath-testing equipment.
* Obtaining casts or photographs of marks or tracks.
* Operating polygraph equipment, including interviews, and instructing Department employees as to proper methods of preparing persons to be interviewed or interrogated.
* Handling of hazardous chemicals.
* Preparing composite drawings of suspects.
* Transporting evidence to be analyzed from Area interim storage lockers.
* Processing crime scenes for physical evidence as needed.
* Providing instruction for Department personnel in the current methods used by SID.

350.10 SCIENTIFIC INVESTIGATION DIVISION-ORGANIZATION. Scientific Investigation Division is composed of:

* Administrative Unit
* Criminalistics Laboratory
* Technical Laboratory

350.15 COMMANDING OFFICER, SCIENTIFIC INVESTIGATION DIVISION. The Commanding Officer, Scientific Investigation Division, under the direction of the Assistant Commanding Officer, Administrative and Technical Services Bureau, exercises line command over the operations of Scientific Investigation Division.

350.20 COMMANDING OFFICER, SCIENTIFIC INVESTIGATION DIVISION - SPECIAL DUTIES. The Commanding Officer, Scientific Investigation Division, is responsible for the following special duties:

Requests from Other Agencies. Processing and approving requests from other law enforcement agencies for Scientific Investigation Division’s services.

350.25 SCIENTIFIC INVESTIGATION DIVISION, CRIMINALISTICS LABORATORY. The Criminalistics Laboratory is comprised of the following:

Blood Alcohol Unit. Analyzing of breath and blood for alcohol. Providing instruction in the use of filed alcohol breath testing equipment.

Courier Unit. Moving evidence to be analyzed between the divisions and property rooms. With the approval of the Commanding Officer, SID, the Courier Unit may be used to pick up and deliver selected items other than evidence to be analyzed, (e.g., reports or booked money ineligible for deposit) to the extent that the efficiency of courier operations is not jeopardized.

Field Unit. Responsible for preservation, collection and booking of evidence from crime scenes.

Firearms Analysis Unit. Responsible for test firing all firearms that come into Department custody, unloading unsafe firearms, restoring of obliterated serial number and re-stamping firearm identification numbers, trajectory analysis of fired bullets, and analysis of any firearms-related evidence as necessary. Entry of evidence images into electronic firearms database.

Forensic Photography Unit. Providing specialized photography.

Narcotics Analysis Unit. Photographing and analyzing narcotics evidence.

Quality Assurance/Quality Control Unit. Responsible for managing the Quality System, Safety Program and Training Coordination for SID and monitors laboratory practices to assure compliance with accreditation standards established by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) to guarantee the accuracy and integrity of analytical results.

Questioned Documents Unit. Responsible for examining handwriting, handwriting signatures, indented writing, typewriting, office machine classification and identification, rubber stamps, printing methods, fracture matches, alterations, and obliterations. In addition, obtaining handwriting samples from suspected writers for comparison. Maintaining files of handwriting exemplars.

Serology/DNA Unit. Responsible for analyzing evidence for the presence of body fluids. Also analyzing body fluids for genetic markers (DNA profile) and entering profiles into electronic database.

Special Services Unit. Making surveys at the scenes of major crimes and preparing maps or sketches as required. Preparing composite drawings of suspects.

Toxicology Unit. Analyzing body fluids for drugs of abuse.

Trace Analysis Unit. Analyzing evidence including hairs, fibers, gunshot residue, arson residue, explosives, shoeprints and tire tracks.

350.30 CRIMINALISTICS LABORATORY-FUNCTIONS. The Criminalistics Laboratory is responsible for the following special duties: Hazardous Chemicals. Arranging for the disposal of hazardous materials and providing on the scene determination of the dangers posed by hazardous chemicals, implementing safeguards relative to its handling, and obtaining samples of each chemical, if conditions permit.

Large Seizures of Controlled Substances. Providing sampling, weighing, and packaging of seized controlled substances in excess of 30 pounds net weight, which are to be booked into Department facilities.

350.40 SCIENTIFIC INVESTIGATION DIVISION, TECHNICAL LABORATORY. The Technical Laboratory is comprised of:

* Photographic Unit
* Latent Print Unit
* Electronics Unit
* Polygraph Unit

350.41 TECHNICAL LABORATORY-FUNCTIONS. The Technical Laboratory is comprised of:

* Digital Imaging
* Employee Photographs

350.42 SCIENTIFIC INVESTIGATION DIVISION, PHOTOGRAPHIC UNIT.

350.43 PHOTOGRAPHIC UNIT-FUNCTIONS. The Photographic Unit is responsible for all photographic work in relation to the following:

* Crime scenes.
* Evidence.
* Dead bodies.
* Aerial Photography
* Arreestes.
* Victims.
* Department employees.
* Photographic documentation of latent evidence.
* Photographic prints, copies, and enlargements, as required.
* Surveillance photography of gang funerals.

350.44 PHOTOGRAPHIC UNIT-SPECIAL DUTIES. The Photographic Unit is responsible for the following special duties:

* Crime scene photography.
* Evidence photography.
* Victim photography.
* Department employee photography.
* Aerial photography.
* Arreestes photography.
* Victim photography.
* Department employee photography.
* Aerial photography.
* Arreestes photography.
* Victim photography.
* Department employee photography.

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350.50 SCIENTIFIC INVESTIGATION DIVISION, LATENT PRINT UNIT.

350.55 LATENT PRINT UNIT - FUNCTIONS. The Latent Print Unit is responsible for:

* Investigating crime scenes for latent print evidence;
* Chemical processing of requested evidence for latent prints;
* Automated Fingerprint Identification System (AFIS) latent print inquiries;
* Comparison of suspects’ prints with latent prints obtained at crime scenes;
* Taking plaster casts of shoe and tire impressions;
* Fingerprinting dead bodies;
* Fingerprinting arrestees booked at LACUSC Medical Center ONLY when the arrestedee’s injuries preclude fingerprint by the arresting officer; and,
* Maintaining files of latent prints obtained at crime scenes and palm print cards of arrested persons.

Note: Each geographic Area has been provided with a latent fingerprint kit for the processing of Burglary from Motor Vehicle (BFMV) crimes.

350.60 SCIENTIFIC INVESTIGATION DIVISION, ELECTRONICS UNIT.

350.65 ELECTRONICS UNIT - FUNCTIONS. The Electronics Unit is responsible for:

* Installing and removing electronic investigation equipment;
* Temporary issuance of electronic investigation equipment to other divisions;
* Maintaining inventory records for and repairing all Department electronic investigation equipment;
* Issuing and storing Departmental recording tapes;
* Operating and maintaining the public address system at the Parker Center Auditorium; and,
* Providing electronic countermeasure sweeps (debugging) for Department entities and City government.

350.70 ELECTRONICS UNIT - SPECIAL DUTIES. The Electronics Unit is responsible for the following special duties:

Construction of Special Equipment. Designing, constructing, and modifying electronic investigation equipment.

Special Files. Maintaining a file of information pertaining to electronic investigation equipment issued or installed by the Electronics Unit.

Special Logs. Maintaining special logs of:

* Tape recordings made throughout the Department; and,
* Electronic equipment borrowed from the Electronics Unit.

350.75 SCIENTIFIC INVESTIGATION DIVISION, POLYGRAPH UNIT.

350.80 POLYGRAPH UNIT - FUNCTIONS. The Polygraph Unit is responsible for:

* Interviewing suspects, victims, and Department applicants and employees, when requested by investigating officers; and,
* Operating polygraph equipment and instructing Department employees as to proper methods of preparing persons to be interrogated.

352. ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU, FACILITIES MANAGEMENT DIVISION.

352.05 FACILITIES MANAGEMENT DIVISION - FUNCTIONS. Facilities Management Division is responsible for:

* Overseeing the design and construction of new or replacement facilities, including implementation of a replacement schedule for all existing stations;
* Managing and participating in all phases of the construction process, which includes funding sources, site acquisition, environmental documentation, design, and construction;
* Recommending priorities for police facilities projects;
* Studying and recommending alternate funding sources to meet Department facility needs;
* Appearing before public entities involved in review or approval of police construction projects;
* Developing facilities needs profiles for the Department, including studying of relative merits and effectiveness of Area stations, substations, and community outposts;
* Developing facility infrastructure standards to support voice and data communication equipment and other applications of modern technology;
* Developing and implementing plans to publicize Department facility needs and the impact of inadequate facilities on police services;
* Developing space standards for personnel support areas for police facilities;
* Overseeing all capital improvement projects;
* Overseeing the Department’s leased facilities;
* Acting as liaison with other City agencies involved in the construction process;
* Acting as Building Repair Liaison to the Department of General Services;
* Advising management on facilities implications of organization and deployment decisions;
* Investigating and handling requests for interim alterations and improvements of police facilities;
* Investigating, analyzing, and preparing the Department’s budget proposals, in the format requested by the Mayor and City Administrative Officer, on requests for alterations and improvements and capital projects;
* Handling correspondence and communications with the Building Services Division, Department of General Services, regarding alterations and improvements which have been approved in the budget, and monitoring modifications to existing buildings and grounds;
* Providing staff support for the Police Facilities Committee;
* Coordinating Department space allocations and maintaining the Department’s Space Master Plan;
* Coordinating the development and implementation of capital projects, including those funded through approved ballot measures;
* Coordinating the Department’s Community Outreach Center (CORC) program by:
  * Maintaining and updating as needed the CORC Instructional Guidebook;
  * Evaluating applications and conducting inspections for new CORCs; and,
  * Maintaining liaison with various Department and City entities involved with the approval process for new and existing CORCs.
* Maintaining the Department telephone, cellular telephone and pager file;
* Maintaining inventory and tracking records of Department cellular telephones and pagers;
* Coordinating requests for cellular telephones and pagers;
* Prioritizing and coordinating the assignment of cellular telephones and pagers;
* Coordinating the installation and service of cellular telephones and pagers; and,
* Conducting audits of cellular telephone usage.

352.10 FACILITIES MANAGEMENT DIVISION - ORGANIZATION. Facilities Management Division is comprised of:

* Office of the Commanding Officer;
* Facilities Planning Section;
* Facilities Maintenance Section;
* Proposition Q - Construction Section; and,
* Proposition Q - Renovation Section.

352.15 COMMANDING OFFICER, FACILITIES MANAGEMENT DIVISION. The Commanding Officer, Facilities Management Division, under the direction of the Commanding Officer, Administrative and Technical Services Bureau, exercises line command over the operations of the Facilities Management Division and exercises staff responsibility over matters within the jurisdiction of the Facilities Management Division.

352.20 FACILITIES MANAGEMENT DIVISION - SPECIAL DUTIES. Facilities Management Division is responsible for the following Special Duties:

Department of General Services.
Coordinating requests for repairs of police buildings and facilities;
* Coordinating requests for additional space and space reallocation;
* Handling all correspondence and communication with the Building Services Division, Department of General Services; and,
* Building maintenance and repairs, including recharging fire extinguishers (Manual Section 3/546).

Bureau of Engineering. Handling all correspondence with the Bureau of Engineering regarding capital projects and space utilization.

Exception: Emergency repairs when the office of the Commanding Officer is closed (Manual Section 3/540.30).

Pagers.
* Maintaining inventory of pagers; and,
* Analyzing requests for pagers and assigning equipment as appropriate and in accordance with City requirements and budgeted resources.

Telecode and Telephone Credit Cards.
* Analyzing and issuing telecodes and telephone credit cards, as appropriate;
* Auditing telecode and telephone credit card bills to ensure proper City reimbursement for non-City business related charges; and,
* Maintaining lists of telecode and telephone credit card users.

Cellular Telephones.
* Coordinating cellular telephone billing and providing concerned commanders with monthly telephone bills;
* Analyzing requests for cellular telephones;
* Coordinating installation and service of cellular telephones;
* Conducting audits; and,
* Maintaining appropriate files including cellular unit physical location, user names, telephone serial numbers and phone numbers.

TELECODE System. Coordinating the City Long Distance Communications Facility System for the Department.

Department Telephone Directory. Preparing the Department telephone directory and updating the Department’s on-line telephone directory via the Information Technology Agency.

352.25 FACILITIES MANAGEMENT DIVISION-LIAISON. Facilities Management Division maintains liaison with City officials and Departments involved with capital project issues. Represents the Department at meetings of the City Council, Council Committees, the Municipal Facilities Committee, the Proposition Q Administrative & Citizens Oversight Committee.

355. ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU, FISCAL OPERATIONS DIVISION.

355.05 FISCAL OPERATIONS DIVISION-FUNCTIONS. Fiscal Operations Division is responsible for:
* Analyzing and preparing the Department's operating budget proposals in the format requested by the Mayor and City Administrative Officer, including requests for personnel, expense items, and equipment;
* Preparing correspondence and reports for the Chief of Police to the Police Commission on budgetary matters;
* Monitoring the Department budget accounts to ensure conformance with the Department's budgetary plan;
* Controlling all Department budgetary allocations and encumbrances;
* Preparing and distributing the Department payroll;
* Maintaining the Department accounting records;
* Preparing financial reports and assisting the preparation of the annual budget;
* Monitoring the Department’s grant programs and productivity cost data;
* Reviewing requests from Department entities to establish a checking account and determining the appropriate action;
* Administration and accounting of all Police Explorer Post funds, and ensuring the funds comply with the appropriate provisions of the Internal Revenue Service Code;
* Administering the requisition, reception, inspection, storage, distribution, disposition, and salvage of Department supplies and equipment (except automotive equipment);
* Monitoring equipment and supplies to ensure their most efficient use by Department units;
* Receiving, evaluating, approving or disapproving, and processing Department requisitions, within Department policy and budgetary limits, for equipment items;
* Procuring, receiving, inspecting, storing, distributing, taking inventory, replacing, and accounting for Department equipment items;
* Fabricating and repairing special equipment needed for Departmental operations; and,
* Data entry and maintenance of employee attendance in the Training Evaluation and Management System (TEAMS) (Manual Section 3/791.10).

355.10 FISCAL OPERATIONS DIVISION-ORGANIZATION. Fiscal Operations Division is comprised of:
* Budgetary Planning Section;
* Payroll Section;
* Revenue and Billing Section;
* Audit Section; and,
* Supply Section.

355.15 COMMANDING OFFICER, FISCAL OPERATIONS DIVISION. The Commanding Officer, Fiscal Operations Division, under the direction of the Commanding Officer, Administrative and Technical Services Bureau, exercises line command over the operations of Fiscal Operations Division.

Note: The Commanding Officer, Fiscal Operations Division, is also the Chief Accounting Employee.

355.20 FISCAL OPERATIONS DIVISION-SPECIAL DUTIES. Fiscal Operations Division is responsible for the following special duties:

Annual Budget. Compiling budgetary estimates and cost analyses for the annual budget.

Appropriation Accounting. Maintaining an appropriation accounting system for all Department budgetary transactions.

Approval of Requisitions. Approving all requisitions issued for expenditures authorized by the Chief of Police, upon the determination that funds have been appropriated and are available for the prescribed expenditure.

Billings. Formulating cost data pursuant to grant reimbursements, billings to proprietary Departments, or invoices to other agencies for training.

Uniforms. Acquiring uniforms and related items authorized for sworn and civilian employees.

Department Printing. Coordinating and controlling the printing and duplicating services available to the Department for production of tactical, educational, and informational material.

Disposal of Official Department Records. Gathering and delivering obsolete Department records to designated disposal areas for destruction.

Bonus Pay Notification. Notifying officers of their qualification dates for marksmanship bonus pay.

Booked Money Account. Administering the Booked Money Account and processing all requests for disbursement of monies requested by the Commanding Officer, Property Division.

Budget Deviations. Investigating and requesting deviations from the Consolidated Equipment List according to CAO Rule 11.

Budget Dispositions. Preparing dispositions of Department budget requests.

Budget Guide. Preparing the Department's Budget Guide.

Budgetary Organization Charts. Preparing the budgetary organization charts for the Department.

CAP Rates. Assists the Controller’s Office with preparation and distribution of the Department’s CAP rates.
Facsimile Machines.
* Maintaining inventory and tracking records of Department facsimile machines;
* Coordinating requests for facsimile machines;
* Prioritizing and coordinating the assignment of facsimile machines;
* Coordinating the installation and service of facsimile machines; and,
* Conducting audits.

Civilian Employee Classes. Maintaining a current roster of civilian employee classes which are subject to or exempt from, the provisions of the Fair Labor Standards Act.

Civilian Employee Overtime. Monitoring and providing funds for civilian Advance Overtime Authority.

Repairs of Private Property. Repairing private property damaged as a result of mistaken police action.

Fees for Special Services. Preparing an annual report of fees charged for special Department services provided to the public.

Fiscal Operations Division-Travel and Per Diem Guidelines. Maintaining and publishing the Fiscal Operations Division Travel and Per Diem Guidelines for distribution to each employee traveling on Department business when advanced travel funds are disbursed by Fiscal Operations Division.

Overtime Manual and Audit Guide. Maintaining the Master Overtime Manual and Audit Guide and publishing revisions as necessary.

Preparation of Financial Statements. Preparing semi-monthly statements of amounts available for requisitions and formal monthly statements of the appropriate accounts.

Printing. Coordinating and controlling the printing and duplicating services available to the Department for the production of tactical, educational and informational material.

Secret Service Fund. Administering and disbursing the Department’s Secret Service Fund and auditing the Secret Service Fund.

Special Funds.
* Accounting for the Department’s Petty Cash Fund, the Cash Travel Expense Fund, the Revolving Training Fund, and the Donation Trust Fund;
* Regulating accounting procedures employed by the Department in the administration of Department funds;
* Administering grant funds;
* Auditing Department receipts and cash refunds and depositing them in the City Treasury;
* Auditing division funds reports; and,
* Formulating annual expenditure plans for the Supplemental Police Account and provide accounting support.

Sworn Employee Overtime Records. Maintaining a record of all sworn employee overtime.

Travel Award Processing. Reviewing and ensuring that all travel awards are applied to future Department travel.

Vehicle Impounds. Review vehicle impound documentation when funds are to be reimbursed to the citizen or the Official Police Garage.

355.25 FISCAL OPERATIONS DIVISION-SPECIAL FILES. Fiscal Operations Division is responsible for maintaining the following special files:
* Record of Department purchases and expenditures;
* Record of Department salvage sales;
* Record of accounts of all funds over which the Department has control;
* Payroll records, including a record of salaries paid to employees and a record of employee payroll status, consisting of employee’s sick time, overtime, leaves of absence, injuries, suspensions, and vacations;
* Claims for reimbursement for damaged or destroyed employee-furnished personal property and claims for lost or stolen personal tools; and,
* The Department’s facsimile machine file.

355.30 FISCAL OPERATIONS DIVISION-SPECIAL LIAISON. Fiscal Operations Division maintains special liaison with:
City Controller. To coordinate activities concerning control of the Department’s expenditures.
City Administrative Officer. To coordinate activities concerning budget requests and to obtain information regarding the allocation of money for Department expenditures.
City Attorney. To obtain opinions regarding the legality of financial transactions.
Worker’s Compensation Office, Personnel Department. To keep the Worker’s Compensation Office informed of the injured-on-duty compensation paid to employees.
City Supplies Department. To coordinate activities pertaining to the purchase of supplies and services, the printing of required materials, the repair of office machines and equipment, and the salvage of equipment items.
Purchasing Agent. To obtain clearances for requisitions and orders.
Pension Department. To coordinate activities regarding the preparation of payroll records for the establishment of pensions.

357. ADMINISTRATIVE AND TECHNICAL SERVICES BUREAU PERSONNEL GROUP.

357.01 PERSONNEL GROUP FUNCTIONS. Personnel Group is responsible for:
* Exercising line command over the operations of Personnel Division, Recruitment Section, Hiring and Evaluation Section and the Officer Representation Section;
* Approving requests by other governmental agencies of the City of Los Angeles for background investigations of persons applying for employment with the City;
* Reviewing and approving Motion Picture/Television Filming Work Permits;
* Administering the Employee Suggestion Award Program; and,

357.02 PERSONNEL GROUP ORGANIZATION. Personnel Group is comprised of:
* Personnel Division;
* Recruitment Section;
* Hiring and Evaluation Section;
* Volunteer Services Section; and,
* Officer Representation Section.

357.03 COMMANDING OFFICER, PERSONNEL GROUP. The Commanding Officer, Personnel Group, under the direction of the Commanding Officer, Administrative and Technical Services Bureau, exercises line command over the operations of Personnel Group and exercises staff responsibility over matters within the jurisdiction of Personnel Group. The Commanding Officer, Personnel Group, is the Department’s Equal Employment Opportunity Coordinator, Department Reserve Coordinator, coordinator for all issues dealing with privatization, volunteer programs, and work release, and maintains liaison with the City Attorney’s Office and Employee Relations Group regarding work permit regulations and laws.

357.04 COMMANDING OFFICER, PERSONNEL GROUP - SPECIAL DUTIES. The Commanding Officer, Personnel Group, is responsible for the following special duties:
* Issuing Los Angeles Police Department Motion Picture/Television Filming Identification Cards to eligible officers;
* Tracking and assigning case numbers to complaints against retired officers working in uniform at filming locations;
* Approving investigations and adjudications of complaints made against retired officers with Motion Picture/Television Filming Work Permits;
* Notifying the retired officer, via certified mail, of the outcome of the investigation and the recommended action;

Note: A Motion Pictures/Television Filming Work Permit may not be suspended, revoked, or denied until such time that a hearing is held in
threats or acts of violence and, where

appropriate, provide recommendations for
intervention and management of the individual
and/or the work site.

The TAT is comprised of the following
Department personnel:
- The Commanding Officer, Personnel Group,
as the Chair;
- The Commanding Officer, Detective Support
Division;
- The Officer in Charge, Threat Management
Unit, Detective Support Division;
- Designated Behavioral Science Services
(BSS) personnel; and,
- Designated personnel from Medical Liaison
Section, Personnel Division.

Note: Additional members may be added to the
team on an incident-by-incident basis, including
a command officer, a supervisor from the
employee's command or a representative from
the employee's organization, if applicable.

The Commanding Officer, Personnel Group,
has the final authority on any action taken by
the TAT.

357.05 COMMANDING OFFICER,
PERSONNEL GROUP-SPECIAL LIAISON.
The Commanding Officer, Personnel Division
is responsible for maintaining special liaison
to the employee's organization, if applicable:
- The Personnel Department;
- The City Attorney's Office;
- The communications media; and,
- Civic organizations, community groups, and
educational institutions.

360. PERSONNEL GROUP,
PERSONNEL DIVISION.

360.01 PERSONNEL DIVISION-
FUNCTIONS. Personnel Division is responsible for:
- Inducting, processing, and assigning employees;
- Processing and investigating sick or injured employees;
- Processing and investigating employees who apply for pensions;
- Maintaining Department personnel and medical records;
- Providing counseling service regarding job
rights and other personnel matters for
Department employees;
- Maintaining a special file of prospective
members of pre-employment-examination
boards-civilian and sworn;
- Providing employees with the Family
Protection Checklist, Form 1.38.1, whenever
there is a change to an employee's Employee
Record Form, Form 1.38;
- Counseling physically handicapped
employees regarding job opportunities,
rehabilitation programs, and assignment
problems;
- Assisting qualified candidates to obtain
material and/or instruction to prepare for
various Department positions; and,
- Data entry and maintenance of employee
Sick/JOD and Rank/Assignment in the
Training Evaluation and Management System
(TEAMS) (Manual Section 3/791.10).

Background Investigation. Approving requests
by other governmental agencies of the City of
Los Angeles for background investigations of
persons applying for employment with the City.

360.05 PERSONNEL DIVISION-
ORGANIZATION. Personnel Division is
comprised of:
- Office of the Commanding Officer;
- Civilian Personnel Services Section;
- Employee Selection Unit;
- Medical Liaison Section;
- Sworn Personnel Services Section; and,
- Personnel Records Section.

360.06 COMMANDING OFFICER,
PERSONNEL DIVISION. The Commanding
Officer, Personnel Division, under the direction
of the Commanding Officer, Personnel Group,
exercises line command over the operations of
Personnel Division. The Commanding Officer,
Personnel Division, is the Department's Safety
Coordinator.

360.07 COMMANDING OFFICER,
PERSONNEL DIVISION- SPECIAL DUTY.
The Commanding Officer, Personnel Division,
is responsible for the following special duty:

Security of Department Personnel Records.
Maintaining security and confidentiality of
Department personnel and medical records
within Personnel Division.

360.10 PERSONNEL DIVISION,
RETIREMENT COUNSELOR. The
Retirement Counselor is responsible for:
- Scheduling and conducting pre-exit
interviews and retirement seminars, and
processing retirements; and,
- Scheduling and coordinating meetings of the
Carrying a Concealed Weapon Board.

360.20 PERSONNEL DIVISION,
CIVILIAN PERSONNEL SERVICES
SECTION.

360.21 CIVILIAN PERSONNEL
SERVICES SECTION-FUNCTIONS. The
Civilian Personnel Services Section is
responsible for:
- Processing, interviewing, and screening
applicants for civilian employment, including:
- Scheduling job interviews and medical
examinations;
- Ensuring the administration and
completion of pre-employment personnel
forms;
- Conducting a general orientation;
- Maintaining a civilian position control
system; and,
* Conducting pre-exit interviews of civilian employees who are retiring or transferring to other City departments.

**360.22 CIVILIAN PERSONNEL SERVICES SECTION-SPECIAL DUTIES.**
The Civilian Personnel Services Section is responsible for the following special duties:

- **Emergency Appointments.** Processing applicants for emergency appointments and recommending appointments or rejections.

- **Appointments and Assignments.** Assigning accepted applicants to vacant positions and establishing dates of employment.

**Annual Budget Requests.** Reviewing requests for new civilian positions or changes in civilian position allocation to determine proper allocation and/or reallocation in conjunction with the preparation of the Department’s annual budget.

- **Counseling Service.** Counseling civilian employees who desire information regarding job rights and other related personnel matters.

- **Civilian T/O Report.** Providing assistance to the Commanding Officer, Information Technology Division, in gathering data for the publication of the Civilian Table of Organization and Deployment Report.

- **Special Files.** Maintaining files of the following:
  - Records of all Department civilian positions;
  - Records of Department civilian job specifications and analyses;
  - Records of new position requests or position changes requested;
  - Data pertaining to civilian personnel transfers; and,
  - All approved and denied requests from civilian personnel for leaves of absence.

- **Leaves of Absence.** Reviewing and processing requests from civilian personnel for leaves of absence.

- **Employee Service Pins.** Maintaining the Service Pin Award Program for civilian employees who have completed the prescribed service.

**360.23 CIVILIAN PERSONNEL SERVICES SECTION-SPECIAL LIASON.**
The Civilian Personnel Services Section maintains liaison with:

- **Personnel Department.** To coordinate activities concerning the recruitment and assignment of civilian employees for the Department.

- **City Administrative Officer.** To coordinate filling civilian vacancies involving requests for new positions, substitute and in-lieu authorities, changes in paygrade designations, and other personnel transactions.

**360.30 PERSONNEL DIVISION, EMPLOYEE SELECTION UNIT.** The Employee Selection Unit is responsible for the following functions:

- Standardizing selection procedures for paygrade advancement and coveted assignment positions Departmentwide and auditing compliance;

- Ensuring that internal selection procedures are conducted in accordance with guidelines issued by the Federal Equal Employment Opportunity Commission, case law, and established professional standards;

- Advising Department managers and supervisors regarding the development of job-related, fair, and defensible employee selection procedures;

- Conducting job analysis for advanced paygrade positions that exist in large numbers within the Department, or have been the subject of controversy in the past;

- Assisting the Personnel Department outside law enforcement agencies in scheduling and assigning Department subject matter experts, special examining assistants, and/or assessors for sworn promotional examination processes;

- Providing consultation to management in the avoidance of or defense against selection grievances, lawsuits, and related actions;

- Upon request, conducting directed research regarding selection issues or methods;

- Identifying and communicating proper documentation techniques for employee selection processes;

- Developing and administering the Police Officer III paygrade advancement written examination; and,

- Making recommendations to command staff regarding examination issues and establishment of the Police Officer III eligibility list.

**Special Duties:** The Employee Selection Unit is responsible for the following special duties:

- Monitoring the Department’s efforts to comply with the employee selection provisions of the Hunter-LA LEY Consent Decree; and,

- Publishing and updating the “LAPD Employee Selection Manual.”

**Special Files:** The Employee Selection Unit maintains files of the following:

- Job analysis and testing information for sworn and civilian positions, to be made available to managers and supervisors for use in designing internal selection processes.

**Special Liaison:** The Employee Selection Unit is responsible for maintaining special liaison pertaining to employee selection issues with:

- The Personnel Department, Public Safety Bureau; and,

- The City Attorney’s Office.

**360.40 PERSONNEL DIVISION, MEDICAL LIAISON SECTION.**

**360.41 MEDICAL LIAISON SECTION-FUNCTIONS.** The Medical Liaison Section is responsible for:

- Ensuring compliance with the confidentiality of medical records pursuant to California Civil Code Section 56.10;

- Obtaining the necessary medical information from a treating physician. All requests for information from a treating physician shall be made through the concerned employee or Medical Liaison Section;

- Processing and investigating medical histories, records, or information pertaining to sick or injured employees or to those who apply for pensions;

- Coordinating activities with the Personnel Department regarding problems relating to entrance and routine medical examinations and Worker's Compensation; and,

- Monitoring sick and injured-on-duty time used and making such reports as are necessary.

**360.42 MEDICAL LIAISON SECTION-SPECIAL DUTIES.** The Medical Liaison Section is responsible for the following special duties:

- **Special Medical Examination Scheduling.** Scheduling of special medical examinations as necessary.

- **Weight Control Program.** Coordinating the weight control program.

- **Hospitlization and Medical Aid.** Arranging required hospitalization and medical aid for Department employees.

- **Leaves of Absence.** Arranging for employees medical leaves of absence.

- **Terminations-Civilian Employees.** Assisting in the processing of civilian employee terminations when they are medically unqualified.

- **Serious Injury of Employee.** In the event of a serious injury to an on or off-duty employee, Medical Liaison Section is responsible for:

- Ensuring that the employee receives proper care;

- Assisting the employee with changes in doctors or hospitals, as necessary; and,

- Providing support and/or assistance to family members, as requested.

- **Attempted Suicide.** In the event of an attempted suicide by a Department employee, Medical Liaison Section shall be responsible for:

- Commitment of the employee for psychological evaluation when necessary;

- Providing direction and expertise to divisional detectives to ensure the lawful removal of weapons from the employee's residence when applicable; and,

- Providing support and/or assistance to family members, as requested.

**Note:** For incidents involving Department...
employees which occur outside the City of Los Angeles. Medical Liaison Section will be responsible for providing technical assistance and advice to the investigating agency, as necessary.

Department Safety Program.
- Administering a Department Safety Program to ensure adherence to procedures relating to occupational safety;
- Maintaining a reporting system for occupational injuries;
- Preparing and disseminating training material relative to safety; and,
- Providing instructors in occupational safety.

Notifications. The following notifications shall be made as required:
- Sick and injured employees;
- Blood-donor requests; and,
- Officer's medical reexaminations.

Special Files. Maintaining files of the following:
- Department employee’s medical histories;
- Department employees on restricted duty;
- Civil service medical appeals; and,
- Athletic Activity Register.

360.43 MEDICAL LIASON SECTION - SPECIAL LIASON. The Medical Liaison Section maintains liaison with:
- Board of Pension Commissioners, Fire and Police Pension System. To assist in making disability pension determinations.

360.50 PERSONNEL DIVISION, SWORN PERSONNEL SERVICES SECTION.

360.51 SWORN PERSONNEL SERVICES SECTION-FUNCTIONS. The Sworn Personnel Services Section is responsible for the following functions in relation to sworn personnel:
- Coordinating position allocations, the authorities for such allocations, and the issuance of assignment and transfer lists; and,
- Coordinating personnel audits of paygrade positions throughout the Department to ensure compliance with the principles of position control set forth by the City Administrative Officer.

360.52 SWORN PERSONNEL SERVICES SECTION-SPECIAL DUTIES. The Sworn Personnel Services Section is responsible for the following special duties:

Sworn Personnel Services Files. Maintaining a sworn personnel services system to reflect the current deployment of sworn personnel throughout the Department.

Roster of Organizational Units. Maintaining a roster of all organizational units of the Department to reflect the current authorized allocation of positions and the personnel deployed therein.

Annual Budget Requests. Providing assistance to the Commanding Officer, Fiscal Operations Division, in the preparation of requests for personnel in the annual budget.

Officer T/O Report. Providing assistance to the Commanding Officer, Information Technology Division, in gathering data for the publication of the Officer Table of Organization and Deployment Report.

Leaves of Absence. Reviewing and processing personal leave requests from sworn and reserve corps personnel for leaves of absence.

Employee Service Pins. Maintaining the Service Pin Award program for sworn personnel who have completed the prescribed increments of service.

Bilingual Program. Administering the premium pay program for bilingual positions. Coordinating the authorization of new positions, testing of applicants, and filling of vacancies as they occur.

Executive Merit Pay. Administering the Executive Merit Pay Plan for captains and above.

Probationary Extensions. Process probationary period adjustments for probationary police officers.

Substitute Authority. Responsible for approving substitute authority requests for sworn employees on Injured on Duty status.

Telecommunication Devices for the Deaf. Responsible for monitoring Department usage of Telecommunication Devices for the Deaf (TDD) to ensure compliance with the Americans with Disabilities Act.

Transfer Opportunities. Publish the Sworn Advancement and Transfer Opportunities Notice.

Special Files. Maintaining files of the following:
- Data pertaining to sworn personnel transfers.

360.55 PERSONNEL DIVISION, PERSONNEL RECORDS SECTION.

360.56 PERSONNEL RECORDS SECTION-FUNCTIONS. The Personnel Records Section is responsible for:
- Maintaining personnel records of all active, retired, reserve officers (including Police Specialists), and inactive sworn and civilian Department employees;
- Issuing, recording, and receiving certain Department property loaned to employees, including, but not limited to, badges, cap pieces, buttons, call-box keys, 999 keys for sworn personnel, and identification cards;
- Securing the return of outstanding City-owned items from separated employees;
- Processing all reserve officer resignations and terminations;
- Maintaining divisional personnel file of all inactive employees; and,
- Maintaining information regarding lost or stolen reserve officer identification cards and badges.

360.57 PERSONNEL RECORDS SECTION-SPECIAL DUTIES. The Personnel Records Section is responsible for the following special duties:

Confidential Records. Acting as custodian of personnel records and releasing information of a confidential nature only upon the direction of the Commanding Officer, Personnel Division.

Personnel and Controller's Records. Preparing personnel and Controller Records of all appointments, terminations, leaves, suspensions, returns to duty, and promotions for sworn and civilian Department employees.

Duplication of Department Personnel Records. Preparing requests from Department employees to duplicate their personnel packages for a fee.

Employment Verification Letters. Preparing employment verification letters (including salary information), assignments and positions held for all Department employees. Letters are also prepared for other agencies (with a signed waiver from employee).

Badge Modifications and Repairs. Approving and ordering badges, special badges modifications, and repairs for Department employees. Forwarding badges to the contractor.

Promotions and Returns. Processing promotional appointees and returnees from military leave.

Identification Cards. Preparing and issuing identification cards for civilian and sworn employees.

Retirement Certificates. Processing retirement certificate for retirees.

Appointment Certificates. Processing appointment certificates for active Department employees after completing their required probationary period.

Department of Motor Vehicles. Approving the request for Confidentiality of Home Address Form for qualified active and retired Department employees and forwarding to the Department of Motor Vehicles.

Special Files. Maintaining files of the following:
- A database of all active and inactive (up to 5 years) Department personnel;
- Locator cards for all active and inactive Department personnel;
- List of employee serial numbers;
- Confidential personnel records of active and former employees;
- Photographs of all employees;
- Record of badges assigned to Department employees;
Sustained personnel complaint charge sheets and suspensions for all active Department employees served after July 2003;

Sustained personnel complaints (full investigations) and suspensions for all active Department employees served prior to July 2003;

Record of City-owned uniforms and equipment issued to individual officers;

Record of badges and City-owned equipment purchased by retired employees;

Information regarding lost or stolen Department Identification cards and badges;

Recruit performance records for all reserve officers;

Divisional personnel packages for inactive employees;

Electronic Department personnel file for active and inactive sworn officers; and,

Correspondence file on commendatory letters and employment verification letters.

362. PERSONNEL GROUP, RECRUITMENT SECTION.

362.05 RECRUITMENT SECTION-FUNCTIONS. The Recruitment Section is responsible for:

Attracting and developing qualified candidates for Department positions;

Recruiting potential candidates at events and providing assistance and guidance at test sites;

Responding to inquiries from potential candidates which have been received through telephone, e-mail or other correspondence;

Mentoring candidates as they progress through the selection process;

Conducting interview seminars and facilitate question and answer sessions at written test sites;

Developing and maintaining a recruitment event calendar;

Traveling to specified locations to recruit potential candidates; and,

Maintaining specific information on hiring consent decrees as they relate to entry level police officers.

365. PERSONNEL GROUP, HIRING AND EVALUATION SECTION.

365.05 HIRING AND EVALUATION SECTION-FUNCTIONS. The Hiring and Evaluation Section is responsible for:

Auditing all packages of full time police officer candidates;

Auditing all packages of reserve officer candidates that have been deemed suitable for hire by the Personnel Department;

Completing a written recommendation for hire, reject, or request for additional investigation for reserve officers and full time police officer candidates;

Presenting potential hire cases to the Commanding Officer, Personnel Group;

Completing Conduct Investigations of sworn personnel returning from leaves of absence in excess of one year;

Conducting personnel investigations, administrative investigations and probationary police officer terminations involving hired recruit officers upon receiving adverse information stemming from pre-employment issues;

Preparing case summaries for the Commanding Officer, Personnel Group, on all candidates who have appealed their disqualification to the Civil Service Panel;

Conducting quality service audits relative to the hiring process;

Conducting case biopsies on police candidate investigations;

Conducting “Swear-In” Ceremony for recruit classes;

Serving as the “Custodian of Records” for all microfilmed personnel files prior to 1955 and background files prior to 1998; and,

Maintaining liaison with the Personnel Department, Training Division, Recruitment Section, Volunteer Services Section and Scientific Investigation Division.

366. PERSONNEL GROUP, VOLUNTEER SERVICES SECTION.

368.05 VOLUNTEER SERVICES SECTION-FUNCTIONS. The Volunteer Services Section is responsible for:

Maintaining a system to reflect the current deployment of reserve officers;

Processing all reserve officer resignations and terminations;

Securing the return of outstanding City-owned items from separated reserve officers;

Providing for the issuance of City-owned equipment to recruit reserves;

Assisting Training Division in the coordination of recruit reserve officer training and in-service training for reserve officers; and,

Issuing the Reserve Officer Service Ribbon.

Special Files. Maintaining files of the following:

All approved and denied requests for leaves of absence from reserve corps personnel.

370. PERSONNEL GROUP, OFFICER REPRESENTATION SECTION.

370.05 OFFICER REPRESENTATION SECTION-FUNCTIONS. The Officer Representation Section is responsible for:

Providing functional supervision and logistical and clerical support to Department personnel selected as employee representatives;

Assisting sworn personnel in obtaining any of the following employee representatives:

Personnel Complaint Interview Representative;

Skelly Representative;

Defense Representative;

Grievance Representative; and,

Administrative Appeal Representative.

Identifying training needs and coordinating training of Department personnel in the handling of employee representation matters; and,

Researching and reviewing legislation and court decisions related to employee representation.

370.10 OFFICER IN CHARGE, OFFICER REPRESENTATION SECTION. Under the direction of the Commanding Officer, Personnel Group, exercises line command over the operations of the Officer Representation Section and exercises staff responsibility over matters within the jurisdiction of the Officer Representation Section.

370.15 OFFICER REPRESENTATION SECTION-SPECIAL DUTIES. The Officer Representation Section is responsible for the following special duties:

Special Files. Maintaining files of the following:

Defense Representative duty logs; and,

Department personnel trained as employee representatives.

370.20 OFFICER REPRESENTATION SECTION-SPECIAL LIASON. The Officer Representation Section maintains liaison with:

Internal Affairs Group. To coordinate the representation of officers during Boards of Rights and Administrative Appeals Hearings as they relate to disciplinary issues.

City Attorney’s Office. Concerning legal opinions regarding employee representation matters.

Employee Relations Administrator. Concerning the representation of officers during the grievance process and Administrative Appeals.

375. OFFICE OF SUPPORT SERVICES, TRAINING GROUP.

375.05 TRAINING GROUP-FUNCTION. Training Group is responsible for exercising line command over the operations of Training Division, and the Director, Police Training and Education.

375.10 TRAINING GROUP-ORGANIZATION. Training Group is comprised of:

Training Division; and,

Director, Police Training and Education.

375.15 COMMANDING OFFICER, TRAINING GROUP. The Commanding Officer, Training Group, under the direction of the Director, Office of Support Services, exercises line command over the operations of Training Group and exercises staff responsibility over matters within the jurisdiction of Training Group. The Commanding Officer, Training Group, is the
final review authority for all Non-Categorical use of force incidents, the Department Training Coordinator and is the functional supervisor for all personnel assigned to Bureau Training Coordinator (BTC) and Area/Division Training Coordinator (ADTC) assignments and shall:

* Ensure that all training is consistent with Department policy and procedure and is properly presented; and,
* Ensure that all personnel assigned with coordinator responsibilities are properly trained to carry out their duties.

380. TRAINING GROUP, TRAINING DIVISION.

380.05 TRAINING DIVISION-FUNCTIONS. Training Division is responsible for the following functions:

* Administration of Department training programs by:
  * Developing, reviewing, coordinating, and standardizing Department-wide legal training in criminal law.
  * Researching Departmental training needs and developing programs for training.
  * Developing, staffing, coordinating, and conducting training for recruit, reserve officer, and specialized schools.
  * Coordinating the Cultural Awareness, Community Relations Training, and Driver Training.
  * Administering the sale of multimedia instructional materials.
* Maintenance of Department ordnance by:
  * Maintaining the Department's arsenal, including the acquisition and inventory control of all Department-owned weapons, ammunition, tear gas, and other ordnance equipment issued by the Department Armorer, except specialized weapons assigned to Metropolitan Division.
  * Forwarding Dealer Record of Sales (DROS) slips to the Department of Justice and Records and Identification Division on all newly acquired Department firearms.
  * Administering the Department Firearms Training Program.
  * Operating the Academy ranges and maintaining functional supervision over outlying ranges.
  * Supervising and administering qualification and bonus shots.
  * Providing inspection, approval, and maintenance for any firearm or City-owned handcuffs to be carried by an officer.
  * Coordinating internship programs of more than one-week duration.
  * Conducting product evaluations for lethal weapons, non-lethal control devices, protective equipment, pursuit intervention technologies and related products.
  * Conducting analysis and evaluation of body armor (Manual Section 4/540).
  * Conducting driver proficiency testing, inspect certification records, and update the Training Evaluation and Management System in accordance with Pull Notice Program requirements (Manual Section 3/209).
  * Managing and operating the Elysian Park shooting ranges in cooperation with the Los Angeles Police Revolver and Athletic Club, Inc.
  * Administering the Department’s firearms training program.
  * Operating, supervising and administering all Department ranges and maintain functional supervision over the Harbor Area Firing Range.
  * Supervising and administering the Department’s firearms qualification requirements, including bonus.
  * Providing appropriate remedial training and/or counseling for entry-level probationary employees.
  * Conducting pre-exit interviews with entry-level probationary employees.
  * Auditing and reviewing the Department’s Field Training Officer Program.
  * Coordinating training course for the Field Training Officer Program.
  * Providing developmental evaluation and testing of vehicles being considered for Department purchase.
  * Providing Commercial Vehicle Operator training and testing.
  * Providing expert testimony on driving issues for court and Department hearings.
  * Attending and advising the Use of Force Review Board on training issues for all Categorical use of force incidents.
  * Administration of Department training programs by:
    * Researching Departmental training needs and developing training curriculum as it relates to the Standardized Roll Call Training Program.
    * Coordinating various continuing education and Civilian Employee Training programs.
    * Evaluating and validating continuing education programs to ensure that standards are met; and,
    * Ensuring all Department employees receive training in workplace violence prevention and intervention.
  * Preparation of training materials by:
    * Producing and duplicating instructional materials;
  * Maintaining quality control of training aids and materials;
  * Maintaining and operating the division’s video/audio equipment and color-video van; and,
  * Providing technical assistance for the production of videotapes.
  * Administering the Management Development Program by:
    * Conducting programs for personnel management and executive development;
    * Administering continuing education schools, various command staff schools, and other designated continuing education schools; and,
    * Data entry and maintenance of employee In-Service Training in the Training Evaluation And Management System (TEAMS) (Manual Section 3/971.10).
  * Managing the Revolving Training Fund.
  * Coordinating POST-certified training and related state requirements.
  * Processing travel authorities for outside training.
  * Processing the POST sworn professional certificates.
  * Coordinating the college tuition reimbursement program.
  * Preparing and maintaining the Standardized Roll Call Training Program.
  * Coordinating Civilian employee orientation and in-service training.
  * Coordinating the following Department schools:
    * Vice:
    * Bicycle:
    * Narcotics:
    * Supervisory:
    * Watch Commander:
    * LETAC; and,
    * ARCON.
  * Preparing detective training materials and managing the Department’s Detective Training Program.
  * Assisting with POST’s Robert Presley Institute of Criminal Investigation Course.

380.10 TRAINING DIVISION-ORGANIZATION. Training Division is comprised of:

* Office of the Commanding Officer;
* Assistant Commanding Officer;
* Administrative Support Section;
* Recruit Training Section;
* Davis Training Section; and,
* Field Officers Administrative Unit.

380.15 COMMANDING OFFICER, TRAINING DIVISION. The Commanding Officer Training Division, under the direction of the Commanding Officer, Training Group, exercises line command over the operations of Training Division.

380.25 COMMANDING OFFICER, TRAINING DIVISION-SPECIAL DUTIES. The Commanding Officer, Training Division is responsible for the following special duties:

* Providing staff support to the Management Advisory Board in ranking candidates for the FBI National Academy, The Sherman Block Supervisory Leadership Institute, and other scholarships and awards;
Administering Departmental participation in activities sponsored by the William H. Parker Los Angeles Police Foundation;
• Evaluating emergency requests for ensuring the availability of television production equipment and personnel in cases of extreme urgency;
• Developing, staffing, coordinating and conducting training for employees who are directed to receive formalized training as a result of administrative review;
• Identifying specific needs of the employees as identified through the administrative review; and,
• Ensuring the employee receives the recommended training.

Training, Evaluation and Management System (TEAMS). All directed training entries in TEAMS shall include the name, serial number, and assignment of the employee who provided the training, the Officer Involved Shooting (OIS) number or, if not applicable, the file number associated with the administrative review. If no administrative control number applies, the Division of Record (DR) number shall be entered.

Firearms Instructor Certification Course. Developing and administering the Department firearms instructor certification course for the primary weapon, back-up weapon and Department-issued shotgun.

Outfitting Recruit Classes. Providing for the issuance of City-owned equipment to sworn recruits.


Athletic Activity Register.
• Maintaining the Athletic Activity Register, Form 13.14, for Department employees using the athletic facilities at Training Division; and,
• Retaining the Athletic Activity Register, Form 13.14, for one year.

Operator Security Statement.
• Having all new recruit officers sign an Operator Security Statement;
• Entering the information into the Training Evaluation and Management System; and,
• Forwarding the signed statements to Personnel Division for inclusion in employee personnel packages.

380.30 Commanding Officer, Training Division-Special Liaison. Training Division shall maintain special liaison with:
• Commission on Peace Officer Standards and Training (POST) to ensure compliance with POST standards;
• Los Angeles County Domestic Violence Council on matters relative to training and standards;
• Area/divisional training coordinators; and,
• Senior consultants with the Commission on Peace Officer Standards and Training (POST).

385. Training Group, Police Training and Education.

385.05 Director, Police Training and Education-Function. The Director, Police Training and Education, under the direction of the Commanding Officer, Training Group, is responsible for:
• Reviewing and evaluating policies, curricula, and program delivery;
• Facilitating the continuity and relevance of all academic training programs;
• Assisting in policy development for academic training;
• Advising management on problems related to police training programs and administration;
• Advising the Department of current developments in educational methodology applicable to police training;
• Ensuring compliance with established criteria and effectiveness of instruction for all Department sponsored training programs;
• Verifying compliance and effectiveness of all training programs and approaches;
• Reviewing criteria for implementing new and existing training programs;
• Designing general methods of evaluating the effectiveness of training in the field;
• Formulating recommendations for improvements in short and long term retention of instruction;
• Researching methods to improve instructional and learning processes;
• Consulting in the selection and training of Department instructors;
• Formulating strategies to aid instructors in training methods and content of instruction;
• Maintaining contact with professional associations to keep abreast of the latest developments in the training and education field;
• Assisting management on training-related contacts with outside organizations; and,
• Participating on various committees as assigned.

385.10 Police Training and Education-Organization. Police Training and Education is established within Training Group and is comprised of:
• Administrative Unit;
• Curriculum Design Unit;
• Instructor Development Unit; and,
• Quality Assurance Unit.


390.05 Behavioral Science Services. The Behavioral Science Services (BSS), under the direction of the Director, Office of Support Services, serves the needs of Department employees, both sworn and civilian, who voluntarily seek professional, confidential, psychological therapy and crisis intervention. Behavioral Science Services is also responsible for assisting commanding officers or supervisors with the psychological evaluation of officers through recommended or directed referrals and, for planning, developing, implementing and administering the Department's psychological services program.

390.07 Chief Police Psychologist, Behavioral Science Services—Special Duties.

The Chief Police Psychologist, Behavioral Science Services, is designated as the Department’s Post Critical Incident Coordinator and shall be responsible for preparation and implementation of a Post Critical Incident Plan, which shall include but not be limited to:
• Identifying and establishing a list of available mental health practitioners, including available Employee Assistance Program (EAP) resources who have expertise in trauma, crisis intervention, and critical incident stress debriefing;
• Providing on-call personnel to respond immediately to the aftermath of a post-critical incident;
• Establishing a system for communicating with highly affected employees and victim families for ongoing psychological and human resource needs;
• Creating a Death Notification Team by identifying and training appropriate BSS personnel to provide death and injury notifications when a Department employee(s) is involved;
• Coordinating with the assigned criminal investigators and Professional Standards Bureau as to what information may be shared with the affected employee(s) to reduce anxiety and misinformation;
• Ensuring that all media contact occurs through Media Relations Section;
• Ensuring that each potentially affected employee has access to an on scene mental health support professional; and,
• Providing for follow-up debriefing with each affected employee at the appropriate intervals following the aftermath of a post critical incident.
Note: Operational and follow-up investigative responsibility for the event is the responsibility of the appropriate operational or detective command.

390.10 BEHAVIORAL SCIENCE SERVICES-FUNCTIONS. Behavioral Science Services is responsible for:

* Individual or group counseling and therapy for all Department employees and families concerning personal, marital, family, or job-related problems;
* Assisting commanding officers or supervisors with the psychological evaluating or an employee through recommended or directed referrals;
* Participating on the Crisis Negotiation Team;
* Providing consultation to Department managers and organizational units;
* Assistance with the development and implementation of psychologically based training programs;
* Developing and implementing stress management programs;
* Participation in, and coordination of, the Critical Incident Response Team;
* Coordination of Department Chaplain Corps;
* Planning, developing, and implementing employee psychological rehabilitation programs;
* Psychological research on morale, productivity, stress, and other critical issues;
* Assisting investigating officers in developing "psychological profiles" of suspects; and,
* Assessing stress reactions of employees involved in serious injury or fatality incidents as soon as practical and providing professional support and assistance as necessary within 36 hours of the incident.

390.15 BEHAVIORAL SCIENCE SERVICES - RESPONSIBILITY. Behavioral Science Services (BSS) is responsible for the Peer Counseling Program.

Peer Counseling Program. The mission of the Program is to:

* Provide a support network of individuals willing to be of service to employees who express a need for assistance;
* Promote trust, allow appropriate anonymity, and preserve confidentiality for employees using peer counseling;
* Develop employee ability to anticipate personal conflicts and an awareness of available alternatives for self-help; and,
* Maintain an effective, ongoing peer counselor training process.

Program Participation. Peer counselors are selected from all ranks of sworn and civilian personnel. The criteria used to select an employee for participation in the Program as a peer counselor is:

* An expressed desire to be a peer counselor;
* Proficient performance evaluation reports;
* No work restrictions involving psychological stress;
* Not the object of a serious investigation of misconduct or suffering serious personal problems; and,
* Recommendation by the employee's commanding officer.

Program Training. The initial peer counseling training is conducted under the direct supervision of a licensed psychologist assigned to BSS.

Confidentiality. One of the most important responsibilities of a peer counselor is the promotion of trust, anonymity, and confidentiality for employees who seek the assistance of the Peer Counseling Program. Communication between a peer counselor and a counseled employee is considered privileged by the Department, except for those matters which involve violations of the law or serious misconduct.

Use of Department Equipment and Facilities. Peer counselors may use Department facilities and vehicles with the prior knowledge and approval of the immediate supervisor responsible for the involved equipment or facility.

Overtime. In most cases peer counseling should take the form of on-duty meetings of relatively short duration, usually not exceeding four hours. In the event that overtime is required, advance approval from the peer counselor's immediate supervisor is required.

Employee Responsibility. An employee seeking counseling assistance may contact either a peer counselor, if one is known, or the Employee Assistance Unit for a referral.

390.20 BEHAVIORAL SCIENCE SERVICES, EMPLOYEE ASSISTANCE UNIT-FUNCTIONS. The Employee Assistance Unit (EAU), provides services and resources to Department personnel and their families. Additionally, EAU acts an information and referral center for support programs and employee associations, as well as outside resources. Resources available through EAU include:

* Peer Counseling Program;
* Chemical Dependency Rehabilitation Program;
* Funeral Coordinator;
* Financial Counseling Team;
* AIDS Coordinator;
* Bloodborne Pathogen Intervention Program;
* Sworn/Reserve Chaplains; and,
* The Los Angeles Police Honor Guard.

390.25 EMPLOYEE ASSISTANCE UNIT – SPECIAL DUTIES. The EAU is responsible for the following special duties:

Death of Employee. In the event of the death of an employee:

* Arranging for all or part of the funeral services, as requested by the family;
* Notifying concerned agencies and associations;
* Obtaining all City-owned property issued to the deceased employee and forwarding that property to the proper division (Manual Section 3/607.30) and;
* Assisting the next of kin, as requested.

Funeral Attendance. Coordinating Department representation at funerals of officers killed in the line of duty throughout Southern California (Manual Section 3/798.95).

Notifications. The notification of deaths of active and retired employees shall be made as required.

Special Files. Maintaining files of officers killed on-duty.

Police Honor Guard. Approving and processing requests for the appearance of the Police Honor Guard.

395. OFFICE OF SUPPORT SERVICES, OMBUDS OFFICE.

395.05 OMBUDS OFFICER – FUNCTIONS. The Ombuds Office is responsible for the Alternative Dispute Resolution (ADR) Program. Additionally, the Ombuds Office provides assistance to Department employees in determining what options are available to handle internal conflict and disputes, create innovative solutions, and guide employees in selecting a resolution strategy that offers a long term solution to their specific concern.

395.10 OMBUDS OFFICER RESPONSIBILITY. The Ombuds Officer is responsible for:

* Exercising line command over the operations of the Ombuds Office including the Assistant and Associate Ombuds Officers, Women’s Coordinator, Workplace Assessment Team, Wellness Coordinator and the Military Liaison Officer functions;
* Advising the Chief of Police, the Chief of Staff, and the Director, and Office of Support Services of relevant trends and environmental issues negatively affecting the workplace for employees throughout the Department;
* Maintaining files on incidents reported to the Ombuds Office;
* Ensuring that confidentiality of Ombuds Office files are maintained;
* Maintaining liaison with the City Attorney’s Office, the Commanding Officer, Internal Affairs Group, the Employee Relations Administrator, and the Police Commission Discrimination Complaint Unit;
* Receiving notifications of formal gender discrimination/harassment complaints under investigation by another Department entity and forwarding such information to the Women’s Coordinator;
* Receiving, processing, and coordinating the investigation of complaints received by the Department from any municipal, state, or federal agency pertaining to equal employment opportunity and affirmative action.
Coordinating equal employment opportunity and affirmative action training for Department personnel;

* Monitoring the progress of all Department entities in carrying out equal employment opportunity and affirmative action programs, and assisting managers complying with pertinent directives; and,

* Providing information and answering telephonic requests and correspondence relative to the Department's equal employment opportunity and affirmative action programs.

395.15 OMBUDS OFFICE-SPECIAL DUTIES. The Ombuds Office, under the direction of the Ombuds Officer, shall be responsible for:

* Providing mediation and conciliation services to Department personnel;
* Maintaining confidential files on incidents reported to the Ombuds Office;
* Conducting confidential reviews as directed by the Director, Office of Support Services;
* Evaluating work environment trends and recommending changes in policy;
* Providing in-service training on conflict management and dispute resolution;
* Reviewing all workplace assessment reports for trend analysis;
* Advising the concerned chain of command of emerging workplace trends when appropriate;
* Preparing periodic reports to the Police Commission, Chief of Police and the Director, Office of Support Services regarding Ombuds Office activities;
* Providing support for employees during the reporting and investigation of workplace concerns;
* Administering the Department's discrimination complaint procedure; and,
* Referring matters to Internal Affairs Group when it reasonably appears that any of the following acts have occurred:

  * Retaliation;
  * Discrimination; and/or,
  * Sexual Harassment.

Note: The Ombuds Office will not become involved in issues currently under investigation through a formal personnel process such as a personnel complaint, a grievance, or a discrimination complaint. The Ombuds Officer may direct a follow-up investigation to be conducted by the Workplace Assessment Team at the conclusion of the formal investigative process, if deemed appropriate, or if directed by the Chief of Police or the Director, Office of Support Services.

395.17 OMBUDS OFFICE-ORGANIZATION. The Ombuds Office is composed of:

* Wellness Coordinator.
* Women’s Coordinator.

395.20 OMBUDS OFFICE, WOMEN’S COORDINATOR RESPONSIBILITY. The Women’s Coordinator, under the direct supervision of the Ombuds Officer, remains on-call 24 hours/seven days a week to advise Department personnel regarding the handling and reporting of critical workplace issues or other pertinent concerns, involving women employees. The Women’s Coordinator is available to respond to the emergency hospitalization, injury or death of any female employee. The Women’s Coordinator is also responsible for:

* Exercising functional supervision over the operations of the Workplace Assessment Team and the Ombuds Office, Specialist Reserve Officers;
* Reviewing, completing and evaluating workplace assessment reports for trend analysis and training of Department personnel;
* Coordinating efforts to solve problems unique to female employees;
* Acting as the Department’s Sexual Harassment Counselor in matters relating to complaints of sexual harassment and gender discrimination;
* Reviewing reports or investigations which may be related to an incident of sexual harassment or gender bias, when requested;
* Acting as the Department’s representative on workplace issues involving female employees;
* Advising the Ombuds Officer on work environment trends which may affect the Department’s affirmative action efforts;
* Acting as the Ombuds Office’s Equal Employment Opportunity Representative;
* Exercising functional supervision over the Women’s Coordinator;
* Maintaining the Maternity Uniform Loan Program and other pertinent directives; and,
* Referring matters to Internal Affairs Group when it reasonably appears that any of the following acts have occurred:

  * Retaliation;
  * Discrimination; and/or,
  * Sexual Harassment.

Note: The Women’s Coordinator does not act in the capacity of an Associate Ombuds Officer. Cases handled by the Women’s Coordinator are logged, tracked, filed and resolved as a separate function of the Ombuds Office.

395.22 WORKPLACE ASSESSMENT TEAM-RESPONSIBILITIES. The Workplace Assessment Team, under the direction of the Women’s Coordinator, is responsible for:

* Conducting comprehensive workplace assessments following the report of any workplace issue that negatively impacts the work environment for employees;
* Completion of staff reports and statistical information on workplace trends for dissemination to concerned commanding officers;
* Providing education and feedback to supervisors and command staff regarding work environment issues;
* Acting as liaison to internal and external entities that investigate workplace complaints for investigative networking;
* Conducting workshops specifically designed to enhance the skill level of supervisors and command staff in the handling of workplace conflicts and other issues negatively affecting the work environment within their respective commands;
* Reviewing discrimination complaints completed by the Police Commission Discrimination Unit;
* Recording and filing of discrimination complaints filed with outside agencies by Department employees; and,
* Writing and disseminating the Equal Employment Opportunity Newsletter Departmentwide.

Note: The Workplace Assessment Team does not act as Associate Ombuds Officers and does not conduct employee mediations or conciliations. Cases are logged, tracked, filed and resolved as a separate function of the Ombuds Office.

395.25 OMBUDS OFFICE-WELLNESS COORDINATOR RESPONSIBILITY. The Wellness Coordinator, under the direction of the Ombuds Officer, personally represents the Chief of Police by visiting and assisting injured or ill employees and assisting their families during catastrophic events. Additionally, the Wellness Coordinator assists command staff with death notifications. The Wellness Coordinator is on-call 24 hours/seven days a week to respond to critical incidents involving the hospitalization of a Department employee. The Wellness Coordinator is also responsible for the following duties:

* Notifying the Chief of Police, the Chief of Staff, the Director, Office of Support Services, and Ombuds Officer of the death, serious injury or illness of an active employee;
* Preparing correspondence for the Chief of Police to families regarding with illness, injury, death, and other matters of a personal, medical nature;
* Recommending administrative transfers for aggravated and unusual employee cases in an
effort to reduce absenteeism and promote good health and morale;
* Coordinating efforts to mitigate or resolve unique problems regarding sick, injured-on-duty worker's compensation, pension and health insurance issues;
* Maintaining close liaison with Medical Liaison Section, Peer Counseling Program, Catastropic Illness Donation Program, Employee Assistance Unit and the Family Support Group; and,
* Acting as liaison between the Chief of Police and the Los Angeles Police Relief Association, the Los Angeles Police Protective League, the Los Angeles Command Officers Association, Department of Pensions, and the Police Memorial Foundation.

395.27 MILITARY LIAISON OFFICER RESPONSIBILITIES. The Military Liaison Officer, under the direction of the Ombuds Officer, works closely with the Wellness Coordinator and is responsible for assisting Department employees and the families of Department employees who have been called to active military service. The Military Liaison Officer is directly responsible for the following:
* Acting as liaison between the employee and the Department to resolve issues that arise from military service;
* Assisting Department entities, employees and an employee's family members with questions relating to payroll, reintegration training, transfers, casualty assistance and other related personnel matters; and,
* Facilitating solutions to personnel problems involving Department employees in the military services;

395.30 OMBUDS OFFICE-EMPLOYEE REFERRALS. Referrals to the Ombuds Office are made either by Department employees or other investigative entities. Employees wishing to bring workplace concerns to the attention of the Ombuds Office shall contact the Ombuds Office for an intake interview for the purpose of determining whether the situation being reported is appropriate for conciliation, mediation or workplace assessment. Should it be determined that a formal investigation is required, the Ombuds Office intake employee will immediately inform the reporting party of the correct course of action. Supervisors and commanding officers seeking to refer employees under their command to the Ombuds Office should first determine whether the parties agree to this course of action. Employees should then be instructed to contact the Ombuds Office for an intake interview.

Note: The mediation process requires the willing compliance of all involved parties. Ombuds Office personnel are well versed in explaining the process and related resolution strategies and options available for all types of workplace conflicts.

400. OFFICE OF OPERATIONS.

400.05 OFFICE OF OPERATIONS - FUNCTIONS. The Office of Operations is responsible for providing investigative and specialized uniformed services within its jurisdiction.

Reporting Helicopter Use by Personnel of Other City Departments. Preparing a report every six months for the Chief of Police listing the number of times a Department helicopter was used by personnel of other City departments.

Special File. Maintaining a list of personnel authorized by other City departments to request the use of police helicopters.

400.10 OFFICE OF OPERATIONS - ORGANIZATION. The Office of Operations, in addition to the administrative office, is comprised of:
* Assistant to the Director of Office of Operations;
* Detective Bureau;
* Special Operations Bureau;
* Operations Central Bureau;
* Operations South Bureau;
* Operations Valley Bureau;
* Operations West Bureau;
* COMPSTAT Unit.

400.15 THE DIRECTOR, OFFICE OF OPERATIONS. The Director, Office of Operations, under the direction of the Chief of Police, exercises line command over the operations of the Office of Operations and coordinates matters concerning uniformed and investigative services.

The Director, Office of Operations, is the Department Stolen Vehicle Recovery Network (SVRN) Coordinator.

402. OFFICE OF OPERATIONS, COMPSTAT UNIT. The COMPSTAT (Computerized Statistics) Unit is responsible for:
* Developing, implementing, and evaluating the crime analysis process throughout the Department;
* Providing ongoing support, product development, and training to bureau, Area, and divisional Crime Analysis Details;
* Assisting the Crime Analysis Details in coordinating timely and accurate crime analysis information in support of line operations; and,
* Monitoring and auditing the production and dissemination of all crime analysis products relating to crime series, patterns, hot spots, trends, clusters, spikes and/or offenders, for the purpose of identifying, arresting and prosecuting criminals.

402.05 COMPSTAT UNIT-SPECIAL DUTIES. The COMPSTAT Unit is responsible for the following special duties:

Computerized Statistics (COMPSTAT). This is the Department’s command accountability process. The COMPSTAT Unit reports directly to the Director, Office of Operations. The COMPSTAT Unit is responsible for assisting with the completion of ongoing duties relative to the COMPSTAT process including, but not limited to, the following:
* Directing the Crime Analysis Details and providing the necessary information to ensure readiness of coded crime, traffic, personnel and other risk management data for downloading and analysis on a daily basis;
* Analyzing bureau, Area, and Citywide crime, arrest and traffic data in order to identify series, patterns, hot spots, trends, clusters, spikes, and victim/offender information for the weekly COMPSTAT Meeting;
* Conducting audits and special COMPSTAT/crime analysis-related projects as directed by the Director, Office of Operations;
* Preparing information and the electronic media used for data presentation for the Director, Office of Operations, as required for the weekly COMPSTAT meeting; and,
* Ensuring all assigned topical issues for presentation at the weekly COMPSTAT meeting are addressed.

402.10 COMPSTAT UNIT-SPECIAL LIAISON. The COMPSTAT Unit is responsible for maintaining liaison with:
* Information Technology Division to coordinate the installation, maintenance and servicing of COMPSTAT and Crime Analysis Detail computer equipment and software; and,
* Information Technology Agency to coordinate the integration and compatibility of crime analysis computer systems with other related Department and City software and hardware systems.

405. ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATIONS. The Assistant to the Director, Office of Operations, under the direction of the Director, Office of Operations, performs duties as assigned and assists in coordinating Office activities. In addition, he exercises line command over the Evaluation and Administration Section, and Labor Liaison Section, and oversees the Operations Duty Officer (ODO) Program. Responsibilities of the Assistant to the Director include coordinating the evaluation of filed deployment crime-fighting and community policing strategies, as well as managerial oversight of the Department’s interactions with labor organizations within the City. Coordinator positions held by the Assistant to the Director are the Department Labor Relations, Operations Duty Officer, Safe Parks and Senior Lead Coordinators. The Assistant to the Director is
the Office of Operation’s budget officer, a member of the Operations Communications Committee, and may be designated as a member of a Department authority, board or committee as deemed necessary by the Director, Office of Operations.

The Assistant to the Director, Office of Operations, is responsible for:

* Coordinating the Operations Duty Officer (ODO) program and providing appropriate staff-level support to the on-duty ODO;
* Monitoring significant planned or spontaneous events, as appropriate or at the request of the Chief of Police or bureau commanding officers;
* Making recommendations to the Chief of Police regarding personnel deployment;
* Conducting audits, evaluating practices, and preparing reports regarding deployment Citywide; and,
* Auditing Departmentwide operations, including:

**Field Deployment**, with special emphasis on patrol division coverage, basic car integrity, P.M. watch detective operations, supervisory personnel levels, field training officer efforts, and specialized unit activities; and,

**Administrative Procedures**, such as roll call training, incidents involving a personnel complaint or commendation, desk operations, pursuit protocol, use of force incidents, in-car video, incidents resulting in death or serious injury to an officer or suspect, Area and bureau commanding officer response time, and effective utilization of overtime.

* Providing written feedback on observations to appropriate staff and command personnel.

**Special Duties.** The Assistant to the Director of Operations is responsible for the following special duties:

* Oversees the destruction of narcotics evidence; and,
* Generating commendatory citations for extraordinary individual job performance, and Area programs and activities.

405.05 ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATIONS, ORGANIZATION. The Assistant to the Director, Office of Operations, is comprised of:

* Evaluation and Administration Section;
* Jail Division; and
* Labor Liaison Section.

412. ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATIONS, EVALUATION AND ADMINISTRATION SECTION-FUNCTIONS. The Evaluation and Administration Section is responsible for:

* Conducting research and preparing correspondence, as needed, for the Assistant to the Director, and the Director, Office of Operations;
* Evaluating and analyzing the performance of, and the procedures used by, employees assigned to the Office of Operations;
* Conducting follow-up evaluations as required to ensure that standard procedures and policies are adhered to by all organizational units within the Office of Operations;
* Making appropriate recommendations in order to ensure the highest level of efficiency and effectiveness;
* Researching and developing operational standards for the Office of Operations;
* Conducting studies and making surveys of field-related problems;
* Coordinating budget requests for the Office of Operations;
* Developing a formula for deploying Office of Operations uniformed and traffic personnel;
* Assisting Training Group to ensure standardized Community Police Problem Solving (CPPS) instruction to recruit and in-service training;
* Providing training to Department personnel on the topic and underlying philosophy of Community Policing;
* Providing speakers to Department and community groups on the topic of Community Policing and problem solving, as requested;
* Serving as a source of information for Community Policing and Community-Police Advisory Board (C-PAB) activities;
* Coordinating the ongoing effort to gain national recognition of Department Community Policing efforts;
* Where appropriate, representing the Department on matters pertaining to Community Policing;
* Disseminating information as it relates to Community Policing;
* Acting as a repository for Citywide community meetings and problem solving efforts, as well as publications, articles, and research in Community Policing;
* Assisting commanding officers with compliance audits regarding Community Policing;
* Reviewing, analyzing, and maintaining community survey results;
* Reviewing all directives, policy statements, feature articles and other documents pertaining to Community Policing, prior to publication and distribution;
* When appropriate, preparing directives related to Departmentwide issues concerning Community Policing; and,
* Serving as a source of information for Semi-Annual, Area Senior Lead Officer (SLO) Summits.

412.20 EVALUATION AND ADMINISTRATION SECTION-SPECIAL DUTIES. The Evaluation and Administration Section is responsible for the following special duties:

**Representing the Department.** to outside agencies on matters regarding the Department’s uniformed programs:

**Special Files.** Maintaining files of the following:

* Office of Operations personnel deployment;
* Office of Operations budget requests;
* Citywide Community-Police Advisory Board (C-PAB) bylaws;
* Citywide Community-Police Advisory Board (C-PAB) Membership Rosters; and,
* Citywide Community-Police Advisory Board (C-PAB) meeting minutes.
DUTIES. The office of the Commanding Officer, Jail Division, is responsible for the following duties:

Court Citing Schedule for Bail-Outs. Preparing, distributing, and maintaining a court citing schedule for bailouts and O.R. releases.


Arrestee Cost Analysis. Analyzing the cost of care and treatment of arrestees in order to establish a method of controlling the purchase and distribution of arrestees' food and supplies.

Regulation of Meals for Arrestees. Planning and regulating a program for the feeding of arrestees in the City Jail System in order to provide balanced meals which meet the required specifications.

Annual Jail Inspections. Providing a summary of findings concerning each annual inspection to the Assistant to the Director, Office of Operations, and to the concerned facility commanding officer.

Special Records. Maintaining records of the following:
* Inspections of jail facilities by government agencies, boards, and grand juries.
* Official inspections by members of the Department.
* Unscheduled searches of arrestee holding tanks for contraband.

Special Files. Maintaining files of the following:
* Arrestee counts in the City Jail System.
* Arrestee sickness, injury, and death records.
* Arrestee special confinement report.
* Contraband found on arrestees.
* Prisoners' Welfare Fund records.

Youthblood Compliance. Ensuring Departmentwide compliance with Youngblood mandates.


**415.35 ADMINISTRATIVE SECTION-SPECIAL DUTIES.** The Administrative Section is responsible for the following special duties:

Special Files. Maintaining files of the following:
* Division Booking Record page of the Booking and Identification Record of arrestees booked at Metropolitan Jail Section;
* Transfer records of arrestees;
* Release forms for arrestees released on their own recognizance;
* Release forms for arrestees released on bail and,
* Maintain files of bail accounts.

Special Records. Maintaining records of persons visiting felony arrestees at Metropolitan Jail Section.

Firearms Depository. Maintaining a depository for the firearms of officers entering Metropolitan Jail Section from the ground floor or through the Administrative Section.

Bail and Surety Bonds Administration. Retaining, auditing, and forwarding all bail funds and surety bonds accepted for:
* The release of arrestees in Department custody or the custody of the Los Angeles Sheriff’s Department; and,
* The release of arrestees booked on foreign warrants.

Surveys and Schedules. Conducting studies of methods and procedures and preparing schedules, as required.

Welfare Services. Performing welfare services relating to personal or family problems of arrestees in the City Jail System.

**415.40 JAIL DIVISION, METROPOLITAN, 77TH STREET AND VALLEY REGIONAL JAIL SECTIONS.**

415.45 METROPOLITAN JAIL SECTION-FUNCTIONS. Metropolitan Jail Section is responsible for staffing and operating Metropolitan, Hollywood and Wilshire Area jail facilities and is responsible for:
* Intake, booking and criminal processing of arrestees as directed by the Commanding Officer, Jail Division.
* Arranging for the transportation of arrestees to arraignment courts.
* Maintaining a liaison with the dispensary staff to inform them of arrestees requiring medical treatment or special confinement.
* Providing booking and custody assistance to Area patrol and detective personnel.
* Maintaining protective care and custody of all confined inmates, and ensuring that all applicable regulations and standards related to health care, nutrition, hygiene, and general confinement are adhered to.
* Processing adult male misdemeanor and felony arrestees, including photographing and fingerprinting, when such processing is required.
* Processing male and female juveniles and adult female arrestees, including photographing and fingerprinting, when such processing is required.
* Ensuring that all inmates are properly discharged, transferred to another City Jail facility or remanded to the appropriate agency without unnecessary delay.
* Conducting inspections of cells and tanks at least every half hour to ensure the security and welfare of arrestees.
* Completing City paid telephone calls for arrestees, when necessary.
* Preparing and forwarding records of the following:
  * Information pertinent to the special confinement of arrestees in safety cells.
  * Inspection of holding tanks.
  * Persons entering Jail Division.
  * Arrestees requiring special confinement.
  * Arrestees signed out.
* Maintaining a depository for the firearms of officers at the jail.
* Supervising visits or interviews of felony arrestees.

**415.50 JAIL DIVISION, 77TH STREET AND VALLEY REGIONAL JAIL SECTIONS.**

415.60 77th STREET REGIONAL JAIL SECTION-SPECIAL DUTIES. In addition to the regular duties currently assigned to Metropolitan Regional Jail Section (Manual Section 2/415.45), 77th Street Regional Jail Section shall be responsible for the following special duties:
* Staffing and operation for 77th Street, Harbor, Pacific and Southwest Area jail facilities.
* Booking and/or confinement of female arrestees as directed by the Commanding Officer, Jail Division.
* Reception and processing of female arrestees stemming from an unusual occurrence or mass arrest incident as directed by the Commanding Officer, Jail Division.

415.70 VALLEY REGIONAL JAIL SECTION-SPECIAL DUTIES. In addition to the regular duties currently assigned to Metropolitan Regional Jail Section (Manual Section 2/415.45), Valley Regional Jail Section shall be responsible for the following special duties:
* Staffing and operations of Van Nuys, Devonshire and Foothill jail facilities.
* Arraignment and court processing of all arrestees from Van Nuys geographic Area and female in custody misdemeanor arrestees from Valley Bureau geographic Areas.
* Receiving and processing adult male arrestees from Valley Bureau geographic Areas and adult female arrestees from West
Los Angeles, Pacific and Valley Bureau geographic Areas arrested for child abuse.

* Receiving and processing arrestees charged with an offense over which the Forgery Section, Operations-Valley Bureau has jurisdiction.

* Receiving and processing all felony narcotics violators arrested in Valley Bureau geographic Areas.

* Receiving and processing arrestees charged with a felony traffic offense from any Valley Bureau geographic Area.

* Receiving adult female misdemeanor arrestees from Pacific and West Los Angeles Areas and ensuring they are transported to West Los Angeles Municipal Court.

**Note:** Females arrested for 11550 Health and Safety Code are not to be sent for arraignment without approval from Narcotics Division’s Complaint Detail.

416. ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATION, LABOR LIAISON SECTION-FUNCTIONS.

Labor Liaison Section is responsible for:

* Establishing and maintaining liaison with labor and management groups and monitoring disputes.

* Investigating crimes arising from labor disputes, except homicides, kidnappings, bombings, attempt bombing, and bomb threats.

* Gathering, correlating and disseminating information related to labor disputes.

416.05 THE OFFICER IN CHARGE, LABOR LIAISON SECTION. The Officer in Charge, Labor Liaison Section, under the direction of the Assistant to the Director, Office of Operations, exercises line command over the operations of Labor Liaison Section.

425. OFFICE OF OPERATIONS, SPECIAL OPERATIONS BUREAU.

425.05 SPECIAL OPERATIONS BUREAU - FUNCTIONS. Special Operations Bureau is responsible for providing uniformed services necessarily performed on a Citywide basis.

425.10 SPECIAL OPERATIONS BUREAU - ORGANIZATION. Special Operations Bureau is comprised of:

* Assistant Commanding Officer;

* Air Support Division;

* Metropolitan Division; and,

* Special Operations Support Division.

425.11 COMMANDING OFFICER, SPECIAL OPERATIONS BUREAU. The Commanding Officer, Special Operations Bureau, under the direction of the Director, Office of Operations, exercises line command over the operations of Special Operations Bureau.

In addition, the commanding office ensures readiness and approves activation of the Incident Command Post Unit, coordinates training of Field Command Post Cadre, coordinates emergency preparedness and labor related activities, and is the Department’s ‘Dignitary Security’ and Gang Coordinator.

425.12 COMMANDING OFFICER, SPECIAL OPERATIONS BUREAU, RESPONSIBILITIES. The Commanding Officer, Special Operations Bureau, has been designated as the Department Gang Coordinator and shall develop policy and procedure for gang and narcotics enforcement strategies and exercises Citywide oversight of Area GITS and Bureau Gang Coordinators. This includes the scheduling of Bureau Gang Coordinator audits, development of audit methodology, and the review of audit findings.

425.15 COMMANDING OFFICER, SPECIAL OPERATIONS BUREAU - SPECIAL DUTY. The Commanding Officer, Special Operations Bureau, may approve a request from the Commanding Officer, Metropolitan Division, for the use of explosives during an entry by the Special Weapons and Tactics Team as well as other extraordinary methods utilized to protect public safety.

425.20 COMMANDING OFFICER, SPECIAL OPERATIONS BUREAU-SPECIAL LIAISON. The Commanding Officer, Special Operations Bureau, shall maintain liaison with:

* Agencies for dignitary protection.

* U.S. Department of Defense.

* Outside law enforcement agencies dealing with gang-related issues.

425.25 DEPARTMENT TRAFFIC COORDINATOR. The Commanding Officer, Special Operations Bureau, is the Department Traffic Coordinator and shall:

* Coordinate the review of the Department's Fleet Safety Program to assure equitable classifications and disciplinary actions.

* Review all completed Fleet Safety Report packages to determine compliance with Department procedure and consistency of the final classification.

* Periodically report these findings to bureau commanding officers.

* Provide the Director, Office of Support Services, with information that will facilitate driver-training needs; and,

* Approve requests for the appearance of the Motorcycle Drill Team.

435. SPECIAL OPERATIONS BUREAU, AIR SUPPORT DIVISION.

435.05 AIR SUPPORT DIVISION-FUNCTIONS. Air Support Division is responsible for:

* Providing air support to regular operations (ASTRO) in assigned areas.

* Assisting units of the Department, when necessary, for the accomplishment of their primary missions.

* Providing surveillance of persons engaged in criminal activities.

* Assisting field commanders during unusual occurrences and special events.

* Assisting with traffic control.

* Flying photographic missions as required for gathering evidence, planning, critiquing, and surveying.

* Transporting staff personnel.

435.10 COMMANDING OFFICER, AIR SUPPORT DIVISION. The Commanding Officer, Air Support Division, under the direction of the Commanding Officer, Special Operations Bureau, exercises line command over the operations of Air Support Division.

440. SPECIAL OPERATIONS BUREAU, METROPOLITAN DIVISION.

440.05 METROPOLITAN DIVISION - FUNCTIONS. Metropolitan Division is responsible for the following duties:

* Deploying a Crime Task Force to handle special crime problems that are beyond the capabilities of a particular geographic bureau;

* Providing security for visiting dignitaries;

* Conducting surveillance;

* Conducting stakeouts;

* Providing response forces to assist Department personnel during riots, natural disasters and unusual occurrences requiring additional personnel;

* Providing personnel protection details;

* Maintaining selective enforcement in areas of high crime frequency;

* Tactical Support Element (TSE);

* Special Weapons and Tactics (SWAT) Team and Crisis Negotiation Tactics (CNT) Team;

* Administering the activities of the Canine (K-9) Platoon;

* Administering the activities of the Mounted Platoon;

* Developing and administering the Department firearm instructor certification course for specialized firearms authorized for special duty assignments;

* Providing security for certain dignitaries, as directed by the Commanding Officer, Special Operations Bureau;

* Immediate Action/Rapid Deployment (IARD);

* Rapid Extraction and Dismantling (RED) Team;

* Developing tactics and related training to meet Department needs and;

* Administering the activities of the Special Weapons and Tactics (SWAT) Platoon.

**Crisis Negotiation Teams** for incidents that are criminal in nature or for prevention of suicide.
**440.15 METROPOLITAN DIVISION COMMANDING OFFICER - SPECIAL DUTY.** The Commanding Officer, Metropolitan Division, may authorize the use of explosives during an entry by the Special Weapons and Tactics Team upon approval from the Commanding Officer, Special Operations Bureau (SOB). If the Commanding Officer, SOB, is not available, then the approval of the next staff officer of higher rank within the chain-of-command of the Office of Operations shall be obtained.

**Exception:** In cases of extremely exigent circumstances, the Commanding Officer, Metropolitan Division, may authorize the use of explosives during an entry by the Special Weapons and Tactics Team. However, notification of the explosive entry shall be made as soon as practicable.

**440.20 METROPOLITAN DIVISION - SPECIAL DUTIES.** Metropolitan Division is responsible for the following special duties:

**Mobile Field Force (MFF) Training.** Providing training to all Department employees concerning Mobile Field Force concepts.

**Immediate Action Rapid Deployment (IARD) Training.** Providing training to all Department employees concerning IARD tactics.

**Equipment Testing.** Testing new equipment which may be utilized by Metropolitan Division personnel.

**Evidence Destruction.** Providing security during the transportation and destruction of narcotics and firearms.

**Special Weapons.** Selection of, maintenance of, and training in the care and use of special weapons exclusively utilized by Metropolitan Division personnel.

**Special Files.** Maintaining files of the following:

- Metropolitan Division personnel deployment.
- Metropolitan Division personnel applications and background checks.
- Correspondence received from outside agencies concerning SWAT.
- Correspondence received from outside agencies concerning the Mounted Platoon.
- Correspondence received from outside agencies concerning the K9 Platoon.
- Correspondence received from outside agencies concerning Metropolitan Division.

**440.25 METROPOLITAN DIVISION - ADDITIONAL RESOURCES.**

**Tactical Support Element (TSE).** Missions of the TSE shall include:

- Conventional and unconventional crowd management and mass arrest;
- Providing IARD counter assault response to armed suspects;
- Evacuating/rescuing trapped persons;
- Providing security to emergency services in hostile areas;
- Restoring and maintaining order;
- Protecting lives;
- Arresting law violators;
- Providing high profile patrol;
- Supporting SWAT missions to include citizen/police/fire rescue, barricaded subjects, and/or snipers;
- Deploying of authorized less lethal munitions and chemical agent; and,
- Other high-risk missions beyond the capabilities of conventional police resources or Mobile Field Forces.

**Special Weapons and Tactics Teams.** Special Weapons and Tactics Teams respond upon the request of the Incident Commander (IC) to barricaded/hostage incidents, and/or suicide intervention, as well as initiate service of high risk warrants for all Department entities.

**Barricaded/Hostage Incidents.** The IC at a barricaded or hostage incident shall request SWAT when all of the following criteria are met:

- The suspect is probably armed;
- The suspect is believed to have been involved in a criminal act or is a significant threat to the lives and safety of the public and/or police;
- The suspect is in a position of advantage, affording cover and concealment or is contained in an open area and the presence or approach of police officers could precipitate an adverse reaction by the suspect and;
- The suspect refuses to submit to arrest.

**Crisis Negotiation Tactics Team.** The CNT Team shall respond upon request of the IC to incidents that involve suspects whom have taken a hostage(s) and/or involve a suicidal subject(s). The CNT Team’s functions are to:

- Establish and maintain an open line of communication with a barricaded suspect or subject threatening suicide;
- Negotiate release of hostages, surrender of suspects, and/or subjects threatening suicide;
- Provide intelligence to the IC at barricaded suspect, hostage, and attempted suicide incidents;
- Conduct post-incident debriefings of hostages; and,
- Provide the IC with advice and training regarding deployment of a CNT Team.

**High Risk Warrant Service.** Factors that should be considered when determining the need for SWAT expertise and assistance with warrant service:

- Unusual circumstances beyond the capabilities of normal warrant service;
- Heavily fortified location;
- Weapons are present and have been used in the past (high power, high volume, automatic, etc.);
- Gang members are known to be present;
- Use of diversionary tactics is anticipated; and,
- Door and window pulls are anticipated.

**Immediate Action/Rapid Deployment.**

Immediate Action/Rapid Deployment is the swift and immediate deployment of law enforcement resources to on-going, life threatening situations where delay could otherwise result in death or great bodily injury to innocent persons. Immediate Action/Rapid Deployment will generally require the immediate configuration of responding resources into Contact and Rescue Teams. The overall objective of a Contact and/or Rescue Team is to save as many lives as possible through a coordinated effort.

The primary mission of a Contact Team is to limit the movement of a suspect(s), stop the deadly behavior, prevent escape, and provide a preliminary assessment of the incident.

The mission of a Rescue Team is to rescue and recover victim(s), move them to a safe area, and obtain medical treatment if necessary. Accomplishment of this mission requires coordinated actions with the team leader of the Contact Team. Generally, these teams comprise a minimum of four officers each.

**Rapid Extraction and Dismantling (RED) Team.** The mission of the RED Team is to provide support to field personnel who are presented with a civil disturbance that is beyond the capabilities of field personnel. The RED Team is responsible for:

- Responding upon the request of the IC with specially trained and equipped personnel to defeat man-made obstacles used to enhance acts of civil disobedience; and,
- Overcoming unlawful deployment of subjects or obstacles through the use of technical rope operations and/or mechanical dismantling techniques.

The IC at a civil disobedience incident shall request the RED Team through the Metropolitan Division watch commander or Communications Division, when the following criteria are met:

- Subject is engaged in a crime;
- Subject refuses to submit to arrest; and,
- Subject has positioned himself/herself in such a manner or location that defeats conventional methods and means to affect his/her removal and arrest.

**445. SPECIAL OPERATIONS BUREAU, SPECIAL OPERATIONS SUPPORT DIVISION-FUNCTIONS.** Special Operations Support Division is responsible for:

- Providing investigative support, expertise, and training to Department and community entities.
* Providing administrative support to the Department Gang Coordinator in exercising functional supervision over Gang Impact Teams.

**445.05 SPECIAL OPERATIONS SUPPORT DIVISION-ORGANIZATION.** Special Operations Support Division is comprised of:

- Traffic Coordination Section.
- Gang Support Section.
- Operations Section.

**445.10 COMMANDING OFFICER, SPECIAL OPERATIONS SUPPORT DIVISION.** The Commanding Officer, Special Operations Support Division, has overall operational control over Support Division, exercising line command and coordination of all its functions, resources and programs in the traffic and special operations areas.

In addition, the commanding officer ensures readiness and approves activation of the Incident Command Post Unit, coordinates training of Field Command Post Cadre, coordinates emergency preparedness and labor related activities and is the Department’s “Dignitary Security” and Gang Coordinator.

**445.15 SPECIAL OPERATIONS SUPPORT DIVISION, TRAFFIC COORDINATION SECTION.**

**445.20 TRAFFIC COORDINATION SECTION - FUNCTIONS.** Traffic Coordination Section is responsible for the following:

- Assisting the Department Traffic Coordinator (DTC) with the administration of the Department’s Fleet Safety Program.
- Providing the Office of Support Services with information that will facilitate driver-training needs.
- Processing traffic citations, presenting them for disposition in Municipal Court, and obtaining misdemeanor traffic warrants.
- Recommending routes of travel for “dirt haul” construction projects.
- Assigning traffic personnel as escorts.
- Performing the following motorcycle officer-related activities:
  - Compiling the motor officer candidate list;
  - Conducting the motorcycle riding school;
  - Certifying officers who demonstrate the ability to safely ride a motorcycle, including officers on vice or narcotic assignments;
  - Assigning two-wheel motorcycles;
  - Evaluating the need for replacement of damaged, lost, or stolen motor officer helmets and, when appropriate, issuing replacements; and,
  - Administering the motor officer Safe-Riding Tie Bar Program.
- Coordinating the Radar Enforcement Program.
- Investigating traffic law violation complaints and commercial vehicle violations.
- Processing requests for the appearance of the Motorcycle Drill Team.
- Drafting and reviewing traffic-related legislation, reviewing traffic-related court decisions, and recommending amendments to the Department’s traffic procedures.
- Maintaining liaison and coordinating activities between the Department and the traffic courts.
- Conducting semiannual audits of adult misdemeanor DUI arrests. The audits shall be completed by comparing the CCAD adult misdemeanor DUI arrestee list furnished by Information Technology Division to the daily DUI arrestee submission lists provided by the Court Liaison Units. The results of the audits shall be submitted to the Chief of Police.
- Preparing and disseminating traffic safety information and providing speakers on traffic-related projects.
- Conducting studies of on-duty, employee-involved traffic collisions, and preparing traffic collision history packages for administrative review.
- Assisting sworn employees whose driving record improperly reflects an on-duty traffic collision.
- Administering the Department’s Pull Notice Program (Manual Section 3/209).
- Completing traffic collision reconstructions for traffic division detectives and for the District and City Attorney’s offices.
- Maintaining and updating the Department Traffic Manual.
- Coordinating and instructing traffic collision investigation schools and providing in-service training.
- Conducting noise complaint investigations, abatements, and enforcement actions, which require special noise enforcement expertise, training, and equipment.
- Investigating assigned noise complaints, especially those that are aggravated, ongoing, or otherwise beyond the scope of the concerned patrol divisions to resolve.
- Monitoring noise levels at special events at the request of concerned commanding officers.
- Maintaining liaison with the Police Commission for investigating construction variances and with other agencies involved in noise enforcement.
- Coordinating the Drug Recognition Expert Program and providing in-service training.
- Coordinating the Photo Red Light Enforcement Program.
- Coordinating the Bicycle Patrol Program and providing in-service training.
- Data entry and maintenance of employee Traffic Collision information in the Training Evaluation and Management System (TEAMs) (Manual Section 3/791.10).

**445.25 TRAFFIC COORDINATION SECTION - SPECIAL LIAISON.** Traffic Coordination Section is responsible for maintaining liaison regarding traffic-related issues with:

- Information Technology Agency.
- Department of Transportation.
- California Highway Patrol.
- Los Angeles Unified School District.
- Other agencies.

**445.30 SPECIAL OPERATIONS SUPPORT DIVISION, GANG SUPPORT SECTION-ORGANIZATION.** The Gang Support Section is comprised of:

- Asian Crime Unit;
- Gang Field Unit; and,
- Administrative and CLEAR Liaison Unit.

**445.32 SPECIAL OPERATIONS SUPPORT DIVISION, GANG SUPPORT SECTION - FUNCTIONS.** The Gang Support Section is responsible for the following:

- Providing investigating officers to assist other divisions in locating and arresting violent gang members and career criminals.
- The development, dissemination and processing of gang information.
- Providing training regarding gangs, gang statistics, the CAL/GANG System, and gang awareness to Area CAD personnel and other personnel as appropriate.

**445.34 GANG SUPPORT SECTION-SPECIAL DUTIES.** The Gang Support Section is responsible for the following:

- Maintaining the CAL/GANG database.
- Compiling statistics from each Area Gang Impact Team and Bureau Gang Coordinator.
- Providing training to Area Gang Crime Analysis Detail units.

**Special Files.** Maintaining files of the following:

- Outlaw Motorcycle Gang Members.

**445.35 ASIAN CRIME UNIT - FUNCTIONS.** The Asian Crime Unit is responsible for the following:

- On a Citywide basis, investigating crimes involving Asian suspects and/or victims, where Asian language and/or cultural expertise is required.
- Investigating Asian gang-related crimes.
- Conducting preliminary investigation of crimes, where requested, where Asian language and/or cultural expertise is required.
- Providing investigating officers to assist in vice, narcotics and other specialized investigations where Asian language and/or cultural expertise may significantly benefit the investigations.
- Upon request, assisting other units with language expertise when Asian dignitaries are visiting the Department.
- Assisting other Department entities in promoting the Department’s crime activities.
445.40 ASIAN CRIME UNIT - SPECIAL LIAISON. The Asian Crime Unit shall be available to assist other Department entities that have primary responsibility to maintain liaison with the following:

* Asian Consulates in the City of Los Angeles.
* Asian News Media.

445.45 GANG FIELD UNIT - FUNCTIONS. The Gang Field Unit is responsible for:

* Investigating, locating, and apprehending wanted gang members and associates who have taken extreme measures to avoid apprehension.
* Maintaining close liaison with Area detective units and Robbery Homicide Division.
* Assisting Area detectives in conducting follow-up investigations involving violent gang crimes.
* Providing expert gang knowledge to Department and outside agencies.
* Monitoring outlaw motorcycle gangs.
* Attending various outlaw motorcycle and gang funerals and gatherings.
* Providing expertise on street gangs, prison gangs and outlaw motorcycle gangs and officer safety issues when dealing with gangs.
* Representing the Department at numerous professional gang investigation associations.
* Providing training to Department, outside agencies and the community on gang issues.
* Coordinating the annual LAPD-ATF gang conference for agencies worldwide.
* Providing recognized gang intelligence experts due to experience, gang and community contacts.
* Receiving, developing, processing and assessing gang intelligence.
* Receiving and processing requests from agencies throughout the world on gang-related matters.
* Providing investigative assistance involving modus operandi, graffiti, tattoos, etc.

445.50 ADMINISTRATIVE AND CLEAR LIAISON UNIT - FUNCTIONS. The Administrative and CLEAR Liaison Unit is responsible for providing the following:

* Providing administrative support to the Department Gang Coordinator in the functional supervision of Gang Impact Teams (GIT).
* Monitoring the deployment and operations of GITs in accordance with Consent Decree provisions pertaining to gang units.
* Providing assistance to Bureau Gang Coordinators in oversight responsibilities, interpretations of Department directives pertaining to gang units, and interpretation of Consent Decree provisions.
* Providing training in the use of the CAL/GANG database and case management system.
* Providing training in gang crime identification and classification to Crime Analysis Details and Units Departmentwide.
* Coordinating with CED in the development of gang unit curriculum for officers, supervisors and managers.
* Reviewing audits and inspections conducted by Audit Division, Civil Rights Integrity Division and Bureau Gang Coordinators.
* Monitoring and coordinating gang injunctions.
* Monitoring the operations of and providing liaison to the CLEAR sites throughout the City.
* Preparing budget requests for DOC resources.
* Preparing unusual occurrence personnel statistics for State and Federal reimbursement.
* Area station security, station defense, unusual occurrence plans, and Building Emergency Coordinator Program disaster plans.
* Coordinating “Red Flag Alert” (a high fire hazard situation resulting when the humidity is < 15% and winds > 25 mph) notifications with the Fire Department.
* Developing procedures to facilitate liaison with the Operational Area Coordinator for law enforcement mutual aid.
* Testing the Local Emergency Alert System on a monthly basis, in conjunction with Los Angeles County Sheriff’s Department.
* Providing staff assistance to:
  * Emergency Operations Board; and,
  * Emergency Management Committee.
* Maintaining files of the following:
  * Standing Plans for controlling emergencies;
  * Mobilization Plans;
  * Protection of Department Facilities Plans;
  * Air Pollution Emergency Plans;
  * Area Earthquake Response Plans;
  * Vital Point Surveys; and,
  * Command Post sites, staging areas, and Evacuation Centers Listings.

445.55 SPECIAL OPERATIONS SUPPORT DIVISION, OPERATIONS SECTION. The Operations Section is comprised of:

* Department Operations Center (DOC) Unit;
* Emergency Preparedness Unit;
* Incident Command Post Unit;
* Major Event Planning Unit; and,
* Special Events Permit Unit.

445.60 OPERATIONS SECTION - FUNCTIONS. Operations Section is responsible for the following:

Department Operations Center Unit.

Preparing the Department Operations Center (DOC) for activation, including:

* Preparing the DOC for activation.
* Reviewing and implementing forms and systems used in the DOC.
* Training personnel for DOC operations.
* Planning and developing DOC systems and procedures.
* Providing current rosters of the DOC cadre to Communications Division each deployment period.
* Coordinating training activities of the DOC cadre.
* Coordinating organization and deployment plans for major unusual occurrences.
* Maintaining and providing expertise to the City’s EOC and the Police DOC.
* Providing regularly assigned personnel to staff the DOC when it is activated as a temporary entity during an unusual occurrence.
* Directing the preparation of the DOC After-Action Report for submission to the Chief of Police and the Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau.
* Maintaining liaison with the City’s Emergency Operations Board and the Emergency Management Committee.
* Maintaining files of the number of personnel assigned to the Available Reserve on pre-designated 12-hour watches. These files shall reflect current division, Area, bureau and Department totals, which are submitted by all divisions each month.
* Preparing budget requests for DOC resources.
* Preparing unusual occurrence personnel statistics for State and Federal reimbursement.
* Area station security, station defense, unusual occurrence plans, and Building Emergency Coordinator Program disaster plans.
* Coordinating “Red Flag Alert” (a high fire hazard situation resulting when the humidity is < 15% and winds > 25 mph) notifications with the Fire Department.
* Developing procedures to facilitate liaison with the Operational Area Coordinator for law enforcement mutual aid.
* Testing the Local Emergency Alert System on a monthly basis, in conjunction with Los Angeles County Sheriff’s Department.
* Providing staff assistance to:
  * Emergency Operations Board; and,
  * Emergency Management Committee.
* Maintaining files of the following:
  * Standing Plans for controlling emergencies;
  * Mobilization Plans;
  * Protection of Department Facilities Plans;
  * Air Pollution Emergency Plans;
  * Area Earthquake Response Plans;
  * Vital Point Surveys; and,
  * Command Post sites, staging areas, and Evacuation Centers Listings.

Emergency Preparedness Unit.

* Developing and maintaining the Emergency Operations Guide.
* Evaluating procedures, tactics, and techniques to be employed during disasters and other emergencies.
* Developing methods for the collection and evaluation of information (for intelligence purposes) related to the control of emergencies.
* Coordinating the preparation of a written history of a UO when directed by the Department Director of Emergency Operations.
* Providing Staff Assistance to the following:
  * Labor Advisory Committee;
  * County Emergency Preparedness Commission; and,
  * County Red Cross Disaster Committee.
* Evaluating the After-Action Reports. UO Histories, Special Events Critiques, Journals, and other reports related to unusual occurrences for consideration in future planning and training.
* Providing direction and support to all commands for the annual audits and updates of Standing Plans.
* Researching, preparing, and distributing Emergency Preparedness Bulletins on timely topics regarding emergency preparedness and incident management.
 * Coordinating the acquisition and administration of federal homeland security grants received by the Department.

 * Maintaining a special liaison with the Emergency Management Commission for the County and City of Los Angeles to coordinate emergency operations and management planning.

 * Observing and evaluating Department activities in the control of serious and major unusual occurrences.

 * Providing specialized assistance to Incident Commanders.

 * Conducting announced and unannounced exercises and tests of Department plans for emergency control as directed by the Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau.

 * Providing staff assistance for inter-bureau Command Post exercises and field exercises conducted by public and private agencies.

 * Evaluating all lesson plans intended for emergency control exercises at Department organized schools.

 * Developing and providing training to Department personnel on incident management for unusual occurrences including acts of terrorism.

 * Developing and providing training for the Incident Management Team of Emergency Services Division.

 * Assisting Department entities in preparations for maintenance of operations during natural disasters and other unusual occurrences.

 **Incident Command Post Unit.**

 * Maintaining and deploying certain equipment and supplies used during unusual occurrences and unusual major events.

 * Evaluating Department activities in the control of serious or major unusual occurrences and unusual major events.

 * Preparing unusual occurrence personnel statistics for state and federal reimbursement.

 * Facilitating liaison with the Governor’s Office of Emergency Services for law enforcement mutual aid.

 * Maintaining and deploying the Department’s Incident Command Post Unit.

 * Coordinating the Department’s Incident Command Post Unit’s budget requests.

 * Evaluating tactical equipment to be used in the control of disasters and other emergencies.

 * Providing specialized assistance to Incident Commanders.

 * Developing and maintaining the Department’s Mobile Command Post and deploying the Fleet vehicles as required.

 * Preparing Department Mobile command Post Fleet budget requests.

 * Providing Department Mobile Command Post Fleet vehicles to bureau and Area command officers upon the direction of the Commanding Officer, Counter Terrorism and Criminal Intelligence Bureau.

 * Deploying the Alternate Emergency Operations Center Logistics trailer upon the request of the Emergency Operations Organization.

 * Maintaining the driving proficiency of Emergency Services Division personnel for operating Mobile Command Post Fleet vehicles.

 * Coordinating the acquisition of military surplus equipment for use by the Department.

 * Providing Department UO time card accounting and recordation for state and federal reimbursement.

 * Unusual Occurrence Personnel Tracking System responsibilities:
   * Provide current employee data information to all Department entity system users;
   * Generate Departmentwide UO wage and personnel management reports;
   * Distribute copies of the Department UO report by Office/Bureau/Division to Fiscal Operations Division; and
   * Maintain a file of all UO cards, reports, and archive diskettes for each Unusual Occurrence.

 * Maintaining files of the following:
   * Incident Command Post Cadre personnel;
   * Personnel deployed to police a disaster, emergency, or unusual occurrence; and,
   * Used Temporary Emergency Passes (to be retained for ten years).

 **Major Event Planning Unit.**

 * Preparing operations plans for policing non-emergency special events when anticipated policing requirements exceed the capability of the concerned geographic bureau as determined by Counter Terrorism and Criminal Intelligence Bureau.

 * Preparing operations plans for policing non-emergency special events that have been deemed by Counter Terrorism and Criminal Intelligence Bureau to have a significant risk of a possible terrorist action.

 * Providing geographic bureaus and Area with direct assistance for preparing operations plans for special events not described above.

 * Coordinating with other City departments and outside agencies to include their resources in special event operations plans.

 * Providing training on preparing operations plans for special events to geographic bureau and Area special event coordinators.

 * Reviewing and evaluating operations plans developed by geographic bureaus and Areas to ensure compliance with Department policies, procedures, and format.

 **Special Events Permit Unit.**

 * Receiving and processing applications for special events and film permit locations.

 * Working with other City departments and agencies regarding special event permits.

 * Preparing staff reports for special event permit applications requiring approval of the Police Commission.

 * Preparing and distributing to Department commands a monthly Special Events calendar.

 * Completing staff research projects related to special event permits.

 * Preparing and distributing to geographic Areas film location reports involving explosions and/or firearms activity.

 * Responding to filming locations when requested by a field supervisor in situations when a field supervisor has established that a person in charge of a film crew refuses or cannot correct film code violations; or by a request from the Department Command Post, when the Emergency Services Division is closed.

 * Maintaining a special liaison with the Board of Public works to notify the Area commanding officer, or the officer in charge of any police facility other than an Area headquarters, which is to be filmed, of a pending Filming Permit; and to forward the recommendation of the Area commanding officer or officer in charge, to the Board of Public Works.

 * Maintaining a special liaison with the Entertainment Industry Development Corporation (EIDC) to notify the Area commanding officer, or the officer in charge of any police facility other than an Area headquarters, which is to be filmed, of a pending Filming Permit.

 * Maintaining a special liaison with the Los Angeles County Sheriff’s Department Emergency Operations Bureau to coordinate emergency operations, combined training, and exercises.

 **445.65 OPERATIONS SECTION - SPECIAL LIAISON.** Operations Section, maintains special liaison with:

 **Board of Public Works.** Notifying the Area commanding officer or the officer in charge of any police facility other than an Area headquarters which is to be filmed, of a pending Filming Permit, and forwarding the recommendation of the Area commanding officer or officer in charge to the Board of Public Works.

 **Emergency Operations Organization.** Regarding the control and operation of the Department Operations Center.

 **Entertainment Industry Development Corporation (EIDC).** Notifying the Area commanding officer, or the officer in charge of any police facility other than an Area Headquarters, which is to be filmed, of a pending Filming Permit.

 **Los Angeles County Sheriff’s Department Emergency Operations Bureau.** Coordinating emergency operations, combined training and exercises, and mutual aid.
455. OFFICE OF OPERATIONS, DETECTIVE BUREAU.

455.05 DETECTIVE BUREAU - FUNCTIONS. Detective Bureau is responsible for conducting investigations and providing investigative services necessarily performed on a Citywide basis.

455.10 DETECTIVE BUREAU - ORGANIZATION. Detective Bureau is comprised of:

- Commercial Crimes Division.
- Detective Support Division.
- Juvenile Division.
- Narcotics Division.
- Vice Division.
- Robbery-Homicide Division.
- Investigative Analysis Unit.

455.15 COMMANDING OFFICER, DETECTIVE BUREAU. The Commanding Officer, Detective Bureau, under the direction of the Director, Office of Operations, performs the following functions:

- Exercises line command over the operations of Detective Bureau.
- Coordinates criminal investigation functions throughout the Department.
- Maintains liaison with the courts, District Attorney, and City Attorney.
- Is designated as the Department Coordinator to the following positions: Detectives; Domestic Violence/VINE; and Judicial Liaison.
- Maintains the Undesirable Informant File.

The Commanding Officer, Detective Bureau, may also be designated a member of Department authorities, boards or committees both public and private, by the Director, Office of Operations.

455.20 COMMANDING OFFICER, DETECTIVE BUREAU - SPECIAL LIAISON. The Commanding Officer, Detective Bureau, shall maintain liaison with:

- Criminal Justice System.
- Federal Law Enforcement Investigators.

455.21 DOMESTIC VIOLENCE/VINE RESPONSIBILITY. The Commanding Officer, Detective Bureau, is designated as the Department’s Domestic Violence/VINE Coordinator and is responsible for:

- Coordinating the VINE program.
- Approving changes or modifications to the DVV pamphlet.

Note: Request for updates to the DVV pamphlet, Form 15.42.01; shall be generated by or routed through the Domestic Violence Coordinator, Detective Bureau.

- Maintaining liaison with the Los Angeles County Sheriff’s Department and the VINE Company.
- Assisting on matters relative to investigative expertise for domestic violence crimes.

455.25 COMMANDING OFFICER, DETECTIVE BUREAU, JUDICIAL LIAISON - FUNCTIONS. The Commanding Officer, Detective Bureau, is the Department’s Judicial Liaison Officer and shall be responsible for:

- Developing liaison and improving relations between the Department and the judiciary.
- Representing the Chief of Police on various bench and bar association committees.
- Maintaining liaison with the offices of the Los Angeles County Public Defender, District Attorney, Jury Commissioner, and Los Angeles City Attorney.
- Establishing and maintaining liaison with judges, commissioners and administrative officers of the Federal, Appellate, Superior, and Municipal Courts.
- Developing methods for improving relations with the judiciary and lawmakers; and.
- Maintaining liaison between the Department and the judiciary by consulting with judges of the Municipal, Superior, and Appellate Courts to enhance police-court relationships.

460. ASSISTANT COMMANDING OFFICER, DETECTIVE BUREAU. The Assistant Commanding Officer, Detective Bureau, under the direction of the Commanding Officer, Detective Bureau, performs the following functions:

- Exercises line command over the operations of the six specialized investigative divisions of Detective Bureau.
- Is designated as the Department Coordinator to the following positions:
  - Witness Protection;
  - Hate Crime;
  - Narcotics;
  - Vice; and,
  - Department Narcotics/Nuisance Abatement and Conditional Use Permit.

460.05 ASSISTANT COMMANDING OFFICER - SPECIAL LIAISON. The Assistant Commanding Officer, Detective Bureau, shall maintain liaison with:

- Corporate Security.
- Victim, Witness Assistance Programs.

460.10 HATE CRIME RESPONSIBILITY. The Assistant Commanding Officer, Detective Bureau, is the Department’s Hate Crime Coordinator and shall:

- Maintain liaison with the Police Commission, Media Relations Section, the Federal Bureau of Investigation Civil Rights Program (CRP) Coordinator, U.S. Attorney, Department of Justice, outside agencies, and community groups regarding crimes or incidents motivated by hate or prejudice.

- Represent the Department on the Hate Crimes Task Force.
- Meet with the Chief of Police to discuss hate crime and incident patterns and the status of major crimes and on-going investigations.
- At least annually, meet with Area Hate Crime Coordinators and conduct training; and,
- Keep abreast of all internal and external issues pertaining to hate crimes or incidents and, as appropriate, initiate changes to Department procedures to improve the Department’s response.

465. DETECTIVE BUREAU, INVESTIGATIVE ANALYSIS UNIT.

465.05 INVESTIGATIVE ANALYSIS UNIT - FUNCTIONS. The Investigative Analysis Unit is responsible for:

- Researching, developing, reporting, and implementing improvements in investigative techniques and procedures used by investigative officers.
- Studying and assisting in the development of automated systems useful to investigating officers.
- Assisting Crime Analysis Units within the Office of Operations in analyzing crime statistical trends.
- Providing training and information resources for Areas and specialized detective division Property Disposition Coordinators in the operation of the Automated Property Information Management System (APIMS); and,
- Preparing correspondence concerning investigative procedures and techniques.

465.10 INVESTIGATIVE ANALYSIS UNIT - SPECIAL DUTIES. The Investigative Analysis Unit is responsible for the following special duties:

- Los Angeles Police Bulletins. Approving or denying requests made by other law enforcement agencies for the inclusion of wanted suspect information in Police Bulletins. Preparing Police Bulletins as appropriate.
- Detective Budget Requests. Preparing detective budget requests, which affect Departmentwide detective operations.
- Homicide Kit Containers. Maintaining an inventory control system for Homicide Kit Containers and auditing the maintenance and serviceability of Homicide Kits issued to Area and specialized division homicide units.

Property Disposition Coordinator Guide. Preparing and maintaining the Property Disposition Coordinator’s Guide.

Special Files. Maintaining files of the following:

- Investigative statistical reports;
- Confidential sources of investigative information; and,
- Research projects concerning investigative services.

470. DETECTIVE BUREAU, DETECTIVE SUPPORT DIVISION.

470.05 DETECTIVE SUPPORT DIVISION-FUNCTIONS. Detective Support Division is responsible for assisting other Department units by providing the investigative services described in the subsections of Manual Section 2/470.

470.10 DETECTIVE SUPPORT DIVISION-ORGANIZATION. Detective Support Division is comprised of:

- City Attorney’s Office Liaison Unit;
- Court On-Call Unit;
- Detective Information Desk (DID);
- District Attorney’s Office Liaison Unit;
- Fugitive Warrant Section;
- The Gun Unit;
- Hate Crimes Unit;
- Mental Evaluation Unit (EMU);
- Missing Persons Unit (MPU);
- Systemwide Mental Assessment Response Team (SMART); and,
- Threat Management Unit (TMU).

470.15 COMMANDING OFFICER, DETECTIVE SUPPORT DIVISION. The Commanding Officer, Detective Support Division, exercises line command over the operations of Detective Support Division and is the Department Coordinator for the contract hospitals.

470.20 DETECTIVE SUPPORT DIVISION, OFFICE OF THE COMMANDING OFFICER-SPECIAL DUTIES. The office of the Commanding Officer, Detective Support Division, is responsible for the following special duties:

The Building Emergency Coordinator (BEC) for Parker Center. The Building Emergency Coordinator (BEC) is responsible for preparation and maintenance of emergency plans, supervision and training of floor wardens for building evacuation and re-entry, and development of after-action reports for emergency evacuations.

Detective Command Post. Acting as the Detective Command Post during an unusual occurrence.

Parole Hearing Coordinator. Responding to information received from the Department of Corrections regarding inmates who are scheduled for parole hearings.

Firearm Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. Ensuring the forwarding of information contained on the Firearm Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable, to the Alcohol Tobacco and Firearm’s (ATF) National Tracing Center, in compliance with the procedure established between the ATF and the Department.

Concealed Weapon Licenses. Ensuring that applications for a concealed weapon license are investigated and that completed investigations are forwarded, via their chain of command, to the Office of the Chief of Police for approval/denial.

470.25 COMMANDING OFFICER, DETECTIVE SUPPORT DIVISION-SPECIAL LIAISON. The Commanding Officer, Detective Support Division, shall maintain liaison with all issues related to firearms and psychiatric emergencies.

470.30 DETECTIVE SUPPORT DIVISION, DETECTIVE INFORMATION DESK.

470.35 DETECTIVE INFORMATION DESK - FUNCTIONS. The Detective Information Desk is responsible for:

Legal/Booking

- Prebooking advice, counseling, and assistance to officers making felony arrests, when the following specialized detective divisions of Detective Bureau having follow-up investigation responsibility is closed and the suspect is to be booked:
  - Abused Child Unit, Juvenile Division;
  - Metropolitan Forgery Section, Commercial Crimes Division;
  - Fugitive Warrants Section, Detective Support Division;
  - Missing Persons Unit, Detective Support Division; and,
  - Mental Evaluation Unit, Detective Support Division.

- Receiving, reviewing, and forwarding requests and Declarations for Deviation from Felony Bail Schedule requests;

- Receiving, reviewing, and forwarding telegrams to appropriate investigative entities at Parker Center;

- Handling “holds” placed on prisoners when the Fugitive Warrants Section is closed;

- Reviewing and transporting PCDs for all 18 Areas to the court on weekends and holidays when the court is open for PCD hearings;

- Coordinating the non-business hours telephonic PCD hearings for divisional personnel with the judiciary;

- Providing information normally obtained from Personnel Division when that division is closed;

- Providing information obtained from telephone numbers when Vice Division is closed;

- Receiving and evaluating requests for cleanup when policy action results in damage or unsightly and unsanitary conditions to a noninvolved third party's property;

- Maintaining control and logging the use of the PAB master key;

- Receiving duty room complaints for Internal Affairs during off-hours;

- Receiving and forwarding information obtained on the toll free 877-LAWFULL line to the appropriate investigative entity;

- Receiving and forwarding information obtained from the telecommunication devices for the deaf to the appropriate investigative entity;

- Receiving and forwarding information obtained on the toll free Alcohol Tobacco and Firearms (ATF) hotline and,

- Completing Use of Force Report for off-duty employees when response of nearest watch commander is not practicable.

470.40 DETECTIVE INFORMATION DESK - SPECIAL DUTIES. The Detective Information Desk is responsible for the following special duties:

Security Inspections. Conducting hourly security inspections of the sixth floor of Parker Center when the Office of the Chief of Police is closed.

Reference Data. Maintaining reference data of the following:

- Fiscal Operations Division-Travel and Per Diem Guidelines;
- Emergency Operations Master Plan and Procedures Manual;
- National Directory of Law Enforcement Administrators: listing names, official titles, addresses; locations; and call codes of chiefs of police, sheriffs, prosecutors, and penal institutions;
- The Directory of the State Board of Medical Examiners, and the Directory of the State Board of Osteopathic Examiners;
- Chief Special Agents Association, Inc., Directory of police and government agencies in the State, including selected local public and private enterprises;
- Department and Emergency Operations Guide; and,

Special Logs. Maintaining logs of the following:

- Security Inspections:
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* Booking advice;
* Requests for assistance by outside agencies;
* Officers visiting from outside jurisdictions;
* Out-of-County vehicle trips;
* Fuel credit card sign-out;
* Fuel and mileage use;
* Collect telephone calls; and,
* Department emergency equipment.

Special Files. Maintaining files of the following:

* Writ teletypes;
* Emergency Investigative Travel Fund;
* Emergency Witness Relocation Fund; and,
* Legal information.

Emergency Investigative Travel Fund.

* Maintaining and disbursing money from the Emergency Investigative Travel Fund; and,
* Providing a copy of the Fiscal Operations Division Travel and Per Diem Guidelines to each Department employee going on emergency investigative travel for the Department.

Emergency Witness Relocation Fund.

* Maintaining and disbursing money from the Emergency Witness Relocation Fund; and,
* Providing a copy of the Fiscal Operations Division request for immediate disbursement of witness protection funds to the concerned Department employee.

470.45 DETECTIVE SUPPORT DIVISION, COURT ON-CALL UNIT. The Court On-Call Unit is responsible for:

* Court-On-Call:
  * Monitoring Municipal and Superior Court cases for which officers are on-call;
  * Daily delivery of subpoenas to concerned Areas;
  * Contacting subpoena control personnel when officers are ordered to court; and,
  * Maintaining statistics relative to on-call cases.

* Court Check-In:
  * Documenting arrival and departure times of officers appearing for court at the Criminal Courts Building;
  * Providing overtime reports for off-duty officers and recording the arrival and departure on the report;
  * Monitoring officers’ court attire;
  * Subpoena Control Facilitator;
  * Liaison and training of Area subpoena control personnel;
  * Conduct audits pertinent to court activities; and,
  * Maintain liaison with the Judicial Liaison Officer.

470.50 DETECTIVE SUPPORT DIVISION, DISTRICT ATTORNEY LIAISON UNIT. The District Attorney Liaison Unit is responsible for:

* Maintaining liaison with the Deputy District Attorneys filing criminal cases;
* Organizing and presenting criminal cases submitted through the videofax filing program;
* Retrieving criminal records through the County archives for filing of video/fax cases;
* Monitoring the felony arraignment court, Division 30;
* Releasing felony charges on defendants in Division 30 when the charges were rejected or transferred (17b4PC) to the City Attorney;
* Re-filing felony cases that are dismissed at the preliminary hearings, at the direction of a Deputy District Attorney;
* Assisting Los Angeles Police Department detectives and detectives from other jurisdictions with case organization; and,
* Maintaining statistics pertinent to duties.

Special Liaison. Maintain liaison with:

* Los Angeles District Attorney’s Office. To assist in processing complaints, warrants, and writ lists and to regularly provide Department directives affecting complaint procedures.

470.55 DETECTIVE SUPPORT DIVISION, CITY ATTORNEY LIAISON UNIT. The City Attorney Liaison Unit is responsible for:

* Processing misdemeanor arrest reports.
* Processing misdemeanor cases that are not routinely assigned to a detective and no follow-ups are conducted.
* Processing Nontraffic Notice to Appear arrest reports.
* Reviewing and processing misdemeanor reports for the following entities:
  * Central, Rampart, Hollenbeck, Northeast, Newton, Wilshire, Southwest, 77th Street, and Southeast; and,
  * Narcotics, Metropolitan, Juvenile, Operations-Central Bureau Gang Enforcement Detail, Operations-West Bureau Gang Enforcement Detail, Central Traffic Division, West Traffic Division, South Traffic Division and Commission Investigation Division.

Special Liaison. Maintain liaison with:

* City Attorney’s Office and City Attorney’s Staff. Regarding the processing of complaints, City Attorney Request for Petitions, warrants, and writ lists and to regularly provide Department directives affecting complaint procedures.

17b4 Detail

* Reviewing and processing 17b4PC arrest reports, where the defendants are in custody, have bailed out, or were released on their own recognizance (OR).
* Maintaining a computerized database of 17b4PC arrest reports that are dropped off for City Attorney filing consideration.
* Organizing and presenting criminal cases submitted through the videofax filing program.

Straight Misdemeanor Detail

* Obtaining arrest reports from designated geographical jail divisions.
* Reviewing and presenting cases to the CA for filing consideration and completing follow-up investigations when necessary.
* Releasing inmates from the Los Angeles County Twin Towers Correctional Facility when their cases are dismissed in Arraignment Court, Divisions 80 to 83.

RFC Detail

* Review and process all Release from Custody (RFC) arrest reports for direct court filing.
* Review and present certain RFC arrest reports for CA filing consideration.
* Liaison with outside law enforcement jurisdiction regarding CA policy and guidelines.

470.60 DETECTIVE SUPPORT DIVISION, MISSING PERSONS UNIT. The Missing Persons Unit is responsible for:

* Citywide investigation of missing and found adults.
* Ensuring that follow-up reports are completed and cancellation teletypes are sent when missing adults are located.
* Providing advice to Department employees to secure a DR number for use on a Missing Persons Investigation Report, Form 3.16.
* Investigating reports of missing adults received from outside sources.
* Assisting the coroner in the identification of unidentified dead bodies.
* Providing emergency notifications of deaths and serious injuries when requested by relatives, friends, or hospitals.
* Answering all correspondence received by the Department pertaining to alleged missing persons.
* Completing the appropriate notifications when advised by an outside agency that a resident of the City of Los Angeles has been reported missing.

Special Files. Maintaining files of the following:

* Missing adult formal reports.
* Missing adult telephonic reports.
* Missing at-risk juvenile telephonic reports.
* Missing persons teletypes.
* Senile, aged, confused, and persons with mental illness who are habitually missing.
* Major disaster victims.
* Unidentified bodies (John/Jane Doe).

Special Liaison. Maintain liaison with:

* Veterans Administration. To obtain and exchange information on Veterans Administration Hospital patients reported as missing.

470.62 DETECTIVE SUPPORT DIVISION, THE GUN UNIT. The Gun Unit is comprised of three details:

* Administrative;
Field Enforcement; and,

Youth Crime Gun Interdiction Initiative.

**Administrative Detail.** The Administrative Detail is responsible for:

* Reviewing and processing all Concealed Firearm License applications.
* Checking all guns through the Bureau of Identification immediately prior to scheduled disposal (Destroy List).
* Investigating requests for renumbering hand guns.
* Reviewing correspondence from outside sources requesting information concerning firearms and related laws.
* Conducting analysis of proposed firearm legislation.
* Completing staff projects related to firearm issues.
* Developing strategies to combat gun trafficking.
* Receiving firearms shipped to the Department from outside agencies.

**Field Enforcement Detail.** The Field Enforcement Detail is responsible for:

* Inspecting all licensed firearm dealer locations in the City to assure compliance with federal, state, and local licensing requirements.
* Enforcing firearm laws.
* Investigating applicants requesting permits to sell firearms and/or ammunition in the City.
* Seeking prosecution of individuals prohibited from selling or possessing firearms.
* Conducting investigations related to pawned firearms.
* Investigating and seeking prosecution of unlicensed gun dealers and “Kitchen table” federal firearm license holders.

**Youth Crime Interdiction Initiative.** The Youth Crime Gun Interdiction Initiative is responsible for:

* Working in partnership with the Bureau of Alcohol, Tobacco, and Firearms (ATF).
* Conducting firearm tracing for the Department.
* Developing and implementing firearm interdiction strategies for the Department.
* Maintaining liaison with Area detectives regarding gun matters.
* Investigating and seeking criminal filings on gun traffickers.

**Special Files.** Maintaining files of the following:

* Machine gun permits.
* Destructive device permits.
* Federal Aviation Administration regulations, requirements, and procedures regarding the carrying of firearms on commercial aircraft flights.

**Special Liaison.** The Gun Unit shall maintain liaison with:

* Alcohol, Tobacco, and Firearms. To obtain information regarding violations of federal laws.
* Other Law Enforcement Agencies. To obtain and exchange information concerning firearms.

**470.64 DETECTIVE SUPPORT DIVISION, THREAT MANAGEMENT UNIT.** The Threat Management Unit is responsible for:

* Conducting preliminary investigations of officers who are suspected of having a mental illness and making the appropriate notifications concerning all employees with a mental illness.
* Providing advice to officers on the confiscation and disposition of firearms or other deadly weapons confiscated from persons with a mental illness.
* Maintaining a file of Weapons Confiscation Receipts.
* Providing information on attempt suicide, barricaded suspect, or hostage incidents involving persons with a mental illness.

**Special Liaison.** The MEU shall maintain liaison with:

* Psychiatric Hospitals and Mental Health Agencies. To assist in investigating and placing persons suspected of having mental illness.

**Special Files.** The MEU shall maintain files of the following:

* Requests for psychopathic examination reports; and,
* Unserved apprehension and transportation orders.

**470.70 DETECTIVE SUPPORT DIVISION, SYSTEMWIDE MENTAL ASSESSMENT RESPONSE TEAM (SMART).** The Systemwide Mental Assessment Response Team (SMART) is responsible for:

* Assisting field police officers whenever they come into contact with suspected persons with a mental illness;
* Providing intervention, referral, or placement for a person with a mental illness allowing field officers to quickly return to other field duties;
* Preventing unnecessary incarceration and/or hospitalization of persons with a mental illness;
* Providing alternate care in the least restrictive environment through a coordinated and comprehensive system wide approach.

**470.75 DETECTIVE SUPPORT DIVISION, FUGITIVE WARRANTS SECTION.**

**470.76 FUGITIVE WARRANTS SECTION - FUNCTIONS.** The Fugitive Warrants Section is responsible for:

* Investigating and serving all felony and misdemeanor municipal court warrants when LAPD is the filing agency.
* Releasing arrestees, evidence, and related reports to federal agents in all violations of federal law.

**Exception:** Forgery Section, Commercial Crimes Division, authorizes the release of property connected with counterfeit currency cases when no suspects have been arrested.
Providing pre-booking advice to officers concerning arrests of out-of-state fugitives and out-of-state juvenile subjects wanted for crimes.

Updating the Countywide Warrant System on all Fugitive Warrant Section due diligence efforts.

Arranging transportation and booking of persons arrested on local misdemeanor warrants in other cities, when the transportation duty from that city is not assigned to a uniformed division (Manual Section 4/725.54).

Arranging the transportation to local airports of persons booked on foreign misdemeanor warrants, when the concerned agency requests the person be so delivered.

Coordinating and transporting out-of-county warrant arrestees.

Coordinating the prosecution of individuals wanted on LAPD warrants that are located in foreign countries.

Coordinating the extradition of persons arrested out-of-state on LAPD warrants.

Coordinating the service of all LAPD warrants by outside agencies.

Arranging for the release of persons booked on foreign warrants to agents of the jurisdiction issuing the warrants.

Coordinating the extradition of persons arrested in Los Angeles who are wanted by out-of-state agencies.

Exercising due diligence on narcotics warrants and warrants obtained by operations support division investigators with the exception of homicide and juvenile warrants (Manual Section 4/725.09).

Note: The following Department entities are responsible for the due diligence and service of the warrants they generate:

- Arson Unit of the Los Angeles Fire Department;
- Commercial Crimes Division;
- Detective Support Division;
- Internal Affairs Group;
- Juvenile Division;
- Vice Division;
- Robbery – Homicide Division; and,
- Traffic divisions.

Coordinating and assigning investigative requests received from Interpol.

Ensuring adult felony narcotic warrants are entered into NCIC.

470.85 DETECTIVE SUPPORT DIVISION, HATE CRIMES UNIT. The Hate Crimes Unit is responsible for:

* Collecting, maintaining, and disseminating statistics on all incidents motivated by hatred or prejudice.
* Analyzing statistical data for patterns, trends, modus operandi and responsible parties in order to assist the Department’s response.
* Providing hate crime education, prevention, and enforcement where designated as part of the Annual Work Plan.
* Coordinating and investigating incidents motivated by hate or prejudice as directed by the Assistant Commanding Officer, Detective Bureau.

475. DETECTIVE BUREAU, ROBBERY-HOMICIDE DIVISION.

475.05 ROBBERY-HOMICIDE DIVISION -FUNCTIONS. Robbery-Homicide Division (RHD) is responsible for investigating the following on a Citywide basis:

* Bank robberies, and other selected robberies, extortions, threats of extortion, homicides, sex crimes and kidnaps;
* Abortions;
* Non-traffic related officer-involved incidents which result in death or serious injury; Incidents where an employee is killed or seriously injured as a result of being the victim of, or suspect in, a crime;
* The death or injury of an employee as a result of a suicide or attempted suicide caused by a gunshot;
* The accidental death or injury of an employee caused by a gunshot; and,
* Arson homicides.

Commanding Officer’s Responsibility. The Commanding Officer, RHD, shall:

When an employee is killed or seriously injured and RHD is the primary investigating entity, determine which investigative entity within RHD should be responsible for the investigation, assign primary investigative responsibility to that entity, and determine if additional expertise from outside of RHD is required.

Note: The decision to use additional investigative entities shall take into consideration such factors as the cause of injury or death, the employee’s duty status, and the possibility of misconduct or criminal activity.

475.10 ROBBERY-HOMICIDE DIVISION-ORGANIZATION. Robbery-Homicide Division is comprised of:

* Robbery Special Section;
* Homicide Special Sections;
* Bank Robbery Section; and,
* Rape Special Section.

475.15 COMMANDING OFFICER, ROBBERY-HOMICIDE DIVISION. The Commanding Officer, Robbery-Homicide Division, under the direction of the Commanding Officer, Detective Bureau, exercises line command over the operations of Robbery-Homicide Division.

475.20 COMMANDING OFFICER, ROBBERY-HOMICIDE DIVISION-SPECIAL LIAISON. The Commanding Officer, Robbery-Homicide Division, shall maintain liaison with the Los Angeles County Coroner’s Office and the Los Angeles County Health Department.

475.25 ROBBERY-HOMICIDE DIVISION, SPECIAL LIAISON TO THE CORONER’S OFFICE. The Commanding Officer, Robbery-Homicide Division, is responsible for:

* Maintaining contact and a proactive ongoing relationship with the Coroner’s Office;
* Mediating issues between the Coroner’s Office and Department personnel as needed;
* Having quarterly contact with the Coroner’s Office to ensure that topics of mutual concern are addressed and handled; and,
* Providing liaison between the Coroner’s Office and Department personnel who maintain responsibility for death investigations.

475.30 ROBBERY-HOMICIDE DIVISION, ROBBERY SPECIAL SECTION.

475.35 ROBBERY SPECIAL SECTION-FUNCTIONS. The Robbery Special Section is responsible for investigating the following on a Citywide basis:

* Illegally Smuggled Aliens.
* Extortions or threats of extortion when a prolonged investigation is required, and the extortion does not involve a juvenile as the suspect or victim and the suspect has threatened to do unlawful injury to the person or property of another;
* Selected robberies where a prolonged investigation is required or the investigative manpower required exceed geographic Area detective divisions resources; and,
* Kidnappings when:

* Illegally Smuggled Aliens are involved.
* There is the potential for serious bodily injury or death; or
* The facts indicate a connection to a major Citywide problem; or
* A prolonged investigation is required or the investigative resources required exceed geographic Area detective division capabilities.

Note: Robbery-Homicide Division personnel shall immediately respond to the scene and assume investigative responsibility when notified of a kidnapping that appears to meet the above criteria. Robbery-Homicide Division personnel shall be responsible for the investigation of all crimes and the processing of all arrestees related to the kidnapping investigation.
Reviewing Reports. Reviewing all arrest and crime reports pertaining to robberies, purse snatches, and drunk rolls.

Accepting Certain Robbery and Extortion Cases. Upon the direction of the Commanding Officer, Detective Bureau, the Robbery Section shall accept responsibility for investigating or coordinating the investigation of certain major robbery and extortion cases.

Show-Ups. Scheduling and coordinating "show-ups" of felony prisoners at Jail Division, and Department show-ups held at the Los Angeles County Central Jail.

Reviewing Reports. Reviewing all arrest and crime reports pertaining to robberies, purse snatches, and drunk rolls.

Accepting Certain Robbery and Extortion Cases. Upon the direction of the Commanding Officer, Detective Bureau, the Robbery Section shall accept responsibility for investigating or coordinating the investigation of certain major robbery and extortion cases.

Reviewing Reports. Reviewing all death, arrest, and crime reports pertaining to homicides. Inputting and maintaining the Homicide Information Tracking Management Automation Network (HITMAN). Selecting and forwarding any pertinent crime trend or modus operandi information to the Investigative Analysis Unit, Detective Bureau, via the Police Bulletin Request/Cancellation, Form 15.32.

475.60 ROBBERY-HOMICIDE DIVISION, BANK ROBBERY SECTION.

475.65 BANK ROBBERY SECTION FUNCTIONS. The Bank Robbery Section is responsible for investigating the following on a Citywide basis:

- Robberies of banks, bank employees, bank messengers, credit unions, savings and loan institutions, or armored car facility; and,
- Extortions, by any means including explosives, involving an adult or juvenile victim or suspect and the extortion is directed against a bank, bank employee, bank messenger, federally insured credit union, savings and loan institution, or armored car facility.

475.70 BANK ROBBERY SECTION SPECIAL DUTIES. The Bank Robbery Section is responsible for the following special duties:

Special Files. Maintaining files of the following:

- Police impersonators.
- Automatic Teller Machine (ATM) robberies.
- Carjacking robberies.
- Names, aliases, and modus operandi of robbery suspects committing robbery against jewelry salespersons.

Coroner's Autopsies. Upon request, attending coroner's autopsies involving homicide or suspected homicide victims.

475.45 ROBBERY-HOMICIDE DIVISION, HOMICIDE SPECIAL SECTION.

475.50 HOMICIDE SPECIAL SECTION FUNCTIONS. The Homicide Special Section is responsible for:

- Investigating the following on a Citywide basis:
  - Arson homicides.
  - Abortions; and,
  - Certain major homicide cases.

475.55 HOMICIDE SPECIAL SECTION SPECIAL DUTIES. The Homicide Special Section is responsible for the following special duties:

VIP Duties. Providing personnel to accompany VIPs visiting the City in order to have investigative expertise immediately available should the need arise.

Accepting Certain Homicide Cases. Upon the direction of the Commanding Officer, Detective Bureau, the Homicide Special Section shall accept responsibility for investigating or coordinating the investigation of certain major homicide cases.

Liaison with Hospitals. Maintaining liaison with hospitals to facilitate and ensure proper collection of evidence in sexual assault cases. Distributing analyzed evidence envelopes, tags, and forms to hospitals.

Rape Investigations. Coordinating rape investigations on a Citywide basis and providing rape investigation training as required.

Reviewing Reports. Reviewing all death, arrest, and crime reports pertaining to sex crimes. Selecting and forwarding any pertinent crime trend or modus operandi information to the Investigative Analysis Unit, Detective Bureau, via the Police Bulletin Request/Cancellation, Form 15.32.

Note: All non-sufficient funds and account-closed check cases not involving an arrestee shall be referred to the Los Angeles County District Attorney's Bad Check Enforcement Program.

480. DETECTIVE BUREAU, COMMERCIAL CRIMES DIVISION.

480.05 COMMERCIAL CRIMES DIVISION - FUNCTIONS. Commercial Crimes Division is responsible for investigating the following on a Citywide basis:

- Auto repair frauds.
- Offers of bribes.
- Consumer fraud violations.
- Corporate Security Act violations.
- Any crime committed through the use of computer-stored information or sabotage to computer-stored information.
- The manufacture, distribution, or wholesaling of pirated sound and video recordings.
- Capping.
- Fraudulently printed checks.
- Counterfeit currency.
- Burglary and theft where either airline tickets or airline-ticket validators are the primary objects of attack.
- Forged airline tickets.
- Frauds by means of worthless checks, credit cards, or forgery.
- Burglaries and thefts where the principal objects of attack are blank checks and/or checkwriting equipment.
- Forged prescriptions.
- Identity theft.
- Certain businesses regulated by Section 203 of the Los Angeles City Charter.
- Thefts or hijacks of commercial vehicles engaged in the transportation of merchandise.
- Assisting Area detective divisions by coordinating information involving stolen merchandise sold or pawned to businesses listed in Manual Section 2/480.59.
- Maintaining a current list of employees authorized to appraise vehicles for the Department.
- Certain crimes committed by organized theft groups; and,
- Complex elder/dependent fiduciary crimes resulting in a substantial monetary loss of the victim's entire estate (Manual Section 4/209.05).

Note: All non-sufficient funds and account-closed check cases not involving an arrestee shall be referred to the Los Angeles County District Attorney's Bad Check Enforcement Program.

480.10 COMMERCIAL CRIMES DIVISION - ORGANIZATION. Commercial Crimes Division is comprised of:

- Financial Crimes Section.
- Fraud Section.
- Metropolitan Forgery Section.
- Valley/West L.A. Forgery Section.
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480.11 COMMANDING OFFICER, COMMERCIAL CRIMES DIVISION. The Commanding Officer, Commercial Crimes Division, under the direction of the Commanding Officer, Detective Bureau, exercises line command over the operations of Commercial Crimes Division, and is the Department Aging and Elder Abuse Coordinator.

480.15 COMMERCIAL CRIMES DIVISION, FRAUD SECTION.

480.16 COMMERCIAL CRIMES DIVISION, FRAUD SECTION. The Commercial Crimes Division, Fraud Section, is composed of:
- Auto Fraud Unit;
- Bunco Unit;
- Bank Crimes Unit;
- Elder Persons Estate Unit;
- White-Collar Crime Unit.

480.17 FRAUD SECTION-FUNCTIONS. The Fraud Section is responsible for investigating the following on a Citywide basis:
- Auto repair frauds.
- Offers of bribes.
- Consumer fraud violations.
- Corporate Security Act violations.
- Any crime committed through the use of computer-stored information or sabotage to computer-stored information.
- The manufacture, distribution, or wholesaling of pirated sound and video recordings.
- Capping.

480.18 FRAUD SECTION - SPECIAL DUTIES. The Fraud Section is responsible for the following special duties:

Accepting Certain Bunco Cases. Upon the direction of the Commanding Officer, Detective Bureau, the Fraud Section shall accept responsibility for investigating the following categories of bunco crimes normally handled by geographic area detectives:
- Complex bunco crimes requiring investigations by investigating officers possessing specialized knowledge.
- A series of associated bunco crimes occurring in two or more areas.
- Bunco crimes requiring prolonged investigations and/or investigative manpower exceeding division resources. The need for reassignment of such cases shall be determined by the geographic area detective division commanding officer and approved or denied by the Commanding Officer, Detective Bureau.

Bunco crimes in the above three categories, which should normally be handled by geographic detectives, including but are not limited to:
- "Business Bust-outs."
- Business opportunity misrepresentations including apartment houses and motels, punchboards, restaurants, service stations, vending machines, fraudulent gold mines, oil wells, and hidden treasures.
- "Creepers."
- Embezzlement.
- Extortions by use of nonviolent threats (519 P.C., subsections 2, 3, and 4).
- Blackmail.
- Fake solicitors including charities, magazines, photographs, and hosiery.
- False advertisement.
- Fraud by means of the "pigeon drop."
- Fraudulent business royalties.
- Fraudulent oil leases.
- Impersonation of an officer.
- Retail sales of pirated sound and video recordings.
- Miscellaneous business bunco's, including phony sales and purchases of merchandise, water softeners, television repairs, furniture, and bonds.
- "Poison-pen" letters.
- Real estate frauds.
- Theft by "borrowing racket."
- Theft by "marriage bunks."
- Theft by means of coin matching (smacks).
- Theft by miscellaneous bunco schemes, including crooked gambling games, strap games, money-making machines, wild-cat transportation, social and pyramid clubs, fake auctions, fake schools, fake inheritances, and fake accidents.
- Theft by sales and conversion of mortgaged property.
- Theft by switches, including diamonds, envelopes, handkerchiefs, bundles, or letters.
- Theft by "rent rackets."
- Theft or embezzlement from elders or dependent adults by caretakers [368(c) P.C.].

Exception: Unless an additional offense is immediately associated with arson, the investigation of arson-related fraud is the responsibility of the Fire Department. Fraud Section shall provide investigative assistance to the Fire Department investigators in such cases.

Pickpocket Detail. Deploying a pickpocket detail for policing special events.

Special Files. Maintaining files of the following:
- "Tango", which includes names, addresses, phone numbers, and identification used in worthless document crimes.
- Crime reports, checks, arrest reports, and correspondence pertaining to worthless document crimes.
- Worthless document-related crime and arrest reports.
- Burglary and theft reports reflecting losses of blank checks and/or checkwriting equipment.

Release of Counterfeit Currency and Related Property. Authorizing the release of property connected with counterfeit currency cases, and acting as the Department liaison with the United States Secret Service.

Booking Advice. Providing booking advice on State charges for counterfeit money violations.

Note: When the United States Secret Service accepts investigative responsibility, it may authorize booking the suspect on a federal charge (Title 18, United States Code, Section 472).

Identity Theft. Investigating the crime of Identity Theft on a Citywide basis.

480.19 FRAUD SECTION SPECIAL LIAISON. The Fraud Section maintains liaison with Information Technology Agency to ensure the assistance of computer experts when conducting investigations that require extensive knowledge in computer technology and data communications.

480.25 COMMERCIAL CRIMES DIVISION, FORGERY SECTION.

480.26 FORGERY SECTION-FUNCTIONS. The Forgery Section is responsible for:
- Investigating the following on a Citywide basis:
  - Fraudulently printed checks;
  - Burglary and theft where airline tickets or airline-ticket validators are the primary objects of attack;
  - Forged airline tickets;
  - Frauds by means of worthless checks, credit cards, or forgeries;
  - Burglaries and thefts where blank checks and/or checkwriting equipment are the principal objects of attack;
  - Identity Theft;
  - Fraud cases by means of an ATM card;
  - Forged prescriptions; and,
  - Embezzlements where forgery is an element of the crime.

480.27 FORGERY SECTION-SPECIAL DUTIES. The Forgery Section is responsible for the following special duties:

Stolen and Worthless Check Notifications. Notifying concerned business agencies upon the receipt of information or crime reports pertaining to worthless or stolen checks, money orders, and travelers' checks, and of persons passing worthless checks.

Special Files. Maintaining files of the following:
- "Tango", which includes names, addresses, phone numbers, and identification used in worthless document crimes.
- Crime reports, checks, arrest reports, and correspondence pertaining to worthless document crimes.
- Worthless document-related crime and arrest reports.
- Burglary and theft reports reflecting losses of blank checks and/or checkwriting equipment.

Release of Counterfeit Currency and Related Property. Authorizing the release of property connected with counterfeit currency cases, and acting as the Department liaison with the United States Secret Service.

Booking Advice. Providing booking advice on State charges for counterfeit money violations.

Note: When the United States Secret Service accepts investigative responsibility, it may authorize booking the suspect on a federal charge (Title 18, United States Code, Section 472).

Identity Theft. Investigating the crime of Identity Theft on a Citywide basis.
480.30 COMMERCIAL CRIMES DIVISION, VIOLENT CRIME SPECIAL SECTION.

480.31 VIOLENT CRIME SPECIAL SECTION-FUNCTIONS. The Violent Crime Special Section is responsible for:
* Investigating the following on a Citywide basis:
  * All arrests and crime reports including, but not limited to, robbery, burglary and theft that involves organized South American Theft Groups (SATG). These crimes include wholesale jewelry theft, bank fraud, and major receivers of stolen property.
* All arrests and crime reports including, but not limited to, robbery, burglary and theft that involves organized South American Theft Groups (SATG). These crimes include wholesale jewelry theft, bank fraud, and major receivers of stolen property.

480.40 COMMERCIAL CRIMES DIVISION, TASK FORCE FOR REGIONAL AUTO THEFT PREVENTION (TRAP).

480.41 TASK FORCE FOR REGIONAL AUTO THEFT PREVENTION (TRAP)-FUNCTIONS. The Task Force for Regional Auto Theft Prevention (TRAP) is a multi-jurisdictional, multi-agency taskforce in which the following businesses and dealers are the primary object of attack. This includes but is not limited to, paintings, drawings, antique shop, junk collector, secondhand general, and swapmeets.

480.55 COMMERCIAL CRIMES DIVISION, BURGLARY SPECIAL SECTION.

480.56 BURGLARY SPECIAL SECTION - FUNCTIONS. The Burglary Special Section is responsible for investigating the following on a Citywide basis:
* All vault and safe burglaries except those cases where the safe is removed from the premises.
* All safe burglaries except those cases where the safe is either removed from the premises or lacks evidence of forced entry.
* All burglaries where business machines are the primary object of attack and the reported loss is $20,000 or more.
* All burglaries or thefts where fine art is the primary object of attack. This includes but is not limited to, paintings, drawings, sculptures, statuary, and other art objects.
* Hotel room burglaries and hotel room thefts committed in major hotels. This does not include motels, residential hotels, or transient rooms in hotel-type hotels.
* Telephone booth burglaries and thefts committed by professional phone booth burglars using, but not limited to, wheel pullers, lock picks, keys, or other similar tools.
* Any burglary or theft case at the direction of the Commanding Officer, Detective Bureau, or initiated by the Section.

Note: If any of these crimes involve other crimes of greater severity (e.g., murder, rape, or robbery), the investigative unit responsible for the most serious offense shall assume responsibility for the entire investigation and shall notify Commercial Crimes Division.

480.57 BURGLARY SPECIAL SECTION-SPECIAL DUTIES. The Burglary Special Section is responsible for the following special duties:
* Accepting Certain Burglary Cases. Upon the direction of the Commanding Officer, Detective Bureau, the Burglary Special Section shall accept responsibility for investigating certain major cases.
* Reviewing Reports. Reviewing all burglary, theft, lost, and related reports.

Special Files. Maintaining files of the following:
* Dealers’ purchase reports.
* Metal/wire thieves.
* Property identification reference.
* Property “held” by a business or dealer listed in the Manual Section 2/480.59.

480.65 COMMERCIAL CRIMES DIVISION, COMMERCIAL AUTO THEFT SECTION.

480.66 COMMERCIAL AUTO THEFT SECTION - FUNCTIONS. The Commercial Auto Theft Section is responsible for investigating the following on a Citywide basis:
* Stolen trucks (five-ton capacity or larger), and commercial trailers, tractors, and heavy-duty equipment.
* Investigating thefts or hijacks of commercial vehicles engaged in transportation of merchandise when the cargo is the probable object of the theft or hijack.
* Probable stolen vehicles, upon request, by identifying them through the use of their secondary numbers.
* Major professional vehicle theft rings.
* Any vehicle theft case initiated by the section.
* Secondhand auto parts dealers to ensure compliance with the Police Commission’s permit rules and regulations.

480.67 COMMERCIAL AUTO THEFT SECTION - SPECIAL DUTIES. The Commercial Auto Theft Section is responsible for the following special duties:
* Accepting Certain Vehicle Theft Cases. Upon the direction of the Commanding Officer, Detective Bureau, the Commercial Auto Theft Section shall accept responsibility for investigating certain major vehicle theft cases.
* Reviewing Reports. Reviewing all stolen vehicle and related arrest reports.

Special Files. Maintaining files of the following:
* Professional auto and truck thieves.
* Professional motorcycle thieves.
* Vehicle appraisers.
* Professional commercial vehicle hijackers.

Disposal of Unidentifiable Vehicles and/or Vehicle Parts. Advising investigating officers in cases involving unidentifiable vehicles or vehicle parts within the provisions of 10751 (b) V.C., and filing such cases as appropriate.
485. **DETECTIVE BUREAU, JUVENILE DIVISION.**

485.10 **COMMANDING OFFICER, JUVENILE DIVISION.** The Commanding Officer, Juvenile Division, under the direction of the Commanding Officer, Detective Bureau, exercises line command over the operations of Juvenile Division.

485.15 **JUVENILE DIVISION, OFFICE OF THE COMMANDING OFFICER- SPECIAL DUTIES.** The Commanding Officer, Juvenile Division, is the Department Youth Services Coordinator. The Department Graffiti Coordinator, Sexual Offender Criminal Information Coordinator, the Chair of the Scouting Control Committee, and the Department authority for youth program activities. When notified of juvenile narcotics investigations on a state university campus, the Commanding Officer, Juvenile Division, shall review the circumstances and, if appropriate, notify the concerned university of the investigation.

485.20 **COMMANDING OFFICER, JUVENILE DIVISION - SPECIAL LIAISON.** The Commanding Officer, Juvenile Division, shall maintain liaison with:

- Bicycle licensing agencies.
- Juvenile Justice System.
- Juvenile related Multi-disciplinary groups.
- Los Angeles County Department of Children and Family Services (DCFS).
- Department of Recreation and Parks.
- State Bureau of Identification.
- State and City Offices of Criminal Justice Planning.
- United States Bureau of Justice Assistance.

485.25 **JUVENILE DIVISION - FUNCTIONS.** Juvenile Division is responsible for:

- Exercising functional supervision over Department personnel by providing information, training, evaluation, and auditing of juvenile policies and procedures.
- Implementing modifications of juvenile policies and procedures as needed.
- Report, arrest and/or detention approval, when follow-up responsibility belongs to the Abused Child Unit.

**Exception:** During PM or AM watch hours, report, arrest and/or detention approval shall be obtained from Detective Support Division.

- Reviewing selected juvenile cases to ensure that Department policy and procedures are being followed.
- Conducting follow-up investigations of requests for petitions, which have been denied by the Probation Department or the District Attorney.
- Conducting follow-up investigations of abused children when the suspect is identified as being a parent, stepparent, common-law spouse of the child's parent or legal guardian of the child and it appears they are responsible for:
  - Depriving the child of the necessities of life to the extent of physical impairment.
  - Physical or sexual abuse of the child.
  - Homicide, when the victim is under eleven years of age.
  - Conducting follow-up investigations on deaths of children under 11 years of age where parent's or guardian's neglect or action places the child in an endangered situation that results in death.

**Note:** The Abused Child Unit, Valley Section, handles follow-up investigations for arrests within the geographic Areas of Operations-Valley Bureau.

- Conducting investigations to determine if domestic violence or elder abuse issues also exist. If domestic violence or elder abuse is discovered, Child Protection Services investigators shall take action and follow established reporting procedures. The follow-up investigation shall be conducted according to existing Department procedures.

**Exception:** Follow-up investigations of deaths resulting from violation of Section 12035 PC (Children's Firearm Accident Prevention Act of 1991) are the responsibility of Area detectives.

- Conducting follow-up investigations of undetermined deaths of juveniles under 11 years of age.
- Conducting investigations of any child abuse case, when directed to do so by the Commanding Officer, Juvenile Division.

**Exception:** If an incident of 273.5 PC (Domestic Violence) occurs prior to an incident of child abuse as one continuous act, the follow-up responsibility falls within the geographic Area of occurrence.

**Note:** After normal duty hours, Juvenile Division personnel shall normally respond to child abuse cases, falling within their investigatory responsibility, involving the death or probable death of a child under eleven years of age, or such child abuse cases where the victim has suffered a critical injury and is hospitalized.

- Conducting Narcotic Report (Form 3.19) investigations when the suspect is a juvenile or when juveniles are the primary victims.

**Note:** For Non-Juvenile Division initiated arrests, the geographic Area detectives are now responsible for handling dispositions of all juvenile cases involving drug, alcohol, and toxic substances within their respective Areas.

- Conducting counseling and cite-back interviews, and providing dispositions for juvenile narcotic, alcohol, and toxic substance abuse violators, if the arrest is Juvenile Division initiated.

**Exception:** Cases involving drug, alcohol, and toxic substance-related traffic accidents are the responsibility of the Traffic Division Collision Investigation Section.

- Maintaining juvenile case packages relating to narcotics, alcohol, and toxic substance abuse.
- Completing the investigator's portion of arrest reports and dangerous drug usage.
- Case disposition of juvenile alcohol, narcotic, and toxic substance abuse arrests.
- Completing the investigator's portion of arrest reports and juvenile investigation reports when the suspect, arrestee, or victim is a juvenile and narcotics and/or dangerous drugs are involved.
- Conducting undercover juvenile narcotics investigations.
- Exchanging juvenile related information with outside agencies.

485.30 **JUVENILE DIVISION- ORGANIZATION.** Juvenile Division is comprised of:

- Office of the Commanding Officer.
- Administrative Section.
- Operations Section.
- Juvenile Narcotics Section.
- Child Protection Section.

485.40 **JUVENILE DIVISION - SPECIAL DUTIES.** Juvenile Division is responsible for the following special duties:

**Juvenile Correspondence.** Answering correspondence concerning juvenile policy matters.

**On-Call Abused-Child Rosters.** Providing Detective Support Division with rosters of Juvenile Division Abused-Child Unit supervisors who are available after normal duty hours on an on-call basis.

**Juvenile Traffic Arrest Citations.** Processing juvenile traffic citations issued in conjunction with juvenile arrests.

**Note:** Juvenile Division is responsible for Juvenile Division initiated arrests only. Each respective geographic Area is responsible for processing their own Juvenile Traffic Arrest Citations.

**Proposed Legislation.** Reviewing, evaluating, and recommending Department positions relative to proposed legislation affecting juveniles.

**Community Referral Services.** Monitoring and evaluating the effectiveness of juvenile referral services and recommending community services which may be beneficial to juveniles.

**Departmental Youth Programs.** Coordinating all Departmental youth programs.

**Police Explorer Programs.** Exercising functional supervision over all Department personnel participating in the Police Explorer Program by providing information, training, evaluation, and auditing of policies and procedures including civilian volunteers.
Bicycle Sales and Registrations. Auditing and coordinating the enforcement of bicycle registration, licensing, and related activities.

Stolen Bicycle Information. Reviewing and forwarding to the Departmental entity information received concerning stolen bicycles.

Department Auctions. Assisting Property Division in matters affecting bicycles prior to and during auctions.

Juvenile Procedures School. Coordinating and conducting the Department's Juvenile Procedures School.

Suspected Child Abuse Report (SCAR) Investigations. Entering all SCAR data into the Child Abuse Tracking System (CATS), which assigns the incident a tracking number. The Investigative Control Unit (ICU) is also responsible for forwarding (fax and mail) the numbered SCAR to the Area of occurrence and maintaining a log showing the status and final disposition for each SCAR. Additionally, each ICU liaison officer shall be responsible for:
- Tracking the SCARs within his/her assigned bureau;
- Providing advice and guidance for SCAR investigations;
- Updating the CA's Office on all SCAR investigations and;
- Providing the final SCAR disposition to the CA's Office.

485.45 JUVENTILE DIVISION-SPECIAL FILES. Juvenile Division maintains the following special files:
- Petition requests submitted for review pursuant to Section 655 W.I.C.
- Arrest and crime report files on all child molest and child annoying suspects.
- Dependent children and involved adults.
- Bicycle manufacturers and dealers.
- Juvenile referral agencies.
- Juveniles referred to referral agencies.
- Statistics of bicycles recovered through the Countywide Bicycle Records System.
- Teenage dance permits.

485.50 JUVENTILE DIVISION-SPECIAL LIAISON. Juvenile Division maintains liaison with the following:

Juvenile Justice System. Acting as the Department's representative to, and maintaining liaison with, the Probation Department, California Youth Authority, Juvenile Court, District Attorney, Public Defender, and other juvenile related multi-disciplinary groups within Los Angeles County.

Los Angeles City Schools. Regarding juvenile-related crimes occurring at public schools.

Department of Children and Family Services. Requesting the Department of Children and Family Services to provide counseling for juveniles and to perform or supply the following independent child (300 WIC) cases:
- Investigations.
- Petition filings.
- Protective custody services.

State Bureau of Identification. Concerning physically abused children.

Los Angeles Fire Department. Assisting the Fire Department, upon request, in the processing of selected juvenile arson cases.

Los Angeles City Clerk. Regarding bicycle licenses sold within the City.

City Bicycle Dealers. Regarding sales and registrations of bicycles.

DARE America. Assisting DARE America with the training and implementation of programs.

490. DETECTIVE BUREAU, VICE DIVISION.

490.05 VICE DIVISION-ORGANIZATION. Vice Division is comprised of:
- Administration Section;
- Gaming Section;
- Prostitution Section;
- Special Enforcement Section; and,
- Vice Section.

490.10 COMMANDING OFFICER, VICE DIVISION. The Commanding Officer, Vice Division, exercises line command over the operations of Vice Division. In addition, he or she exercises functional supervision over the operations of geographic vice units.

490.15 COMMANDING OFFICER, VICE DIVISION- FUNCTIONS. The Commanding Officer, Vice Division, under the direction of the Commanding Officer, Detective Bureau, exercises line command over the operations of Vice Division. He/she acts as an advisor to the Chief of Police and exercises staff responsibility over matters within the jurisdiction of Vice Division.

The Commanding Officer, Vice Division, is the Department's vice-related Abatement Coordinator and is responsible for:
- Providing functional supervision and coordination of all Department vice units;
- Making recommendations to the Chief of Police on vice policy and enforcement; and,
- Conducting vice enforcement research as needed.

490.20 COMMANDING OFFICER, VICE DIVISION-SPECIAL DUTIES. The office of the Commanding Officer, Vice Division, is responsible for the following special duties:

Investigations on State University Campuses. When notified of vice investigations on a state university campus, the Commanding Officer, Vice Division, shall review the circumstances and, if appropriate, notify the university of the investigation.

490.25 COMMANDING OFFICER, VICE DIVISION- SPECIAL LIAISON. The Commanding Officer, Vice Division, shall maintain liaison with:
- Public Utilities.

490.30 VICE DIVISION-FUNCTIONS. Vice Division is responsible for:
- Collecting, recording, maintaining, and disseminating intelligence information relevant to individuals or groups involved in major organized criminal enterprises characteristic of large scale vice groups.
- Providing oversight, training, and support to all Department entities regarding vice activities as directed by the Chief of Police.
- Maintaining liaison with other appropriate City, local, state, federal, and international agencies to abate vice activities in the City of Los Angeles.
- Providing intelligence and enforcement information to the Chief of Police on activities that fall within the scope of Vice Division.
- Conducting all investigations in a confidential and professional manner while maintaining the integrity of citizens, informants, and law enforcement personnel with an emphasis on preventing corruption.

490.35 VICE DIVISION-SPECIAL DUTIES. Vice Division is responsible for the following special duties:

Toll Bill Information. Apprising investigators of current procedures for safeguarding against premature notification to the telephone subscriber of search warrant service.

Subpoenas Duces Tecum. Responding to subpoenas duces tecum and legal process directed to Vice Division.

Special Files. Maintaining the following:
- Master index files containing identification data and information concerning persons investigated by the division.
- A file of press clippings from leading metropolitan newspapers concerning known racketeers and criminals. These news items are indexed to the master file.
- A file of telephone numbers checked by the division in connection with police investigations.
- A record of telephone toll bill search warrant information.
- All Vice Reports, Form 3.18.
- File index of Citywide vice-related abatements.
- Bookmaking arrestees, consisting of names, descriptions, and other data pertinent to the identification of arrested bookmakers.
- Mugs of all vice arrestees suspected of being connected with organized crime.
- Pimping arrestees, consisting of names, descriptions, and other data pertinent to the identification of arrested pimps.
490.40 VICE DIVISION-SPECIAL LIAISON. Vice Division maintains liaison with:

Public Utilities and Telephone Companies.
For the purpose of processing requests for information pertinent to Department investigations.

490.45 VICE DIVISION, SPECIAL ENFORCEMENT SECTION-FUNCTIONS. The Special Enforcement Section is responsible for:

* Securing complaints from the District Attorney’s Office on all felony vice arrest and crime reports made in the metropolitan area.

Exception: The vice unit of the Area making the arrest shall be responsible for obtaining the complaint for violations of 266 through 266i P.C.

* Monitoring and evaluating Area vice unit investigations to ensure adherence to Department's standard procedures and policies.
* Maintaining liaison with Area commanding officers and vice officers in charge.
* Coordinating and distributing vice-related reports to outside entities.
* Coordinating divisional clerical support.
* Providing assistance and functional supervision to vice/narcotic personnel in abatement proceedings.
* Maintaining files of monthly vice arrest reports on a Departmentwide basis.
* Maintaining liaison with the City Attorney’s Office regarding vice enforcement.

490.60 VICE DIVISION-ADMINISTRATIVE SECTION. The Administrative Section is responsible for:

* Correlating and maintaining intelligence information related to vice activities.
* Conducting divisional and special audits in conjunction with administrative projects.
* Coordinating divisional training.
* Coordinating divisional clerical support.
* Acting as liaison with Communications Division and Telephone Liaison, Facilities Management Division.
* Maintaining informant packages, intelligence reports, and historical information pertaining to vice activities.
* Monitoring and dispensing Secret Service Funds for undercover and specialized investigations.
* Maintaining a world-wide network of law enforcement agencies to assist officers and field detectives with complex investigations.
* Issuing Investigative Tracking Numbers for vice investigations.
* Coordinating, procuring, returning, and maintaining a file of undercover drivers’ licenses on a Departmentwide basis.

Exception: The Commanding Officer, Internal Affairs Group, Ethics Enforcement Section (EES), and the Commanding Officer, Major Crimes Division, shall have sole responsibility for coordinating, procuring, returning, and maintaining undercover drivers’ licenses for their respective personnel.

490.65 VICE DIVISION, VICE SECTION-FUNCTIONS. The Vice Section is responsible for:

* Reviewing all Vice Reports, Form 3.18; Monthly Reports of Secret Service Money, Form 15.37.0; and Bureau Vice Arrest and Complaint Summaries, Form 15.55, completed by Department vice personnel.
* Completing the Vice Arrest and Complaint Summary, Form 15.55.1.
* Conducting audits of Area vice units.
* Issuing DR numbers for Vice Reports, Form 3.18.
* Maintaining files of monthly vice arrest recaps and minutes of meetings of vice unit officers in charge.
* Providing liaison with outside entities regarding vice enforcement.
* Distributing ABC License application requests.
* Assisting geographic vice units, upon request, with those operations which exceed their resources or geographic jurisdiction.
* Researching proposed and new legislation and developing procedures to assist in maintaining effective vice control.

* Providing abatement assistance and maintaining files and liaison of Citywide vice abatements.
* Maintaining a control log of all trap traces, pen registers, and call forwarding requests utilized by geographic Area vice units.
* Storing, maintaining, and issuing electronic equipment for day-to-day operations.
* Assisting in Area vice unit operations when Scientific Investigation Division is not available.
* Upon special request, providing Scientific Investigation Division with electronic equipment not available through other resources.

490.70 VICE DIVISION, PROSTITUTION SECTION-FUNCTIONS. The Prostitution Section is responsible for:

* Investigations involving pimping, pandering, where Area vice units lack adequate expertise, experience, or electronic equipment to complete investigations.
* Investigating, arresting, and monitoring organized prostitution rings associated with escort services.
* Providing training and guidance for Area vice units that seek approval for disrobing as a last resort to abate prostitution activities.
* Investigating massage parlors, and other sexually oriented business fronts suspected of prostitution activities.
* Training and monitoring Area vice unit investigations to ensure adherence to Department policies.
495.15 COMMANDING OFFICER, NARCOTICS DIVISION. The Commanding Officer, Narcotics Division, under the direction of the Commanding Officer, Detective Bureau, exercises line command over the operations of Narcotics Division. The Commanding Officer, Narcotics Division, is the Department's Narcotics Coordinator and Department's Narcotics-related Abatement Coordinator. The Office of the Commanding Officer is comprised of the Commanding Officer, Narcotics Division, and the following entities:

* Administrative Staff; and,
* Informant Coordinator.

The Commanding Officer, Narcotics Division, is also responsible for the following issues concerning the geographic Area Gang Impact Team, Narcotics Enforcement Details (NED):

* Training;
* Coordinating the recruitment, selection and assignment of NED personnel to include advance paygrade positions;
* Conducting background investigations on all NED applicants, to include coordination of polygraph examinations;
* Coordinating issuing and maintaining control over NED vehicles and specialized equipment assigned to NED personnel;
* Administering Secret Service Funds;
* Collecting and analyzing arrest, seizure, search warrant, and Narcotics Report statistics;
* Performing required audits of Narcotics Division issues;
* Administering the Records Retention Program;
* Processing informants, to include the review and maintenance of informant packages; and,
* Filing narcotics cases.

495.30 COMMANDING OFFICER, NARCOTICS DIVISION - SPECIAL LIAISON. The Office of the Commanding Officer, Narcotics Division, maintains special liaison with the following:

* Drug Enforcement Administration;
* Federal and State Tax Agencies; and,
* Pay Telephone Removal Agencies.

California State University Campuses. When notified of narcotics investigations on a state university campus, the Commanding Officer, Narcotics Division, shall review the circumstances and, if appropriate, notify the concerned university of the investigation.

California State Franchise Tax Board. To exchange information relating to possible State tax violations, by narcotics suspects.

County Health Department. To obtain information concerning the Methadone Maintenance Program.

Western States Information Network (WSIN) Member Agencies. To obtain, exchange and coordinate information concerning narcotics suspects and drug traffic.

Any local, state, or federal agencies involved in the exchange of narcotics information related to narcotics trafficking; the provision of grants and resources for narcotics enforcement; the investigation and forfeiture of assets related to narcotics traffic.

495.35 NARCOTICS DIVISION, STAFF SERVICES SECTION-FUNCTIONS. The Staff Services Section is responsible for:

* Auditing Narcotics Division entities, including Narcotics Enforcement Details (NED) within Area Gang Impact Teams (GIT);
* Training Narcotics Division entities, including NEDs, and providing subject matter instructors for the five-day Narcotics, Under the Influence of Narcotics, Detective, Supervisors Schools, and Training Division courses;
* Providing logistical and electronic equipment to Narcotics Division entities, including NEDs;
* Developing narcotics statistics, including Department enforcement efforts and the availability of drugs;
* Conducting research and completing staff work as required;
* Evaluating non-Departmental narcotics-related studies and reports in order to determine their impact on law enforcement;
* Preparing and presenting narcotics-related speeches, information and visual aids;
* Investigating complaints.

495.40 NARCOTICS DIVISION, MAJOR ENFORCEMENT SECTION-FUNCTIONS. The Major Enforcement Section A is responsible for:

* Investigating major suppliers and distributors of narcotics and dangerous drugs who are engaged in illegal activities on an organized, commercial basis;
* Assisting, via the use of canines, in the search and recovery of narcotics and drug tainted money;
* Working closely with the United States Postal Inspection Service and private mail services to interdict narcotics and currency and the arrest of suspects who use the public and private mail systems to distribute narcotics;
* Participating in the Los Angeles International Airport Task Force to target drug traffickers entering the Los Angeles area through the airport;
* Coordinating the duties of the radio base station (desk);
* Conducting undercover buy/bust operations to reduce street-level narcotics sales;
* Targeting for criminal and civil prosecution and abatement proceedings on locations that have reputations as centers for the distribution and sales of narcotics; and,
* Conducting asset forfeiture narcotics investigations and acts as the Narcotics Division Forfeiture Coordinator which duties include:

* Evaluating the circumstances of each narcotics case presented to determine the feasibility of seizing a conveyance and initiating formal forfeiture proceedings;
* Providing advice on the geographic location of storage and maintenance of vehicles, boats, airplanes and personal property seized;
* Directing and preparing the necessary documents for presentation to the District Attorney for completion of a petition for forfeiture;
* Disposing of any seized asset related to controlled substance trafficking;
* Maintaining liaison with the Forfeiture Unit, District Attorney's Office, for advice on issues related to asset seizure/forfeiture; and,
* Upon receiving notification that an officer is conducting an investigation of currency presented as bail pursuant to 11470 of the Health and Safety Code (H&S), the Forfeiture Coordinator or their designee, shall be responsible for:

* Providing direction upon notification of the investigation;
* Responding to the location to complete the preliminary investigation initiated by the officer;
* The seizure and booking of currency presented for bail;
* The completion of the Property Report. Form 10.01 and providing the presenter and the arrestee with duplicate property receipts. Form 10.10:

Note: A Property Receipt must be given to the presenter even if the money has been disconnected.

* Notifying the state Franchise Tax Board and the Internal Revenue Service of the seizure; and,
* Determining whether a Canine Unit shall respond to the scene.

Note: If the Forfeiture Coordinator is unavailable during non-business hours, impounding officers shall contact Detective Support Division for advice.

495.50 NARCOTICS DIVISION, DRUG TASK FORCES-FUNCTIONS. The Drug Task Forces Section is responsible for:

* Investigating major suppliers of narcotics and dangerous drugs who are engaged in illegal activities on an organized, commercial basis.
* Coordinating narcotics investigations involving law enforcement agencies from outside jurisdictions.
* Participating in local, regional, and federal drug task forces.

495.55 Narcotics Division, Investigative Support Section-Functions. The Investigative Support Section is responsible for:
* Coordinating the activities of the 24-hour Anti-Drug Abuse Hotline;
* Obtaining, exchanging, and coordinating information concerning narcotics suspects and drug traffic with Western States Information Network and other agencies concerning the control of drug abuse;
* Obtaining, recording and coordinating the use of information concerning narcotics suspects and drug traffic;
* Maintaining files regarding narcotics information, narcotics investigations, Narcotics Division arrest and seizure statistics, and narcotics suspect's moniker information;
* Maintaining and monitoring a master file of all Narcotics Reports, Form 3.19;
* Reviewing and coordinating all requests for the pretral destruction of excessive quantities of controlled substances, and maintaining files of all requests and dispositions;
* Responding to subpoenas duces tecum and legal processes directed to Narcotics Division; and,
* Securing complaints, referrals and referrals Citywide on all felony narcotics only and 11550 H&S (Under the Influence) only arrests.

**ORGANIZATION AND FUNCTIONS OF GEOGRAPHIC OPERATIONS BUREAUS**

500. Geographic Operations Bureaus-Functions. Geographic operations bureaus are responsible for providing primary uniformed, traffic, and investigative activities within their jurisdictions.

505. Geographic Operations Bureaus-Organization. Geographic operations bureaus, in addition to administrative offices, are comprised of:

- **Operations-Central Bureau**
  - Central Area
  - Hollenbeck Area
  - Northeast Area
  - Newton Street Area
  - Rampart Area
  - Central Traffic Division

- **Operations-South Bureau**
  - Southwest Area
  - 77th Street Area
  - Harbor Area
  - Southeast Area
  - South Traffic Division

- **Operations-West Bureau**
  - Hollywood Area
  - Pacific Area
  - West Los Angeles Area
  - Wilshire Area
  - West Traffic Division
  - LAX Field Services Division

- **Operations-Valley Bureau**
  - Valley Administrative Support Section
  - Valley Court Liaison Section
  - Van Nuys Area
  - West Valley Area
  - Foothill Area
  - North Hollywood Area
  - Mission Area
  - Devonshire Area
  - Valley Traffic Division

505.10 Commanding Officer, Geographic Operations Bureau. The commanding officer of a geographic operations bureau, under the direction of the Director, Office of Operations, exercises line command over the operations of his or her assigned bureau.

505.15 Commanding Officer, Operations-Central Bureau-Special Duty. The Commanding Officer, Operations-Central Bureau is the Department Coordinator for all homeless and begging activities.

505.20 Assistant Commanding Officer. The Assistant Commanding Officer, of a geographic bureau, under the direction of his or her bureau commanding officer, performs duties as assigned and assists in coordinating bureau activities.

510. Operations-West Bureau, LAX Field Services Division.

510.05 LAX Field Services Division-Functions. LAX Field Services Division is responsible for the following at the Los Angeles International Airport (LAX):
* Repressing crime through visible uniform patrol.
* Enforcing traffic laws.
* Conducting preliminary investigations of felony crimes.
* Investigating of selected property crimes.
* Providing additional resources at major incidents.
* Command responsibility for unusual incidents.
* Notifications to the Bomb Squad for explosive searches and disposals.
* Detention and processing fugitive warrant arrestees.

510.10 LAX Field Services Division, Commanding Officer. The Commanding Officer, LAX Field Services Division, under the direction of the Commanding Officer, Pacific Division, exercises line command over LAX Field Services Division and is responsible for incidents occurring at the Los Angeles International Airport (LAX).

510.15 Commanding Officer, LAX Field Services Division, Special Liaison. The Commanding Officer, LAX Field Services Division, shall maintain liaison with the following for security and operations concerns at LAX:

**Department Entities:**
* Counter Terrorism and Criminal Intelligence Bureau.
* Air Support Division.
* Metropolitan Division.
* Emergency Services Division (Bomb Squad).

**Outside Entities:**
* Los Angeles Fire Department.
* Los Angeles World Port Police.
* Los Angeles Sheriff’s Department.
* Inglewood Police Department.
* Culver City Police Department.
* El Segundo Police Department.
* Transportation Security Administration.
* Federal Bureau of Investigation.
* United States Secret Service.
* United States Immigration and Customs.
* United States State Department.
* United States Coast Guard.
* Federal Aviation Administration.
* Private Air Carriers Operating from LAX.


515.05 Administrative Offices-Functions. Administrative offices are responsible for interviewing visitors, preparing correspondence, conducting research and surveys, making recommendations, obtaining statistics, and preparing written material, as required.

515.10 Administrative Offices-Special Duties. The administrative offices are responsible for the following special duties:

**Bureau Activities.** Coordinating the following activities occurring within the geographic bureau:
* Vice enforcement.
* Reserve officer programs.
* Basic Car Plan programs.
* Budget proposals.
* Personnel deployment and transfers.
* Audits of Area personnel, procedures, facilities, and resources.
* Sex Offender Registration.

**Secret Service Funds.** Dispensing, auditing and maintaining files of bureau Secret Service Funds.

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520. GEOGRAPHIC OPERATIONS
BUREAU, BUREAU, GANG
COORDINATOR.

520.05 BUREAU, GANG
COORDINATOR - RESPONSIBILITIES.
The Bureau Gang Coordinator is an
administrative position responsible for
monitoring and assessing Gang Impact Team
(GIT) operations and gang Consent Decree
compliance issues. Sworn personnel assigned
to this position shall:

* Monitor and assess the operation of all GITs
  within the bureau;
* Provide feedback to the bureau and Area
  commanding officers on audit/inspection
  findings and the overall performance of
  GITs;
* Conduct on-site inspections/audits of Area
  GED operations in accordance with the
  schedule and format established by the
  Commanding Officer, Special Operations
  Bureau (Department Gang Coordinator).
  Completed audits shall be provided via
  the bureau commanding officer to the
  Department Gang Coordinator and the
  concerned Area commanding officer;
* Track and document actions taken in
  response to audit recommendations;
* Liaise on a regular basis with other Bureau
  Gang Coordinators, and coordinate with the
  Department Gang Coordinator regarding
  bureauwide activities, training, and required
  technical support; and,
* Prepare a monthly report to the Department
  Gang Coordinator documenting bureau
  Consent Decree compliance activities.

525. BUREAU SEX OFFENDER
REGISTRATION ENFORCEMENT AND
COMPLIANCE TEAM (REACT).

Officer Responsibility. When a sex offender
reports to an Area for registration, employees
shall refer the registrant to the geographic
bureau REACT unit.

Exception: When a sex offender reports to an
Area that maintains a REACT unit, employees
shall refer that registrant to the Area detective
division.

Bureau REACT Unit Officer's
Responsibility. When a sex offender reports for
registration, the investigating REACT officer
shall identify the registrant and complete the
registration procedure in accordance with
Operational Order No.4, dated June 10, 2002.
During the registration process, the
investigating REACT officer shall determine
whether the registrant has met the requirements
of Sections 296(a)(1) PC or 296.2 PC,
providing the appropriate specimens. If the
registrant has not, the REACT officer shall:

* Remind the registrant of the requirement to
  provide specimens as documented on the
  signed Department of Justice (DOJ) Form
  SS-8102 or in Section 296.2 PC;
* Arrange an appointment to provide samples
  with the Los Angeles County Sheriff's
  Department (LASD) DNA Collection Site
  (213) 473-1706 or 473-1707;
  * Complete the Agreement to Appear and
    Provide Specimens, Form 8.26.1;
  * Request the registrant to sign the Agreement
    and provide a right thumbprint. Provide a
    copy of the signed Agreement to the
    registrant, then place the Agreement and a
    copy of the DOJ Form SS-8102 in the
    “Monthly DNA Appointment” file;
* If the registrant refuses to sign the
  Agreement, ask for a detective/REACT
  supervisor (or other supervisor if a detective
  supervisor is unavailable) to repeat the
  request for the registrant to sign the form and
  provide a thumbprint;
* If the registrant continues to refuse to sign
  the Agreement, provide him or her with a
  copy of the unsigned Agreement and inform
  the registrant that the law requires that the
  appointment be kept and the specimens be
  provided. Failure to provide specimens will
  result in prosecution under Section 298.1 PC
  as stated on the Agreement; and,
* Document the refusal, the warning and all
  relevant information, including the name and
  serial number of the supervisor, on an
  Employee’s Report, Form 15.7. Place the
  Agreement, Employee’s Report and a copy
  of the registrant’s DOJ Form SS-8102 in the
  “Monthly DNA Appointment” file.

Note: Area REACT units, if available, shall be
responsible for completing the above mentioned
tasks.

REACT Unit Supervisor’s Responsibility.
REACT supervisors shall:

* Establish a simple “Monthly DNA
  Appointment” file;
* Ensure that the file is routinely examined for
  appointment due date compliance by
  contacting the LASD DNA Collection Site;
  and,
* If the appointment was kept and specimens
  were provided, place the Agreement to
  Appear and Provide Specimen form in the
  registrant’s Area file and no further action is
  required.

Note: If the appointment was not kept or
specimens were not obtained for any reason,
ensure that a complaint is filed with the City
Attorney using the Complaint Application,
Form 5.15.

530. GEOGRAPHIC OPERATIONS
BUREAU, VALLEY COURT LIAISON
SECTION.

530.05 VALLEY COURT LIAISON
SECTION-FUNCTIONS. The Valley Court
Liaison Section is responsible for:

* Assisting investigating officers in processing
  felony complaints.
* Representing the Department at felony
  arraignments in Division 105.
* Maintaining liaison with the District
  Attorney's Office, City Attorney's Office, and
courts located within Valley Bureau.

* Obtaining all misdemeanor complaints on
  the following:
  * Adult arrestees booked in
    Operations-Valley Bureau geographic
    Areas.
  * Field releases issued within Valley
    Bureau.
  * Completed Complaint Applications, Form
    5.15.

Exceptions: Narcotics Division obtains
complaints for violations of 11550 Health and
Safety Code.

* Maintaining records of Department
misdemeanor cases submitted to the City
Attorney's Office, processing the
misdemeanor filings with the courts, and
forwarding rejected cases to the concerned
Area.
* Assisting detectives assigned within Valley
Bureau with filing misdemeanor complaints
and obtaining misdemeanor warrants.
* Acting as Court Coordinator to ensure
proper court attendance of all officers
 subpoenaed to Valley Bureau courts.
* Causing notification of reduced charges to be
telegraphed.
* Furnishing copies of all DUI arrest
submission lists signed by the City
Attorney's Office to Traffic Coordination
Section semi-annually.

535. GEOGRAPHIC OPERATIONS
BUREAU, TRAFFIC DIVISIONS-
ORGANIZATION. Each Traffic Division is
comprised of:

* Office of the Commanding Officer.
* Collision Investigation Section.
* Traffic Enforcement Section.
* Traffic Detective Section.

535.05 TRAFFIC DIVISIONS-
FUNCTIONS AND SPECIAL DUTIES.
While geographic Area commanding officers
retain the primary responsibility for traffic
safety within their Areas, bureau traffic
divisions are responsible for performing the
following within their respective operations
bureau:

* Preliminary and follow-up collision
  investigation.
* Enforcement of traffic laws and ordinances
  utilizing the principles of selective
  enforcement.
* Enforcement of parking regulations.
* Administrative review of bureau wide traffic
  functions.
* Providing advice for adult felony traffic
  arrests.

535.10 COMMANDING OFFICER,
TRAFFIC DIVISION. The commanding
officer of a traffic division, under the direction
of his or her bureau commanding officer,
exercises line command over the operations of
his or her division.
535.15 OFFICE OF THE COMMANDING OFFICER-SPECIAL DUTIES. The office of the Commanding Officer in each Traffic Division is responsible for the following special duties:

- Surveys. Conducting traffic-related surveys as required.
- Dismantled Vehicles. Referring to the Department of Transportation requests concerning the removal from the street and other public property in Areas within its Operations Bureau, of dismantled vehicles which bear no evidence of registration or identification numbers.
- Special Files. Maintaining files of the following:
  * A and K injury accidents occurring within its Operations Bureau.
  * Motor officer recap logs.
  * Problematic traffic locations.
- 535.20 COLLISION INVESTIGATION SECTIONS-FUNCTIONS. In addition to regular traffic duties, each Collision Investigation Section is responsible for performing the following duties within its respective Operations Bureau:
  * Investigation of traffic collisions.
  * Traffic collision prevention activities.
  * General patrol activities as necessary.
- 535.25 TRAFFIC ENFORCEMENT SECTIONS-FUNCTIONS. In addition to other assigned duties, each Traffic Enforcement Section is responsible for performing the following within its respective Operations Bureau:
  * Enforcement of traffic laws and ordinances, utilizing the principles of selective enforcement.
  * General patrol activities, as necessary.
- 535.30 TRAFFIC DETECTIVE SECTIONS-FUNCTIONS. Each Traffic Detective Section is responsible for performing the following within its respective Operations Bureau:
  * Follow-up investigations concerning felony and misdemeanor traffic collision cases.
  * Traffic collisions involving trains.
  * Follow-up investigation of felony evading, as defined in the California Vehicle Code, when all connected crimes are traffic related.

Note: The location the first violation was observed shall be the determining factor for deciding which Detective Section is responsible for a particular investigation.

- Auditing all information contained in traffic collision reports to ensure adherence to the accident investigation policies and procedures of the Department.

- Classifying and distributing traffic collision reports as required.
- Issuing traffic citations to juveniles for alleged traffic violations based upon information contained in traffic collision reports or resulting from follow-up investigations and assigning a court date from the Los Angeles Police Department Citation Guide, Form 16.65.0 and mail a notification letter to the juvenile’s parent/guardian. The white copy of the personal service citation shall be forwarded with the notification letter.

Note: If the involved juvenile comes to the issuing division with his/her parent or guardian prior to the notification being mailed, the handling investigator should have the juvenile sign the citation. A note of the parent or guardian’s notification shall be made in the narrative portion of the citation. The investigator is not required to send the notification letter to the juvenile once the citation is signed.

- Forwarding completed traffic citations and attached filing documentation to the Traffic Court Liaison Unit, TCS, for filing with the Superior Court.
- Sending copies of all DUI Arrest Reports involving refusals to complete a chemical test to the Department of Motor Vehicles.
- Handling false personation cases resulting from a Traffic Notice to Appear (citation) or traffic collision report.

Note: False personation cases resulting from any arrest or any other incident, excluding a traffic citation or traffic report shall be investigated by the Area Detective Division, Area of occurrence.

- Preparing all requests for reexamination of drivers to be sent to the Department of Motor Vehicles.

- 540. GEOGRAPHIC OPERATIONS BUREAU, AREAS.
- 540.05 AREA-FUNCTIONS. Areas are responsible for uniformed, investigative, and support activities within their jurisdictions, with the exception of those duties performed by specialized divisions.
- 540.10 AREA-ORGANIZATION. Areas are comprised of:
  * Patrol Division;
  * Gang Impact Team;
  * Area detective division; and,
  * Administrative Section.

- 540.15 COMMANDING OFFICER, GEOGRAPHIC AREA. The commanding officer of a geographic Area, under the direction of his or her bureau commanding officer, exercises line command over the operations of patrol, Area detective division, Gang Impact Team and administrative functions within his or her Area.

- 540.20 AREA, OFFICES OF THE COMMANDING OFFICER.
- 540.25 OFFICE OF THE COMMANDING OFFICER-FUNCTIONS. The office of the Area commanding officer is responsible for investigating applicants who apply for, or preliminary investigations of complaints alleging violations of Commission regulations by permittees.
- Upon the request of the Police Commission, investigating applicants who apply for, or request renewal of, police permits.

 Permit Applications and Enforcement. Directing the appropriate Area personnel to perform the following:

- Enforcement of rules and ordinances regarding police permits and notification to Commission Investigation Division of permit violations and complaints.
- Preliminary investigations of complaints alleging violations of Commission regulations by permittees.
- Upon the request of the Police Commission, investigating applicants who apply for, or request renewal of, police permits.

 Deployment. Maintaining current deployment information for Area patrol and Area detective divisions.

- Lockers. The Commanding Officer, Van Nuys Area, is responsible for assigning ground floor lockers and issuing keys to Department personnel working at Valley Headquarters Building.

 Overtime. Auditing Area overtime reports.

- Athletic Activity Register.
  * Maintaining the Athletic Activity Register, Form 13.14, for Department employees using the athletic facilities at their station; and,
  * Retaining the Athletic Activity Register, Form 13.14, for one year; then,
  * Forwarding the Athletic Activity Register, to Medical Liaison Section, Personnel Division.

Note: The Commanding Officer, Central Area, shall perform the above functions for employees using the athletic facilities at the Central Facilities Building. The Commanding Officer, Van Nuys Area, shall perform the above functions for employees using the ground floor athletic facilities at the Valley Headquarters Building.

 Reference Library. Maintaining a reference library.

 Training Evaluation and Management System (TEAMS). Ensuring data entry and maintenance of employee Minor Commendations into TEAMS (Manual Section 3/791.10).
Vehicle Hearing Officer. Each Area/division commanding officer shall appoint a sufficient number of supervisors, who have received Probable Cause Vehicle Impound Hearing Procedures training and are assigned to the Area detective division - Auto Theft Unit, under his or her command to ensure availability to meet citizen requests for vehicle impound hearings.

Filming Permits. Determining whether filming permits should be approved when notified by Emergency Services Division of a pending film permit with the Board of Public Works. Additionally, the Area commanding officer shall be responsible for:

* Approval of a request to film a police officer under his or her command in the course of their duties, or to use an officer in any acting role.
* Approval of a request to film on the grounds of any police facility.
* Approval of a request to make a temporary alteration to a police building, facility, or grounds, when the location can be immediately restored to its original condition.

Note: Requests for alterations of a more permanent nature, when approved by the Area commanding officer, shall be forwarded on an Intradepartmental Correspondence, Form 15.2, to the Officer in Charge, Supply Section, for final approval.

* Notifying the Officer in Charge, Emergency Services Division, of his or her recommendations regarding approval or denial of the request.

Special Files. Maintaining a file of field interview reports.

Investigations on State University Campuses. When notified of narcotics or vice investigations on a state university campus, Area/division commanding officers shall review investigations on a state university campus, when notified of narcotics or vice investigations.

Central Area.

* Providing security for the City Treasury Office.
* Providing the City Council Master-at-Arms.
* Developing and maintaining a facility security plan for Parker Center.

Harbor Area.

* Maintaining a communications facility, including a complaint board and video recordings.

Conducting preliminary and follow-up investigation of retail sales of pirated sound and video recordings.

540.60 AREA, COMMANDING OFFICER -SPECIAL DUTY. Area commanding officers are responsible for fostering and maintaining community relations within his or her Area.

540.65 COMMUNITY RELATIONS-FUNCTIONS. Community relations units are responsible for:

* Area community relations programs.
* Area youth programs, including Police Explorers and Deput Auxiliary Police.
* Area youth funds received for the benefit of Area sponsored Boy Scout units.

540.70 AREA-SPECIAL DUTIES. Areas shall be responsible for the following special duties.

Records. Compiling records and reports.

Station Operation.

* Providing information and services to the public.
* Securing station facilities.

Station Maintenance. Maintaining station facilities.

Central Area.

* Providing security for the City Treasury Office.
* Providing the City Council Master-at-Arms.
* Developing and maintaining a facility security plan for Parker Center.

545.         AREA, PATROL DIVISIONS.

545.05 PATROL-FUNCTIONS. Patrol is responsible for safeguarding the community against crime and hazardous conditions by performing the following functions within the Area's boundaries, with the exception of those duties performed by specialized divisions.

Geographic Patrol.

* Repressing crime through visible uniformed patrol.
* Ensuring the safety of school children at school-child crossings, except in Operations-South Bureau and Central and Rampart Areas.
* Providing vehicle and pedestrian traffic control, except in Operations-South Bureau and Central and Rampart Areas.

Traffic Activities.

* Providing preliminary collision investigation.
* Providing traffic enforcement.

545.10 GEOGRAPHIC PATROL-SPECIAL DUTIES. Geographic patrol is responsible for the following special duties:

Emergency Equipment. Maintaining and issuing emergency equipment, including special weapons and ammunition. Maintaining information as to the location of equipment needed in emergency situations.

Basic Car Plan Program. Administering Area Basic Car Plan programs.
Police Reserve Corps. Providing field supervision of police reserve officers.

Bicycle Registration. Registering bicycles and issuing licenses.

Bicycle Frame Numbers. Restoring altered or obliterated bicycle frame numbers.

Special Files. Maintaining files of the following:
- Bail receipts.
- Issuance of emergency weapons and equipment.

Special Logs. Maintaining logs of the following:
- Patrol car and footbeat activity.
- Parking meters in need of repair or replacement, except in Central and Rampart Areas.
- Gas Mask Inventory File.

Misdemeanor Warrants. Serving adult misdemeanor warrants on persons within the Area, arranging transportation and booking of persons held by nearby agencies on Los Angeles misdemeanor warrants, according to the transportation assignment in Manual Section 4/275.54.

550. AREA, GANG IMPACT TEAMS.

550.05 GANG IMPACT TEAMS (GIT). Gang Impact Teams shall be established in each geographical Area and will operate under the line command of the Area commanding officer. A Lieutenant II shall be assigned as the GIT officer in charge (OIC) at each Area. Each GIT shall be comprised of the following minimum components:
- Gang Enforcement Detail (GED);
- Community Law Enforcement and Recovery (CLEAR) unit, where applicable;
- Narcotics Enforcement Detail (NED);
- Investigation Detail; and,
- Gang Crime Analysis Detail (G-CAD).

550.10 GANG IMPACT TEAM, OFFICER IN CHARGE, RESPONSIBILITIES. Each GIT OIC shall be responsible for the management, oversight, and supervision of details assigned to the GIT. Responsibilities of the GIT OIC shall include:
- Developing and documenting short and long-term strategies to reduce violent gang crime and gang-related narcotics crimes in his/her assigned Area;
- Deploying GIT personnel based on gang crime trends, intelligence and forecasting;
- Liaising, coordinating, and interacting with prevention providers (e.g., Jeopardy, L.A. Bridges Gang Intervention Program, etc.);
- Liaising with the community to keep abreast of Neighborhood Watch issues as they relate to criminal gang and narcotic activity;
- Ensuring that preliminary complaint, use of force, and pursuit investigations involving GIT personnel are conducted without delay, consistent with established time lines, and ensuring that proper notifications are made;
- Reviewing all GIT administrative documents and directives and ensuring compliance with Department procedure and the Consent Decree;
- Providing managerial oversight over the creation, use, and storage of gang intelligence files and gang photograph books in accordance with Manual Section 4/269.40, and Operations Order 8, 2001, “Guidelines and Procedures for the Gang Photograph Book”;
- Ensuring appropriate oversight over all GIT-initiated search and arrest warrants;
- Reviewing all logs and daily reports completed by GIT supervisory personnel and submitting them to the Area commanding officer for review in a timely manner; and,
- Identifying the training needs of subordinates and ensuring that training is provided.

550.15 GANG ENFORCEMENT DETAILS – FUNCTIONS. The GIT is the GIT’s primary uniformed component focusing on gang members and associated crimes. A uniformed supervisor shall be assigned to provide supervisory oversight of each GED. All Areas shall deploy a uniformed Gang Enforcement Detail. Commanding officers, at their discretion, may deploy a Career Criminal Detail.

Community Law Enforcement and Recovery (CLEAR) units shall operate in conformance with procedures established for GEDs. The CLEAR mission is to recover gang-infiltrated communities by decreasing criminal gang activity through the collaborative efforts of City and county criminal justice agencies.

Note: The CLEAR units shall adhere to selection criteria established for GEDs.

Field Crime Suppression Strategies. Gang Enforcement Detail/CLEAR units shall be responsible for gathering gang-related intelligence and information, identifying gang crime patterns, monitoring gang activity, and implementing crime suppression strategies, to include:
- Establishing and maintaining a visible police presence in communities most affected by violent street gangs and gang-related street narcotics trafficking;
- Deploying strategically to selected locations during periods when criminal gang activity has or is likely to occur;
- Monitoring City parks, schools, and other locations where gang members congregate;
- Collecting and maintaining gang intelligence to prevent gang-related crime and/or identify and apprehend suspects;
- Identifying and focusing efforts on the most active and violent gangs and their leadership to reduce the proliferation of gangs;
- Developing and maintaining working relationships with other branches of the criminal justice system, including prosecutors, probation/parole officers, the City Housing Authority, neighboring municipal and county law enforcement agencies, and other state and federal agencies;
- Developing and maintaining ongoing relationships with community-based organizations, schools, and religious institutions which provide youth programs as well as intervention/prevention programs;
- Participating in community meetings where gang prevention, intervention, and community involvement are the focus of discussion.

Note: Gang Enforcement Detail/CLEAR units shall not use confidential informants.

Search Warrant Requirements. A lieutenant or above shall be present at the execution of all search warrants where GED/CLEAR personnel are involved in the service of the warrant. When multiple locations are involved, a lieutenant shall coordinate the service of the warrant, and ensure that a supervisor is present at each search warrant location where GED personnel are present.

550.20 GANG ENFORCEMENT DETAILS – RESPONSIBILITIES.

Officer’s Responsibility. Officers assigned to a GED/CLEAR unit shall:
- Wear Class A or C uniforms (no other uniform is authorized, e.g., clothing with unauthorized insignias identifying a particular unit, bicycle uniforms, plainclothes, utilities, raid jackets, etc.);
- Use marked black and white police vehicles for all activities;

Exceptions: Exceptions to the two preceding requirements require written approval from a captain or above within that GED/CLEAR unit’s chain of command, and shall be for a specific purpose and limited time. Approval may be obtained telephonically, in which case the signature of the approving authority shall be obtained on the Gang Enforcement Detail-Supervisor’s Daily Report, Form 15.490, as soon as practicable. In exigent circumstances, approval may be obtained from the Chief’s Operations Duty Officer (telephonic approval is acceptable, however, his/her signature shall be obtained as soon as practicable).

- Complete a Daily Field Activities Report (DFAR), Form 15.52.0, for each work day;
- Adhere to existing procedure established for uniformed patrol officers regarding the detention, transportation, arrest, processing, and booking of arrestees;
- Check out and return all field equipment including ASTRO radios, shotguns, and vehicles to the Area kit room on a daily basis; and,
- Conduct normal operations using the Area’s primary radio frequency.

Gang Enforcement Detail personnel shall not use off-site locations for holding arrestees or interviewing witnesses at night. This does not
Supervisor’s Responsibility. A supervisor assigned to oversee a GED/CLEAR unit shall:

- Provide pro-active, daily field supervision over unit operations when any GED/CLEAR personnel are deployed;
- Base all GED/CLEAR activities out of the unit’s assigned Area police facility or an area immediately adjacent to the station (e.g., a trailer located on the Area’s parking lot, etc.);
- At start of watch, provide the on-duty watch commander with an updated Daily Work Sheet, Form 15.26, prepared for the GED/CLEAR unit;
- Provide gang crime trend information at patrol roll calls;
- Brief the on-duty watch commander regarding the GED/CLEAR unit’s planned activities for the day;
- Ensure that all GED/CLEAR personnel are deployed in a Class A or C uniform;
- Ensure that all GED/CLEAR personnel are deployed in marked black and white police vehicles only;
- Ensure that any approved exceptions, as listed in Manual Section 2/550.20, are documented on a GED Supervisor’s Daily Report;
- Ensure that all on-duty GED/CLEAR personnel attend scheduled patrol roll calls. In instances where the GED has been authorized not to attend patrol roll call, arrange an alternate roll call for GED/CLEAR personnel, coordinate with the on-duty watch commander to facilitate his/her attendance, and document the alternate roll-call on a GED Supervisor’s Daily Report;
- Coordinate with the GIT OIC to develop daily mission/activities and/or problem-solving strategies;
- Ensure that all gang information files are maintained in accordance with Manual Section 4/269.40;
- Provide supervisory control at planned tactical operations;
- Check out and return all field equipment including ASTRO radios, shotguns, and vehicles from the Area kit room on a daily basis;
- Perform formal check in/out procedures for all GED/CLEAR personnel and notify the Area watch commander of the status of all GED/CLEAR personnel at end of watch;
- On a daily basis, complete a GED Supervisor’s Daily Report and submit it to the GIT OIC for review and approval.

Note: Exceptions made to any of the requirements listed under Officer’s Responsibility (Manual Section 2/550.20) require approval from a captain or above and shall be for a specified purpose and limited time.

During daytime hours, arrestees shall be taken to the Area station, visually inspected/interviewed by the watch commander, and logged in and out on the appropriate detention log prior to the use of any off-site location.

Note: Exclusions made to any of the requirements listed under Officer’s Responsibility require approval from a captain or above and shall be for a specified purpose and limited time.

Watch Commander’s Responsibility. The Area watch commander shall:

- Be aware of all GED/CLEAR activities during his/her watch;
- In instances where the GED has been authorized not to attend patrol roll call, attend – or assign a designated supervisor to attend – the GED’s alternate roll call;
- Review and approve or disapprove GED/CLEAR booking recommendations and reports;
- Use of force investigations.

In addition to signing the GED Daily Report when the GED goes end of watch, the watch commander shall document the following in the Watch Commander’s Daily Report, Form 15.80:

- Receipt of the Daily Work Sheet submitted by the GED;
- Confirmation that the watch commander was briefed on the GED’s planned activities for the day;
- Confirmation that the GED attended patrol roll call. If operational needs preclude this, the watch commander shall document both the location of the GED’s alternative roll call and confirmation of the watch commander’s attendance; and,
- Confirmation that the watch commander was notified when the GED goes end of watch.

Commanding Officer’s Responsibility. The Area commanding officer shall be responsible for:

- Training;
- Coordinating the recruitment, selection and assignment of NED personnel to include advanced paygrade positions;
- Conducting background investigations on all sworn NED applicants, to include coordination of polygraph examinations;
- Coordinating, issuing, and maintaining control over ND vehicles and specialized equipment assigned to NED personnel;
- Coordinating and maintaining records on the special police accounts and the approved use by NED personnel of Special Police Funds;
- Collecting and analyzing arrest, seizure, search warrants and Narcotics Report statistics;
- Performing required audits of ND/Consent Decree issues;
- Administering the Records Retention Program (e.g., log books, case investigator packages, etc.);
- Processing informants, to include the review and maintenance of GIT informant packages;
- Filing narcotics cases.

550.45 Narcotics Enforcement Detail. The Narcotics Enforcement Detail (NED) shall address street sales, illegal use, and covert trafficking of narcotics. The NED shall investigate Narcotics Reports, Form 3.19, develop and manage narcotics informants, and coordinate the filing of narcotics cases with Narcotics Division’s (ND) Filing Team.

550.50 Investigation Detail. The Investigation Detail shall be staffed with detectives from the assigned Area’s Detective Division and may be ancillary or permanent.
positions at the discretion of the Area commanding officer. The Area commanding officer shall also have discretion in determining who shall exercise line command over the Investigation Detail.

The Investigation Detail shall be tasked with the following duties:

* Investigating gang-related crimes at the direction of the unit’s assigned supervisor, with the exception of homicides and sex crimes;
* Assisting in the preparation of search and arrest warrants and developing sources of information, if necessary;
* Collaborating with prosecutors in filing cases, seeking charge enhancements, and pursuing injunctions and abatements;
* Providing investigative support to GITs;
* Providing training regarding gang investigations;
* Coordinating enforcement strategies with GIT personnel, and;
* Verifying that all crimes investigated by the Investigation Detail are gang-related.

555.55 GANG CRIME ANALYSIS DETAIL. Area Commanding officers shall staff a permanent Gang-Crime Analysis Detail (G-CAD) position within the Area Crime Analysis Detail operation. At a minimum, the G-CAD shall perform the following duties:

* Provide Visual Investigative Analysis (VIA) and LINK Analysis;
* Ensure that all gang-related crimes are entered into the CAL/GANG Case Management System;
* Review all Area crime, arrest and follow-up reports that are completed for the twelve identified gang crimes;
* Review all crime, arrest and follow-up reports to determine gang involvement using the gang-related indicators;

Note: In cases where determination of gang-related classification is not apparent, the decision shall first be resolved by the GIT officer in charge (OIC). In the rare circumstance when the GIT OIC is unable to determine the classification of a crime, the Commanding Officer, Special Operations Support Division (SOSD), shall make the final determination. In all cases, SOSD may change the gang-related status of a crime during the monthly audit of Citywide gang-related crime statistics.

* Complete a Gang Tracking Information Report, Form 12.16.7, for each crime and/or arrest report identified as gang-related and attach it to the report;
* Ensure the Modus Operandi crime code number of 0906 is input into the Consolidated-Crime Analysis Database referring to the appropriate DR number of the gang-related crime;
* Compile gang-related crime statistics and complete the Area Gang Crime Summary Report, Form 12.16.8;
* Compile completed Gang Tracking Information Records, Form 12.16.7, with attached reports and the Area Gang Crime Summary Report as a single package for review and approval by the GIT commanding officer;
* Submit the package containing completed and approved Area Gang Summary Report and Gang Tracking Information Records with related crime and arrest reports to the Bureau Gang Coordinator by the fifth working day of each month;
* Ensure all crime and/or arrest reports that are later determined to be gang-related based on arrest information or follow-up investigation are submitted to the Bureau Gang Coordinator with a Gang Tracking Information Record;
* Receive gang member and affiliate information gathered by gang officers via the CAL/GANG Card, Form 12.16.9, and input or update new information as necessary into the CAL/GANG database and;
* Assist Area Gang Impact Team personnel by performing searches of the CAL/GANG System and providing other investigative leads.

555. AREA, DETECTIVE DIVISIONS.

555.05 DETECTIVE DIVISIONS - FUNCTIONS. Area detective divisions are responsible for:

* Investigating felony cases and misdemeanor crimes which have not been cleared by arrest. The concerned investigating officer shall cause notification to be made, as soon as practical, to the Criminal Conspiracy Section, Major Crimes Division and to Robbery-Homicide Division of all bomb-threat extortions.
* Investigating extortions or threats of extortion involving a juvenile suspect or victim with the exception of juvenile-involved extortions handled by Robbery-Homicide Division and Criminal Conspiracy Section, Major Crimes Division.
* Accepting and reviewing all gang-related complaints.

Note: Acceptance of investigative responsibility for juvenile-related extortions from geographic Area detectives shall be upon the direction of the Commanding Officer, Detective Bureau.

Conducting investigations involving juveniles, including:

* Unfit homes, endangering, and dependent child cases, not resulting in death (Manual Section 2/485.25).
* Child abuse cases in which the perpetrator is not a parent, step-parent, legal guardian, or common-law spouse (Manual Section 2/485.25).
* Cases in which the child is not the primary object of attack but receives an injury (Manual Section 2/485.25).
* All other cases involving child abuse wherein the criteria does not meet the responsibilities of the Abused Child Unit (Manual Section 2/485.25).
* Misdemeanor D.U.I. cases.
* The follow-up responsibility for assaults with a motor vehicle; contact, no contact and third party contact (Manual Section 4/227).
* False personation cases resulting from any arrest or any other incident, excluding a traffic citation or traffic report.

Exception: The following are handled by other organizational units as indicated:

* Traffic collisions are handled by the concerned collision investigation follow-up unit.
* Complaints of violations of laws and ordinances pertaining to vice, other than forcible 286 and 288(a) PC, are handled by the concerned Area vice unit.
* Arson cases in which no other crimes are involved are handled by the Fire Department.
* Cases handled by specialized detective divisions, Labor Liaison Section, Narcotics Division, and Vice Division.
* False personation cases resulting from a Traffic Notice to Appear (citation) or traffic collision reports shall be handled by Traffic Detective Sections.

West Los Angeles Detective Division.

* Maintaining line command over West Los Angeles Court Liaison Section.
* Maintaining liaison with the District Attorney's Office, City Attorney's Office, and West Los Angeles Municipal Court.
* Obtaining all misdemeanor complaints on the following:
* Adults arrested in Pacific and West Los Angeles Areas;
* Field releases issued in Pacific or West Los Angeles Areas; and,
* Completed Complaint Applications, Form 5.15.

Exceptions: Narcotics Division obtains complaints or violations of 11550 Health and Safety Code.

* Reviewing and maintaining records of LAPD misdemeanor cases submitted to the City Attorney's Office, processing the misdemeanor filings with the courts, and forwarding rejected cases to the concerned Area.
* Assisting detectives with filing misdemeanor complaints and obtaining misdemeanor warrants in West Los Angeles Municipal Court.
* Acting as court coordinator to ensure proper court attendance of all officers subpoenaed to West Los Angeles Municipal Court.
* Furnishing copies of all DUI arrest submission lists signed by the City Attorney's Office to Traffic Coordination Section semiannually.

555.10 COMMANDING OFFICER, AREA DETECTIVE DIVISIONS. The commanding officer of an Area Detective Division, under the direction of his or her Area commanding officer, exercises line command
over the operations of his or her division, including the Area CAD.

555.30 AREA DETECTIVE DIVISIONS-
SPECIAL DUTIES. Area Detective Divisions are responsible for the following special duties.


Pin Maps. Maintaining pin maps depicting crime trends according to type of activity, area, and time of occurrence.

Property and Vehicle Dispositions. Directing the dispositions of property and vehicles in the custody of this Department.

Court Coordinators. The day watch commanders of the following divisions shall be court coordinators (Manual Section 3/210.80) for all officers assigned within their respective areas:
- Harbor Detective Division.
- West Los Angeles Detective Division.
- Operations-Valley Bureau Detective Division.

Cruelty to Animals. Geographic Detective divisions shall be responsible for the investigation and follow-up on misdemeanor and felony arrests involving cruelty to animals or animal sacrifice made by Department personnel.

Officer Involved Shootings, Custodial Deaths and Use of Force Incidents Resulting in Injury. The geographic detectives, where the crime occurred, shall be responsible for the criminal investigation related to all employee-involved and employee-influenced injuries which are not the responsibility of a specialized command. The Area or specialized division commanding officer shall ensure that appropriate investigative personnel are assigned to the criminal investigation of these incidents.

Release of Firearms. Releasing booked firearms after authorization for release by the Gun Unit, Detective Support Division.

Investigation of Booked Firearms. The Robbery Unit Coordinator of Area detectives shall review and cause an investigation to be made of all Property Reports, Form 10.1, listing firearms booked in their division relative to a misdemeanor crime or any non-criminal incident for which no investigative officer or specialized detective division have been assigned follow-up responsibility.

Area Auto-Theft Coordinator: The Area Auto-Theft Coordinator shall:
* Ensure that three copies of a vehicle report are forwarded to Burglary-Auto Theft Section when the vehicle involved is a "Big Rig."
* Ensure that three copies of a vehicle report are forwarded to Robbery-Homicide Division when the vehicle is involved in a hijacking.

Area Juvenile Coordinator. The Area Juvenile Coordinator shall:
* Ensure juvenile case dispositions are forwarded to Juvenile Division in a timely manner.
* Enter appropriate arrest information on the monthly Non-Dispositioned Juvenile Report, and return the report to Information Technology Division within ten working days of receipt.

Teenage Dance Permits. Investigating requests for teenage dance permits.

Special Files. Maintaining files of the following:
* Current investigations.
* Case histories of wanted persons.
* Teenage dance permits.
* Convicted sex offenders residing in Area.

Family Violence. Establish a Family Violence detail that investigates crimes of family violence as defined in Manual Section 4/711.

Area Major Assault Crime (MAC) Coordinator. The Area MAC Coordinator is designated as the Area Suspected Child Abuse Report (SCAR) Coordinator. The Area MAC Coordinator shall:
* Forward a copy of all SCARs not received from Juvenile Division to Juvenile Division’s ICU for assignment of a tracking number;
* Assign each SCAR to the Area Juvenile or School Car, as appropriate, for preliminary investigation;
* Ensure that a thorough investigation is conducted, including photographs of visible injuries and/or medical examination to document the injuries;

Note: Photographs of visible injuries shall be obtained through Scientific Investigation Division. Polaroid or digital photographs are not acceptable.
* Provide the ICU liaison officer with an investigative update as soon as possible, but no later than two regular business days after the Area receives the SCAR; and,
* Forward a copy of all reports to the ICU liaison officer.