

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 4

August 3, 2017

SUBJECT: PAROLE COMPLIANCE UNIT AND PROCEDURES - REVISED

PURPOSE: The Parole Compliance Unit (PCU) has been revised to allow Area commanding officers more flexibility in designating Area PCUs. The PCU is no longer a mandatory position, and can be formed according to the Area commanding officers' discretion based on staffing and operational needs. This Order supersedes Operations Order No. 3, *Parolee Compliance Unit and Procedures – Established*, dated July 9, 2014.

PROCEDURE:

I. PAROLE COMPLIANCE UNIT - REVISED. A PCU may be established at the Area commanding officers' discretion.

A. Parole Compliance Unit Mission and Objectives. The mission of the PCUs is to mitigate the potential recidivism rates of Post-release Supervised Persons (PSPs). The PCUs will accomplish this mission through information gathering and sharing, targeted enforcement, and establishing relationships with the California Department of Corrections and Rehabilitation (CDCR), Los Angeles County Department of Probation, Los Angeles County Sheriff's Department (LASD), local law enforcement agencies, Sober Living facilities, and other treatment facilities.

The objectives of PCUs are to identify, monitor, and gather information on PSPs that live, work, and visit the City of Los Angeles, and take enforcement action as deemed appropriate.

Note: The PCUs should monitor all known and habitual offenders such as parolees, felony probationers, and non-violent, non-serious, and non-sex offenders.

All the PCUs should prioritize their efforts toward PSPs according to how they are categorized by the County prior to their release as follows:

- Very High Risk
- High Risk
- Medium High Risk

B. Information Gathering and Sharing. The PCUs will gather information on PSPs through a variety of activities including, but not limited to, field operations, compliance checks, review of crime reports, and database inquiries. The PCUs will share this information with authorized entities inside and outside the Department in a manner consistent with the Department's procedures, goals of crime reduction, and constitutional policing. Information gathered will be utilized to analyze crime trends and determine PSP involvement, if any.

C. Search and Compliance Check Procedures. When conducting parole, probation, or PSP searches and compliance checks, PCUs shall:

- Have a supervisor present; and,
- Minimize the number of police personnel at the location without compromising officer safety.

Note: The PCU supervisors should only deploy sufficient officers that are deemed necessary to conduct the compliance check. Generally, four to six officers should be sufficient when conducting a compliance check. Absent unusual circumstances, tactical helmets should not be worn. Compliance checks are not equivalent to dynamic or rapid entry situations, and PCU personnel should not force entry to conduct a compliance check.

D. Residential Treatment Facilities. When conducting compliance checks at residential treatment facilities, such as Sober Living facilities, PCUs shall:

- Establish and maintain relationships (meet and greet) with the supervisors of the facilities prior to conducting probation compliance checks at these locations; and,
- Explain the purpose of a compliance check to the supervisor and be mindful not to disrupt the daily operations of the facility.

Note: On occasion, PCU personnel attempting to conduct compliance checks have been denied information by the Person in Charge of certain medical facilities, transitional housing units, and sober living homes based on the assertion that doing so would constitute a violation of the Code of Federal Regulation and Health Insurance Portability and Accountability Act (HIPAA). If required by the Person in Charge at a facility, obtain a copy of the "Authorization for Limited Disclosure of Substance Abuse Prevention and Treatment Information" (which is typically completed by Probation prior to entry into a treatment and/or Sober Living facility) from the Probation Department, prior to conducting a compliance check at said facility.

E. Training and Database Access. Area PCU personnel may have access to:

- Any current and new database information [i.e., Parole Law Enforcement Automated Data System (LEADS), Adult Probation System (APS), Parole/Probation Contact Form (PPCA), and Cal Gangs] that can assist in accomplishing the PCU mission; and,
- Training regarding Post-Release Community Supervision (PRCS), parole and probation requirements, to include applicable laws, definitions, search procedures, and tactical considerations.

F. Selection Process. Area commanding officers will be responsible for the appropriate selection of personnel assigned to the PCU.

II. OFFICER'S RESPONSIBILITIES. Officers assigned to the PCU are responsible for the following:

- Wear Class "A" or "C" uniform. The bureau commanding officer must authorize any deviations;
- Deploy as a "Z" Car in a marked black and white or dual-purpose vehicle;
- Complete a Computer Aided Dispatch (CAD) Summary Report, for each day worked;
- Check out and return all field equipment and vehicles to the Area kit room daily;
- Attend roll call periodically, with the purpose of sharing parolee information with patrol officers;
- Operate on the assigned Area base radio frequency;
- Review Field Interview cards (FIs), arrest reports, crime reports, and citations completed by Area personnel who have contacted and identified parolees and/or probationers in the field;
- Conduct an assessment and verification of the PSP's address of record upon request by Probation and/or CDCR and submit the results to the PCU supervisor;

Note: The assessment and verification should include photos of the exterior of the residence, vehicles, and any other area accessible to the public that might assist with future investigations.

- Assist Deputy Probation Officers (DPOs) with compliance checks and/or arrests, as requested, when possible;
- Maintain and update the PSP database;
- Interact with Area detectives, specialized units, and Crime Analysis Details to identify crime trends and develop enforcement strategies to identify PSPs involved in criminal activity;
- Debrief all PSPs that have police contact or have been arrested, regarding crime trends and to update their contact information when practical;
- Notify the assigned DPO and concerned Area's PCU at the earliest opportunity if a parolee and/or probationer who resides in a different Area is arrested, is a suspect in a crime, or is in violation of a term of their parole or probation;
- Conduct parole and/or probation searches, including rollbacks, consistent with existing procedures;
- Collaborate with Gang and Narcotics Division (GND) to investigate and arrest any parolee and/or probationer who has absconded or is at large; and,
- Input the details, circumstances, location, outcome, date, time, and any other relevant information related to contacts with PSPs into APS and PPCA.

III. PAROLE COMPLIANCE UNIT SUPERVISOR'S RESPONSIBILITIES.

Supervisors assigned to the PCU are responsible for daily field supervision and the following:

- Wear Class "A" or "C" uniform. Any deviations must be authorized by the bureau commanding officer and documented in the Sergeant's Daily Report, Form 15.48.00;

- Deploy officers as “Z” Cars in marked black and white or dual-purpose vehicles;
- Ensure PCU personnel attend roll call periodically, with the purpose of sharing parolee information with patrol officers;
- Provide the on-duty watch commander with the PCU’s updated Daily Work Sheet, Form 15.26.00, at the start of watch;
- Complete a Sergeant’s Daily Report, Form 15.48.00, review CAD Summary Reports and other associated paperwork;
- Provide supervisory control at tactical operations;
- Be present at all parole, probation, and PSP searches and/or compliance checks;
- Meet with the DPOs to discuss caseloads and assist in building partnerships to maintain a positive, cooperative working relationship;
- Ensure that appropriate information regarding parolees, probationers, and PSPs is maintained in Department computer systems and/or databases, such as APS and the PPCA web portal;
- Ensure that Area patrol supervisors and officers, specialized units, and detectives are provided with updates on relevant PSP information and PSP contacts; and,
- Ensure that personnel assigned to the PCU receive appropriate training and database access.

IV. AREA COMMANDING OFFICER’S RESPONSIBILITIES. The Area commanding officer will be responsible for staffing and deploying the Area PCU, ensuring compliance with this Order, and is responsible for ensuring:

- Hours of operations for PCUs are based on operational needs;
- Appropriate supervisory oversight during daily and tactical operations; and,
- Pertinent PCU statistics and reports are collected.

V. GEOGRAPHIC BUREAU ASSISTANT COMMANDING OFFICER’S RESPONSIBILITIES. The geographic bureau assistant commanding officer is designated as the Bureau Parolee Coordinator. He or she should designate the Bureau Gang Coordinator as his or her assistant and will:

- Monitor and assess the operation of all PCUs within the concerned bureau;
- Provide feedback to the bureau and Area commanding officers on overall PCU performance, as well as any audit and inspection findings; and,
- Liaise with other Bureau Parolee Coordinators and GND regarding bureau and/or Citywide activities, training, and the required tactical support.

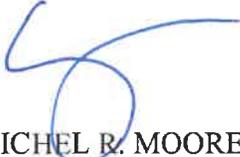
VI. GANG AND NARCOTICS DIVISION’S RESPONSIBILITIES. The Parolee at Large (PAL) Unit within Fugitive Warrant Section at GND is responsible for assisting in coordinating Citywide PSP and parolee operations and activities, and will work with Area PCUs to facilitate the following:

- Locating, arresting, and extraditing absconders and PALs or PSPs who have committed new crimes or violated the terms of their supervision, within or outside the City of Los Angeles or the State of California; and,
- Liaising with CDCR, Probation, LASD, and geographic bureaus.

Note: Extraditions will normally be handled by the Fugitive Warrant Section due to their expertise and training. Exceptions will be considered on a case-by-case basis.

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

Should you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



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Director, Office of Operations

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