

**1996
OFFICE OF OPERATIONS
NOTICES**

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2	1-12-96	1996 OFFICE OF OPERATIONS PROJECT CALENDAR
3	2-1-96	ESTABLISHMENT OF CITYWIDE ANT-SCAVENGING PILOT PROGRAMS
4	2-8-96	CLARIFICATION OF THE CALIFORNIA INSURANCE CODE AND TRAFFIC COLLISION NOTIFICATIONS
5	2-8-96	SECTION 11532 H&S, LOITERING FOR DRUG ACTIVITIES
6	2-14-96	LAWS APPLICABLE TO POLICE BICYCLE PATROL UNITS
7	2-23-96	AMENDED VEHICLE CODE LAWS FOR 1996
8	2-23-96	OFFICE OF OPERATIONS GOALS FOR 1996
9	3-7-96	STATE OF THE COMMUNITY SECOND STATUS UPDATE REPORT
10	3-21-96	REDUCTION IN TRIAL DELAYS
11	3-22-96	ABATEMENT OF NUISANCE PAY TELEPHONES
12	3-29-96	SUBPOENAS ISSUED TO DEPARTMENT PERSONNEL BY DEFENSE ATTORNEYS
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14	3-29-96	UTILIZATION OF PHASE III PROBATIONARY OFFICERS FOR NARCOTICS ENFORCEMENT TEAM - PILOT PROGRAM
15	4-3-96	MISSING ATTACHMENT FROM OFFICE OF OPERATIONS ORDER NO. 7, 1996
16	4-11-96	DOCUCAM IN-CAR VIDEO REPAIR PROCEDURES
17	4-12-96	ELIMINATION OF PATROL REQUIREMENTS FOR SENIOR LEAD OFFICERS AS OUTLINED IN OFFICE OF OPERATIONS ORDER NO. 9, 1995
18	4-12-96	PATROL RESPONSIBILITY FOR AT-RISK JUVENILES
19	4-12-96	EXPANSION OF THE JUVENILE TRAFFIC COURT CITATION PROGRAM
20	4-16-96	GUIDELINES FOR SELECTING OFFICERS FOR JUVENILE ASSIGNMENTS
21	4-24-96	OPERATION SPARKLE PROGRAM, REVISED
22	5-8-96	USE OF VOICE MAIL

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NO	DATE	SUBJECT
23	5-28-96	SUBPOENAS ISSUED TO DEPARTMENT PERSONNEL BY DEFENSE ATTORNEYS - AMENDED
24	5-28-96	MOBILE DATA TERMINAL MAINTENANCE AND REPAIR PROCEDURES
25	6-7-96	FOURTH OF JULY ILLEGAL FIREWORKS ENFORCEMENT
26	6-14-96	EMERGENCY ACCESS TO SECURITY RESIDENTIAL BUILDINGS
27	6-17-96	APPLICATION FOR TWO-WHEEL MOTORCYCLE ASSIGNMENT
28	6-24-96	LAW ENFORCEMENT RELATED INJURIES USE OF FORCE NOTIFICATIONS
29	6-26-96	CODE 6 CHARLES RESPONSE
30	6-27-96	PROCEDURES FOR "LAGGING" SWORN PERSONNEL
31	7-19-96	TRAUMA INTERVENTION PILOT PROGRAM
32	7-24-96	REQUEST FOR LOS ANGELES FIRE DEPARTMENT RESOURCES DURING TRAINING EXERCISES
33	7-26-96	TRANSMITTAL OF DAILY DEPLOYMENT INFORMATION TO COMMUNICATIONS DIVISION
34	7-30-96	TRAFFIC-RELATED EMERGENCY DISPATCH PROCEDURES - AMENDED
35	7-30-96	NARCOTICS EXPERTISE CERTIFICATION PROCEDURE
36	7-31-96	ESTABLISHMENT OF A COURT LIAISON OFFICER AT THE CRIMINAL COURTS BUILDING
37	8-22-96	DANGERS OF CLANDESTINE METHAMPHETAMINE LABORATORIES
38	8-22-96	MORATORIUM ON ENFORCEMENT OF THE CITY'S LEAFBLOWER
39	8-23-96	PERSONNEL COMPLAINT INVESTIGATION REVIEW CYCLE
40	8-24-96	NOTIFICATION TO THE FIRE DEPARTMENT OF ILLEGIBLE OR MISSING ADDRESSES ON BUILDINGS WITHIN THE CITY
41	8-23-96	SAFE RETURN TO SCHOOL MEETING, 1996 FALL SEMESTER
42	8-28-96	MISSING PERSONS PROCEDURES FOR FOUND/UNIDENTIFIED NON-ENGLISH SPEAKING PERSONS
43	9-3-96	IN-CAR VIDEO SYSTEM MAINTENANCE AND REPAIR PROCEDURES - REVISED

OFFICE OF OPERATIONS

RECEIVED

NOTICE NO. 1

JAN 17 1996

January 12, 1996

SEARCHED INDEXED SERIALIZED FILED

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: INDEX OF VALID OFFICE OF OPERATIONS ORDERS

An index listing all valid Office of Operations (O.O.) Orders through December 31, 1995, has been prepared and accompanies this Notice. The Orders are listed numerically by year and by year and title. As these Orders are incorporated in other active manuals (Vice, Homicide, Detective Operations, and Juvenile), they are deleted from the inventory of valid O.O. Orders.

Commanding officers needing copies of O.O. Orders should contact the Administrative Operations Unit, at extension 5-4111.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachments

DISTRIBUTION "A"

NUMERICAL LISTING OF VALID ORDERS

<u>1973</u>	<u>1980</u>	<u>1985</u>	<u>1988</u>	<u>1992</u>	<u>1995</u>
No. 25	No. 3 No. 5 No. 25	No. 1 No. 2 No. 5 No. 7	No. 1 No. 2 No. 9 No. 10 No. 13	No. 1 No. 2 No. 4 No. 6 No. 8	No. 1 No. 2 No. 3 No. 4 No. 5 No. 6 No. 7 No. 8 No. 9
<u>1975</u>	<u>1981</u>	<u>1986</u>	<u>1989</u>	<u>1993</u>	No. 10 No. 11 No. 12 No. 14 No. 15 No. 16 No. 17 No. 18 No. 19 No. 20 No. 21 No. 24 No. 25 No. 26 No. 27 No. 28 No. 29 No. 30 No. 31
No. 8 No. 9 No. 14 No. 21 No. 29 No. 31	No. 1 No. 2 No. 7 No. 11	No. 3 No. 4 No. 6 No. 11 No. 16 No. 20 No. 26 No. 27 No. 29 No. 30 No. 31 No. 32 No. 33	No. 1 No. 3 No. 5 No. 7 No. 9 No. 12 No. 14 No. 15 No. 16 No. 17 No. 19 No. 20 No. 21	No. 1 No. 3 No. 4 No. 5 No. 6 No. 7 No. 8 No. 15 No. 17 No. 18 No. 19 No. 20 No. 21 No. 22 No. 23 No. 24 No. 25 No. 26	
<u>1976</u>	<u>1982</u>	<u>1987</u>	<u>1990</u>	<u>1994</u>	No. 32 No. 33
No. 6 No. 8 No. 24 No. 29 No. 34 No. 42 No. 51 No. 54	No. 4 No. 10 No. 13 No. 16 No. 18 No. 19 No. 23 No. 28	No. 3 No. 4 No. 7 No. 9 No. 10 No. 12 No. 14 No. 15 No. 21 No. 24 No. 25	No. 1 No. 3 No. 4 No. 5 No. 6 No. 7 No. 8 No. 9 No. 11 No. 13 No. 16	No. 1 No. 2 No. 3 No. 4 No. 6 No. 7 No. 8 No. 9 No. 11 No. 13 No. 14 No. 15 No. 16 No. 17 No. 18 No. 19 No. 20 No. 21 No. 22	
<u>1977</u>	<u>1983</u>				No. 30 No. 31 No. 32
No. 6 No. 17 No. 21 No. 22 No. 24 No. 25 No. 30	No. 3 No. 11 No. 15 No. 20 No. 21 No. 22 No. 24				
<u>1979</u>	<u>1984</u>		<u>1991</u>		
No. 9 No. 20	No. 1 No. 2 No. 5 No. 6 No. 8 No. 17		No. 1 No. 2 No. 4 No. 6 No. 7 No. 10 No. 11		

INDEX OF VALID ORDERS BY YEAR AND NUMBER

1973

No. 25 - Emergency Traffic Control Devices

1975

- No. 8 - Misdemeanor Arrest Report Writing Procedures
No. 9 - Input of Identifiable Property into Computer Systems
No. 14 - Jail Safety and Security Procedures
No. 21 - Transportation of Rape Victims in Police Vehicles
No. 29 - Notifications and Entry into Restricted Areas -
Los Angeles International Airport
No. 31 - Court Cases Involving Vehicle Identification by
Secondary Numbers

1976

- No. 6 - Use of Safety "Padded" Cells
No. 8 - Code 7 Requests During First or Last Hour of Field Duty
No. 24 - Centralized Timekeeping Control
No. 29 - Proving the Age of Minor (Under 21 Years of Age)
Defendants
No. 34 - Identification of Female Prostitutes Booked at S.B.I.
No. 42 - Mandatory Rotation of Vice Vehicles
No. 51 - Notifying Training Division of Divisional Training Days
No. 54 - Notification to Department of Recreation and Parks When
Facilities are Needed for Command Post Operations

1977

- No. 6 - Enforcement of Vehicle Registration Violations
No. 17 - "Window Smash" Procedures

- No. 10 - Reporting Defective Gas Chromatograph Intoximeter
- No. 13 - Police Service Representative Uniforms
- No. 16 - Distribution of Crime and Arrest Reports Involving Asian Victims and Suspects
- No. 18 - Formal Orientation of Newly Assigned Sergeants
- No. 19 - Traffic Manual
- No. 23 - Bureau, Area, Division and Specialized Section Notices and Orders
- No. 28 - Noise Enforcement Team

1983

- No. 3 - Expanded TASER Deployment
- No. 11 - Duties and Responsibilities of Area and Specialized Division Analytical Officers
- No. 15 - Accountability and Maintenance of Shotguns and Shotgun Ammunition
- No. 20 - STORM (System to Optimize Radio Car Manpower) Guidelines
- No. 21 - Obtaining the Status of Superior Court Felony Cases
- No. 22 - Notice of Training or Special Assignment Form
- No. 24 - Department of Recreation and Parks Policy Concerning the Sale and Consumption of Alcoholic Beverages

1984

- No. 1 - Use of Child Passenger Seat Restraints
- No. 2 - Accountability and Maintenance of Raid Jackets
- No. 5 - Mobile Digital Terminal Equipment Maintenance and Repair
- No. 6 - Accountability for California Peace Officers Legal Sourcebooks Within the Office of Operations

- No. 8 - Transportation of PCP Arrestees by LAFD Rescue Ambulance
- No. 17 - Standardized Code Seven Procedure for Motorcycle Officers

1985

- No. 1 - Detective Monthly Homicide Activity Summary
- No. 2 - Transmittal of Daily Deployment Information to Communications Division
- No. 5 - Arrests for Violation of Temporary Restraining Orders
- No. 7 - Field Unit Selection Sequence and Priority Radio Call Backlog - Tactical Alert Guidelines

1986

- No. 3 - Robbery or Burglary of Jewelry Business Locations - Notifications Required
- No. 4 - Gun Safety Lesson Plan
- No. 6 - Service Complaint Correspondence Procedures
- No. 11 - Parole Revocation Hearings
- No. 16 - Acknowledgement of Citizen Commendations
- No. 20 - Phone Patch Guidelines
- No. 26 - Domestic Violence Cases - 17(b)4 Referral Policy
- No. 27 - Department Jail Assignments
- No. 29 - Operation-Identification Program
- No. 30 - Fingerprint Investigations
- No. 31 - IBM Personal Computers
- No. 32 - Park Policing
- No. 33 - Documentation of Gang Affiliation on Arrest Reports

1987

- No. 3 - Special Penalty Consideration for Informant-Defendants in Felony Cases
- No. 4 - Interrogation of Narcotic and Felony Arrestees
- No. 7 - Retention of Firearm Entries in State and Federal Automated Systems
- No. 9 - Requesting Want and Warrant Information via the Radio
- No. 10 - In Lieu Probation Violation Filings, Department 100, Central Judicial District
- No. 12 - Consumer Product Tampering
- No. 14 - Blood Alcohol Tests for 647(f) PC (DRUNK) Arrestees
- No. 15 - Payment of Selected Vehicle Towing and Storage Fees
- No. 21 - Accountability for Updating Suspect Information into PACMIS
- No. 24 - Notification to Department of Motor Vehicles Regarding Arrests for Highway Violence
- No. 25 - The ECCCS Special Locations File

1988

- No. 1 - Fingerprint Investigations
- No. 2 - Response to Requests for NCIC Hit Confirmations
- No. 9 - City Attorney Domestic Violence and Crimes Against Persons Filing Procedures - Revised
- No. 10 - Deployment of L-90 "Stopping the Response Time Clock"
- No. 13 - Field Release From Custody (FRFC) Procedures - Expanded

1989

- No. 1 - Mandated Training on Corruption Awareness
- No. 3 - Booking of Evidence Requiring Freezer Storage into Valley Property Section, Property Division

- No. 5 - Criteria to Request a SWAT Team and/or a Crisis Negotiation Team Response
- No. 7 - Conditional Use Permits (CUP)
- No. 9 - Reporting Incidents Motivated by Hatred or Prejudice
- No. 12 - Criteria for Felony Driving-Under-the-Influence Bookings
- No. 14 - Narcotics Enforcement Activities by Office of Operations Personnel
- No. 15 - Restricted Booking Locations for Large Sums of Money
- No. 16 - Shelter Information for the Homeless
- No. 17 - Operation Regeneration Program
- No. 19 - Peace Officer Status of Employee Development Department Special Investigators and Requests for Information
- No. 20 - Fingerprint Investigations - Supplemental Procedures
- No. 21 - Off-Duty Employment at Filming Locations

1990

- No. 1 - Investigations of Non-Injury Officer-Involved Shootings
- No. 3 - Crime Clearances Involving Juvenile Offenders
- No. 4 - Reducing Quantity of Evidence Booked in Misdemeanor and Infraction Cases
- No. 5 - TRAP Guidelines
- No. 6 - Area Consolidated Standing Plans/Field Command Post Operations
- No. 7 - Elder and Dependent Adult Abuse
- No. 8 - Gang File Guidelines
- No. 9 - Pilot Project: Decentralization of Vehicle Impound Data
- No. 11 - Responsibilities for Investigation of Arson-Related Homicides

- No. 13 - Police Assisted Community Enhancement (PACE)
- No. 16 - Establishment of Crime Analysis Unit and Area Crime Analysis Details

1991

- No. 1 - The Patrol Mission
- No. 2 - Standardized Change of Watch Policy for Office of Operations Traffic Divisions
- No. 4 - Pro/Anti Abortion Demonstrations
- No. 6 - Administrative "To" Messages
- No. 7 - Deployment of Watch Commanders and Assistant Watch Commanders
- No. 10 - Area Desk Service Excellence Survey
- No. 11 - Voluntary Expansion of Jeopardy Program

1992

- No. 1 - Assignment of Non-coded Calls for Service to Field Sergeants
- No. 2 - Emergency Protective Orders
- No. 4 - Procedures for Rover "Help" Activations
- No. 6 - Standard Unit Designations for Bike Details
- No. 8 - Death Investigation Evidence Disposition

1993

- No. 1 - Three-Year Station/Personnel Inspection Cycle
- No. 3 - Standard Audit Report Format
- No. 4 - Unit Designations And Area Sectoring During Mobilization
- No. 5 - Modified 17(b)(4) P.C. Bypass Procedure

- No. 21 - Filing Policy Regarding Jurisdictional Conflicts for GTA and Other Identifiable Stolen Property Cases
- No. 22 - Police Reports Required for City Attorney Hearings at the City Attorney's Bauchet Street Office
- No. 24 - Activation of the Off-Street Enforcement Program
- No. 25 - Use of Female Officers for Rape Investigations
- No. 30 - Senior Deputy Auxiliary Police

1979

- No. 9 - Loss or Theft of Remote Out of Vehicle Emergency Radios (ROVER)
- No. 20 - Procedure for Control of Key(s) to Premises Where Burglary-Auto Theft Division Alarms Have Been Installed

1980

- No. 3 - Use of Unmarked Police Vehicles by Explorers and Associate Advisors
- No. 5 - Reporting LA Numbers
- No. 25 - Subrogated Property Notifications on Stolen Vehicles

1981

- No. 1 - Alteration of Telephone Communications During Hostage/Barricaded Suspect Incidents
- No. 2 - Guidelines for the Investigation and Reporting of Natural Deaths by Field Services Division Personnel
- No. 7 - Police Clergy Council Identification Cards
- No. 11 - Homicide Manual

1982

- No. 4 - Community Relations Guidelines

- No. 6 - Office of Operations Publishing Plan
- No. 7 - Victim Refusal to Prosecute
- No. 8 - Crime Analysis Products and Information
- No. 15 - Formal Orientation of Newly Assigned Personnel
- No. 17 - Reward Procedure-Revised
- No. 18 - Criminal Record/Department of Motor Vehicles History Information of Filing Criminal Complaints-Revised
- No. 19 - Domestic Violence Filing Procedures-Revised
- No. 20 - Revised Murder Investigation Progress Report
- No. 21 - Expansion of the Los Angeles Police Department's Repressible Crime Category to Include Violent Crimes
- No. 22 - Revised Gang-Related/Motivated Homicide Funeral Notifications
- No. 23 - Department Participation in Community Centers
- No. 24 - Shots Fired at Officers
- No. 25 - Career Criminal Apprehension Program (CCAP)
- No. 26 - Anatomical Drawing Forms

1994

- No. 1 - Transit Law Enforcement
- No. 2 - Juvenile Traffic Court Citation Program
- No. 3 - Ride-Along Waiver
- No. 4 - In-Car Video Pilot Program
- No. 6 - Major Assault Crimes (MAC) Unit in Area Detective Divisions
- No. 7 - Implementation of New Policies Relating to Juvenile Procedures
- No. 8 - Penal Code Section 293 - Publication of Information Regarding Victims of Sex Offenses

- No. 9 - Volunteer Programs - Annual Report
- No. 11 - Booking Female Arrestees at Rampart Area Regional Female Jail
- No. 13 - Foreign Travel Risks and Procedures
- No. 14 - Revised Stuart House Investigative Procedures
- No. 15 - Strategies to Increase Detective Efficiency
- No. 16 - Area/Division Taser Control
- No. 17 - Domestic Violence Restraining Orders - Area Subpoena Control Officer Responsibilities
- No. 18 - Sworn Cash Overtime Reporting Procedures
- No. 19 - Timely Coroner Notifications in Death Investigations
- No. 20 - Deployment and Responsibilities of School Cars
- No. 21 - Telecommunication Devices for the Deaf
- No. 22 - Training Coordinator's Responsibilities

1995

- No. 1 - Accurate Murder Statistics in Police Arrest Crime Management Information System (PACMIS)
- No. 2 - Sick/IOD Coordinators
- No. 3 - Issuing a Personal Service Citation at the Scene of a Traffic Collision
- No. 4 - Service Requirement on Domestic Violence Temporary Restraining Orders
- No. 5 - Penal Code Sections 113 and 114
- No. 6 - Investigation of Traffic Collisions Involving all Railway Conveyances (TCS)
- No. 7 - Bureau Administrative CRASH Unit
- No. 8 - Response to "Heard Only" Shots Fired Incidents
- No. 9 - Community Policing
- No. 10 - Expanded Detective Work Hours Pilot Program
- No. 11 - Reporting Gang-Related Crimes

- No. 12 - Activation of Career Criminal Apprehension Section, Detective Support Division
- No. 14 - Assignment of Area Senior Police Service Representatives
- No. 15 - Investigative Responsibilities of Robbery-Homicide Division and Detective Headquarters Division
- No. 16 - Driving-Under-the-Influence Court Submission Form
- No. 17 - Parking Around the Criminal Courts Building
- No. 18 - Temporary Closure of City Thoroughfares
- No. 19 - Delivery of Detained Juvenile Arrest Reports to the District Attorney's Office
- No. 20 - Standardized Roll Call Training Program for Detectives
- No. 21 - Establishment of Pre-Designated Mobile Field Force (MFF) Units
- No. 24 - Stolen Vehicle Recovery Network Guidelines - Revised
- No. 25 - Standardized Change of Watch Policy for all Office of Operations Patrol Divisions
- No. 26 - Homicide Investigation Evidence Disposition - Revised
- No. 27 - Decentralization of Mandated Registration of Sex Offenders
- No. 28 - Expanded Assignment Options for Phase III Probationary Officers
- No. 29 - Change in the Responsibility for Data Entry of Sex Crime Modus Operandi Codes
- No. 30 - Moratorium on Enforcement of Section 14607.6 of the California Vehicle Code (Vehicle Forfeiture Law)
- No. 31 - Delivery of Juvenile Arrest Reports to the Probation Department in Non-Detained Cases
- No. 32 - Off-Hours Emergency Witness Relocation Fund

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OFFICE OF OPERATIONS

JAN 17 1996

PLANNING AND RESEARCH
DIVISION

January 12, 1996

NOTICE NO. 2

TO: All Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: 1996 OFFICE OF OPERATIONS PROJECT CALENDAR

A review of all effective Office of Operations (O.O.) Orders, Notices and Chief's Administrative Orders (AO) has determined that the following periodic reports must be submitted by Office of Operations entities in 1996:

O.O. ORDER NO. 9, 1989

Quarterly Hate Incident Reports from Area detective divisions to the concerned bureau via Area commanding officer shall be submitted not later than the 15th of January, April, July and October.

O.O. ORDER NO. 13, 1990 AND O.O. NOTICE NO. 13, 1994

Police Assisted Community Enhancement (PACE) quarterly reports from Area commanding officers to EAS, O.O., via the concerned bureau, shall be submitted not later than the 20th of January, April, July and October.

O.O. ORDER NO. 1, 1993

Report of triennial Area/division inspections by operations bureaus to the Director, O.O., shall be submitted not later than 30 days after the inspection is scheduled (See Attachment 1).

O.O. ORDER NO. 6, 1993

Publishing Plan according to the publication schedule (See Attachment 2).

O.O. ORDER NO. 9, 1994

Annual Reports of Volunteer programs from Area/division commanding officers to the Director, O.O., via the concerned bureau shall be submitted not later than November 20th of each year.

O.O. ORDER NO. 1, 1996

Each geographic operations bureau shall forward the annual "Crime Reduction Plan Report" and "Crime Reduction Plan Progress Reports" to the Director, O.O. in accordance with the dates listed below:

Crime Reduction Plan Due Dates

Annual Report:	Due to O.O. by the fourth Friday in June.
First Progress Report:	Due to O.O. by the fourth Friday in February.
Second Progress Report:	Due to O.O. by the fourth Friday in October.

ADMINISTRATIVE ORDER NO. 2, 1993

The following Department Coordinator Semi-Annual Reports shall be submitted to the Director, O.O., and the Chief of Police on the first administrative day of deployment periods two and nine:

Assistant Commanding Officer, Operations-Headquarters Bureau:

- * Transit and Rail System;
- * Traffic; and,
- * Stolen Vehicle Recovery Network.

Commanding Officer, Detective Services Group:

- * Gangs;
- * Detectives;
- * Hate Crimes; and,
- * Domestic Violence.

Commanding Officer, Juvenile Group:

- * Graffiti; and,
- * Youth Services.

Commanding Officer, Uniform Services Group:

- * Emergency Preparation;
- * Movie Industry; and,
- * Vending.

Commanding Officer, Operations-Central Bureau:

- * Homeless.

Commanding Officer, Detective Headquarters Division:

- * Aging;
- * Contract Hospitals; and,
- * Psychiatric Emergency Coordinating Committee.

STATE OF THE COMMUNITY REPORT DUE DATES

Each geographic operations bureau shall forward the "State of the Community Report" Status Updates and the annual "State of the Community Report" to the Director, Office of Operations, in accordance with the due dates established by the Office of the Chief of Police. The following due dates have been established based on fiscal rather than calendar year. A new Administrative Order is currently being drafted that will reflect this change:

- Annual Report: Due to O.O. by the third Monday in May.
- First Status Report: Due to O.O. by the third Monday in October.
- Second Status Report: Due to O.O. by the third Monday in March.

NOTE: After review, O.O. will forward these reports to Community Policing Group. Any questions regarding the "State of the Community Report" Status Updates or the annual "State of the Community Report," should be directed to Community Policing Group at (213) 847-4882.


BAYAN LEWIS, Deputy Chief
Director
Office of Operations

Attachments

DISTRIBUTION "B"

ATTACHMENT 1

THREE YEAR INSPECTION SCHEDULE

Bureau	Year One Quarters				Year Two Quarters				Year Three Quarters			
	1 Jan- March	2 April- June	3 July- Sept	4 Oct- Dec	1 Jan- March	2 April- June	3 July- Sept	4 Oct- Dec	1 Jan- March	2 April- June	3 July- Sept	4 Oct- Dec
OCB		RAMP		CENT		HOBK		NE				NEWT
OSB	SW		HARB		77TH		STD		SE			
OWB				HWD		WIL		WTD		WLA		PAC
OVB	VNY		VTD		WVAL		DEV		NHWD		FTHL	
OIB		OJG		USG		DSG TCS IAS				NARC GRP		

PUBLICATION SCHEDULE

<u>ARTICLE I</u>	<u>DUE DATE</u>	<u>ARTICLE II</u>	<u>DUE DATE</u>
<u>OPERATIONS-CENTRAL BUREAU</u>			
OCB	05-01	OCB	11-01
O.O.	05-15	O.O.	11-15
OAS	05-31	OAS	11-30
OCOP	06-15	OCOP	12-15
Publisher	07-01	Publisher	01-01
<u>OPERATIONS-SOUTH BUREAU</u>			
OSB	07-01	OSB	01-01
O.O.	07-15	O.O.	01-15
OAS	07-31	OAS	01-31
OCOP	08-15	OCOP	02-15
Publisher	09-01	Publisher	03-01
<u>OPERATIONS-WEST BUREAU</u>			
OWB	03-01	OWB	09-01
O.O.	03-15	O.O.	09-15
OAS	03-31	OAS	09-30
OCOP	04-15	OCOP	10-15
Publisher	05-01	Publisher	11-01
<u>OPERATIONS-VALLEY BUREAU</u>			
OVB	01-01	OVB	06-01
O.O.	01-15	O.O.	06-15
OAS	01-31	OAS	06-30
OCOP	02-15	OCOP	07-15
Publisher	03-01	Publisher	08-01
<u>OPERATIONS-HEADQUARTERS BUREAU</u>			
OHB	09-01	OHB	03-01
O.O.	09-15	O.O.	03-15
OAS	09-30	OAS	03-31
OCOP	10-15	OCOP	04-15
Publisher	11-01	Publisher	05-01
<u>EVALUATION AND ADMINISTRATION SECTION</u>			
EAS	11-1	EAS	05-01
O.O.	11-15	O.O.	05-15
OAS	11-30	OAS	05-31
OCOP	12-15	OCOP	06-15
Publisher	12-31	Publisher	06-30

FEB 06 1996

PLANNING AND RESEARCH
DIVISION

OFFICE OF OPERATIONS

NOTICE NO. 3

February 1, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: ESTABLISHMENT OF CITYWIDE ANTI-SCAVENGING PILOT PROGRAMS

EFFECTIVE: Deployment Period No. 2 of 1996

PURPOSE

This Notice outlines guidelines, procedures and enforcement policies for establishing voluntary anti-scavenging programs within each geographic Area.

INFORMATION

Recently, extensive and well-organized illegal scavenging has become a significant problem for the City of Los Angeles. The problem came to light in June 1994, when it was estimated by the Bureau of Sanitation (BOS) that the City was losing approximately two million dollars annually in revenue. It is a criminal offense to scavenge recyclable materials from any curbside and/or alleyway. Conviction for this offense is punishable by a fine of up to \$500 and/or imprisonment in the Los Angeles County Jail for up to six months.

The City Council's Waste and Environmental Management Committee has recently approved funding for a pilot program that will enable all 18 Areas to participate in the Citywide Anti-Scavenging Program (CASP). The pilot program, which will initially be funded for a period of one year, will start in Deployment Period (DP) No. 2 of 1996. At the end of the one year period, the pilot program will be resubmitted to the City Council for review. The mission of CASP will be to reduce scavenging activity on a Citywide basis. The reduction of illegal scavenging will encourage citizen participation in the City's recycling pilot program, increase the monthly tonnage of recyclables collected, and reduce the amount of lost City revenue.

To accomplish this, the Department in conjunction with the BOS, will enforce Los Angeles Municipal Code (LAMC) Section 66.28, which relates to the illegal activity of taking recyclable materials from any curbside and/or alleyway.

PROCEDURE

The pilot program will consist of two distinct elements: public education and enforcement. Enforcement activity will be in response to public complaints and observations of illegal activity by personnel assigned to the Anti-Scavenging detail.

Education and Enforcement Strategy

To maximize the Department's public education and enforcement efforts, all Area Anti-Scavenging Programs will be implemented in 3 stages.

- * Stage No. 1 - will involve acting upon information reported by the public. When vehicle license numbers of suspected scavengers are reported to any police station, the registered owner will be identified, and a warning letter will subsequently be sent by the CASP;

NOTE: Patrol officers and desk personnel receiving complaints regarding scavenging violations are not required to complete a Preliminary Investigation Report (provided no other crime is involved). The attached scavenging report form may be used. This form shall be immediately forwarded to the CASP coordinator's office at Operations-Valley Bureau (OVV), Mail Stop 414.

- * Stage No. 2 - will include roving patrols, consisting of sworn officers along with reserve officers, to locate violators. These patrols will issue warnings and complete field interview cards. During this warning process, if any other violations are discovered, appropriate action should be taken (e.g., arrest, citation, etc);

NOTE: Citizen volunteers may be used to assist at observation posts.

- * Stage No. 3 - will involve the citing and/or arresting of violators who have received prior warnings.

NOTE: Violators of Section 66.28 LAMC "Refuse - Rubbish and Salvage-tampering with" may be cited in accordance with existing Release From Custody Citation Guidelines, provided no other crime is involved.

Citywide Anti-Scavenging Program (CASP) Coordinator's Responsibilities

In order to ensure that CASP is implemented in a uniform and efficient manner, some centralized coordination will be necessary. Until further notice, the assistant commanding officer, OVB, has been designated as the CASP Coordinator for this pilot program. The CASP Coordinator will assist as follows:

- * Identified license numbers will be sent to OVB where they can be entered into a data base. Completed anti-scavenging field interview cards, copies of arrest reports and citations shall also be sent to OVB for entry into the data base.
- * A Department of Motor Vehicles records check will be made and a warning letter will be sent to first time violators by OVB.
- * These entries will be cataloged by geographic bureau and printed out once a week for the concerned enforcement details to verify if a violator has been previously warned.

Area Commanding Officer's Responsibilities

A special overtime account will be available to any Area that requests overtime funds solely for this purpose. There will be a cash overtime cap of \$3,000 per DP for each participating Area. The overtime activity code for these details will be 57.

NOTE: The request should be made to the CASP Coordinator.

Each Area that identifies a need to deploy scavenger details should develop a plan to fit its specific needs. However, the following basic guidelines shall be adhered to:

- * Verify fund availability and obtain approval from the CASP Coordinator before beginning any enforcement details;
- * Assign a supervisor to act as the Area Anti-Scavenging Program Coordinator;
- * Use reserve officers and volunteers to assist sworn officers whenever practical;

- * Coordinate activities with BOS personnel who cover the affected Area's boundaries;
- * Immediately forward a copy of all field interview cards and suspect license numbers to the CASP Coordinator's office;
- * Prepare a monthly report on scavenger enforcement efforts and forward to the CASP Coordinator. Each monthly report should include, but is not limited to the following:
 - ** Charts depicting year-to-date versus last year-to-date data of total tonnage of recyclables picked up (provided by BOS);
 - ** Regular recap reports listing number of hours worked, citations issued, arrests made, field interview cards completed, and number of citizen complaints received;
 - ** Tracking of overtime usage to ensure it does not go beyond funds allocated for that DP. A copy of all Overtime Reports, Form 70-02.24.0., shall be forwarded to the CASP Coordinator.

Arrest and Reporting Guidelines

The City Attorney's (CA's) office has provided the following guidelines to assist Department personnel and the CA's office in enforcing this ordinance:

- * Officers generally should not arrest obviously homeless persons for taking recyclables from trash containers;
- * Look for violators who are scavenging recyclables on a large scale (use of car, pick-up trucks etc.);
- * First time offenders shall be warned and not arrested unless some other criminal violation exists;
- * When second time offenders are arrested, include the following in the narrative of the arrest report:
 1. The address of the location where the property was taken; and,
 2. All addresses from which additional property was taken.

NOTE: A copy of the Field Interview Card should also be attached to the arrest report.

LOS ANGELES POLICE DEPARTMENT
ANTI-SCAVENGING PILOT PROGRAM

SCAVENGING REPORT

DATE: _____

AREA: _____

Person Reporting Name	Address	Phone No.

Suspect Vehicle Description (yr/make, color)	Suspect Vehicle License No.

Day of Week Observed	Time of Day Observed

Type of Recyclable Taken

NOTE: This report shall only be used to report scavenging incidents and shall not be used to report any other crime.

Upon completion, immediately forward this report to the Anti-Scavenging Program Coordinator, OVB
Mail Stop 414

LAPD TEMP

Establishment of Citywide Anti-Scavenging

Pilot Programs

Page 5

1.2.1

- * It is not necessary to book the property, a Polaroid picture is sufficient for evidentiary purposes. Property, when practicable, shall be retained by the owner.

NOTE: When it is necessary to book the property, Manual Section 4/540.80 shall be adhered to.

- * Write "SCAVENGING DETAIL ARREST" in red in the upper right hand corner of the Arrest Report or citation to denote all scavenging-related enforcement activity. This will ensure that the case is routed to Deputy City Attorneys specifically assigned to handle these cases.

All correspondence shall be forwarded to the Department's CASP Coordinator, at Mail Stop 414. The phone number for the CASP office is (818) 756-8063. Commander C. F. Dinse, Assistant Commanding Officer, Operations-Valley Bureau (OVV) is the Department CASP Coordinator.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachment

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 4

February 8, 1996

TO: All Personnel, Office of Operations

RECEIVED

FROM: Director, Office of Operations

FEB 12 1996

SUBJECT: CLARIFICATION OF THE CALIFORNIA INSURANCE CODE AND
TRAFFIC COLLISION NOTIFICATIONSPLANNING AND RESEARCH
DIVISION

EFFECTIVE: Immediately

PURPOSE

This Notice informs Department personnel of an apparent conflict between Sections 557.5 and 557.6 of the California Insurance Code and provides clarification.

INFORMATION

Section 557.5 of the California Insurance Code states in part, "No peace officer...shall be required to report any accident in which he or she is involved while operating an authorized emergency vehicle...to any person who has issued that peace officer...a private automobile insurance policy."

However, Section 557.6 of the California Insurance Code states in part, "Any peace officer...who has been involved in an accident shall submit to his or her private automobile insurer within 30 days of the accident his or her written declaration under penalty of perjury stating whether or not at the time of the accident he or she was operating an authorized emergency vehicle."

Confusion over this conflicting language has caused many Department personnel to receive higher insurance rates on their personal policies due to their failure to properly notify insurance companies.

Clarification of the California Insurance Code
and Traffic Collision Notifications

Page 2

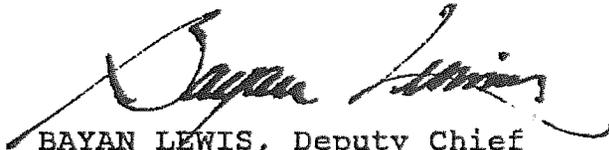
1.2.1

PROCEDURES

When Department personnel are involved in an on-duty traffic collision while operating an emergency vehicle, they should notify their personal insurance company of their on-duty/emergency vehicle status within 30 days of the occurrence. This notification must be in the form of either a written declaration or a copy of the traffic collision report. In such instances, Department personnel are not required to complete and submit an SR-1 form (State Injury or Damage Report) to the Department of Motor Vehicles.

NOTICE: Department personnel are advised that if they fail to notify their personal insurance companies within the required 30-day period, their personal insurance policies can be negatively affected.

Questions regarding California Insurance Code Sections 557.5 and 557.6 should be directed to the Officer-in-Charge, Traffic Coordination Section, at (213) 893-8118.



BAYAN LEWIS, Deputy Chief
Director
Office of Operations

Distribution "A"

OFFICE OF OPERATIONS

NOTICE NO. 5

February 8, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: SECTION 11532 H&S, LOITERING FOR DRUG ACTIVITIES

EFFECTIVE: January 1, 1996

PURPOSE

This Notice informs Office of Operations personnel of enforcement guidelines for Health and Safety Code (H&S) Section 11532 H&S, Loitering for Drug Activities.

INFORMATION

On September 5, 1995, the California State Assembly passed Assembly Bill 1035, which added 11532 H&S, Loitering For Drug Activities, to the Health & Safety Code. This section makes it a misdemeanor to loiter in any public place with the intent to commit a narcotic offense.

Section 11532 H&S became effective on January 1, 1996, and provides law enforcement with a powerful tool for addressing continuing narcotic activity. The Department, in conjunction with the Office of the City Attorney, has developed a mandatory Department/City Attorney training course to explain the requirements and filing guidelines for this section. Due to the stringent enforcement requirements, enforcement of 11532 H&S shall be restricted to personnel who have completed the requisite training course. Personnel who have not received this training shall not enforce this section.

PROCEDURES

Effective immediately, officers may arrest for violation of 11532 H&S only after they have successfully completed the Department/City Attorney training course.

Section 11532 H&S, Loitering for Drug Activities

Page 2

1.2.1

NOTE: Narcotics Group (NG) is in the process of establishing protocol for entities outside of NG to receive this training. All questions regarding enforcement/training for Section 11532 H&S should be directed (via the concerned training coordinator) to NG, Staff Services Unit, at (213) 485-4044.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

RECEIVED

FEB 15 1996

OFFICE OF OPERATIONS

PLANNING AND RESEARCH
DIVISION

NOTICE NO. 6

February 14, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: LAWS APPLICABLE TO POLICE BICYCLE PATROL UNITS

EFFECTIVE: Immediately

PURPOSE

This Notice advises officers assigned to bicycle patrol units of the proper procedures to follow when responding to emergencies and when enforcing laws pertaining to motorists who evade the police.

INFORMATIONSECTION 21200(b)(1) CVC, "LAWS APPLICABLE TO BICYCLE USE: PEACE OFFICER EXEMPTION"

Section 21200 (a) of the California Vehicle Code (CVC) states that every person riding a bicycle upon a highway has all the rights and is subject to all the provisions applicable to the driver of a motor vehicle. On January 1, 1995, Subdivision (b) (1) was added which states in part that any peace officer operating a bicycle during the course of his or her duties is exempt from the requirements of Subdivision (a), when the bicycle is being operated under any of the following circumstances:

- * When responding to emergency calls;
- * When engaging in rescue operations; and
- * When in immediate (bicycle) pursuit of an actual or suspected violator of the law.

This subdivision does not relieve an officer from the duty to operate a bicycle with due regard for the safety of all persons using the highway.

PROCEDURES

Section 17004 CVC states, "A public employee is not liable for civil damages...from the operation of an authorized emergency vehicle while responding to an emergency call or when in the immediate pursuit of an actual or suspected violator of the law." However, officers assigned to bicycle patrol operations are reminded that police bicycles are not considered emergency police vehicles, and Section 17004 CVC does not apply.

Bicycle Patrol Officer Responsibilities

Bicycle patrol officers may enforce traffic violations. However, officers shall be in close proximity to the violator before attempting a traffic stop. Officers shall advise Communications Division that they are bicycle officers, state their location, and, when applicable, give a description of the violator's vehicle and license number. Prior to conducting a traffic stop involving a motor vehicle, bicycle officers should consider the tactical situation, the inherent safety risks to officers and the public, and whether the violator can be apprehended at a later time.

NOTE: Bicycle patrol officers may not go in pursuit of a motor vehicle as described in Sections 30 and 27002 CVC, since a bicycle is not an authorized emergency vehicle.

Bicycle patrol officers may respond to all calls for service. However, in doing so officers shall comply with the Department's policies and procedures and all applicable traffic laws. Bicycle patrol officers shall not equip their bicycles with a red light or siren.

When bicycle patrol officers become engaged in a pursuit, they shall identify themselves as bicycle patrol officers to Communications Division, state their location, the description of the violator(s), and all other pertinent information. The pursuit shall be treated as a foot pursuit.

Section 2800.1 (b) CVC states, any person who, while operating a motor vehicle and with the intent to evade, willfully flees or otherwise attempts to elude a pursuing peace officer's bicycle, is guilty of a misdemeanor if the following conditions exist:

- * The peace officer's bicycle is distinctively marked;
- * The peace officer operating the bicycle is wearing a distinctive uniform;

- * The peace officer gives a verbal command to stop;
- * The peace officer sounds a horn that produces a sound of at least 115 decibels;
- * The peace officer gives a hand signal commanding the person to stop; and
- * The person is aware, or reasonably should have been aware, of the verbal command, horn, and hand signal, but refuses to comply with the command to stop.

NOTE: If the violator refuses to stop, the bicycle officer shall request a uniformed officer in a black and white police vehicle to intervene and assist.

All questions regarding the procedures outlined in this Notice shall be directed to Traffic Coordination Section, Bicycle Coordination Unit, at (213) 893-8118.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 7

February 23, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: AMENDED VEHICLE CODE LAWS FOR 1996

EFFECTIVE: Immediately

PURPOSE

This Notice informs Department personnel of amendments to California Vehicle Code (VC) Sections 22651(o), Authority to Remove (Impound) Vehicles, and 22851(a) VC, Lien on Stored Vehicles.

INFORMATION

Section 22651(o) VC, Authority to Remove (Impound) Vehicles, previously allowed a peace officer to impound a motor vehicle when it was determined that the vehicle registration was expired for at least one year and one day. As of January 1, 1996, this section was amended and now allows for the impoundment of a vehicle when the vehicle registration is expired in excess of six months.

On January 1, 1996, Section 22851(a) VC, Lien on Stored Vehicles, was changed and now allows a vehicle owner to regain possession of his/her vehicle after the vehicle is in the possession of a towing company but prior to the vehicle being removed from the location.

PROCEDURE**22651(o) VC - Authority To Remove (Impound) Vehicles**

Department personnel may now impound a vehicle when the vehicle's registration is expired for at least six months and one day.

22851(a) VC - Lien on Stored Vehicle

This section has been amended and now reads, "Possession of the vehicle is deemed to arise when a vehicle is removed and is in transit, or when vehicle recovery operations or load salvage operations that have been requested by a law enforcement agency have begun at the scene. Whenever a vehicle owner returns to a vehicle that is in possession of a towing company prior to the removal of the vehicle, the owner may regain possession of the vehicle from the towing company if the owner pays the towing company the towing charges." This section does not apply to vehicles being impounded for crimes which are subject to Department holds (e.g., unlicensed driver vehicles or evidence).

NOTE: Recovery or load salvage operations are considered to have begun when the tow truck or any part of the tow truck is connected to the impounded vehicle.

Any questions regarding either of these sections shall be directed to Traffic Coordination Section, Traffic Legislative and Special Projects Unit, at (213) 893-8118.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 8

February 23, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: OFFICE OF OPERATIONS GOALS FOR 1996

An analysis of the Office of Operations (O.O.) achievements for 1995, the ongoing implementation of Community Policing, and the Department's Strategic Plan objectives, have been completed. Again, I commend each of you for the many outstanding accomplishments during 1995. I am proud of your demonstrated commitment to the goals set in 1995 and to the Department's Community Policing efforts. I have committed us to the following goals in 1996:

1. An O.O. commitment to fully adopt the principles of the Community Policing philosophy in all aspects of our daily activities.

Paramount to this goal is the realization that it is the responsibility of every member of the Department to embrace the Community Policing philosophy as the means by which we carry out our mission and accomplish goals.

Presently, four geographic Areas have adopted the Districting Plan. This plan will further encourage all officers to adopt the Community Policing philosophy in their patrol activities. Senior Lead Officers (SLOs) have historically borne the Department's responsibility for Community Policing in the City. However, it is incumbent upon all personnel to adopt the same focus and energy that has typified the outstanding job done by the Area SLOs.

We will accomplish this goal by:

- * Ensuring that all O.O. personnel are trained in how to incorporate aspects of Community Policing into their daily delivery of police service.
- * Challenging ourselves to utilize innovative, non-traditional methods of policing.

- * Working in partnership with the communities we serve in the decision-making processes that identify and develop solutions to community problems.
- * Soliciting community input in identifying problems that impact the visible quality-of-life problems that cause decay of neighborhoods.
- * Stabilizing assignments of patrol officers and supervisory personnel on the basic cars, so that they can get to know the communities they work in.
- * Emphasizing Territorial Imperative.
- * Developing and maintaining community relationships within the basic car Areas.
- * Utilizing available time for directed patrol and the implementation of pre-planned problem-solving strategies.
- * Developing close working relationships with the SLOs to develop solutions to problems within the basic car Areas.

2. In conjunction with the first goal, the O.O. will increase enforcement efforts to reduce crime and the fear of crime.

We will accomplish this goal by:

- * Emphasizing the fact that Community Policing is not "soft" on crime. It is tougher on crime because it encourages officers to focus enforcement efforts on community-identified problems.
- * Targeting primary cause locations with quality policing by developing strategies with the community that include arrests, field interviews, vehicle code enforcement directed at problem traffic locations, high visibility patrol, etc. Our goal will be to eliminate problems before they generate into repeated calls for service thus enhancing the quality of life in the community and producing community satisfaction with police operations.
- * Implementing patrol strategies that address quality-of-life issues, such as gang activity, graffiti, litter, broken windows, and abandoned cars which go beyond the scope of traditional police activities.
- * Expanding problem-solving responsibilities beyond the Senior Lead Officers to include all officers assigned to work that particular community.

Paramount to this goal is continued change in the Department's focus from reacting to incidents, to taking a proactive problem-solving approach to community-identified problems. Along with arresting suspects involved in serious criminal activities, i.e., assault, robbery, burglary, murder, etc., we will also strive to enhance the quality of life in the community by solving nuisance problems, i.e., graffiti, loud parties, prostitution, abandoned vehicles, vandalism, etc.

In addition to our 1996 goals, we have a solid foundation consisting of our Mission Statement, Core Values, Management Principles, and a Strategic Plan. We will continue to implement our Strategic Plan objectives as we build upon this foundation. As we move forward with planning during 1996, you will continue to be involved as a vital part of the process. We can look forward to some exciting and challenging times in the future. I am confident that we, as a Department and as a team, will be able to handle any challenge the future might bring and look forward to working with you in 1996.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "D"

OFFICE OF OPERATIONS

NOTICE NO. 9

March 7, 1996

TO: All Geographic Bureau and Area Commanding Officers

FROM: Director, Office of Operations

SUBJECT: STATE OF THE COMMUNITY SECOND STATUS UPDATE REPORT

EFFECTIVE: Immediately

PURPOSE

This Notice informs all Office of Operations geographic bureau and Area commanding officers that the State of the Community Second Status Update Report due March 1996, is rescinded.

INFORMATION

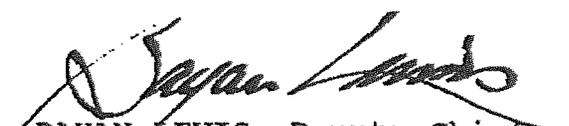
Office of Operations Order Number 1, 1996, and Office of Operations Notice Number 2, 1996, state in part, "the State of the Community Second Status Update Report is due from all Areas to the appropriate geographic bureau by the first Monday of March; due from the geographic bureaus to O.O. by the third Monday of March; and due from O.O. to Community Policing Group by the first Monday of April." This Notice rescinds the March 1996 State of the Community Second Status Update Report only.

PROCEDURES

All Areas shall report the progress of their 1995 State of the Community Annual Report in their March 1996 Activities Report. The normal reporting procedures will resume as directed in the above O.O. Order and O.O. Notice beginning with the State of the Community Annual Report due in May of 1996.

Note: Community Policing Group's State of the Community Report Format as described in Administrative Order (AO) Number 12, 1994, is currently being revised and will soon be superseded by a new AO.

Any questions related to this Notice shall be directed to O.O., Evaluation and Administration Section, at extension 5-4111.



BAYAN LEWIS, Deputy Chief
Director
Office of Operations

DISTRIBUTION "B"

OFFICE OF OPERATIONS

NOTICE NO. 10

March 21, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: REDUCTION IN TRIAL DELAYS

EFFECTIVE: March 18, 1996

MAR 22 1996

PURPOSE

This Notice provides information on a plan developed by the Superior Court for reducing delays in felony trials conducted at the Criminal Courts Building (CCB), 210 West Temple Street.

INFORMATION

California Penal Code Section 1382 requires that trial dates for felony defendants be set within 60 days after a defendant's arraignment in superior court. The Supervising Judge of the Criminal Division has implemented the "Delay Reduction Project," to reduce delays in felony trials at CCB (see attachment).

Effective immediately, all felony trial dates will be scheduled for the 50th day following a defendant's arraignment in superior court. Pursuant to this plan, officers will be subpoenaed for the 50th day, or day one of ten, rather than the current practice of the 57th day.

Current on-call procedures for court appearances are not affected by this Notice.

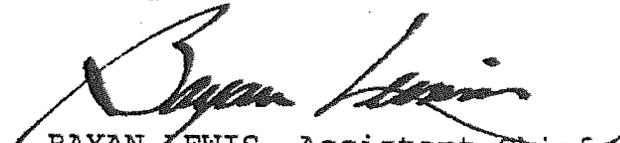
Reduction in Trial Delays

Page 2

1.2.1

PROCEDURE

Investigative personnel involved in continuing investigations after the superior court arraignment, shall be responsible for meeting all discovery requirements, and ensure that all information is provided to the concerned prosecutor. The "Delay Reduction Project" requires that discovery materials be provided 30 days before the trial.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachment

DISTRIBUTION "A"



CHAMBERS OF
JAMES A. BASCUE
SUPERVISING JUDGE
CENTRAL CRIMINAL

CRIMINAL DIVISION
The Superior Court
LOS ANGELES, CALIFORNIA 90012

CRIMINAL COURTS BUILDING
210 WEST TEMPLE STREET
(213) 874-1234

MEMORANDUM

March 6, 1996

TO: Gil Garcetti, District Attorney
Michael P. Judge, Public Defender
Bruce Hoffman, Alternate Public Defender
David Wesley, ICDA
Mona Soo Hoo, Criminal Courts Bar Association

FROM: James A. Bascue
Supervising Judge, Criminal Division 

SUBJECT: THE DELAY REDUCTION PROJECT

Effective Monday, March 18, the Superior Courts in the Criminal Courts Building will implement a plan for calendar management and delay reduction. This memorandum is to place all parties on notice that the Superior Court will be taking an active role in addressing delays in the justice system and will particularly be strictly enforcing Court Rules as delineated below.

It should be noted that the subcommittee of the Countywide Criminal Justice Coordination Committee has concluded in a memorandum sent to each Supervisor dated March 4, 1996, that new legislation in the area of delay reduction is not necessary as the current Rules provide an effective approach to reduce delays in trials.

Pursuant to the direction of CCJCC and recommendations of the Superior Court Calendar Management Committee, the court will enforce the Los Angeles County Superior Court Rules regarding criminal trials as set forth in sections 6.4 through and including 6.20.

Gil Garcetti
Michael P. Judge
Bruce Hoffman
David Wesley
Mona Soo Hoo
March 6, 1996
Page 2

The following five areas will be specifically targeted:

1. Penal Code section 987.05 will be strictly enforced. Pursuant to Rules section 6.4, the court shall set a date for trial at the time of arraignment. The trial date will be set as 50 days of 60 (Pen. Code § 1382). If counsel cannot represent to the court that they will be ready to begin trial within the original 60 days, counsel will not be appointed. The only exception allowable is when the court is persuaded that because of the complexity of the case and the agreement of the defendant, the matter may need longer than 60 days for preparation.

All third strike arraignments will take place in Department 123. After appointment of counsel and plea, the cases will be set in their matrix courts.

2. Continuances will not be granted except upon a showing of good cause pursuant to Penal Code section 1050. This will include all pretrial and trial settings. The court will require specific good cause as stated on the record. The court will not find this cause for any of the following reasons:

- a. Attorney convenience;
- b. Stipulated continuances;
- c. Interference with 9/80 days off;
- d. Failure to expeditiously prepare for trial;
- e. Settlement negotiations not complete;
- f. Retained attorney substituting into the case after arraignment; and,
- g. Failure of a client to adhere to a financial agreement.

The court will impose sanctions which may include fines or denial of the motion for continuance for failure to comply with Penal Code section 1050.

3. Pursuant to Rules section 6.5(a), unless otherwise ordered, all pretrial motions shall be in writing, accompanied by points and authorities, and shall be served at least 10 calendar days before the hearing. Boiler-plate motions will not be entertained by the court. All responses to motions must be in writing and within the time parameters set forth in Rule 6.5. Sanctions imposed for failure of this Superior Court Rule may result in granting or denying of the motion, financial sanctions pursuant to Code of Civil Procedure section 177.5, or the denial of an opportunity to argue at the time of hearing.

Gil Garcetti
Michael P. Judge
Bruce Hoffman
David Wesley
Mona Soo Hoo
March 6, 1996
Page 3

4. All pretrial motions must be noticed and heard prior to counsel announcing ready for trial. Pretrial motions will be heard in the calendar court, not in the trial court, unless specific good cause is shown. Pretrial motions consist of the following:
 - a. Motions to suppress a confession either under 5th or 6th amendment grounds;
 - b. 1538.5 motions;
 - c. Admissibility of scientific evidence (Kelly-Frye);
 - d. 995 motions;
 - e. Discovery;
 - f. Severance/joinder motions;
 - g. Aranda/Bruton motions;
 - h. Trombetta motions;
 - i. A plea of twice in jeopardy/or demurrer; and,
 - j. Motions to suppress identification (Wade/Gilbert)

5. The court will require strict compliance with section 1054 of the Penal Code. At the time of the arraignment, a trial date will be set on day 50 of the 60th day (section 1382 statute). Discovery must be provided 30 days before the trial. Before counsel can announce ready for trial, compliance with 1054 should be confirmed. Failure to comply, including last minute deliveries of discovery absent good cause, will be met with sanctions ranging from substantial fines, denial of a right to present certain evidence, or to a special jury instruction.

It is the goal of this Delay Reduction Project to ensure all parties' compliance with the Los Angeles County Superior Court Rules, Penal Code statutes, and constitutional rights of all parties and prevent the dismissal of cases for violation of a defendant's speedy trial right.

JAB:slf

cc: Honorable Gary Klausner
Honorable Robert W. Parkin
All Supervising Judges
Honorable Abraham Khan
John A. Clarke, Executive Officer/Clerk

OFFICE OF OPERATIONS

NOTICE NO. 11

March 22, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: ABATEMENT OF NUISANCE PAY TELEPHONES

MAR 23 1996

PURPOSE

This Notice informs Office of Operations personnel of abatement procedures for nuisance pay telephones. Additionally, this Notice establishes the Narcotics Group, Narcotics Abatement Unit (NAU), as the liaison for advice and guidance on issues involving abatement of nuisance pay telephones.

INFORMATION

Pay telephones have a long tradition of meeting the communication needs of people who are away from their homes or work locations, as well as those people who do not subscribe to a telephone service. Unfortunately, drug trafficking as practiced today is heavily dependent on the use of public pay telephones to carry out illegal transactions. Drug dealers commonly carry pagers and use public pay telephones to respond to pages, and conduct drug and other illegal transactions at these sites at the expense and outrage of local residents. In high crime areas of the City, where the benefit to the public in having public pay telephones available is outweighed by their contribution to crime, pay telephones can be altered or removed through the abatement process.

PROCEDURES

When a complaint regarding a nuisance pay telephone is received by a geographic Area, the complaint should be referred to the appropriate Senior Lead Officer (SLO). The concerned SLO should contact the complainant to determine the specific nature of the activity occurring at the pay telephone. If the activity is narcotics-related, the SLO can coordinate with the concerned Narcotics Group (NG) Field Enforcement Section Detective III who is responsible for the Area to receive guidance for resolving the complaint.

Abatement of Nuisance Pay Telephones

Page 2

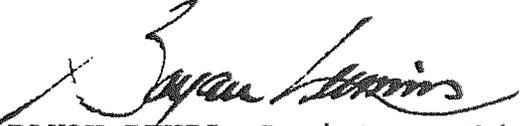
1.2.1

NOTE: If the activity is not narcotics-related, the geographic Area has primary responsibility for resolving the complaint.

After remedial measures have been attempted and do not achieve the desired results, and the phone vendor or property owner refuses to remove the pay telephone, the SLO may recommend abatement as a last resort. However, the Area CO shall make the final decision as to whether abatement proceedings should be initiated. If the Area CO concurs with the SLO's recommendation, the SLO shall immediately begin the abatement process and may contact NAU for guidance with the abatement procedures.

NOTE: Each Area shall maintain a list of locations where installation of pay telephones is prohibited. This list should be updated monthly and made available to all interested parties.

Any questions regarding pay telephone abatement procedures should be directed to NAU, at (310) 575-8910.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

RECEIVED

APR 1 1996

NOTICE NO. 12

PLANNING AND RESEARCH
MARCH 29, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: SUBPOENAS ISSUED TO DEPARTMENT PERSONNEL BY
DEFENSE ATTORNEYS

EFFECTIVE: IMMEDIATELY

PURPOSE

This Notice clarifies Department policy concerning on-call status for court appearances pursuant to subpoenas issued by defense attorneys. This Notice also establishes a procedure for subpoena control officers when receiving subpoenas by fax from defense attorneys.

INFORMATION

Some defense attorneys have issued subpoenas to officers in criminal cases offering officers the option of being placed on call. These subpoenas are sometimes accompanied by a separate form which requests the subpoenaed officer to sign an agreement to place themselves on call and/or an agreement (or refusal) to be interviewed by a defense attorney.

NOTE: Defense subpoenas are different from prosecution subpoenas in that officers are not permitted by Department policy to be placed on call. A defense subpoena is a legal notice requiring a mandatory appearance in court.

Additionally, California Penal Code Section 1328(c) provides that a criminal subpoena may be issued to an officer by delivering a copy to the officer personally, or to the officer's immediate supervisor. This Penal Code Section also permits service of subpoenas by fax or other electronic means.

Subpoenas Issued to Department Personnel
by Defense Attorneys

Page 2

1.2.1

If a subpoena is issued by fax, Penal Code Section 1328(c) requires that the immediate supervisor of the subpoenaed officer acknowledges receipt of the subpoena by telephone or electronic means. However, the Department has made no such agreement to receive/accept subpoenas by fax from any defense attorneys.

PROCEDURES

Subpoena Control Responsibilities

Subpoena control personnel receiving fax copies of subpoenas from defense attorneys shall:

- * Contact the issuing attorney;
- * Explain Department policy and the appropriate service procedures; and,
- * Request proper service of the subpoena in accordance with existing policy.

Officers Responsibilities

Officers receiving a subpoena from a defense attorney are reminded to notify their commanding officer in accordance with Department Manual Section 3/210.60. Subpoenaed personnel unable to appear in court pursuant to the subpoena are reminded to make notification as required by Manual Section 3/210.30.

In addition, officers shall disregard any document accompanying a defense subpoena which offers officers the option of being placed on call. There is no legal or Department obligation for officers to sign this or any such form, or to agree to speak to a defense attorney if they do not wish to do so.

Commanding officers shall monitor compliance with these procedures and ensure compliance.

Questions regarding these procedures should be directed to Operations-Headquarters Bureau, Investigative Analysis Section, at extension 5-2676.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 13

March 29, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: NIGHT WATCH FILING DEPUTY - PILOT PROGRAM

EFFECTIVE: April 1, 1996

PURPOSE

This Notice establishes the Night Watch Filing Deputy - Pilot Program in the Wilshire Area.

INFORMATION

To accommodate night watch detective deployment, the District Attorney's Office will have a deputy district attorney (DDA) available for filing felony cases at Wilshire Detective Division on Monday evenings between 1400 and 2200 hours. The DDA will be available to file cases only for detective divisions which normally file cases at the Criminal Courts Building at 210 West Temple Street. This includes Central, Hollenbeck, Hollywood, Newton Street, Northeast, Rampart, 77th Street, Southwest, and Wilshire Detective Divisions. The Night Watch DDA will be housed in the detective squad room, Wilshire Area Station, located at 4861 West Venice Boulevard.

PROCEDURES

The Night Watch DDA will be available on the first court day following every weekend. Normally, this day will be Monday. When Monday is a court holiday, the Night Watch DDA will be available on Tuesday. The Night Watch DDA will accept the following types of cases for filing consideration:

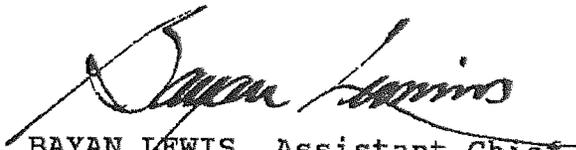
- * Autos
- * Burglary
- * Crimes Against Persons (CAPS)
- * Community Resources Against Street Hoodlums (CRASH)
- * Homicide
- * Robbery

The DDA will also be available for advice and/or telephonic rejects.

Detectives wishing to file felony cases shall telephone Wilshire Detective Division in advance to ensure that the DDA is available for accepting cases. The DDA may be reached at (213) 485-4037.

NOTE: Detectives are reminded that the Chinatown Branch of the City Attorney's Office has been relocated to the second floor of 312 South Hill Street, and renamed the Maria Elena Reyes Branch. This Branch will be open on Mondays and Tuesdays, until 1800 hours to accept in-custody 17(b)(4) referral cases only. A deputy city attorney can be contacted at (213) 485-6681.

Any questions regarding this program should be directed to Wilshire Area Detective Division at (213) 485-4037.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

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OFFICE OF OPERATIONS

APR 1 1996

PLANNING AND RESEARCH
DIVISION

MARCH 29, 1996

NOTICE NO. 14

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: UTILIZATION OF PHASE III PROBATIONARY OFFICERS FOR
NARCOTICS ENFORCEMENT TEAM - PILOT PROGRAM

EFFECTIVE: Deployment Period No. 4, 1996

PURPOSE

This Notice establishes a one-year pilot program in the Rampart Area for the Narcotics Group (NG), Field Enforcement Section (FES) Narcotics Enforcement Team (NET). This Notice also outlines loan procedures for Phase III Probationary Police Officers to staff the pilot program.

INFORMATION

Narcotics trafficking has led to a substantial and dramatic decline in the quality of life and has fueled much of the violent crime and gang-related activity in the affected communities. Clearly, new strategies for addressing this problem need to be examined. Rampart Area has been selected as the pilot project site for NET because of the unusually high degree of narcotics-related activity in this Area.

The NET philosophy is a proven concept that has been used successfully to combat prostitution in the Hollywood Area. Uniformed officers assigned to NET are provided training in narcotics identification, use, packaging, sales and distribution. The NET officers are also trained to enforce Section 11532 of the Health and Safety Code (Loitering for Drug Activity). The primary goal is not to make a large number of arrests, but to disrupt the marketplace with consistent, high visibility enforcement by uniformed police officers.

PROCEDURES

Effective Deployment Period (DP) No. 4, phase III probationary police officers will be used to staff the pilot program. All third phase POs I shall be deployed in marked black and white police vehicles and supervised by narcotics detectives. Each PO I shall use his/her assigned Astro radio for the duration of the NET assignment. Additionally, timekeeping, PO I Evaluations and other related documentation will be handled, as appropriate, by NG personnel.

Patrol Commanding Officers' Responsibilities

Beginning DP No. 4, all patrol commanding officers shall loan one Phase III Probationary Officer (PO-I) to NG, FES, NET Pilot Program for a minimum of two, but not to exceed three DPs. No exceptions will be permitted.

NOTE: When a probationary officer's loan has expired, another third phase PO I shall be immediately designated as a replacement. In addition, each PO-I shall be assigned an Astro radio by the respective Area(s) for the duration of the NET assignment.

Narcotics Group's Responsibilities

- * Appoint a NET Pilot Program Coordinator.
- * Act as the Department liaison and coordinate all activities related to the NET Pilot Program.
- * Establish measures of effectiveness and provide a written report to the Director, Office of Operations, no later than Monday, May 20, 1996, which outlines the procedures that will be used to evaluate the effectiveness of the pilot program.
- * Prepare a final written report on the pilot program's effectiveness and forward to the Director, O.O. no later than Wednesday, December 18, 1996.
- * Establish guidelines and monitor compliance with NET Pilot Program procedures.
- * Ensure that all PO I evaluations, comment sheets, and related documentation are completed and forwarded to the concerned Area coordinator in a timely manner.

Utilization of Phase III Probationary Officers
for Narcotics Enforcement Team - Pilot Program

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1.2.1

Duration: It is anticipated that the Rampart NET Pilot Program will last for the remainder of the 1996 Calendar Year. At that time the program will be reviewed by the Director, Office of Operations, NG and Rampart Area to assess NET's overall effectiveness and potential for expansion.

All questions regarding the NET Pilot Program should be directed to the NET Pilot Program Coordinator, NG, FES, at extension 5-3859.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

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OFFICE OF OPERATIONS

APR 11 1996

PLANNING AND RESEARCH
DIVISION

April 3, 1996

NOTICE NO. 15

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: MISSING ATTACHMENT FROM OFFICE OF OPERATIONS
ORDER NO. 7, 1996

Due to a distribution error, Attachment No. 2, the 30-Day Hold Early Release Agreement, was omitted during the printing of Office of Operations (O.O.) Order No. 7, 1996. The omitted form is attached and should be added to the existing O.O. Order.

Questions regarding the omitted form should be directed to the Traffic Coordination Section, at (213) 893-8118.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachment

DISTRIBUTION "A"

DATE: _____

DR#: _____

Vehicle Description

License #	Year	Make	Model	Vehicle Identification #

Check One

In accordance with Section 14602.6 CVC, I _____, the undersigned as an agent for _____, who is the legal owner of the above vehicle, am repossessing and requesting the early release of the above vehicle.

As a condition of release, I agree to ensure that no one, including the registered owner, _____, will have access to the above vehicle during the remainder of the 30-day impoundment period ending on _____.

I _____, the registered owner of the above vehicle, do hereby swear and affirm that my vehicle was either stolen or operated by an unlicensed driver without my knowledge or consent. As a condition of release, I agree to ensure that the unlicensed driver involved in this vehicle impound will not have access to the above vehicle during the remainder of the 30-day impoundment period ending on _____.

I will cooperate in any criminal investigation, press any charges necessary and will be a witness at any criminal proceedings that may arise. I understand that if it is determined that I perjured myself in the above statement, the above vehicle can be seized and held for the remainder of the 30-day period.

I agree to pay all applicable impound, storage and police fees.

I accept full liability for the vehicle, its condition and contents as described on the Vehicle Investigation Report (LAPD Form 3.07). All property will be returned to the rightful owner as required by law. I declare under penalty of perjury that all information supplied for the release of this vehicle is true and correct and I will ensure that the above provisions are followed.

I hereby consent to all of the above stipulations in return for the early release of this vehicle.

Signature _____
(L/O, R/O or L/O's Agent)

Date: _____

Signature _____
(Area detective division employee authorizing release)

Date: _____