

OFFICE OF OPERATIONS

NOTICE NO. 16

April 11, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: DOCUCAM IN-CAR VIDEO REPAIR PROCEDURES

EFFECTIVE: Immediately

PURPOSE

This Notice informs Department personnel of changes in the current repair procedures for DocuCam In-Car Video (ICV) equipment.

INFORMATION

In the past, ICV repair requests were made by directly notifying the authorized vendor or advising personnel of the Special Projects Unit (SPU), Evaluation and Administration Section (EAS), Office of Operations (O.O.) regarding Bad Order (B/O) ICV equipment.

This has proven to be an ineffective method of handling repairs. To expedite the repair of DocuCam ICV equipment, a new repair procedure has been devised.

PROCEDURES

Effective immediately, the following procedure shall be used when a DocuCam ICV system is discovered to be non-operational:

Officers' Responsibilities

Officers assigned an ICV equipped vehicle shall check the operational status of the ICV equipment before beginning their shift. Upon discovering that DocuCam ICV equipment is not operational or B/O, officers shall:

- * Immediately notify a supervisor.
- * Complete a Motor Vehicle Trouble Ticket, Form 11.03.0, describing the problem(s) with the equipment, and an "ICV B/O Status Sheet" (attached) listing all pertinent facts surrounding the B/O equipment.
- * Forward the original and one copy of both the above forms to the concerned watch commander.

Field Supervisors' Responsibilities

Supervisors becoming aware of B/O ICV equipment shall:

- * Verify the non-operational status of the ICV equipment. If it is determined the ICV is B/O due to negligence or intentional damage, take appropriate action.
- * Ensure that B/O ICV equipment is documented on a B/O slip and an ICV B/O Status Sheet (Attached) and immediately forwarded to the Watch Commander.

Watch Commanders' Responsibilities

- * Review all ICV B/O forms and ICV B/O Status Sheets for completeness.
- * Forward all B/O slips (Forms 11.03.0) to the concerned Area/division garage supervisor and the ICV B/O Status Sheets to the SPU, EAS, O.O., Stop 400.

NOTE: One copy of each form shall also be forwarded to the Area/division ICV Coordinator.

Watch commanders shall ensure that appropriate action is taken when it comes to their attention that ICV system equipment has become non-operational due to possible negligence or intentional damage.

Garage Supervisors' Responsibilities

Garage supervisors will be responsible for immediately notifying MTD of the B/O status of all non-operational ICV equipment reported to them on Area/division B/O slips. Additionally, garage supervisors will assist the City-authorized repair vendor in obtaining access to vehicles equipped with ICV systems in need of repair.

Commanding Officers' Responsibilities

Commanding officers where DocuCam ICV systems are assigned shall:


- * Designate an employee, preferably a supervisor, as their Area/division ICV Coordinator. The ICV Coordinator shall be assigned for a minimum tour of one year. Any changes of the ICV Coordinator shall be reported to EAS, O.O.
- * Establish controls to maintain the operational status of all ICV equipment assigned to their respective Area/division.
- * Ensure compliance with all ICV repair procedures by personnel under their command.

In-Car Video Coordinators' Responsibilities

The ICV coordinators shall be responsible for:

- * Tracking and monitoring the status of all ICV systems in their respective Area/division.
- * Maintaining repair histories on all ICV systems in their Area/division through copies of B/O slips and ICV B/O Status Sheets.
- * Keeping non-operational "down time" on ICV systems to a minimum.
- * Analyzing recurring repair problems and service delays and making recommendations for reducing "down time" to the concerned Area/division commanding officer.
- * Providing training to Area/division personnel.

Questions regarding ICV repair procedures should be directed to the SPU, EAS, O.O., at extension 5-4111.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachment

DISTRIBUTION "A"

IN-CAR VIDEO B/O STATUS SHEET

Please enter the appropriate information regarding the non-operational status of the In-Car Video (ICV) system in need of repair.

Forward a copy of this status sheet to the Special Projects Unit (SPU), Evaluation and Administration Section, Office of Operations, Room 717 PAB, Stop 400. When the ICV system has been repaired and returned to your Area, telephonically notify the SPU at (213) 485-4111.

This information will be used by SPU personnel to track and monitor the operational status of all ICV systems within the Department.

Bureau/Area/Division	Shop#/Year/Make	Date Unit Was Non-Operational
Date Unit Was Sent for Repair	ICV Coordinator/Phone #	Person Filing Report

Please briefly describe the problems associated with this unit.

OFFICE OF OPERATIONS

NOTICE NO. 17

April 12, 1996

TO: All Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: ELIMINATION OF PATROL REQUIREMENT FOR SENIOR LEAD OFFICERS AS OUTLINED IN OFFICE OF OPERATIONS ORDER NO. 9, 1995

EFFECTIVE: Immediately

PURPOSED

The purpose of this Notice is to eliminate the requirement that senior lead officers (SLOs) work a minimum of three patrol shifts per Deployment Period (DP). This Notice also requires SLOs, while conducting their regular SLO assignments, to log on with Communications Division utilizing the "SLO" designation.

NOTE: This Notice amends Office of Operations Order No. 9, 1995.

PROCEDURES

Effective immediately, SLOs are no longer required to work a minimum of three patrol shifts per DP. However, SLOs are still encouraged to work their Basic Car, as time allows, in order to ensure that open lines of communication with the other officers assigned to the car are maintained.

Whenever SLOs are working their regularly assigned duties (including but not limited to, administrative days, PACE, etc.) they shall log on with Communications Division in the following manner:

- * Division of assignment;
- * The letters "SLO"; and,
- * Their Basic Car Area.

Example: A Central Area SLO working Basic Car Area 1A57 would log on with Communications Division as "1SLO57."


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Elimination of Patrol Requirement for Senior Lead Officers
As Outlined in Office of Operations Order No. 9, 1995
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The SLOs should not be deployed as "X", "Z", or "Queen" units. Nothing in this Notice is intended to prohibit commanding officers from assigning SLOs to patrol assignments under unusual or special circumstances.

Each Area commanding officer shall ensure that SLOs are no longer required to automatically work patrol duty each DP as indicated in O.O. Order No. 9, 1995.

NOTE: All other procedures outlined in O.O. Order No. 9, 1995, still remain in effect.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "B"

OFFICE OF OPERATIONS

NOTICE NO. 18

April 12, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: PATROL RESPONSIBILITY FOR AT-RISK JUVENILES

PURPOSE

This Notice has been prepared to emphasize the role of patrol officers in the handling of at-risk juveniles and to emphasize the manner in which that responsibility is a significant part of Community Policing.

INFORMATION

During the past decade, patrol involvement with juveniles has been de-emphasized. Juvenile laws have become more complex and most of the time require specialized knowledge. The processing of juvenile detainees has become more complicated and requires patrol officers to be out of the field for an extensive period of time. Unfortunately, de-emphasizing patrol's involvement has left juvenile issues unaddressed and has led to far more serious problems, as many of those juveniles have become more inclined to commit serious criminal activity.

Through Community Policing, patrol efforts should be focused on problem solving, not merely responding to calls or engaging in random patrol. Juvenile activities are an important part of the problem solving concept.

On routine patrol, officers often observe juveniles disregarding traffic laws or involved in pre-delinquent behavior such as curfew or truancy violations. A successful approach to dealing with these issues can be to take those children home and discuss the safety aspects with them and with their parents. Whether citations or other enforcement action is taken, the emphasis should be on the development of a permanent solution to the problem and reflect our concern for the long-range safety of the children. The focus must be on those steps that will help avoid future delinquent behavior.

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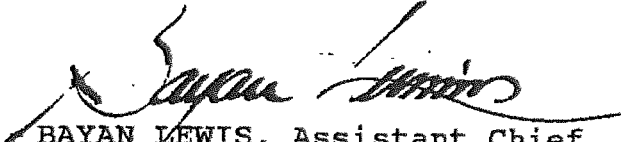
Patrol Responsibility for At-Risk Juveniles

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1.2.1

At-risk juveniles should be referred to Jeopardy, or other Youth Services activities such as the Youth Advocacy Program, etc., in an effort to avoid future delinquent behavior.

The proper handling of juveniles is the responsibility of all Los Angeles Police Department employees regardless of assignment. It is important to recognize that efforts at prevention and intervention reduce the need for enforcement. Solving the problems today will leave us better prepared to devote our efforts to the other law enforcement demands of the future.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 19

April 12, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: EXPANSION OF THE JUVENILE TRAFFIC COURT CITATION PROGRAM

EFFECTIVE: Immediately

PURPOSE

This Notice informs Office of Operations personnel of an amendment to Section 256 of the Welfare and Institutions Code (WIC) which will expand the citing options of the Department's "Juvenile Traffic Court Citation Program."

Note: This Notice amends Office of Operations Order No. 2, 1994 - Juvenile Traffic Court Citation Program

INFORMATION

In order to expedite processing and increase enforcement activities directed toward juvenile offenders, the Department approved citing youths to the Juvenile Traffic Court for certain specified minor crimes with the adoption of Office of Operations Order No. 2, 1994.

Effective January 1, 1996, Section 256 WIC was amended to include additional crimes that are citable to Juvenile Traffic Court. These violations include, but are not limited to, any State law related to traffic, loitering, or curfew; new loitering laws pertaining to prostitution and drug dealing; trespass statutes wherein remaining on designated property is an element of the offense; and, selected subsections of Penal Code (PC) Section 647.

PROCEDURES

The violations on the attached page (See Attachment) have been added to the list of crimes that officers may cite to the Juvenile Traffic Court through the issuance of Personal Service Citations. All citations issued must be in accordance with existing procedures as outlined in Office of Operations Order No. 2, 1994.


Exceptions:

The following violations, although authorized by Section 256 WIC, will not be included in the Department's Juvenile Traffic Court Citation Program:

- * Sections 11357(b) of the Health and Safety Code, Possession of less than an ounce of marijuana; and
- * Penal Code Section 499b, Operating a vehicle without permission.

Juveniles shall not be cited to Juvenile Traffic Court by members of this Department for the above two sections. Violations of these sections shall be handled in accordance with existing arrest/detention and booking procedures.

Questions regarding the Juvenile Traffic Court Citation Program should be directed to the appropriate Area Juvenile Coordinator or the Operations Section, Juvenile Division at extension 5-2803.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

Attachment