

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."

(OVER)

Elimination of Patrol Requirement for Senior Lead Officers
As Outlined in Office of Operations Order No. 9, 1995


Page 2

1.2.1

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.

(OVER)


Patrol Responsibility for At-Risk Juveniles

Page 2

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

OFFICE OF OPERATIONS

RECEIVED

APR 18 1996

PLANNING AND RESEARCH
SECTION

NOTICE NO. 20

April 16, 1996

TO: All Concerned Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: GUIDELINES FOR SELECTING OFFICERS FOR JUVENILE ASSIGNMENTS

PURPOSE

This Notice provides guidelines for the selection of officers for juvenile assignments.

INFORMATION

The assignment of personnel to juvenile duties is not a new responsibility. Commanding officers have been making those assignments for many years. However, long-term considerations have not always been a factor in those selections. Juvenile assignments have been rotated far too often with assigned personnel moving to other tables or tasks rather than building a substantial level of expertise.

PROCEDURES**Area Commanding Officers' Responsibilities**

When selecting officers to work a juvenile-related assignment, consideration should be given to the following:

- * Desire to work in the juvenile field;
- * Knowledge of Department's commitment to front-end intervention measures;
- * Past Department experience in the juvenile field: previous School Car, J-Car, Jeopardy, Youth Programs, Explorers, or D.A.R.E. assignments;

Guidelines for Selecting Officers
for Juvenile Assignments

Page 2

1.2.1

- * Past outside experience in the juvenile field: prior experience as a school teacher, child counselor, coach, Boy/Girl Scout leader, YMCA/YWCA volunteer, or other related experience dealing and working with youths;
- * Prior exposure to a variety of criminal investigations as applicable for developing the expertise necessary for the juvenile assignments;
- * Educational background: a degree, credential, or teaching certificate relating to the juvenile field. Has the officer attended Juvenile Procedures School, Delinquency Control Institute at the University of Southern California, or any POST-certified training courses dealing with juveniles?

In addition to the aforementioned criteria, other factors must be considered, such as leadership, problem-solving ability, and communication skills.

For assistance in customizing criteria for specific assignments, Ms. Phyllis Lynes, Employee Selection and Career Development Section, Organizational Development Group, is available at (213) 847-3231.

Juvenile assignments should be made knowing our efforts in this field will dramatically impact our future. It is important we recognize the significance of this work at all levels, e.g., prevention, intervention, investigation, and enforcement.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "B"

OFFICE OF OPERATIONS

APR 23 1996

NOTICE NO. 21

APRIL 24, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: OPERATION SPARKLE PROGRAM, REVISED

EFFECTIVE: Immediately

PURPOSE

This Notice informs Office of Operations personnel of changes to the Department's Operation Sparkle program. It also emphasizes the flexible approach each Area and geographic bureau has in addressing community restoration projects.

INFORMATION

The Department's Operation Sparkle program united the communities with the Department in the fight against graffiti and urban blight. In keeping with the concept of Community Policing, the revised Area Operation Sparkle program, in conjunction with many other Department programs, will adopt a more flexible approach to the needs of the communities within each Area. In order to accomplish this mission and in keeping with the Department's Community Policing goals, the Department's Operation Sparkle program will no longer be a mandated/centralized event. However, all Areas and geographic bureaus are encouraged to develop Area Operation Sparkle programs to facilitate community clean-up efforts.

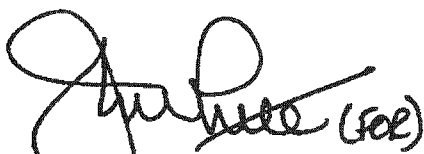
PROCEDURE

Effective immediately, the Department's Operation Sparkle program will be an optional, decentralized event. Each Area will be responsible for logistics, funding and designing its own individually tailored program to meet the needs of the community. Area commanding officers should consult with Community-Police Advisory Board members, Senior Lead Officers, and other community leaders to determine the extent to which Area Operation Sparkle programs and/or similar community clean-up efforts will be administered within their respective Areas.

NOTE: Commanding officers are encouraged to schedule their decentralized Area Operation Sparkle program and related clean-up activities to coincide with the City's Operation Clean Sweep program held during the month of October.

Department Operation Sparkle Program Coordinator's Responsibilities

Although the Department's Operation Sparkle program will no longer be a centralized event, the Department's Operation Sparkle Coordinator, DARE Division, will continue to be available in an advisory capacity only, to assist Area personnel with questions and to provide advice on Area Operation Sparkle-related issues. The Department Operation Sparkle Coordinator may be reached at DARE, extension 5-4856.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 22

MAY 8, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

RECEIVED

SUBJECT: USE OF VOICE MAIL

MAY 09 1996

EFFECTIVE: Immediately

PLANNING AND RESEARCH
DIVISIONPURPOSE

This Notice establishes guidelines for the use of voice mail by Office of Operations (O.O.) command level officers, administrative personnel, and Area/specialized detective division commanding officers.

INFORMATION

On March 27, 1995, the Office of the Chief of Police published a Notice entitled, Personal Service During Regular Business Hours, which authorized the use of voice mail during off-hours by entities not normally staffed 24 hours-a-day. However, this resource is being used inappropriately by some entities within O.O. during regular business hours (8:30 a.m. to 5:00 p.m.).

PROCEDURES

Effective immediately, all command level officers, administrative personnel, and Area/specialized detective division commanding officers should refrain from the use of voice mail during regular business hours. This includes all of the following:

- * Geographic Operations Bureaus, Administrative Offices;
- * Offices of the Commanding Officers - Area and patrol;
- * Operations Bureau Traffic Divisions, Administrative Offices;
- * Detective front desks; and
- * Offices of the Commanding Officers - Geographic Area/specialized Detective Divisions.

NOTE: Entities within O.O. normally staffed 24 hours-a-day (such as Area front desks) shall not use voice mail.

Each affected O.O. entity shall complete an LAPD VOICE MAIL CHANGE REQUEST, (Attachment) to have the "call forward busy" feature removed and request that the telephone rings 7-8 times prior to transferring the caller into the voice mail feature. The completed request shall be forwarded to the Evaluation and Administration Section, O.O., Room 717, stop 400, no later than June 14, 1996.

Every O.O. entity using voice mail shall include, as a part of its message/greeting, a telephone number for the caller to use if he/she wishes to speak to on-duty personnel.

NOTE: Please refer to the Pacific Bell Voice Mail User's Guide, page 41, "Optional Features: Call Transfer to an Attendant," for instruction on using this feature.

Audit Responsibilities

The Evaluation and Administration Section will be responsible for conducting periodic audits to ensure compliance with the provisions of this Notice.

Any questions regarding voice mail should be forwarded to Fiscal Operations Division, Telephone Liaison Unit at (213) 485-3227.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachment

DISTRIBUTION "A"

RECEIVED

OFFICE OF OPERATIONS

JUN 01 1996

PLANNING AND RESEARCH
DIVISION

NOTICE NO. 23

May 28, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: SUBPOENAS ISSUED TO DEPARTMENT PERSONNEL BY
DEFENSE ATTORNEYS--AMENDED

EFFECTIVE: IMMEDIATELY

PURPOSE

This Notice informs all Office of Operations (O.O.) personnel of the protocol and procedures regarding the acceptance of fax copies of subpoenas from defense attorneys. This Notice also establishes a protocol for the Department, the Public Defender's Office (PDO) and the Alternate Public Defender's Office (ADPO) concerning fax copies of subpoenas for Department personnel.

NOTE: This Notice amends O.O. Notice No. 12, dated March 29, 1996. Existing procedures concerning non-acceptance of fax copies of defense subpoenas issued by private defense attorneys are not affected by this Notice.

INFORMATION

Office of Operations Notice No. 12, 1996, established a procedure which specified that subpoena control personnel shall not accept fax copies of subpoenas issued to officers by defense attorneys. This procedure has been amended to allow subpoena control personnel to accept fax copies of subpoenas from the PDO and the APDO.

The PDO and APDO have both agreed that when transmitting a fax copy of a defense subpoena, a PDO or APDO representative will telephonically contact concerned subpoena control personnel to confirm that the fax has been received. Transmittal of fax copies of subpoenas will be limited to emergency situations when service by conventional means is impractical.

PROCEDURE

Subpoena Control Personnel Responsibilities

Subpoena control personnel receiving a fax copy of a subpoena from the PDO or APDO shall:

- * Receive and record the subpoena on the Officer Subpoena Record, Form 15.29;
- * Record the name of the person providing telephonic notification of the fax transmittal, and the name of the subpoena control person who confirmed that the fax copy has been received, on the Form 15.29; and,

Note: If no telephonic notification is received concerning the fax, telephonically notify the PDO or APDO that the fax has been received.

- * Process and accomplish service of the subpoena.

Commanding Officers shall monitor compliance with the above protocol and procedure. Questions and problems regarding compliance should be directed to Investigative Analysis Section, Detective Services Group, at extension 5-2676.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Distribution "A"

RECEIVED

JUN 01 1996

OFFICE OF OPERATIONS

PLANNING AND RESEARCH
DIVISION

NOTICE NO. 24

May 28, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: MOBILE DATA TERMINAL MAINTENANCE AND REPAIR PROCEDURES

PURPOSE

This Notice reminds Office of Operations (O.O.) personnel of the procedures to follow when investigating and reporting damaged or inoperable Mobile Data Terminals (MDT).

NOTE: This Notice amends O.O. Order No. 5, dated March 28, 1984.

INFORMATION

A recent study conducted by the Emergency Command Control Communication System (ECCCS) Division revealed that some entities within O.O. are not complying with existing MDT repair procedures as delineated in O.O. Order No. 5, 1984. To address this issue, specific information that must be included in Employees' Reports, Form 15.07 has been added. Adherence to the procedures outlined in this Notice, and the existing O.O. Order is critical to ensuring that management control and accountability are preserved and the serviceability of MDT equipment is maintained.

PROCEDURES

All personnel shall comply with the procedures outlined in O.O. Order No. 5, 1984. In addition, the following procedures have been added:

Effective immediately, in all cases where an officer discovers an inoperable or damaged MDT requiring repair he/she shall notify a supervisor and complete a Form 15.07. The Form 15.07 shall include, but not be limited to, the following information:

- * Cause and nature of the damage (if known);
- * Vehicle shop number; and
- * Mobile Data Terminal number.

NOTE: Motor Transport Division (MTD) will not complete any work on damaged MDTs without a copy of the completed and signed Form 15.07.

In accordance with existing procedures, watch commanders (or a supervisor) shall pre-approve and sign all initial Form 15.07 MDT repair requests prior to any MDT repairs. Additionally, watch commanders shall ensure that a supervisor is assigned to conduct an immediate investigation of all reported instances of inoperable or damaged MDTs. The supervisor's Form 15.07 investigation shall include the following information:

- * A detailed description of the damage;
- * Polaroid photograph(s) of any visible damage;
- * An assessment regarding the cause of the damage (if possible); and
- * Any other relevant or pertinent information.

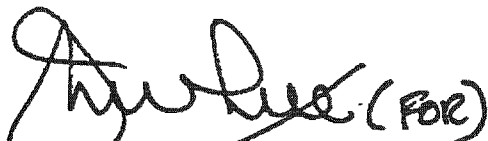
As delineated in O.O. Order No. 5, 1984, if at any time during the investigation a supervisor becomes aware of possible misconduct, the supervisor shall immediately initiate a Personnel Complaint Investigation pursuant to existing policy.

Area commanding officers shall be responsible for reviewing all investigations to ensure compliance with all MDT repair guidelines.

Bureau Commanding Officers' Responsibilities

The protocol for forwarding completed supervisor's Form 15.07 investigations has been amended. After review, bureau commanding officers shall forward a copy of all completed MDT, Form 15.07 investigations directly to the Commanding Officer, Communications Group for review. Communications Group will provide an advisory response directly to bureau commanding officers for review and appropriate action in questionable incidents.

Questions regarding MDT repair procedures and/or requests to obtain additional copies of O.O. Order No. 5, 1984, should be directed to Evaluation and Administration Section, O.O. at extension 5-4111.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

RECEIVED

OFFICE OF OPERATIONS

JUN 14 1996

PLANNING AND RESEARCH
DIVISION

June 7, 1996

NOTICE NO. 25

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: FOURTH OF JULY ILLEGAL FIREWORKS ENFORCEMENT

PURPOSE

This Notice addresses the Department's response to illegal fireworks activity in the City of Los Angeles. During the Fourth of July holiday period of June 28 to July 6, 1996, Area patrol personnel shall be responsible for the enforcement of laws related to illegal fireworks.

INFORMATION

Illegal fireworks activity and the number of injuries resulting from their use continue to grow. In 1995, over 2000 complaint calls were generated during a thirty-day period Citywide. In Los Angeles County alone there were 116 injuries caused by fireworks, contributing to the statewide total of 329.

As in the past, the Department will continue to provide escorts for the Los Angeles Fire Department (LAFD). Although the Department is not automatically obligated to provide escorts to LAFD, all Area commanding officers should attempt to ensure that requests for such escorts are accommodated whenever possible.

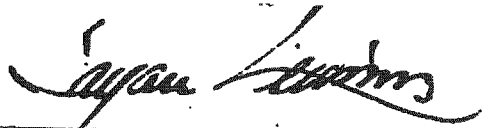
PROCEDURE

Officers investigating illegal fireworks complaints shall take the appropriate action. Officers taking enforcement action which involves the possession, sales and/or use of illegal fireworks, may use the codes listed on the attached page when applicable. The Health and Safety Code Sections most often violated have been underlined (See attachment).

Violators may be cited using the Notice to Appear, Form 5.2.2. Evidence may be booked using the Release from Custody Report Continuation, Form 5.02.8. All evidence shall be confiscated, transported and booked in accordance with Manual Section 4/540.20 (Booking Explosive Substances-Safe).

NOTE:- The advice of the Explosives Unit, Scientific Investigation Division, shall be obtained without delay when fireworks/explosives are seized in any amount.

During off-hours, notification shall be made to Detective Headquarters Division (Manual Section 4/212.50).



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachment

DISTRIBUTION "A"

CITABLE ILLEGAL FIREWORKS VIOLATIONS

- 57.55.01 LAMC Fireworks
- 12670 H & S Advertise the sale of fireworks without a license.
- 12671 H & S Sell, offer for sale, possess, store, discharge, use or transport fireworks not registered by the State Fire Marshal.
- 12672 H & S Sell Safe and Sane Fireworks other than from June 28 to noon July 6.
- 12673 H & S Store fireworks without a permit.
- 12674 H & S Store or possess fireworks for which a license is required after license revoked.
- 12675 H & S Failure to record on bill of lading, manifest or invoice required fireworks license numbers.
- 12676 H & S Sell, transfer, give, or otherwise convey title of dangerous fireworks unless receiver has valid permit.
- * 12677 H & S Possess dangerous fireworks without a permit.
- 12678 H & S Use Agricultural and Wildlife Fireworks without a permit.
- 12679 H & S Sell, use or store fireworks within 100 feet of where gasoline or other flammable liquids are stored or dispensed.
- 12680 H & S Place, throw, ignite or discharge dangerous fireworks at a person or crowd where injury can occur.
- 12681 H & S Sell or transfer Safe and Sane Fireworks at other than fixed place of business.
- 12682 H & S Allow or permit fire nuisance where fireworks sold, manufactured, assembled, packaged, stored or distributed.
- 12683 H & S Sell, use or discharge an unregistered emergency signal device.
- 12684 H & S Use of emergency signal device for other than intended purposes.

Citable Illegal Fireworks Violations-
Page 2

- 12685 H & S Conduct public fireworks display without a permit.
- 12686 H & S Use Special Effects Fireworks without a pyrotechnic license.
- 12687 H & S Sell, give, transfer or deliver Special Effects Fireworks without a pyrotechnic license.
- 12688 H & S Advertise to sell, or transfer any class of fireworks without a license or permit. (Dangerous, Safe & Sane, Agricultural, Wildlife, Model-rocket engines).
-
- 12689a H & S Sell, give or deliver dangerous fireworks to anyone under 18 years of age.
- 12689b H & S Sell, give or deliver Safe & Sane Fireworks to anyone under 16 years of age.
- 12690 H & S Perform or act with an expired fireworks permit.
- 12691 H & S Violate provisions of regulations adopted by the State Fire Marshal.

* Section 12677 H & S is the misdemeanor section used for booking violators who are in possession of dangerous fireworks without a permit.

OFFICE OF OPERATIONS

NOTICE NO. 26

June 14, 1996

TO: All Personnel, Office of Operations

RECEIVED

FROM: Director, Office of Operations

JUN 19 1996

SUBJECT: EMERGENCY ACCESS TO SECURITY RESIDENTIAL BUILDINGS

PLANNING AND RESEARCH
DIVISION

EFFECTIVE: JULY 1, 1996

PURPOSE

This Notice provides information for emergency access to security residential buildings.

INFORMATION

Officers responding to emergency calls for service at apartment complexes equipped with security doors and gates have, at times, experienced difficulty in gaining access to these secured residential locations. When officers are confronted with this type of situation they must make every reasonable effort to locate a resident or other person at the location who has a key or is able to assist them in entering the secured property.

In the early 1980's, the City Fire Code was amended to add Section 57.09.08, entitled "Key Box for Access." This section required certain building owners to install a lock box on the outside of their buildings in cases where access to a structure was unduly difficult because of secured entrances. These Los Angeles Fire Department (LAFD) lock boxes contain keys to unlock security doors and gates. The lock boxes are painted red for easy identification, are mounted 15-20 feet above the ground, and are located at the front entrance/rear exit areas of residential apartment complexes, private businesses and high-rise buildings. Firefighters use ladders to reach the lock boxes containing keys to the buildings. Access to LAFD lock boxes is restricted to LAFD personnel.

The LAFD has agreed to respond and unlock building lock boxes when officers are unable to gain access to a secured location by all other reasonable means.

NOTE: The LAFD should only be requested to respond after all other reasonable means to gain access to a secured location have been attempted and an LAFD lock box has been located on the secured building.

PROCEDURES

Officers responding to emergency calls at residential apartment complexes equipped with security gates and doors shall attempt to gain entry by all reasonable means including the following:

- * Contact the manager or person in charge of the property.
- * Contact other residents of the complex.
- * Request Communications Division (CD) to contact the reporting person.

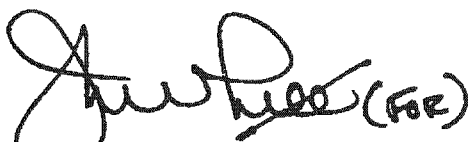
After all reasonable means to gain entry to a secured location have been unsuccessful, officers may:

- * Contact CD and request the LAFD to respond to unlock the building's lock box.

If officers gain entry to a secured location after the LAFD has been requested, but prior to their arrival, officers shall:

- * Immediately notify CD and cancel the LAFD's response.

If you have any questions regarding this Notice, contact the Evaluation and Administration Section, Office of Operations, at extension 5-4111.



BAYAN LEWIS, Assistant Chief
Director,
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 27

June 17, 1996

RECEIVED

TO: All Concerned Personnel

JUN 19 1996

FROM: Director, Office of Operations

PLANNING AND RESEARCH
DIVISION

SUBJECT: APPLICATION FOR TWO-WHEEL MOTORCYCLE ASSIGNMENT

EFFECTIVE: Immediately

APPLICATIONS ARE NOW BEING ACCEPTED FROM ELIGIBLE OFFICERS INTERESTED IN ASSIGNMENT TO THE POSITION OF POLICE OFFICER II+2 (MOTORCYCLE OFFICER).

ELIGIBILITY

In order to apply for this specialized assignment, officers shall have completed three years of sworn, continuous service with the Department by July 20, 1996.

METHOD OF APPLICATION

Each eligible applicant shall complete a Transfer Applicant Data Sheet, Form 15.88.0, and forward it to the Specialized Enforcement Unit (SEU), Traffic Coordination Section (TCS), 419 South Spring Street, 7th Floor, Los Angeles 90013, mail stop 429.

FINAL FILING DATE: July 20, 1996**IMPORTANT INFORMATION**

Assignment to a riding position is contingent upon successful completion of all aspects of the selection and training process.

The first step is earning a satisfactory score on the oral examination. Applicants who satisfactorily complete the oral are placed on the motorcycle training eligibility list in sequential order, based upon the numerical score they attained.

Applicants who remain qualified for the riding portion of motorcycle school are then selected, in numerical order, from the eligibility list in sufficient numbers to fill motor vacancies as they occur throughout the City.

Applicants should clearly understand that attaining a position on the motorcycle training eligibility list does not guarantee them a Police Officer II+2 position. Placement on this list merely affords them the opportunity to attend the basic motorcycle training school. Prior to being upgraded to a riding position, students must satisfactorily demonstrate that they can safely operate a motorcycle in the required manner throughout the school. Students who fail at anytime to demonstrate a minimum level of performance will be removed from the school and the current eligibility list, and must re-interview to again be considered for this position.

If candidates successfully complete the riding portion of motorcycle school, they will be assigned to the next available riding position in the same order as they appear on the training eligibility list. Maintaining a riding position is contingent upon the satisfactory completion of the classroom portion of motor school, radar operator's school, and basic collision investigation school, within one year from the date of their appointment to motors. Satisfactory levels of performance will also be required throughout an officer's assignment to motors. Unsatisfactory performance may result in deselection from this two-wheeled motorcycle riding assignment.

PHYSICAL REQUIREMENTS

Motor officer applicants should be in good health and free of any pre-existing IOD or non-IOD impairment which may limit or interfere with their ability to safely operate a a police motorcycle weighing approximately 715 pounds. During their interview, applicants must be prepared to attest to their unrestricted ability to perform the full range of duties of a Los Angeles Police Department (LAPD) motor officer.

At the time of their oral examination, applicants shall also be prepared to demonstrate to a qualified evaluator that they can conform with the following minimum physical standards:

1. While sitting astride the standard police motorcycle on a level surface, the applicant must be able to place the balls of both feet upon the ground at the same time. (Note: For this purpose, the ball of the foot is defined as that portion of the sole of the shoe or boot from the front tip of the

sole to the break in the shoe where the ball of the foot is located. Soles and welts are restricted to a combined maximum thickness of one inch).

2. While astride the police motorcycle with the balls of both feet on the ground, the applicant must be able to turn the handlebars from a locked left to a locked right position without moving from a normal centerline seated position upon the police motorcycle.

Applicants who do not conform with the above minimum standards will not be permitted to proceed to their oral examination.

Applicants who successfully attain a position on the motorcycle training eligibility list and are subsequently assigned to motorcycle training school will be required to perform the following tasks on the first day of motor school:

1. The student shall successfully place the police motorcycle on and off both the center and side stands as demonstrated.
2. The student shall successfully pick up the motorcycle from a down position as demonstrated.
3. The student, while astride the police motorcycle with the balls of both feet on the ground and the motorcycle in neutral with the engine off, shall successfully perform the following:
 - a. Push the motorcycle forward on level ground for six feet in ten seconds as demonstrated.
 - b. Back the motorcycle up a six percent grade for six feet in 15 seconds as demonstrated.

Any student who fails to perform any of the above tasks will not be allowed to continue in school and will be removed from the current eligibility list.

OTHER REQUIREMENTS

Only those eligible officers who have demonstrated a keen interest in traffic enforcement and an outstanding ability to interact in a positive manner with the public should apply. Certification as a Drug Recognition Expert (DRE) is no longer required but is encouraged and may be looked upon in a favorable manner during the oral interview.

ORAL EXAMINATION

After submitting the Transfer Applicant Data Sheet, each applicant will be notified as to the date, time, and location of the oral examination. It is anticipated that orals will be given between July 29, 1996 and August 9, 1996.

Each oral examination board will consist of two motor sergeants and one traffic division lieutenant watch commander. A minimum oral examination score of 70 percent is required in order to qualify for a position on the motorcycle training eligibility list.

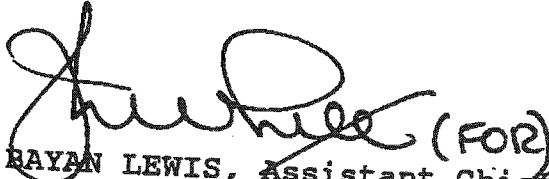
During the oral examination, applicants should be prepared to present their completed citation books from deployment periods number 2, 4 and 7 of the current year. Board members may consider both the quantity and quality of previously written citations as an indicator of an applicant's future performance in a traffic enforcement assignment. Applicants whose prior performance does not reflect a strong interest in traffic enforcement should be prepared to address this issue during their oral examination.

OTHER PERTINENT INFORMATION

Following completion of the oral examinations and the compilation of scores, the new eligibility list will be published and will be in effect for 24 months from the expiration of the current list on September 20, 1996 at 2400 hours.

Prior to actual assignment to motor school, all applicants will again be evaluated by their commanding officers to certify that their work performance has remained exemplary during the interim period. No applicant will be assigned to the motor training program without the specific recommendation of his/her commanding officer.

Questions regarding this notice should be referred to the SEU of TCS, at (213) 893-8124, Monday through Friday, between 0600 and 1400 hours.


RAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

RECEIVED 1.2.1

JUN 26 1996

OFFICE OF OPERATIONS

PLANNING AND RESEARCH
DIVISION

NOTICE NO. 28

June 24, 1996

TO: All Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: LAW ENFORCEMENT RELATED INJURIES USE OF FORCE
NOTIFICATIONS

PURPOSE

The purpose of this Notice is to inform all Office of Operations (O.O.) personnel of Detective Headquarters Division's (DHD) responsibility and notification requirements concerning Law Enforcement Related Injury (LERI) investigations and non-tactical, officer-involved shootings.

INFORMATION

Detective Headquarters Division has the responsibility to investigate all LERI use of force incidents where the individual is absentee booked and/or admitted to the hospital for treatment of sustained injuries. The LERI Investigation Unit, DHD, is also responsible for investigating incidents where serious injury has resulted due to police influence (other than a traffic collision) and the individual is absentee booked and/or hospitalized due to the injuries received. Recent audits of absentee booked suspects have revealed that several LERI incidents have not been reported to DHD. Delayed notification by as much as a few hours greatly hampers the investigation and ultimately places the Department employee and the City at risk of civil litigation.

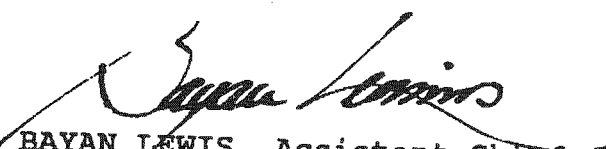
PROCEDURE

To ensure that appropriate and credible investigations are conducted, the on-duty watch commander shall ensure timely notification is made to DHD of all LERI use of force and police

influence incidents. Timely notification is paramount to ensure that all witnesses (sworn and civilian) are interviewed while the incident is fresh in their minds; and to ensure the possibility of surveying the scenes of use of force or police influence incidents for physical evidence collection.

Detective Headquarters Division is also responsible for investigating all officer-involved shootings (OIS) of animals and all OIS, non-tactical accidental shootings where there are no injuries.

If there are any questions concerning this matter, please contact Captain Marlin D. Warkentin, Detective Headquarters Division, at (213) 485-3261.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "B"

RECEIVED

JUL 02 1996

OFFICE OF OPERATIONS

PLANNING AND RESEARCH
DIVISION

NOTICE NO. 29

June 26, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: CODE 6 CHARLES RESPONSE

EFFECTIVE: IMMEDIATELY

PURPOSE

The purpose of this Notice is to inform Office of Operations (O.O.) personnel of their responsibility to provide all necessary information to the Vehicle Investigation Processing Unit (VIPU) when reporting a stolen vehicle.

INFORMATION

The VIPU is responsible for inputting information into the Stolen Vehicle System (SVS) when officers report a vehicle stolen. The VIPU can only input the information that is provided to them by officers. In order for the SVS to generate a Code 6 Charles Alert on vehicles, a "caution code" has to be inputted into the SVS. When a "caution code" is entered into SVS by the VIPU personnel, an audible "beep" is heard when querying the license plate or Vehicle Identification Number in SVS. The beep indicates a "Code 6 Charles," which the dispatcher relays to the officer, notifying him/her to "Approach With Caution".


If the proper information is not relayed to the VIPU personnel at the time of reporting the vehicle stolen and/or involved in a crime, the "caution code" will not be entered into the SVS. If the "caution code" is not entered into the system, the dispatcher will not receive the audible "beep" and will be unaware of the fact that the vehicle is a "Code 6 Charles".

PROCEDURES

Reporting Personnel Responsibilities

It is the responsibility of the reporting officer making the initial notification to inform the VIPU that the vehicle is either a straight stolen, taken during the commission of a crime, and/or used in a crime.

NOTE: If additional information is obtained after the initial phone call to VIPU, it is up to the officer having knowledge of the updated information to notify the VIPU.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

RECEIVED

OFFICE OF OPERATIONS

JUL 03 1996

PLANNING AND RESEARCH
DIVISION

NOTICE NO. 30

June 27, 1996

TO: All Area/Division Commanding Officers and Section Officers-in-Charge, Office of Operations

FROM: Director, Office of Operations

SUBJECT: PROCEDURES FOR "FLAGGING" SWORN PERSONNEL

EFFECTIVE: IMMEDIATELY

PURPOSE

The purpose of this Notice is to establish procedures within the Office of Operations (O.O.) for Area/division commanding officers and section Officers-in-Charge (OIC) to request specific personnel ("flagging"). Additionally, this Notice establishes procedures when requesting exceptions to existing policy, i.e., wheel extensions, retaining promoted personnel, transfers in the best interest of the employee and/or the Department (administrative transfers), etc.

INFORMATION

On July 8, 1991, Personnel and Training Bureau (PTB) issued a Notice addressing policies and procedures regarding the assignment, transfer, rotation, and paygrade advancement of sworn personnel.

The Chief of Police exercises total discretion in the placement of sworn personnel in their initial assignments. This includes new police officers, motor officers and personnel accepting Civil Service promotions. Factors affecting the initial assignment include:

Procedures for "Flagging" Sworn Personnel

Page 2

1.2.1

- * deployment needs, including vacancies;
- * special skills;
- * junior/senior tenure ratios;
- * ethnic balance;
- * lateral transfer waiting list;
- * employee's residence location;
- * employee preference and
- * administrative considerations for both the good of the officer and/or the Department.

On occasion, Area/division commanding officers and section OICs may request special consideration for a particular person, by "flagging" a Transfer and/or Change in Paygrade, Form 1.40.

Recently, the Deployment Unit (DU), Evaluation and Administration Section (EAS), has encountered a number of pre and post transfer problems due to requests going through improper channels. This has resulted in conflicts, delays, and unnecessary corrections to the transfer.

PROCEDURES

I. FLAGGING PERSONNEL

Area/division commanding officers and section OICs who wish to "flag" an officer who is scheduled for a wheel transfer or promotion should complete a Form 1.40 clearly indicating that its to be used as a "flag" only, by writing "FLAG" in red across the top of the form. The form should be signed by the officer to be flagged, as well as the bureau commanding officer into whose bureau the officer would wheel or promote. The source of the vacancy should be clearly stated in the comments section of the Form 1.40 request. Any additional information concerning the reason for the flag may also be placed in the comments section at the discretion of the Area/division commanding officer or section OIC.

NOTE: Area/division commanding officers and section OICs shall not contact Personnel Division, but should make their request for flagged personnel through their respective bureau commanding officers.

Bureaus shall submit their flagged Form 1.40s to the DU by Friday of the first week of the deployment period. Bureau commanders are reminded that flagged Form 1.40s will be reviewed by the Director and taken under advisement. The decision to honor the request, rests with the Director, O.O. and Personnel Division.

II. EXCEPTIONS TO POLICY

When requesting exceptions to existing policy the Area/division commanding officer or section OIC shall submit an Intradepartmental Correspondence, Form 15.2, to the Director, O.O., through the concerned bureau, detailing the request. A completed Form 1.40 shall be attached to the Form 15.2 when appropriate.

Exceptions to policy as outlined in the PTB Notice dated July 8, 1991, include, but are not limited to, wheel extensions, retaining promoted personnel, transfers in the best interest of the employee and/or the Department (administrative transfers).

Questions regarding these procedures should be directed to the DU, EAS at extension 5-3860.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "B"

RECEIVED

1.2.1 JUL 26 1996

OFFICE OF OPERATIONS

PLANNING AND RESEARCH
DIVISION

NOTICE NO. 31

July 19, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: TRAUMA INTERVENTION PILOT PROGRAM

EFFECTIVE: Immediately

PURPOSE

This Notice informs Department personnel of a one-year Trauma Intervention Pilot Program that is being implemented by the Los Angeles Fire Department (LAFD) within Wilshire, Hollywood, Southwest and Rampart Areas.

INFORMATION

The Trauma Intervention Program (TIP), Inc. is a national, voluntary, non-profit organization, established to assist community members who have been emotionally traumatized by a tragic event. Volunteers in the TIP chapters are currently operating in over 42 cities nationwide. Within the Los Angeles area, the LAFD is the lead City agency in coordinating the implementation of this program in which trained volunteers respond to emergencies and provide immediate support to victims and their families. The volunteers will be available 24 hours a day, and able to respond to requests from Police and/or Fire Department personnel within 20 to 30 minutes.

The TIP volunteers can respond to and assist the following types of victims:

- * Children left alone after the death or injury of a parent(s);
- * Children who witness tragic events;
- * Survivors of a natural or expected death;
- * Crime victims, including assault, rape, robbery or burglary;
- * Traumatized fire victims;


- * Disoriented or lonely elderly people;
- * Persons involved in traffic accidents which result in a traumatic condition;
- * Distraught persons seeking immediate support; or
- * Survivors of suicide victims.

PROCEDURE

The Fire Department will normally request a TIP volunteer when appropriate. In the absence of Fire Department personnel, on scene Department personnel should make victims aware of the availability of TIP. When judged appropriate, Department personnel should only summon a TIP volunteer if a request for TIP services is made by the involved parties. Officers shall make the request through Communications Division, who will then contact the LAFD. The LAFD will contact the on-duty volunteer coordinator, who will insure a timely response by TIP volunteers.

NOTE: The LAFD will be responsible for monitoring and evaluating the success of the program. If successful, TIP will be expanded on a Citywide basis.

If there are any questions concerning this program, please contact Evaluation and Administration Section, Office of Operations, at extension 5-4111.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "B"

OFFICE OF OPERATIONS

NOTICE NO. 32

July 24, 1996

RECEIVED

JUL 29 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

PLANNING AND RESEARCH
DIVISIONSUBJECT: REQUEST FOR LOS ANGELES FIRE DEPARTMENT RESOURCES
DURING TRAINING EXERCISESPURPOSE

The purpose of this Notice is to remind Office of Operations (O.O.) personnel of the procedures to be followed when requesting Los Angeles Fire Department (LAFD) resources for Department training exercises.

INFORMATION

Recently, a request was submitted to the LAFD to have a rescue ambulance stand by at a training site while Area personnel participated in tactical shooting training days. The request was to have the paramedics on emergency standby should an accident or injury occur. However, the request was not forwarded through the proper chain of command, and was sent directly from the Area requesting, to the LAFD.

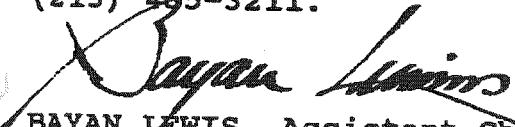
PROCEDURE

When requesting LAFD to stand by and/or assist during training exercises, the written request shall be submitted for approval by the Area/division commanding officer via the following chain of command:

- * Commanding officer of the concerned bureau; and
- * Commanding Officer, Uniformed Services Group;

NOTE: Uniformed Services Group will be responsible for notifying the concerned bureau of the status of the request.

All questions regarding requesting LAFD resources shall be directed to the Department's LAFD liaison, Uniformed Services Group, at (213) 495-3211.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

RECEIVED

JUL 30 1996

PLANNING AND RESEARCH
DIVISION

July 26, 1996

NOTICE NO. 33

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: TRANSMITTAL OF DAILY DEPLOYMENT INFORMATION TO
COMMUNICATIONS DIVISION

EFFECTIVE: Immediately

PURPOSE

The purpose of this Notice is to remind all concerned Office of Operations (O.O.) personnel of the procedures for transmitting accurate daily deployment information (e.g. ROVER number lists and Mobile Field Force information) to Communications Division.

INFORMATION

A recent audit revealed that some Areas have not been transmitting complete deployment information to Communications Division as required. Existing policy requires that specific information be transmitted to Communications Division via the Area Command Center (ACC). Submitting comprehensive and accurate information is critical to the computer-aided dispatch capability of the Emergency Command Control Communications System (ECCCS).

PROCEDURE

Area watch commanders shall ensure that the following information is transmitted to Communications Division no later than 20 minutes after the watch clearance time of each watch:

- * Mobile Field Force (MFF) leader;
- * Units deployed, including all MFF/Non-MFF trained personnel;

Transmittal of Daily Deployment Information
to Communications Division


Page 2

1.2.1

- * ASTRO/ROVER information;
- * Language Capabilities of deployed personnel;
- * Gender; and
- * Special equipment (e.g., TASER).

NOTE: The requirement for transmitting the above information to Communications Division within 20 minutes prior to the watch clearance time as outlined in O.O. Order No. 2, 1985, is amended by this Notice to allow for potential line-up changes that may occur during roll call.

Commanding officers shall ensure that a current Language Bank Roster is also available for use by Area personnel. A copy of this roster may be obtained by contacting Information Resources Division, at (213) 485-3138.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 34

July 30, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: TRAFFIC-RELATED EMERGENCY DISPATCH PROCEDURES -
AMENDED

EFFECTIVE: Immediately

PURPOSE

This Notice informs all Office of Operations (O.O.) personnel of a change in dispatch policy for traffic-related calls which warrant a Code Three response.

NOTE: This Notice amends O.O. Order No. 7, dated May 16, 1985.

INFORMATION

Currently, some high priority traffic-related incidents which require immediate attention are dispatched to traffic units Code Three. Generally, there are a minimal number of traffic units deployed per watch and a traffic unit may be a substantial distance away from the scene of a collision. Realizing that the most important concern is to get assistance to the scene of a traffic-related emergency as soon as possible, traffic units will no longer be the first unit selected to respond Code Three to these types of calls.

PROCEDURE

Effective immediately, a patrol unit from the Area in which a traffic-related emergency occurs shall be the first unit selected for dispatch Code Three. Patrol units arriving at the scene of a traffic-related emergency shall provide whatever assistance is

Traffic-Related Emergency Dispatch Procedures - Amended

Page 2

1.2.1

deemed appropriate, secure the scene (e.g. witnesses, evidence and suspects) and wait for a traffic unit. A traffic unit will be dispatched Code Two to handle the investigation and related reports.

NOTE: Existing procedures concerning field unit selection sequences for all other traffic-related calls are not affected by this Notice.



BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

NOTICE NO. 35

July 30, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: NARCOTICS EXPERTISE CERTIFICATION PROCEDURE

EFFECTIVE: Immediately

RECEIVED

AUG 02 1996

PLANNING AND OPERATIONS
DIVISIONPURPOSE

This Notice is to remind Department personnel of the Narcotics Expertise Certification procedure for those who desire to be certified or recertified as Department narcotics experts.

INFORMATION

In accordance with Department Manual Section 4/258.40, NARCOTICS EXPERTISE CERTIFICATION PROCEDURE, "Certification as a narcotics expert is valid for two years." An audit of the Narcotics Expertise Certification Card (NECC) file revealed that the narcotics certification of officers has continually declined in recent years. Although personnel attrition may account for some of the decline, many personnel may have the qualifications but have not been certified or require recertification.


Narcotics Group (NG) has updated and refined the narcotics expertise certification procedure and is looking forward to assisting personnel in becoming narcotics experts. It is in the City's and Department's best interest to have a sufficient number of narcotics experts available Citywide. Therefore, officers are encouraged to become certified or recertified as Department narcotics experts.

PROCEDURE

Manual Section 4/258.40 delineates the procedure to be followed by officers desiring to be certified or recertified as narcotics experts. Officers wishing to become certified narcotics experts

and/or obtain further information regarding the narcotics certification process, shall contact a NG Field Enforcement Section supervisor within their bureau and arrange for an interview.

NOTE: Only those officers who have been properly certified (or recertified) in accordance with existing policy and listed in the NG-NECC file as such are considered Department-certified narcotics experts.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"