

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 1

May 18, 1998

**SUBJECT: NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION'S
BUCKLE-UP AMERICA WEEK MAY 18 THROUGH MAY 25, 1998**

Law enforcement, safety advocates, health professionals across the nation, and the National Highway Traffic Safety Administration, agree that increasing overall seatbelt use and reducing child occupant fatalities must be a national priority. All Geographic Areas and Traffic Divisions are requested to increase their enforcement of safety belt and child restraining violations in an effort to show their support. A daily count of citations issued during the week of May 18 through May 25 for the following California Vehicle Code Sections (CVC) is required:

- * 27360 (a) CVC - Child Passenger Restraints. Cite the parent/guardian for each child under age 4, regardless of weight, or under 40 pounds, regardless of age, who is not properly secured in a child restraint that meets federal safety standards.
- * 27360 (b) CVC - Child Passenger Restraints. Cite the driver (parent/guardian not in vehicle) for each child under age 4, regardless of weight, or under 40 pounds, regardless of age, who is not properly secured in a child restraint that meets federal safety standards.
- * 27315 (a) CVC - Mandatory seat belt law (All persons excluding those covered by Sections 27360 (a) and (b) of the CVC).

The citation count shall be faxed daily to Uniformed Support Division (USD) prior to 0800 hours, at (213) 893-8199. The daily citation count for May 22, 23, and 24, 1998 shall be faxed to USD prior to 0800 hours on May 25, 1998.

All officers are reminded that Department Manual Section 4/289, "Safety Belts In Department Vehicles" states:

Employee-Responsibilities. Employees and all others operating or riding in Department vehicles shall wear three-point safety belts when provided. Two-point safety belts (lap belts) shall be worn when three-point safety belts are not provided. Employees intending to operate or ride in a Department vehicle shall ensure that all occupants of the vehicle are using the available safety belts before the vehicle is operated.

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If you have any questions regarding this subject, please contact
Uniformed Support Division, at (213) 893-8118.

Martin H. Pomeroy
MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

DISTRIBUTION 'A'

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 2

May 19, 1998

SUBJECT: DEPLOYMENT OF THE URBAN POLICE RIFLE AND SHOTGUN SLUG
AMMUNITION BY FIELD PERSONNEL

EFFECTIVE: IMMEDIATELY

This Notice establishes interim Department procedure for the deployment of Urban Police Rifles (UPRs) and Shotgun Slug Ammunition (SSA), consistent with the policy approved by the Board of Police Commissioners in March 1997. Only trained officers are authorized to carry SSA in the field, and only trained supervisors are authorized to carry UPRs and UPR ammunition. In addition, this Notice establishes a new radio code, "Code Robert," which shall be used to request the immediate response of a UPR or SSA equipped unit.

PROCEDURE:

I. DEPLOYMENT CRITERIA. The UPR and/or SSA shall only be deployed by a UPR or SSA authorized officer upon approval from a supervisor. Each deployment of the UPR/SSA is limited to spontaneous field incidents, and only when there is reason to believe a suspect is:

- * Wearing protective body armor; or,
- * Armed with or has immediate access to a high-powered weapon which surpasses the capability of the weapons normally carried by field personnel; or,
- * Armed and situated in a distant or fortified location which affords the suspect(s) a tactically superior position where the deployment of a UPR or SSA reasonably appears necessary to neutralize the threat posed by the suspect(s).

Generally, the supervisor's decision to deploy the SSA must be made at scene; however, under exigent circumstances, the authorization may be given via telephone or radio prior to arrival.

EXCEPTION: When a SSA authorized officer encounters an immediate life threatening situation which meets the deployment criteria and sufficient time does not exist to obtain supervisory approval, he/she may deploy the SSA without prior supervisory approval. When this occurs, the officer deploying the SSA shall

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report it to a supervisor as soon as practical. If circumstances necessitating the emergency deployment are not recorded in another administrative investigation, e.g., an officer-involved shooting report, then the incident shall be fully documented in the supervisor's daily report.

Once any threat is resolved or when Metropolitan Division, Special Weapons and Tactics (SWAT) arrives at the scene and assumes responsibility for control of the incident, the UPR and SSA shall be re-secured.

II. **CODE ROBERT - ACTIVATED.** The radio code, "Code Robert," is activated. When a UPR or SSA is required, the officer shall broadcast his/her unit designation, location, and "Code Robert-UPR" or "Code Robert-Slug." Additionally, the requesting unit shall determine the urgency of the situation and request either a Code 2 or Code 3 response. A supervisor equipped with a UPR shall respond to all "Code Robert-UPR" requests and may respond Code 3 when necessary, upon notifying Communications Division. Any supervisor shall respond to all "Code Robert-Slug" requests and may respond Code 3 when necessary, upon notifying Communications Division. If the field situation changes and the UPR or SSA is no longer needed, the requesting officer shall cancel the Code Robert.

III. **POLICE OFFICER RESPONSIBILITIES.**

- * Shotgun slug ammunition shall be carried by trained officers in the field, but shall not be loaded into the shotgun until approved by a supervisor.
- * When responding to or confronted with an incident that meets the deployment criteria for SSA, officers shall request any supervisor to approve its use unless exigent circumstances exist which preclude prior supervisory approval.
- * When responding to or confronted with an incident that meets the deployment criteria for the UPR, officers shall request a supervisor equipped with a UPR to respond.
- * When practical, officers equipped with SSA or who are UPR trained shall respond to "Code Robert" requests.

- * When SSA is deployed at an incident without prior supervisory approval (exigent circumstances), the deploying officer shall report it to a supervisor as soon as practical.

IV. FIELD SUPERVISORS' RESPONSIBILITY.

- * Only trained supervisors shall carry the UPR and UPR ammunition while in the field.
- * While in the field, an authorized supervisor shall ensure that the UPR weapon system is secured in his/her vehicle trunk when not deployed.
- * A supervisor equipped with a UPR shall respond to all requests for supervisory approval to deploy the UPR. Supervisors shall also respond to all field officer requests for the deployment of SSA. In both instances, supervisors shall determine if deployment of the UPR or SSA is appropriate. Generally, the supervisor's decision to deploy the SSA must be made at scene; however, under exigent circumstances, the authorization may be given via telephone or radio prior to arrival.
- * Any responding supervisor shall take charge of the tactical incident and determine if the incident is within the capability of the unit(s) at scene or if SWAT should be requested.

NOTE: The criteria for SWAT call out and procedures are not affected by this order.

- * Supervisors shall ensure that all UPRs are re-secured in the vehicle trunk of an authorized supervisor once the threat is resolved.
- * Supervisors shall ensure that officers deploying SSA unload their shotguns and reload with Department approved buckshot.
- * Supervisors shall make the necessary notifications if the UPR or SSA is discharged.
- * Supervisors shall document the incident in the supervisor's daily report if no other administrative

report (e.g., officer-involved shooting report) is required.

V. **COMMUNICATIONS DIVISION'S RESPONSIBILITY.** Upon receiving a "Code Robert" request, Communications Division personnel shall:

- * Broadcast an all units "Code Robert-UPR" or "Code Robert-Slug" and the location of the request;
- * Assign the call to a patrol unit equipped with SSA for a Code Robert-Slug request and assign a supervisor to respond; and,
- * For Code Robert-UPR requests, assign a UPR trained patrol unit and a UPR equipped supervisor's unit to respond.

In most cases, the frequency should remain on stand-by until the incident is resolved or the units switch to a tactical frequency.

VI. **WATCH COMMANDER'S RESPONSIBILITY.** Each patrol watch commander shall ensure that:


- * UPR and SSA equipment are available at all times for response to a field incident;
- * UPR and SSA trained personnel are assigned on each day, as available;
- * A "UPR" or "SSA" notation is made on the Daily Work Sheet, Form 15.26, and on the Area Command Center Mobile Field Force roster indicating the units which are deployed with a UPR and/or SSA and the units authorized to use a UPR; and,
- * A supervisor is dispatched to all "Code Robert" requests.

VII. **COMMANDING OFFICERS' RESPONSIBILITY.** Area Commanding Officers shall:

- * Evaluate all UPR and SSA deployment and usage within their command to ensure consistency with this policy including proper at-scene supervisory oversight;

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- * Assign UPR and SSA trained personnel on each watch, as available;
- * Maintain a current list of personnel within their command who are authorized to deploy the UPR and/or SSA (obtained from Training Division);
- * Maintain a record of all UPRs and SSA issued to their command and ensure that the weapons are properly stored and maintained by the Area/Division Armorer; and,
- * Ensure that a copy of all UPR/SSA incidents documented in a supervisor's daily report are forwarded to the Commanding Officer, Training Division.



MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Distribution "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 3

July 2, 1998

SUBJECT: EMPLOYEE DRESS STANDARDS FOR CITY BUSINESS MEETINGS AND SCHEDULED PUBLIC EVENTS

PURPOSE: This Notice is to remind all Department personnel of our dress standards for attendance at City business meetings and scheduled public events.

BACKGROUND: Recent unfavorable incidents involving inappropriate attire by on-duty employees at business meetings, commission meetings and other public events has adversely impacted the Department's image and its relationship with other governmental entities and community members. Department employees are reminded that they are the most conspicuous representatives of government whose conduct is always closely scrutinized. When an employee's appearance at formal City business meetings is unprofessional, it reflects negatively upon the employee and the Department. Equally important, it reduces their effectiveness as Department spokespersons on important public safety issues. Employees must always be mindful of their conduct and the standards of their profession. They must also be mindful of the expectations placed on them when they are on duty or when they are off duty and there is a nexus between their employment and off-duty public appearance.

PROCEDURE:


I. EMPLOYEE RESPONSIBILITY. A less-than-business-like appearance while attending City business meetings and public events is unacceptable. At minimum, acceptable attire shall consist of the following:

Males: A business suit, or sport coat and trousers, with dress shirt and necktie.

Females: A business suit, dress, or a skirt or pants with a blouse, sweater or jacket.

A uniform is always acceptable attire for sworn employees.

Employees are also reminded to adhere to the Department's policy regarding personal conduct (Manual Section 1/210) and Department grooming standards (Manual Section 3/601).


MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Distribution "D"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 4

July 21, 1998


SUBJECT: MAINTENANCE OF SCALES USED TO WEIGH NARCOTICS EVIDENCE

A recent audit was conducted to assess compliance with Special Order No. 9, 1994, "Booking Of Evidence To Be Analyzed Directly Into Scientific Investigation Division." The audit revealed the need to re-emphasize the importance of ensuring that scales used to weigh narcotics evidence are kept in good working order. To ensure the scales remain serviceable, it is recommended that the scales be maintained at the following offices to facilitate supervisory oversight:

- * Community police stations - watch commander.
- * Non-geographic commands - officer-in-charge.

It is the responsibility of all personnel to report damaged scales to their immediate supervisor and to Scientific Investigation Division (SID) upon discovery. All requests for service, repair, calibration, and replacement of scales should be submitted to SID on an Intradepartmental Correspondence, Form 15.2.

Questions concerning this Notice may be directed to the Commanding Officer, SID, at (213) 237-0031.


MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Distribution "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 5

August 28, 1998

SUBJECT: GENESIS PROGRAM

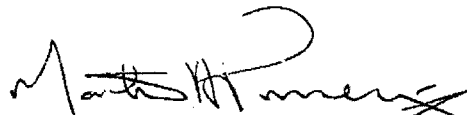
The GENESIS Program (Geriatric Evaluation Networks Encompassing Services) is a Los Angeles County Program of Mental Health Services and Area Agency on Aging. GENESIS is located at 320 West Temple Street, in the Department of Mental Health Service, and has been in operation for three years in the unincorporated areas of the County. GENESIS is staffed by public health nurses and licensed clinical social workers, whose mission is to provide mobile health and mental health services to frail, homebound, older adults, 60 years and older, with a goal of supporting elders' dignity, and maximizing their long-term options and independence.

The GENESIS Program offers much needed support to our patrol and detective operations where vulnerable elders are discovered during investigations. To initiate an in-home mental health assessment of the elder's living conditions, field personnel can notify GENESIS staff at (213) 974-7779 between the hours of 7:30 a.m. and 6:00 p.m., Monday through Thursday. On Friday, Saturday and Sunday, messages are checked on voice mail on a regular basis. Through networking with County and City resources, GENESIS addresses an elder's long-term mental health needs, thus eliminating repeated calls to problem locations, saving the Department costly response and investigative time.

GENESIS staff conducts follow-up visits during business hours and is not an emergency response unit. Emergency situations are still handled at traditional facilities. Mental health emergencies and after-hour problems involving vulnerable elders are initially handled by field officers and members of the Department of Mental Health's SMART (Systemwide Mental Assessment Response Team) Program. As a result of additional County funds, GENESIS will be available to all geographic Areas beginning in July 1998.

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If there are further questions regarding the GENESIS Program, contact Detective Chayo Reyes or Dave Harned, Elder Person Estate Unit, Bunco-Forgery Division at (213) 485-3795.

A handwritten signature in black ink, appearing to read "Martin H. Pomeroy". The signature is written in a cursive style and is positioned above the typed name.

MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Distribution "A"

OPERATIONS COMMITTEE

October 5, 1998

OPERATIONAL NOTICE NO. 6

SUBJECT: OFF-HOUR SUPERVISION OF COMMUNITY POLICE
STATION RECORDS UNITS

EFFECTIVE: IMMEDIATELY

PURPOSE: On occasion, off-hours work related issues arise within records units and some employees have been contacting the Principal Clerk Police III's (records managers) at home to resolve them. In addition to disturbing these employees at home, there is no provision which allows them to receive overtime compensation for these disruptions. As a result, the Department must restrict these notifications and alleviate certain Memorandum of Understanding concerns.

This Notice clarifies the procedure for the off-hour supervision of community police station (station) records units including off-hour notification to the records manager.

PROCEDURE: All employees are reminded that the on-duty watch commander has off-hour functional supervisory authority over all personnel assigned to station records units, just as they do for all station personnel. Any employee perceiving a problem during the off-hours, shall bring it to the attention of their supervisor. If there is no supervisor or the issue cannot be resolved at that level, the on-duty watch commander shall be notified. The watch commanders shall make every effort to manage all station personnel matters and make duty-related decisions that arise. Watch commanders should avoid contacting records managers during off-hours. However, should an off-hour records unit issue of an emergency nature requiring immediate resolution arise, the watch commander may telephonically contact the records manager, administrative lieutenant or Area commanding officer. All other issues of a non-emergency nature should be brought to the attention of the records manager, administrative lieutenant or Area commanding officer, on the next business day.

Records managers are reminded of their responsibility to ensure that records unit supervisors are sufficiently trained to deal effectively with off-hours problems. This includes ensuring that personnel and/or administrative matters are not left unresolved for the off-hour watch commander to address. Furthermore, it is imperative for records managers,

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administrative lieutenants, and Area commanding officers to ensure that records issues brought to their attention by watch commanders are not only addressed to correct issue(s) of concern, but to prevent their reoccurrence. In addition, administrative lieutenants and Area commanding officers should use every available management resource to ensure that records units are fully functional during all watches, including effective supervision, and are supporting the operational mission of the station.

Daniel R. Schatz for
MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

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