

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 1

January 18, 1999

**SUBJECT: ADDITIONS AND AMENDMENTS TO THE CALIFORNIA
VEHICLE CODE**

EFFECTIVE: JANUARY 1, 1999

PURPOSE: This Notice is to advise all Department personnel of changes in State legislation that will affect law enforcement agencies throughout California. The following list of additions and amendments to the California Vehicle Code (CVC) will influence some aspects of traffic enforcement and patrol-related functions.

ADDITIONS AND AMENDMENTS:

I. DIVISION 11 – Rules of the Road:

21101 CVC Amend – Regulation of Highways

Provides local law enforcement in a county with a population of 6 million or greater, the authority to close highways to vehicular traffic in the interest of public safety. Prior to highway closure, certain conditions must be met which include, among other things, a public hearing regarding the proposed street closure.

21200.5 CVC Amend – Riding Bicycle Under Influence of Alcohol or Drugs

Deletes the choice of the urine test from the options for chemical tests relating to operating a *bicycle* under the influence unless both the blood or breath test are unavailable, or there is a specified condition that warrants using the urine test.

23157 CVC Amend – Implied Consent For Chemical Testing

Deletes the choice of the urine test from the options for chemical tests relating to operating a *motor vehicle* under the influence unless both the blood or breath test are unavailable or there is a specified condition that warrants using the urine test.

Note: Urine may continue to be a test option if a person is under the influence of a combination of **drugs and alcohol or drugs only**. An arrestee may also elect to give a urine sample for testing pursuant to the additional chemical test admonition required under Section 23157.5 CVC.

Additionally, any person who is afflicted with hemophilia or with a heart condition and is using an anticoagulant under the direction of a licensed physician and surgeon is exempt from the blood test required by this section. Other chemical test options should be considered. **The California Department of Motor Vehicles (DMV) has revised DMV Forms DS 367 and DS 367M. The revision date for these forms is 11/98 and they may be ordered from Supply Division.**

21201.3 CVC Add – Bicycle Lights

Authorizes bicycles used by law enforcement officials, in the course of their duties, to display a steady or flashing blue warning light, which should be visible from the front, sides or rear of the bicycle or motor bicycle. Additionally, this section makes it a violation for private persons to display a blue light on a bicycle or motor bicycle.

Note: The Department is in the process of upgrading the bicycle fleet to include the affixed blue light.

22500 CVC Amend – Prohibited Stopping

Clarifies existing law prohibiting parking a vehicle so that it is left extending over a sidewalk. This section will assist officers in further identifying an enforceable offense.

Off-Highway Motor Vehicles

The following amendments relate to off-highway motor vehicles operated or used on public lands, as specified in the Chappie-Z'berg Off-Highway Motor Vehicle Law of 1971 (Section 38000). These amendments went into effect on August 24, 1998, due to their urgent nature.

The definition of an **off-highway motor vehicle** (Section 38012) includes, but is not limited to the following:

- (1) Any motorcycle or motor-driven cycle, except for any motorcycle which is eligible for a special transportation identification device issued pursuant to Section 38088.
- (2) Any snowmobile or other vehicle designed to travel over snow or ice, as defined in Section 557.
- (3) Any motor vehicle commonly referred to as a sand buggy, dune buggy, or all-terrain vehicle.
- (4) Any motor vehicle commonly referred to as a jeep.

Section 38001 gives the definition of **public lands** and states in part, "... lands, other than a highway, which are open and accessible to the public, including any land acquired, developed, operated, or maintained, in whole or in part, with money from the Off-Highway Vehicle fund, *except* private lands under the immediate control of the owner or his agent where permission is required and has been granted to operate a motor vehicle."

23220 CVC Amend - Off-Highway: Alcohol and Drugs

Expands the prohibition of driving while under the influence of alcohol to include vehicles operated on public lands as specified in the Chappie-Z'berg Off-Highway Motor Vehicle Law of 1971.

23222 CVC Amend - Off-Highway: Alcohol and Drugs

Expands the open container of alcohol and marijuana possession while driving prohibition to include motor vehicles operated on public lands as specified in the Chappie-Z'berg Off-Highway Motor Vehicle Law of 1971.

23223 CVC Amend - Off-Highway: Alcohol and Drugs

Expands the prohibition of possessing an open container while in a motor vehicle to include vehicles operated on public lands as specified in the Chappie-Z'berg Off-Highway Motor Vehicle Law of 1971.

23225 CVC Amend - Storage of an Open Container

Prohibits open containers kept in vehicles being driven upon public lands, as specified, as well as highways, unless the container is kept in the trunk of the vehicle. If a vehicle does not have a trunk and is not an off-highway vehicle, then the container must be kept in an area not occupied by passengers. If the vehicle is an off-highway vehicle which does not have a trunk, the container must be kept in a fully enclosed locked container.

23226 CVC Amend - Storage of an Open Container

Prohibits storage of an open container of alcohol in the passenger compartment of any motor vehicle being driven on public lands as specified in the Chappie-Z'berg Off-Highway Motor Vehicle Law of 1971.

II. DIVISION 12 – Equipment of Vehicles:

24604 CVC Amend – Lamp or Flag Projections

Changes the requirement that a flag or cloth attached to a projected load be solid red *or* fluorescent orange and not less than 12 inches square.

25104 CVC Amend – Red Flag on Wide Vehicles

Changes the requirement that a flag or cloth attached while transporting a wide load be solid red *or* fluorescent orange and not less than 12 inches square.

26708 CVC Amend – Vehicles: Window Coverings

Existing law prohibits any person from driving any motor vehicle with any object or material placed, displayed, installed, affixed or applied upon the windshield, side or rear windows, with certain limited exceptions. This amendment exempts from the above prohibition specified clear, colorless, and transparent material that is installed, affixed, or applied to the front driver and passenger side windows for the specific purpose of reducing ultraviolet rays.

This amendment also requires the removal or replacement of this material if it is torn or bubbled or otherwise worn.

27315 CVC Amend – Vehicles: Safety Belts: Taxicabs and Persons Involved in the Collection of Solid Waste.

Exempts the following from the safety belt requirement:

- (a) The operator of a taxicab when the taxicab is driven on a city street and is **engaged** in the transportation of a fare-paying passenger; and
- (b) A driver **actually engaged** in the collection of solid waste or recyclable materials along the driver's collection route.

III. DIVISION 17 – OFFENSES AND PROSECUTION

28150 CVC Added – Radar and Laser Jamming Devices

This new law prohibits any person from using, buying, possessing, manufacturing, selling, or otherwise distributing any device that is designed for jamming, scrambling, neutralizing, disabling, or otherwise interfering with radar, laser, or any other electronic device used by a law enforcement agency to measure the speed of moving objects.


This law makes a violation of this Section an Infraction, and a Misdemeanor when a person possesses four or more devices.

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40802 Amended – Speed Trap Definition

This Amendment allows local jurisdictions flexibility providing an alternative definition of "speed trap" that would require engineering and traffic surveys within either 7 or 10 years, as specified. The alternative definition would apply only when specified actions by the police officer issuing a notice to appear and the prosecutor have occurred, and exempts "school zones," and certain maximum speed limits from the speed trap law.

Please direct questions regarding this Notice to Sergeant Steven Cook, Traffic Coordination Section, Uniformed Support Division, 213-893-8118.



MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Distribution "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 2

April 5, 1999

SUBJECT: NARCOTICS REPORT, FORM 3.19 - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: Narcotics Division has identified additional reporting criteria and updated terms that are essential to capture specific narcotic data on the Narcotics Report, Form 3.19. This Notice revises the Narcotics Report to reflect those changes.

PROCEDURE: The Narcotics Report has been revised to reflect the following changes:

- * A more expansive list of narcotics details including specific types of cocaine, heroin, PCP, and methamphetamine;
- * The follow-up portion of the form is more comprehensive with regard to documenting arrests, evidence, and court filings associated with the investigation; and,
- * A reminder to contact Narcotics Information Network when activating an investigation was added to the investigator's checklist to emphasize the importance of this step.

The use and distribution of the form have not changed. The current completion procedure has been expanded to accommodate additional fields.

FORM AVAILABILITY: The Narcotics Report, Form 3.19, will be available for ordering from Supply Division. A copy of the revised Form 3.19 is attached. Personnel may duplicate as needed until the form is available for ordering. All existing stock of the obsolete forms should be discarded into divisional recycling bins.



MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Attachment

Distribution "A"

NARCOTICS REPORT

ORIGINAL FOLLOW-UP CLOSE OUT FORMAL CHRONIC INFORMAL DR#

TELEPHONIC DATE AND TIME THIS REPORT EMPLOYEE REPORTING PHONE # SERIAL NO. ASSG.
 WALK-IN LETTER
 WE TIP POLICE LOCATION OF OCCURRENCE TYPE STRUCTURE APT/RM# R.D. AREA BUREAU
 PRIV PERS OTHER

COMPLAINANT EVALUATION UNK RES- R-
 RELIABLE BUS- B-

UNK NARCOTICS COCAINE: ROCK MARIJUANA HEROIN: CHINA WHT PCP: CRYSTAL METH: POWDER PILLS
SECURITY BARS POWDER TAR MEX BRN LIQ DUST ICE LIQ LSD

SUSPECTS (NAME, JR, SR, ETC, AKA, DESCRIPTION, DOB, PHONE #)
1
2
3
4

DAY/TIME OF ACTIVITY WARNING DEVICES/BARRICADES SUSPARMED? HOW? GANG: NAME
VEHICLE USED (YEAR, MAKE, MODEL, TYPE, COLOR, LICENSE NUMBER, STATE, ETC)

BRIEF DESCRIPTION OF COMPLAINT (USER/DEALER INFO, ATTACH LETTER)

2ND LOCATION/HANGOUT/WORK ADDRESS: (CIRCLE ONE)

PREVIOUS 3.19(S):

FOLLOW-UP DUE	ADDL. F/U DUE	ADDL. F/U DUE	OIC REVIEWING	SERIAL NO.	DATE
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INVESTIGATION ASSIGNED TO	SERIAL #	DATE ASSIGNED	SUPERVISOR REVIEWING	SERIAL NO.	DATE
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FOLLOW-UP/ CLOSE-OUT REPORT	DATE AND TIME REPORTED	REPORTING OFFICER	SERIAL NO.	ASSG.
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INVESTIGATOR'S CHECKLIST
 NIN CHECK INITIALS: _____ CHECK/INITIALS: _____ CRIMINAL RECORDS _____ DMV _____
DATE: _____ DATE: _____ RESIDENCE INFORMATION _____ POST OFFICE _____
NIN #: _____ AGENCY/NOTIFIED _____ PROBATION OR PAROLE _____ WARRANT CHECK _____

** CONTACT NIN IF ACTIVATING AN INVESTIGATION **

DATE CLOSED	CLOSED BY: ARREST <input type="checkbox"/> NIN <input type="checkbox"/> TOTAL NO. INVEST	TOTAL WORKHOURS	COMPLAINANT NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	BY _____ DATE _____	INVEST. COMMENTS (CIRCLE ONE IF APPLICABLE) <input type="checkbox"/> LANDLORD/TENANT DISPUTE <input type="checkbox"/> DOMESTIC DISPUTE <input type="checkbox"/> HABITUAL CALLER
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SUMMARY OF RESULTS:
OF ARRESTEES # OF GUNS MONEY SEIZED SEARCH WARRANT YES/NO

CONTRABAND SEIZED: COCAINE MARJ HEROIN PCP METH PILLS OTHER

ARRESTEE	CHARGE	DISPO CODE*	BKG #	DR #	* DISPO OF BKG. CHG.
1					1 FEL. COMPL. FILED-ORIG. CHG.
2					2 FEL. COMPL. FILED-OTH. CHG.
3					3 MISD. COMPLAINT FILED
					4 D.A. REJECT
					5 C.A. REJECT
					6 649B (1) - INCL. 48 HR. RELS.
					7 825 PC
					8 UNRELATED FEL. WARR. SERVED
					9 UNRELATED MISD. WARR. SERVED
6					10 D.A. REFERRAL - NO FELONY

SUPERVISOR APPROVING	SERIAL NO.	DATE	OIC REVIEW	SERIAL NO.	DATE
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OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 3

April 9, 1999

SUBJECT: DANGERS OF CLANDESTINE METHAMPHETAMINE LABORATORIES

This notice is to remind Department field personnel of the dangers associated with clandestine methamphetamine labs, and in particular, those labs utilizing methanol-based solvents in the manufacturing process. All field personnel are to familiarize themselves with Department Manual Section 4/212.49, which deals with the proper procedure to follow when coming into contact with a clandestine methamphetamine lab.

State and local officials consider clandestine methamphetamine labs to be a major public, law enforcement and environmental threat. The proliferation of labs has resulted in the utilization of large quantities of toxic, caustic and highly flammable chemicals which pose extremely serious safety risks to first responders, including law enforcement, fire department and health department personnel.

A common, widespread method for manufacturing methamphetamine has involved the use of red phosphorous, hydriodic acid, and ephedrine based products. During the manufacturing phase, if these chemicals are overheated, a toxic, flammable and deadly gas, known as phosphine or di-phosphine, is produced. Inhalation of even a minute amount of phosphine gas can be fatal. Concentrations of the gas within an enclosed area can also be hazardous because it can be ignited with any spark or flame.

Recently, due to the unavailability of certain chemicals, investigators have discovered that illicit manufacturers are utilizing methanol and other suitable, flammable solvents in the manufacturing phase. During this phase of manufacturing, the methanol becomes vaporous, posing the greatest danger to field personnel. The methanol vapors, which are toxic, flammable and highly explosive, are released into the surrounding area of the cooking site. The vapors, which are heavier than air, will sink to floor level, then rise as the concentration level increases, and is also highly flammable if ignited. Common ignition sources can include open flames, the spark produced from activating an electrical switch or even the static electricity produced from walking on carpet.


Methamphetamine manufacturers often select abandoned houses to set up one-time extraction labs. The extraction process and subsequent packaging of the methamphetamine precursor can be

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accomplished in as little as 12 hours. Following the extraction process, the house, and its toxic contents are abandoned.

- I. **EMPLOYEE RESPONSIBILITY.** Officers conducting an investigation of an illicit lab shall immediately secure the perimeter of the location, evacuate adjacent dwellings, notify the Narcotic Division (ND) Clandestine Lab Squad, notify the Scientific Investigation Division (SID) Hazardous Chemical Team, and notify the Fire Department. Entry shall not be made without the authorization of the ND Clandestine Lab Squad or the SID Hazardous Chemical Team.

In addition to the investigation of illicit chemical lab sites, the ND Clandestine Lab Squad is also available to provide instructional training for roll calls and training days. Questions regarding this notice should be directed to Detective Richard Gutierrez, ND Clandestine Lab Squad, at (213) 485-4504.



MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

DISTRIBUTION "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 4


May 7, 1999

SUBJECT: SEARCH WARRANT NOTICE REQUIREMENTS

In May 1997, the United States Ninth Circuit Court of Appeals ruled in Perkins v. City of West Covina. This ruling imposed a set of notice requirements beyond the inventory required by California Penal Code Section 1525 and the practice of showing the occupant a copy of the warrant or leaving a copy at the premises upon the execution of a search warrant. The ruling stated that officers serving a search warrant must leave detailed instructions on how an individual may seek return of property if it is seized.

This Notice is to inform all employees that on January 13, 1999, The United States Supreme Court overruled the Ninth Circuit decision.

Officers are no longer required to provide the information required by the Ninth Circuit's Perkins v. West Covina decision in executing a search warrant. They need only comply with Penal Code Section 1525 and the practices of showing the occupant a copy of the warrant or leaving a copy at the premises upon the execution of a search warrant.


MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Distribution "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO.5

May 7, 1999

SUBJECT: DAILY WORK SHEET, FORM 15.26, AND THE VEHICLE AND EQUIPMENT ASSIGNMENT SHEET, FORM 15.66 - REVISED

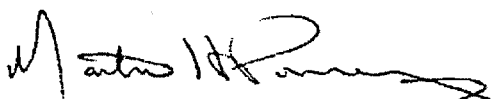
EFFECTIVE: IMMEDIATELY

PURPOSE: The Daily Work Sheet, Form 15.26, and the Vehicle and Equipment Assignment Sheet, Form 15.66, provide daily information on officers' deployment and corresponding assignment of equipment. This Notice advises employees that the forms have been revised to capture updated critical equipment information.

PROCEDURE: The forms will now include spaces reflecting the assignment of Urban Police Rifles (UPR), Shotgun Slug Ammunition (SSA), TASERS, beanbag shotguns, and other items. The reverse side of the Daily Worksheet is obsolete and has been eliminated. Use and distribution of the forms remain the same, but completion has been modified to include additional boxes for recording the serial/identification numbers of equipment available for use in the field.

The SSA column on the Daily Worksheet is irregular since this is not an item issued from the kit room. An "X" in the SSA column will denote units trained and equipped to carry SSA. The Vehicle and Equipment Signout Sheet does not contain a column for SSA since ammunition is not issued to officers from the kit room.

FORMS AVAILABILITY: The Daily Work Sheet, Form 15.26, and the Vehicle and Equipment Assignment Sheet, Form 15.66, will be available for ordering from Supply Division. However, copies are attached for use until the forms can be acquired.



**MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee**

Attachments

Distribution "B"

LOS ANGELES POLICE DEPARTMENT

DAILY WORK SHEET

Page ___ of ___

70-15.26.0 (R 3/99)

ASSIGNMENT	AREA/DIV.		AREA/DIVISION COMMANDING OFFICER		UNIT (IF OTHER THAN PATROL)					WATCH COMMANDER/OIC		DAY OF WK.	DATE	WATCH
	ASTRO	SHOP	NAME(S)		S/G #	BB #	UPR #	SSA	TAS #	CAM #	EOW	SUPV. INIT.	STATION DETAIL/SPECIAL DETAIL	DO/SICK/IOD/VACATION/ETC.

NOTES S/G - Shotgun TAS - Taser
 BB - Beanbag UPR - Urban Police Rifle
 CAM - Camera SSA - Shotgun Slug Ammunition ("X" denotes SSA trained and equipped)

LOS ANGELES POLICE DEPARTMENT
VEHICLE AND EQUIPMENT ASSIGNMENT SHEET

70-15.66.0 (R 3/89)

DATE		WATCH		SERIAL OR ID NUMBER												
UNIT	SHOP	KEY SETS	NAME(S) (INDICATE DIVISION IF OUTSIDE)	ASTRO(S)			SHOT GUN	BB	UPR	TASER RADAR	CAM	PRINT KIT		TIME IN/OUT		

NAME OF EMPLOYEE(S) COMPLETING THIS LOG

(USE REVERSE IF MORE SPACE IS REQUIRED)
SIGNATURE OF SUPERVISOR

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 6

August 11, 1999


SUBJECT: MAXIMUM DEPLOYMENT FOR SEPTEMBER 8/9, 1999

As part of the planning for the start of the year 2000 (Y2K), the Department has identified certain dates that have the potential for causing disruptions to computers and other electronic devices dependent on computer chips. The next date of concern is September 8/9, 1999. If there are system failures as a result of this, they should become apparent immediately after 0000 hours, September 9, 1999 (midnight of September 8).

To ensure the Department has adequate personnel resources to meet any emergencies that may develop as a result of possible computer chip failures, all Area commanding officers shall Maximum Deploy patrol personnel for the following watches:

<u>Date</u>	<u>Watch</u>
September 8, 1999	Mid PM
September 9, 1999	AM
September 9, 1999	Day

If you have any questions regarding this matter, please contact Captain Scott C. Kroeber, Commanding Officer, Uniformed Support Division, at (213) 473-7799.


MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

DISTRIBUTION "A"



OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 7

September 29, 1999

SUBJECT: VEHICLES WITH TEMPORARY REGISTRATION


PURPOSE: This Notice advises officers of an amendment to California Vehicle Code Section 4456(c) regarding vehicles displaying a copy of the Report of Sale, Department of Motor Vehicles (DMV) temporary registration.

BACKGROUND: California Vehicle Code Section 4456(c) was amended in 1998 to allow a buyer of a vehicle to operate that vehicle, while displaying a copy of the Report of Sale (DMV temporary registration), for a six-month period commencing with the date of sale of the vehicle. The previous time period for authorized operation of such a vehicle was 90 days, as noted on the DMV temporary registration forms. Although the time period has been extended to six months, DMV intends to use the outdated temporary registration forms (which list the 90-day period) until they have been depleted. The result of this procedure has caused officers to erroneously impound vehicles within the allowed six-month period.

PROCEDURE: Any officer that becomes involved in enforcement activity surrounding registration of recently purchased vehicles shall:

- * Ignore any 90-day notation on the reverse side of a Report of Sale (DMV temporary registration) form that is displayed on a motor vehicle; and,
- * Allow a six-month period of operation commencing with the date of sale of the vehicle.

All other procedures for the impoundment of motor vehicles with expired or no registration remains unchanged. Personnel with questions may contact Traffic Coordination Section, Uniformed Support Division, at (213) 473-7788.


MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

DISTRIBUTION "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 8

November 16, 1999

SUBJECT: ADMINISTRATIVE PER SE ORDER OF SUSPENSION

EFFECTIVE: IMMEDIATELY

PURPOSE: Due to the reorganization of the Department of Motor Vehicles (DMV), all Driving Under the Influence (DUI) Administrative Per Se Order of Suspension/Revocation Temporary License Endorsement, Form DS360, paperwork is now handled at one of two regional offices in Los Angeles County. This Notice advises Department personnel of the DMV address changes that affect the mailing of Administrative Per Se paperwork.

PROCEDURE: Officers should mail the DMV Administrative Per Se forms directly to the DMV and **should not** attach them to the arrest reports for records personnel to mail. Due to the time sensitive nature of the Administrative Per Se process, officers shall ensure that the completed forms are mailed to the appropriate DMV office, as indicated below.

A. All Areas with the exception of Hollenbeck and Northeast:


Department of Motor Vehicles
El Segundo Driver Safety
390 North Sepulveda Boulevard, Suite 2075
El Segundo, CA 90245

B. Hollenbeck and Northeast Areas:

Department of Motor Vehicles
Driver Safety
5500 South Eastern Avenue
Commerce, CA 90040

Note: The Department Manual, Section 4/343.30, will be amended deleting reference to DMV addresses.

Please direct questions regarding this Notice to Traffic Coordination Section at (213) 473-7788.


MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

DISTRIBUTION "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 9

November 24, 1999

SUBJECT: IMPLEMENTATION OF THE STATE OF CALIFORNIA SKS SPORTER ASSAULT WEAPON BUY-BACK PROGRAM

EFFECTIVE: IMMEDIATELY

PURPOSE: The purpose of this notice is to advise all Department personnel of the Department's participation in the State of California SKS Sporter style Assault Weapon Buy-Back Program. The passage of Assembly Bill 48, which became effective on January 1, 1999, added California Penal Code Section 12285(b)(1). Under this Section, SKS Sporter style assault weapons became illegal to possess. A firearm falling under this Section must be rendered inoperable, removed from the State, sold to a licensed firearms dealer who has a valid Department of Justice (DOJ) assault weapons permit, or relinquished to the local police or sheriff's department. The State of California has established a buy-back program for citizens wishing to legally relinquish an SKS Sporter style assault weapon in exchange for a cash voucher. The buy-back program will remain in affect until January 1, 2000. The California Department of Justice has, through the Internet and a series of public service announcements, advised citizens to turn in their SKS Sporter style assault weapon to a local law enforcement agency where they will receive a voucher redeemable for \$230.00. Citizens are advised to first contact their local law enforcement agency for instructions on how, when and where to turn in their SKS Sporter style assault weapon.

PROCEDURE: Department personnel receiving inquires from possessors of SKS Sporter style assault weapons wishing to participate in the buy-back program shall advise the possessor that the Department is participating in the program and will accept the weapon. The possessor shall be informed to contact their closest Area station for information about how to safely transport the weapon to the station.

Note: Possessors wishing to relinquish their weapons that live outside the City shall be referred to their local authorities.

Area personnel receiving inquiries from possessors wishing to relinquish an SKS Sporter style assault weapon shall:

- * Advise the possessor to ensure that the weapon is unloaded prior to transporting;

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- * Instruct the possessor to secure the weapon in the trunk of there vehicle or in a locked container while transporting;
- * Advise the possessor to leave the weapon in there vehicle upon arrival at the station; and,
- * Request desk personnel to retrieve the weapon from the vehicle upon the possessor relinquishing it.

Personnel accepting an SKS Sporter style assault weapon shall:

- * Accompany the possessor to their vehicle;
- * Secure the weapon from the vehicle; and,
- * Render the weapon safe before carrying into the station for booking.

I. **QUALIFYING WEAPONS.** Prior to booking the weapon, personnel shall ensure that the weapon meets the criteria of the buy-back program.

A. **Qualifying Weapons Shall Include All of the Following Characteristics:**

- * SKS style semi-automatic rifle;
- * Accepts a detachable magazine;
- * Chambered for the 7.62 x 39 mm cartridge;
- * Not otherwise listed in Penal Code Section 12276; and,
- * Acquired between 1/1/92 and 12/19/97.

Note: See attached photographs of guns that may qualify.

If the weapon does not qualify, the possessor should be informed and the weapon returned to the vehicle by Department personnel. If after being informed that the weapon does not qualify for the buy-back program, and the possessor still wishes to relinquish the weapon, the employee shall accept the weapon without issuing a voucher and book it in accordance with Department procedures (4/540.40).

II. **PROCESSING WEAPONS AND VOUCHER REQUESTS.** Personnel shall check the status of the weapon through the Automated Firearms System. At that time, if the weapon is reported lost or stolen the officer shall:

- * Verify and record the identification of the person in possession of the weapon;

- * Notify an immediate supervisor;

Note: If the immediate supervisor feels that an arrest is necessary, officers shall follow the direction of the immediate supervisor at scene.

- * Notify geographic detectives; and,
- * Conduct the necessary follow-up investigation as directed.

Note: Department personnel shall not issue a voucher for relinquished weapons that have been reported as either lost or stolen.

If the weapon does qualify, it shall be booked in accordance with the Department procedures for booking firearms (4/540.40). Additionally, officers shall complete the following steps.

After booking the weapon, the booking officer shall complete the voucher and witness the signature of the possessor on the voucher (see attached voucher exemplar). The evidence DR number shall be placed in the "Law Enforcement Agency Receiving Weapon for Reimbursement" section of the voucher form. The officer shall then sign the voucher as a witness to the possessor's certification under penalty of perjury.

Note: A supervisor shall examine the weapon(s) and review the voucher and any related documents prior to the signing of the voucher by both the officer and the possessor.

The canary yellow copy of the voucher is to be retained by the Department with the control log, which shall be monitored and maintained by the Area buy back coordinator. The white and pink copies are to be provided to the possessor relinquishing the weapon. Instructions for the possessor on how to submit the voucher to DOJ for payment are listed at the top of the voucher form. All blank vouchers can be obtained through Property Division.

The possessor shall be issued a Property Receipt Form 10.10 in addition to the copies of the voucher. A control log shall be maintained at the area station where the weapon was accepted. The law enforcement copy of the

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voucher shall be maintained with the control log (see attached control log). Since the voucher contains a control number, each voucher should be issued in sequence and the number recorded.

If a voucher form is voided or rendered unusable, the booking officer shall write "void" on the voucher and retain it with the other completed vouchers.

III. **LOST VOUCHERS.** If a possessor loses a completed voucher, he/she may be issued a replacement voucher after it has been determined that a voucher was previously issued to the possessor and that it has not already been processed. This can be verified by contacting the California Department of Justice, Firearms Program at (916) 227-3703. After verifying that the voucher was previously issued, the possessor shall be issued a replacement voucher using the information from the copy of the original voucher maintained at the station. In the AFS Transaction No. field of the voucher the officer shall place the words "SKS BUYBACK replacing No. XXXXXX" (voucher number).

IV. **PREVIOUSLY RELINQUISHED WEAPONS.** Numerous possessors of SKS Sporter style assault weapons have previously relinquished their weapons to the Department and are awaiting the issuance of a voucher. These possessors shall be advised to take their Property Receipt Form 10.10 to the station where they relinquished the weapon and they will be issued a voucher. When presented with a Property Receipt for an SKS Sporter style assault weapon, the receiving officer shall issue a voucher to the possessor in accordance with the above guidelines.


January 1, 2000, is the last day for accepting qualifying SKS Sporter style assault weapons for the buy-back program. March 31, 2000, is the last day possessors may submit a voucher to DOJ for payment. After March 31, 2000, a list of the voucher form numbers that have not been issued shall be entered on the control log to be maintained at each patrol area. The remaining voucher forms should then be destroyed.

V. **OPERATIONAL SUPPORT DIVISION COMMANDING OFFICER RESPONSIBILITIES:** Each Operational Support Division commanding officer shall select a buy back coordinator to confirm Automated Firearms System (AFS) entries of SKS

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Sporter style assault weapons, respond to DOJ calls requesting voucher verification, maintain the control log and be responsible for obtaining the necessary vouchers from Property Division.

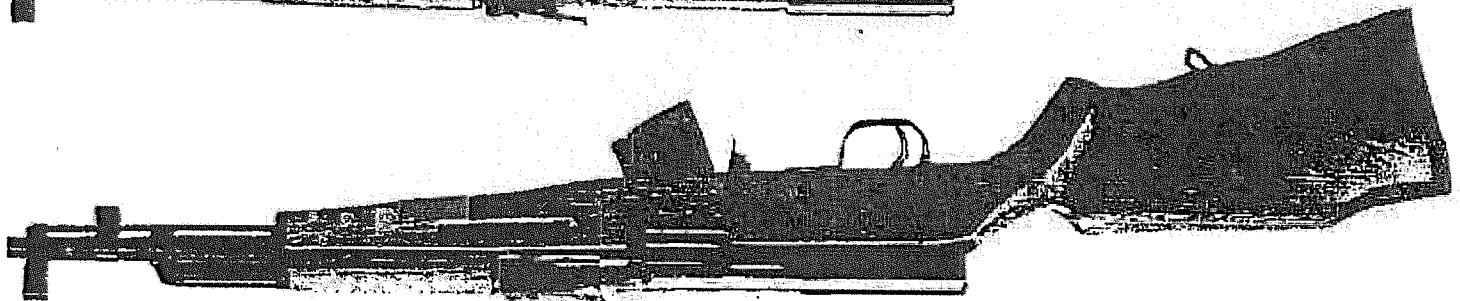
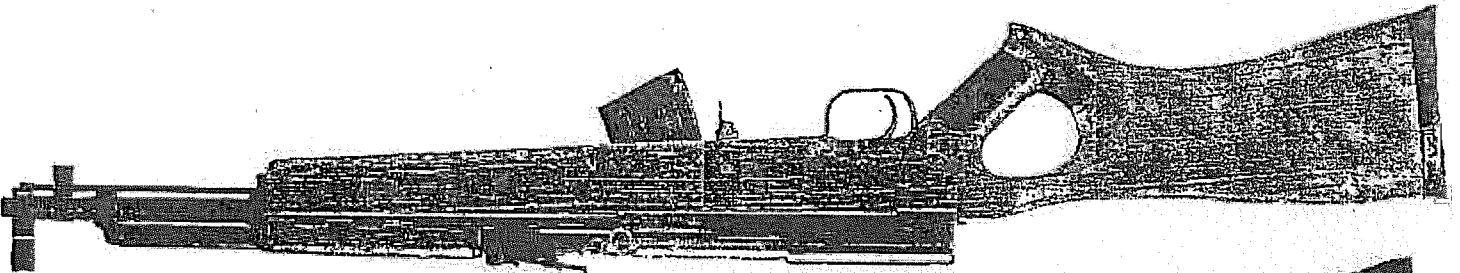
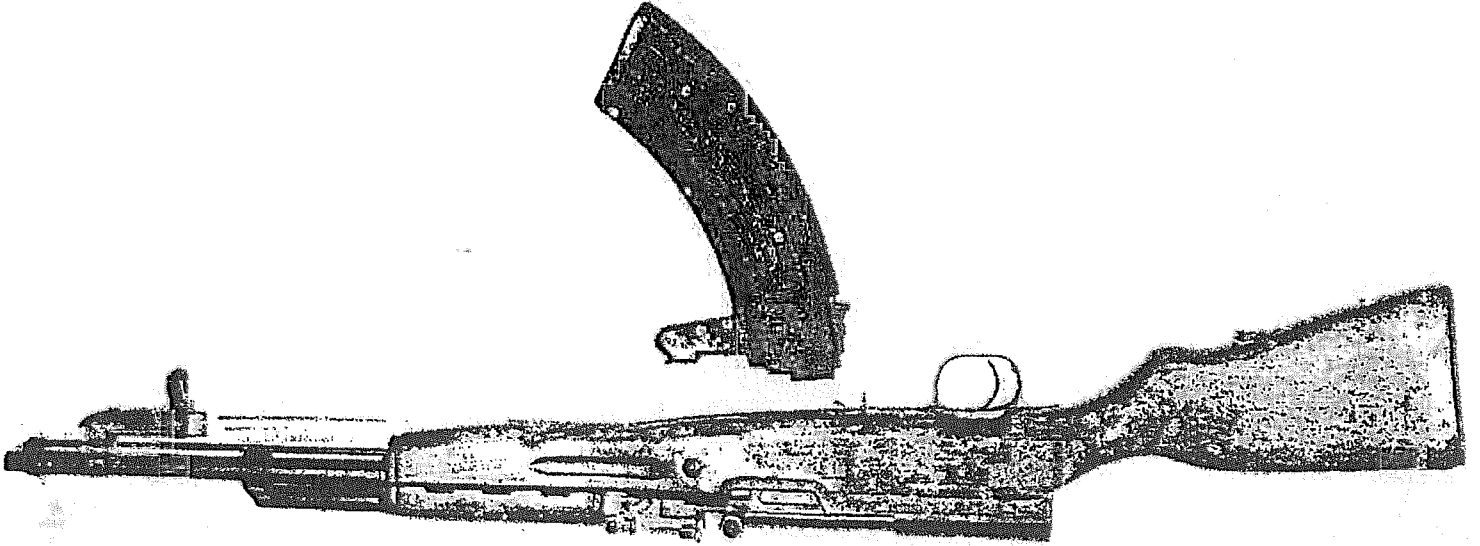
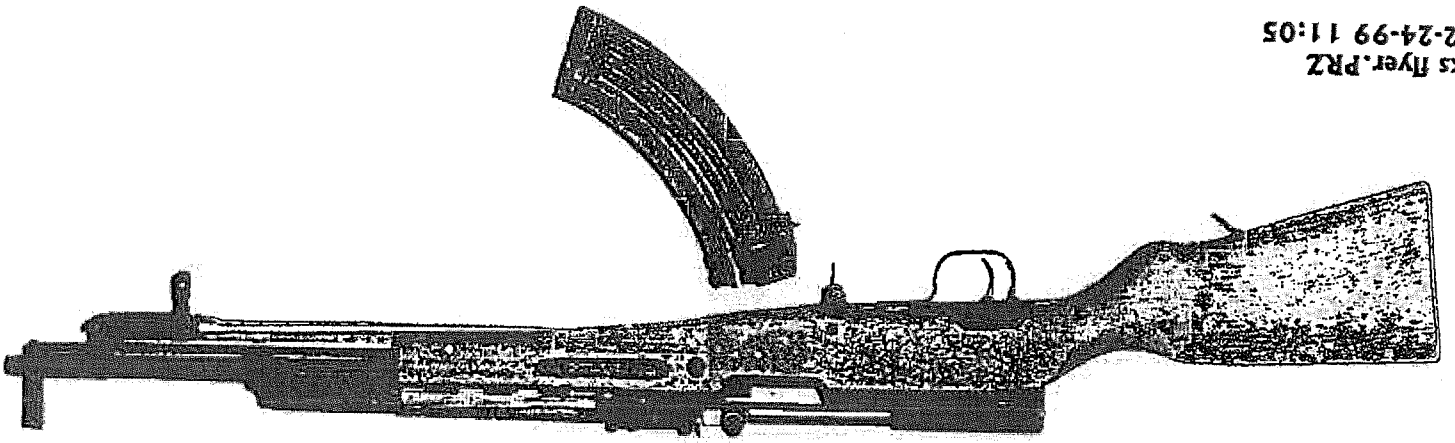
If additional information is needed, contact Detective Headquarters Division, Gun Unit at (213) 473-7351.



MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Attachments

DISTRIBUTION "A"



Sampling of SKS Assault Weapon Styles Which May Qualify for the SKS "Buy-Back" Program



California Department of Justice
Bureau of Criminal Information and Analysis
Firearms Program





State of California
Department of Justice
Reimbursement Voucher for SKS Sporter
(Penal Code Section 12281)

No 109726

Use a Separate Voucher for Each SKS Sporter

EXEMPLAR

Please follow these instructions for processing your SKS Sporter Reimbursement Voucher: (NOTE: All information must be typed or printed clearly. Illegible or missing information may result in a processing delay.)

- Please send the White (Original) copy of your Reimbursement Voucher and a copy of the Property Receipt to the address listed below.
- If 3 or more vouchers are being submitted you must provide your Social Security # or Tax Identification (T.I.D.) #.
- Your Reimbursement Voucher must be submitted within 90 days of the Voucher / Property Receipt date to:

FOR DOJ USE ONLY	
DATE RECEIVED	_____
APPROVED	_____
BATCH #	_____
TO ACCOUNTING	_____
TO CONTROLLER	_____

Department of Justice
Division of Criminal Justice Information Services
Firearms Program - SKS Buy-back
P. O. Box 820200
Sacramento, CA 94203-0200

Please Type or Print / Press Hard

Law Enforcement Agency Receiving Weapon for Reimbursement

LOS ANGELES POLICE DEPARTMENT	9 / 29 / 1999
Name of Police or Sheriff's Department	Date Weapon Relinquished (Mo./Day/Yr.)
99-0111111 (DR#)	ORI <u>C A 0 1 9 4 2 3 2</u>
Property Receipt or other Agency Record # (enter in OCA field)	

Description of Weapon

SKS1234	NORINCO	7.62x39mm	SKS TYPE
Serial Number (must be legible)	Make	Caliber	Model
AFS Transaction # (FCN)	<u>2</u> <u>7</u> <u>4</u> <u>4</u> <u>4</u> <u>4</u> <u>3</u> <u>3</u> <u>3</u> <u>2</u> <u>2</u> <u>2</u> <u>1</u>		

Personal Information

Name of Person or Company Relinquishing Weapon	John Doe
Address	1234 North Whatever Street Los Angeles, CA 90000
City	State Zip
(818) 222-3333	
Telephone Number	

Social Security # 5 6 5 - 1 1 - 2 2 2 2 or T.I.D. # _____
Must be provided if reimbursement vouchers total more than \$600 (three or more weapons) in current year.

Signatures

I certify under penalty of perjury that the foregoing is true and correct and that I acquired the weapon being relinquished in California between January 1, 1992 and December 31, 1997.

X	9/29/99
Signature of Person Relinquishing Weapon	Date (Mo/Day/Yr.)
X	9/29/99
Signature and Badge # of Receiving Officer (Witness)	Date (Mo/Day/Yr.)

Distribution Copies: White - (Original DOJ); Canary - (Law Enforcement); Pink - (Relinquisher) ;



State of California
 Department of Justice
 Reimbursement Voucher for SKS Sporter
 (Penal Code Section 12281)

No 109726

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- c. Your Reimbursement Voucher must be submitted within 90 days of the Voucher / Property Receipt date to:

FOR DOJ USE ONLY	
DATE RECEIVED	_____
APPROVED	_____
BATCH #	_____
TO ACCOUNTING	_____
TO CONTROLLER	_____

Department of Justice
 Division of Criminal Justice Information Services
 Firearms Program - SKS Buy-back
 P. O. Box 820200
 Sacramento, CA 94203-0200

Please Type or Print / Press Hard

Law Enforcement Agency Receiving Weapon for Reimbursement

Name of Police or Sheriff's Department _____

Date Weapon Relinquished (Mo./Day/Yr.) _____

Property Receipt or other Agency Record # (enter in OCA field) _____

ORI C A 0 _____

Description of Weapon

Serial Number (must be legible) _____

Make _____

Caliber _____

Model _____

AFS Transaction # (FCN) _____

Personal Information

Name of Person or Company Relinquishing Weapon _____

Address _____

City _____

State _____

Zip _____

() _____

Telephone Number _____

Social Security # _____

or T.I.D. # _____

Must be provided if reimbursement vouchers total more than \$600 (three or more weapons) in current year.

Signatures

I certify under penalty of perjury that the foregoing is true and correct and that I acquired the weapon being relinquished in California between January 1, 1992 and December 19, 1997.

X

Signature of Person Relinquishing Weapon _____

Date (Mo./Day/Yr.) _____

X

Signature and Badge # of Receiving Officer (Witness) _____

Date (Mo./Day/Yr.) _____

Distribution Copies: White - (Original DOJ); Canary - (Law Enforcement); Pink - (Relinquisher)

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 10

December 9, 1999

SUBJECT: DEPARTMENT FACILITY SECURITY PROCEDURES

EFFECTIVE: IMMEDIATELY

PURPOSE: This Notice reemphasizes the use of security procedures and reminds Department personnel that facility security is everyone's responsibility.

As one of the most visible forms of government, police facilities may be the target of a criminal act, up to and including a terrorist attack. Because of this, the Department Commander and the Chief's Duty Officer have conducted security inspections as a part of their daily routine, and will continue to conduct these inspections in the future. It was determined that security procedures are in place, but we, as a Department have been lax in enforcing them.

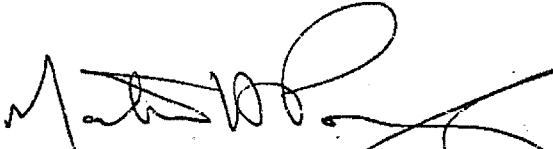
PROCEDURE: Commanding officers shall be responsible for the security of facilities within their command.

Commanding officers shall:

- * Assign a sworn supervisor as the station security coordinator. Among other duties, this coordinator should be tasked with ensuring physical plant repairs related to station security are completed;
- * Enforce the wearing of identification cards or badges within Department facilities;
- * Prohibit personnel from unlocking or propping open doors that should be secured;
- * Ensure station checks, including restroom facilities, are conducted at least twice per eight-hour shift;
- * Document all station checks in the Watch Commander's Daily Report, Form 15.80;
- * Ensure that any packages or objects in or around Department facilities are immediately identified and appropriate action is taken;
- * Ensure roll call training is conducted for both civilian and sworn employees to heighten awareness and to encourage employees to take individual responsibility for security; and,

December 9, 1999

- * Ensure that equipment necessary to improve security, such as door locks and light fixtures, are maintained in working order.



MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

DISTRIBUTION "D"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 11

December 15, 1999

SUBJECT: COURT CHECK-IN ROSTER - ESTABLISHED

EFFECTIVE: IMMEDIATELY

PURPOSE: Currently, several court liaison units do not have a check-in policy. A standardized court check-in procedure has been established to accurately document officers' court attendance, and account for overtime of off-duty personnel responding to subpoenas. This Notice expands the court check-in procedure established at the Criminal Courts Building (CCB) to include all courts where Department personnel routinely testify.

PROCEDURE: This procedure is effective immediately in all courts which have a court liaison officer (CLO) and where Department personnel appear. Currently, these locations include Criminal Courts Building, Hollywood Court, Metropolitan Branch Court (Traffic Court), Van Nuys Court, San Fernando Court, Compton Court, West Los Angeles Court, San Pedro Court, and the Sylmar, Eastlake, Inglewood and Compton Juvenile Courts.

The Court Check-In Roster is attached for duplication as needed.

I. **EMPLOYEE RESPONSIBILITY.** Employees subpoenaed to appear in court shall:

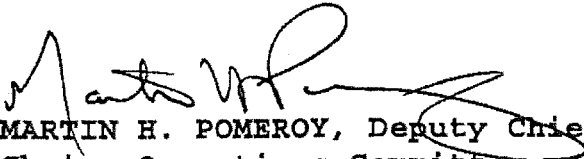
- * Prior to appearing in court, report to the Department CLO assigned to that court and sign in on the Court Check-In Roster; and,
- * Immediately checkout with the CLO at the conclusion of their court appearance.

Note: When an off-duty employee checks out after court, he/she shall also ensure that an Overtime Report, Form 70-02.24.0, has been completed, and that the CLO has signed and stamped the check-in and check-out time on the Overtime Report.

Personnel shall submit their completed Overtime Reports in accordance with existing overtime procedures. Watch commanders shall be responsible for reviewing all Overtime Reports to ensure compliance with this Notice.

II. COURT LIAISON OFFICER RESPONSIBILITY. The CLO shall:

- * Ensure that the officer's name, serial number and check-in and check-out times are placed on the Court Check-in Roster;
- * Stamp or manually record the check-in and check-out time and sign on the green page of the Overtime Report when presented by the subpoenaed employee;
- * Ensure that all officers have been checked out of court prior to going end of watch; and,
- * Maintain the Check-In Roster at the Court Liaison Office.

III. COMMANDING OFFICER RESPONSIBILITY. Commanding officers responsible for a Court Liaison Unit shall ensure that the CLO position is staffed from 0800 to 1700 hours on days when court is in session and that all Court Check-in rosters are retained in accordance with existing record retention and storage procedures.

MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

Attachment

DISTRIBUTION "A"

LAPD Court Check-In Roster

#	Name & Serial No.	Your Division	Court	Time In	Time Out	O/T (Y or N)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 12

December 17, 1999

**SUBJECT: STAGED COLLISION UNIT ESTABLISHED WITHIN FINANCIAL
CRIMES DIVISION**

This Notice is to inform Department personnel that a Staged Collision Unit (SCU) has been formed within Financial Crimes Division (FCD) and became operational on September 26, 1999. The Staged Collision Unit will be located in the Automobile Club of Southern California complex at 2601 South Figueroa Street. The unit's telephone numbers are (213) 747-8794 and 747-6990.

Financial Crime Division's Auto Repair Fraud Unit, formerly at Parker Center, will be relocated to the new facility. Detectives from Organized Crime and Vice Division (OCVD) investigating medical fraud will also be assigned to the SCU. The co-location of these units will place detectives investigating similar criminal groups together.

The Staged Collision Unit will have the following responsibilities:

- * Citywide investigation of staged collisions;
- * Booking approvals for suspects involved in staged collisions during regular business hours;

Note: During off-hours, booking approvals shall be obtained from Detective Headquarters Division (DHD). All related reports shall be approved and retained by DHD personnel.

- * Gather, record and investigate information concerning individuals and organizations whose backgrounds, activities or associates identify them with, or are characteristic of, organized crime involved in staged collisions or medical fraud;
- * Train Department personnel in the identification and preliminary investigations of suspected staged collisions;
- * Maintain records of suspects involved in staged traffic collision fraud;
- * Maintain liaison with the Operations Bureau Traffic Divisions to identify related crime trends;
- * Liaison with other law enforcement agencies on related issues;
- * Liaison with the California Department of Insurance;
- * Liaison with the National Insurance Crime Bureau; and,
- * Liaison with Department of Consumer Affairs, Bureau of Automotive Repair.



December 17, 1999

Organized Crime and Vice Division personnel will assist the SCU with staged collision investigations and conduct investigations as required. Organized Crime and Vice Division shall also maintain liaison with the following agencies surrounding staged collision investigations:

- * The Federal Bureau of Investigation;
- * Law enforcement intelligence units on a nationwide basis;
- * The Internal Revenue Service;
- * The California Department of Justice; and,
- * The State of California Medical Board.

Questions regarding the implementation of the SCU may be directed to Detective Tom Henton, Financial Crimes Division, SCU, at (213) 485-3795.



MARTIN H. POMEROY, Deputy Chief
Chair, Operations Committee

DISTRIBUTION "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 13

December 30, 1999

SUBJECT: SEXUAL ASSAULT VICTIM'S ADVOCATE - DEFINED AND NOTIFICATIONS TO SEXUAL ASSAULT VICTIM'S RIGHTS - REVISED

PURPOSE: Special Order No. 16, dated June 9, 1999, established a procedure for notifying a sexual assault victim of their right to have a victim's advocate, and a support person of their choosing. Additionally, it listed crimes which an officer shall advise a sexual assault victim of their right to an advocate and/or support person.

This Notice defines a victim's advocate, provides advice on where to locate one, and updates the list of crimes an officer shall advise a victim of his/her right to a victim's advocate and/or support person according to the 1999 Edition of Penal Code Sections 264.2 and 679.04.

PROCEDURE:

I. SEXUAL ASSAULT VICTIM'S ADVOCATE - DEFINED. A victim's advocate is defined as a sexual assault victim's counselor. Generally, this is a person who is engaged in any office, hospital, institution, or center, commonly known as a rape crisis center, whose primary purpose is providing advice or assistance to victims of sexual assault. A victim's advocate usually has an advanced degree, a certificate, or training in this field. Victim's advocates are available through Sexual Assault Response Teams (SART) or rape crisis centers utilized by our Department.

If the appropriateness of a certain individual who claims to be a victim's advocate is questioned, a Department supervisor should reference California Penal Code Sections 679.04 and 13835.2 and Evidence Code Section 1035.2 for a more detailed definition of a "victim's advocate."


II. NOTIFICATIONS TO SEXUAL ASSAULT VICTIM'S RIGHTS - REVISED. An officer shall advise a sexual assault victim of the right to a victim's advocate and/or support person in accordance with Penal Code Section 264.2. Currently, the crimes that require this notification to the victim are:

- * 261 PC - Rape
- * 261.5 PC - Statutory Rape

December 30, 1999

- * 262 PC - Spousal Rape
- * 286 PC - Sodomy
- * 288a PC - Oral Copulation
- * 289 PC - Penetration of a genital or anal openings by foreign or unknown objects

The remainder of the procedures outlined in Special Order No. 16, 1999, remain unchanged.



MARTIN H. POMEROY
Chair, Operations Committee

DISTRIBUTION "A"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 14

December 30, 1999

**SUBJECT: ENFORCEMENT OF CALIFORNIA PENAL CODE SECTION 653.23 -
SUPERVISING A PROSTITUTE**

EFFECTIVE: IMMEDIATELY

PURPOSE: From January 1, 1999, to June 30, 1999, a pilot program for California Penal Code (PC) Section 653.23, Supervising a Prostitute, a misdemeanor, was conducted in Hollywood Area. The results of this pilot program revealed that the enforcement of this section is effective in curbing pimping and pandering activity.

When this law is properly enforced, suspects conducting pimping and pandering activity can be prosecuted for 653.23 PC when the burden of proof cannot be obtained for the felony charge of pimping or pandering. During the pilot program, seven arrests were made for "supervising a prostitute," while arrests for pimping and pandering increased 90 percent. It was found that vice officers are more inclined to investigate these crimes when an alternate charge is available and a cooperative victim does not exist. The enforcement of this law will greatly aid vice and patrol officers in curbing prostitution in the City.

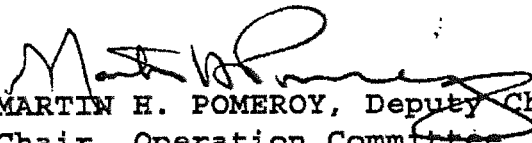
This Notice establishes the procedure for Department personnel utilize in the enforcement of 653.23 PC.

PROCEDURE: In order to standardize the enforcement of 653.23 PC, the following procedure shall be effective immediately.

- I. **INVESTIGATING OFFICER'S RESPONSIBILITY.** Prior to conducting investigations of, or effecting arrests for, 653.23 PC, investigating officers shall receive a one-hour training course on appropriate use of this section. This training will be provided at either the Department Vice School, Citywide vice training days, bureau vice training days, or roll call training sessions from a supervisor from the Prostitution Section, Organized Crime and Vice Division (OCVD).
- II. **SUPERVISOR'S RESPONSIBILITY.** All supervisors approving bookings for 653.23 PC shall have received the appropriate training in 653.23 PC. The supervisor approving booking shall ensure that there is probable cause and that the elements of the crime exist.

III. COMMANDING OFFICER, ORGANIZED CRIME AND VICE DIVISION RESPONSIBILITY. The Commanding Officer, OCVD, shall ensure that training is developed for the enforcement of 653.23 PC. The Commanding Officer, OCVD, shall ensure that the appropriate Department entities receive training as needed.

This procedure will be included in the Department Vice Manual at its next regularly scheduled printing.


MARTIN H. POMEROY, Deputy Chief
Chair, Operation Committee

DISTRIBUTION "A"