

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 1

May 14, 2002

**SUBJECT: STANDARDIZED DEPARTMENTWIDE CHECK-IN AND CHECK-OUT
SYSTEM FOR ALL COURTS**

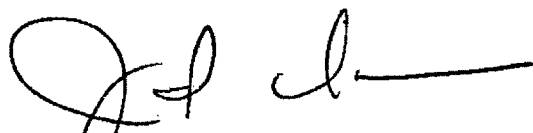
EFFECTIVE: IMMEDIATELY

PURPOSE: On December 15, 1999, Operational Notice No. 11, *Court Check-In Roster-Established*, introduced the Los Angeles Police Department Court Check-in Roster, Form 15.29.1, which shall be used at all courts where Department personnel testify and there is a designated court liaison officer assigned to the premises. Recent events have revealed that officers are not aware of these procedures. This Notice serves as a reminder to all employees as to the correct check-in and check-out procedure for court.

PROCEDURE: Commanding officers and supervisors shall ensure that Department personnel appearing in court shall report to the Department Court Liaison Officer (CLO) assigned to that court and sign in on the Court Check-In Roster, and immediately check-out with the CLO at the conclusion of the court appearance (Manual Section 5/15.29.1). Currently, these locations include the Criminal Courts Building, Hollywood Court, Los Angeles Airport Court, Lynwood Court, Metropolitan Branch Court (Traffic Court), San Fernando Court, San Pedro Court, Compton Court, Van Nuys Court and West Los Angeles Court, as well as the Compton, Eastlake, Inglewood, and Sylmar Juvenile Courts.

A copy of Operational Notice No. 11, 1999 is attached for reference.

Any questions regarding this Notice should be directed to Detective Headquarters Division at (213) 485-3261.


**J.I. DAVIS, Deputy Chief
Chair, Operations Committee**

Attachment

DISTRIBUTION "A"

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.

December 15, 1999

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

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Date _____

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LAPD Court Check-In Roster

| # | Name & Serial No. | Your Division | Court | Time In | Time Out | O/T (Y or N) |
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LAPD Court Check-In Roster

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OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 2

May 14, 2002

SUBJECT: DEPARTMENT PROTOCOL FOR FILING CASES OF CRIMES AGAINST THE ELDERLY, HATE CRIMES, CRIMES OF SEXUAL ABUSE, STALKING, AND DOMESTIC VIOLENCE - REVISED

PURPOSE: This Notice serves to clarify Operational Notice No. 6, *Department Protocol For Filing Cases Of Crimes Against The Elderly, Hate Crimes, Crimes Of Sexual Abuse, Stalking, and Domestic Violence*, dated July 11, 2001. At the time Operational Notice No. 6 was published, the District Attorney's Office had designated Victim Impact Program (VIP) coordinators in 10 branch and area offices, throughout the county. This Notice updates the list of coordinators and advises those investigators who do not file cases in any of the designated locations to continue to file cases in the normal manner.

PROCEDURE: Effective immediately, investigating officers filing a case for a crime against the elderly, a hate crime, a crime of sexual abuse, stalking, or domestic violence in the Airport, Compton, Norwalk, Pomona, Torrance, Antelope Valley, Long Beach, Pasadena, San Fernando, and Van Nuys branches, as well as the Alhambra area office, shall contact the appropriate VIP Coordinators from the attached list. The coordinators from those 11 listed branch and area offices will assign a Deputy District Attorney with expertise in these areas to vertically handle the case from filing through sentencing.

Investigating officers who are **not** required to file cases in any of the designated VIP branch and area offices shall continue to process cases in the normal manner.

Any questions regarding this Notice, including requests for updated coordinator lists, may be directed to the Commanding Officer, Detective Headquarters Division, at (213) 485-3261.



J.I. DAVIS, Deputy Chief
Chair, Operations Committee

Attachment

DISTRIBUTION "A"

VICTIM IMPACT PROGRAM

COORDINATORS

AIRPORT BRANCH OFFICE

John Lynch, Head Deputy
Kendra Carman – VIP Coordinator
(310) 727-6500

ANTELOPE VALLEY BRANCH OFFICE

John Portillo, Acting Head Deputy
Lisa Chung – VIP Coordinator
(661) 945-6461

COMPTON BRANCH OFFICE

Julie Sulman, Head Deputy
Patricia Horikawa – VIP Coordinator
(310) 603-7483

LONG BEACH BRANCH OFFICE

Allen Field, Head Deputy
Richard Goul – VIP Coordinator
(562) 491-6301

NORWALK BRANCH OFFICE

Robert Heflin, Head Deputy
Kenneth Lamb – VIP Coordinator
(562) 807-7212

PASADENA BRANCH OFFICE

Jane Blissert, Head Deputy
Lee Mitchell – VIP Coordinator
(626) 356-5620

POMONA BRANCH OFFICE

Richard Burns, Head Deputy
Kathy Caddy – VIP Coordinator
(909) 620-3350

SAN FERNANDO BRANCH OFFICE

Beverly Campbell, Head Deputy
Carolyn McNary – VIP Coordinator
(818) 898-2511

TORRANCE BRANCH OFFICE

Stephen Kay, Head Deputy
Kathleen Diesman – VIP Coordinator
(310) 222-3552

VAN NUYS BRANCH OFFICE

Phil Wynn, Head Deputy
Cynthia Meagher-Walker-VIP Coordinator
(818) 374-2400

ALHAMBRA AREA OFFICE

Michael Grosbard, Head Deputy
Brook White – VIP Coordinator
(626) 308-5302

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 3


June 10, 2002

**SUBJECT: REVISED LOS ANGELES COUNTY DISTRICT ATTORNEY
CALIFORNIA PENAL CODE SECTION 17(b)(4) PROTOCOL**

PURPOSE: In cooperation with the Los Angeles County Prosecutor's Association, the Office of the Los Angeles County District Attorney (DA) has developed revised guidelines for the direct filing of specified Penal Code (PC) Section 17(b)(4) offenses. These guidelines authorize the Department to directly seek a misdemeanor filing for any case that meets all the attached DA filing criteria without the need to first seek review from the DA and a "referral" to the City Attorney. The Department retains authority to first submit the matter to the DA if the case fits within the attached guidelines but additional investigation or other factors suggest a felony filing is more appropriate.

PROCEDURE: Effective immediately, investigating officers are encouraged to adhere to the newly established guidelines for the 17(b)(4) PC offenses described and attached. All matters not covered in the direct referral criteria will continue to require review by the DA's Office and an independent assessment will be made as to the appropriate charge level. If there should be any disagreement between the investigator and the filing DA, investigators are reminded to adhere to the appeal process delineated in the Detective Operations Manual, Volume II/1500.80.

If there are any questions regarding this Notice, please contact Investigative Analysis Section, at (213) 485-2676.


**J. I. DAVIS, Assistant Chief
Chair, Operations Committee**

Attachment

DISTRIBUTION "A"

LOS ANGELES COUNTY DISTRICT ATTORNEY
DIRECT REFERRAL CRITERIA FOR 17(b)(4) OFFENSES

Penal Code §17(b)(4) gives discretion to prosecutors to charge as misdemeanors those offenses, which provide alternate penalties of county jail or state prison. These offenses are referred to as "wobblers." The exercise of this filing discretion belongs to the District Attorney inasmuch as the District Attorney has exclusive jurisdiction over felony criminal charges.

The discretion of the District Attorney extends to the decision either to review potential felony cases or to delegate to local city prosecutors the authority to directly file certain wobbler offenses upon presentation by local police agencies. (Government Code § 41803.5)

In order to alleviate the burdensome practice of requiring filing officers to initially present their case to the District Attorney and then the local city prosecutor, the Office of the Los Angeles County District Attorney adopts the following direct filing procedure for offenses which meet all listed criteria:

Possession of Methamphetamine (Health and Safety Code §11377)

1. No prior felony convictions, and
2. No prior misdemeanor convictions for drug related offenses within the last three years, and
3. No evidence of sales activity connected with the current offense, and
4. One gram or less of methamphetamine.

Possession of PCP (Health and Safety Code §11377)

1. No prior felony convictions, and
2. No prior misdemeanor convictions for drug related offenses within the last three years, and
3. No evidence of sales activity connected with the current offense, and
4. Three milliliters or less liquid or two "sherns" or less.

Grand Theft (Penal Code §487(a))

1. No prior felony convictions, and
2. No prior misdemeanor convictions for theft or fraud related offenses within the last five years, and
3. The theft did not involve the use of credit cards or constitute a form of identity theft, and
4. \$2500.00 or less, aggregate loss.

Petty Theft with a Prior (Penal Code §666/484)

1. No prior felony convictions, and
2. No more than one prior qualifying misdemeanor theft or fraud related conviction within the last five years, and
3. Food, excluding liquor, valued at \$30.00 or less.

Auto Burglary (Penal Code §459-auto)

1. No prior felony convictions, and
2. No prior misdemeanor convictions for theft related offenses within the last five years, and
3. One vehicle involved, and
4. \$2500.00 or less, aggregate damage.

Forgery (Penal Code §470 et. seq.)

1. No prior felony convictions, and
2. No prior misdemeanor convictions for theft or fraud related offenses within the last five years, and
3. No indication of identity theft (e.g., phony license, possession of multiple credit cards with different names), and
4. Forgery of a single document, and
5. \$2500.00 or less of attempted or actual theft.

Vandalism (Penal Code §594)

1. No prior felony convictions, and
2. No prior misdemeanor convictions for offenses involving property damage, and
3. No indication that the crime was motivated by gang involvement or that the crime is hate related, and
4. Property damage is \$1000 or less.

Weapon Possession (Penal Code §12020)

1. No prior felony convictions, and
2. Weapon was not used in the commission of a crime, and
3. No prior convictions for weapons or assaultive crimes, and
4. Defendant is not a gang member or associate, and
5. The weapon is not a firearm.

All other wobbler offenses shall be reviewed by the Office of the District Attorney before they are presented for filing with a local city prosecutor.

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 4

September 13, 2002

**SUBJECT: REQUEST FOR LOS ANGELES FIRE DEPARTMENT RESCUE
AMBULANCE PROTOCOL**


EFFECTIVE: IMMEDIATELY

PURPOSE: The practice of using ethnicity in crime description broadcasts has caused some confusion in regard to the proper procedure for requesting a Los Angeles Fire Department (LAFD) Rescue Ambulance (RA). The information included in an RA request is pertinent to determine the level of response from the LAFD. This Notice reminds Department employees of the correct procedure for requesting an RA.

PROCEDURE: A request for an RA shall be made by notifying Communications Division via radio or by telephoning the appropriate Fire Department Signal Office. The request shall include the location of occurrence, whether or not the person is breathing, conscious/unconscious, age, type/location and severity of injury. The request shall not include the ethnicity of the person requiring medical assistance.

This procedure is consistent with the LAFD and Communications Division procedures for dispatching an RA.

Any questions regarding this Notice should be directed to Communications Division at (213) 485-3221.


**J.I. DAVIS, Assistant Chief
Chair, Operations Committee**

DISTRIBUTION "D"

OPERATIONS COMMITTEE

OPERATIONAL NOTICE NO. 5

November 13, 2002

SUBJECT: FIELD NOTEBOOK DIVIDER-MISSING PERSON INVESTIGATION,
FORM 18.37 - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: The procedure for determining whether a missing person should be considered "At-Risk" is delineated in Department Manual Section 4/712.10. In order to assist Department employees in making such a determination, the Field Notebook Divider-Missing Persons Investigation, Form 18.37, has been revised to include the missing person "At-Risk" criteria and employee responsibilities.

This Notice revises the Field Notebook Divider-Missing Person Investigation, Form 18.37.

PROCEDURE: FIELD NOTEBOOK DIVIDER-MISSING PERSON INVESTIGATION FORM 18.37 - REVISED. The Field Notebook Divider-Missing Person Investigation has been revised to include the missing person "At-Risk" criteria and employee responsibilities.

A. "At-Risk" - Criteria. A missing person is "At-Risk" if any of the following conditions exist:

- * The missing person is not a habitual runaway;
- * The missing person is in need of medical attention;
- * The missing person has been abducted by a parent;
- * The missing person is mentally impaired; or,
- * There is evidence of foul play.

B. Employee Responsibilities. When a missing person is a juvenile under 16 years of age or any person, regardless of age, who is "At-Risk," the employee receiving the report shall:

- * Cause a police unit to be dispatched;
- * Cause a Citywide broadcast to be made;
- * Complete a Missing/Found Person Investigation, Form 3.16, without delay;
- * Secure a recent photo of missing person;
- * Obtain a Division of Records (DR) number from the Area Records Unit; and,
- * Request a supervisor.

November 13, 2002

The use and distribution of the form has not changed. Any questions regarding this Notice should be directed to Detective Headquarters Division at (213) 485-3261.

FORM AVAILABILITY: The Field Notebook Divider-Missing Person Investigation, Form 18.37 will be available for ordering from the Department of General Services, Distribution Center, in about 90 days. A copy of the form is attached for reference as needed.



J. I. DAVIS, Assistant Chief
Chair, Operations Committee

Attachment

Distribution "A"

MISSING JUVENILE INVESTIGATIONS

The following information is for the guidance of patrol officers involved in missing juvenile investigations when one or more of the situations listed below apply to the missing juvenile:

- * 15 years of age and under
- * Developmentally disabled.
- * Seriously ill
- * Possible imminent danger
- * Foul play is suspected
- * Missing under other unusual circumstances

4/218.10 RESPONSIBILITY OF HANDLING JUVENILE CALLS. The officers assigned a call involving a juvenile shall be responsible for the disposition of the call unless they are specifically relieved by the concerned investigating officer.

4/218.15 ADVICE FOR ASSISTANCE – JUVENILES

Requests for advice or assistance concerning juveniles shall be directed to the concerned geographic investigating officers. When the investigating officers are not available, the request for advice or assistance shall be directed to the commanding officer of the geographic Area detectives. If the C/O of the geographic Area detectives is not available, officers shall be directed to the Area watch commander.

4/218.30 IMMEDIATE FOLLOW-UP INVESTIGATION OF MISSING JUVENILES. When circumstances indicate the need for an immediate, large-scale, organized search for a missing juvenile, the watch commander of the concerned Area shall be notified. He shall notify the:

- * Area commanding officer.
- * Missing Persons Unit, Detective Headquarters Division.
- * Concerned geographic detective division.

NOTIFICATIONS

At the beginning of and during the course of a missing juvenile investigation, the following shall be notified:

- * Area watch commander.
- * Area juvenile detectives (during business hours).
- * Area desk.
- * Detective Headquarters Division Missing Persons – Ext. 5-5381.
- * Local hospitals – if the juvenile has medical conditions which may require treatment.

RESOURCES TO CHECK. As noted on the Missing Person Investigation, Form 3.16.

PRELIMINARY INTERVIEW WITH PERSON REPORTING.

- * Reconstruct circumstances.
- * Ascertain whereabouts, marital status and custody status of either parents or guardians.
- * Ascertain related information as required on the 3.16; e.g., juvenile's mental condition, date/time left home, names of friends, history of runaways, etc.
- * Obtain photo of missing juvenile.

DETAILED LOG

The investigating officers shall start a detailed log of the investigation and shall include:

- * Date and time call received.
- * Names, ranks and serial numbers of officers at the scene.
- * Names, ranks and serial numbers of persons notified.
- * Times of notifications.
- * Areas searched.
- * Witnesses and others interviewed.

CONDUCTING THE SEARCH

1. Conduct a systematic search of the juvenile's residence, including:
 - * Each room.
 - * All closets and cabinets.
 - * Under all beds and other furniture.
 - * Under all bedclothes covering beds.
2. Thoroughly search outer premises of residence.
3. Check abandoned refrigerators.
4. Check construction sites.
5. Make a door-to-door search of the neighborhood.
6. Obtain neighbor's names.
7. Initiate broadcast of missing juvenile's description, clothing, mental condition, and any medical problems.

LARGE SCALE SEARCHES

Upon approval of Area watch commander or Area juvenile detectives, the investigating officers can initiate a large scale search by:

- * Establishing a command post.
- * Notifying:
 - Metropolitan Division's K-9 Unit - Ext. 4091.
 - Metropolitan Division's Mounted Unit - ext. 3211 (business hours); ext. 4091 (after hours).
 - Air Support Division - Ext.2600.
 - Sheriff's Search & Rescue Team at (562) 946-7867.
 - The news media.*

*NOTE: In most cases, news media coverage must be directly arranged by the parents or reporting party. However, when it is of benefit to the Department, investigating officers may contact the media. Concerned investigating officers shall cooperate with the media to the extent of confirming known information.

MISSING PERSONS INVESTIGATION

4/712.05 INVESTIGATION PRIOR TO REPORTING A MISSING ADULT. Before completing any report regarding a missing adult, the interviewing officer shall conduct a preliminary investigation and attempt to locate the person by telephoning the following:

- * Missing Persons Unit or, when the detail is closed, Detective Headquarters Division (DHD).

Query the Master Inquiry function of NECS to ascertain if the missing person (MP) may be located within a City or County facility. If the results of the Master Inquiry check are negative, the officer shall telephonically notify the following:

- * Mental Evaluation Detail personnel located at Parker Center.
- * Local hospitals.
- * Inmate Reception Center, LA County Jail (can be accessed by querying the S102 function of NECS.)
- * County Coroner's Office.

4/712.10 REPORTING A MISSING PERSON. When a person is reported missing and cannot be located, the interviewing officer shall contact the Missing Persons Unit, Detective Headquarters Division, for advice. Upon approval of the Missing Persons Unit, the officer shall cause a Missing Persons Report, Form 3.16, to be completed and a teletype abstract (4/150.12) to be sent to Communications Division if the individual is:

- * Aged.
- * A child 15 years of age and under.
- * An at-risk individual.
- * Mentally impaired.
- * Missing under circumstances indicating that he/she may be a suicide or a victim of a crime or an accident.

Officers shall cause individuals falling under the above listed categories to be entered into the National Crime Information Center (NCIC) without delay.

AT-RISK CRITERIA

A missing person is at-risk if *any* of the following conditions exist:

1. The missing person is not a habitual runaway.
2. The missing person is in need of medical attention.
3. The missing person has been abducted by a parent.
4. The missing person is mentally impaired.
5. There is evidence of foul play.

EMPLOYEE RESPONSIBILITIES. When a missing person is a juvenile under 16 years of age or any person, regardless of age, who is considered "at-risk," the employee receiving the report shall:

- * Cause a police unit to be dispatched;
- * Cause a Citywide crime broadcast to be made;
- * Complete a Missing/Found Person Investigation, Form 3.16, without delay;
- * Secure a recent photo of missing person;
- * Obtain a DR number from the Area Records Unit; and,
- * Request supervisor.

MISSING PERSONS - RESIDENTS OF OTHER JURISDICTIONS.

Known to be Missing in Los Angeles. When a resident of another jurisdiction is reported missing in Los Angeles, the procedure prescribed in 4/712.10 shall apply.

4/712.30 FOUND/UNIDENTIFIED ADULTS - PRELIMINARY INVESTIGATION. When an officer takes a lost adult into custody, he shall telephone the Missing Persons Unit to determine whether the person has been reported missing. When that detail is closed, the telephonic check shall be made with the Headquarters Section, Detective Headquarters Division.

4/712.35 FOUND ADULTS - SHELTER. When a lost adult is taken into protective custody and a release to a relative or other responsible person cannot be effected immediately, Detective Headquarters Division personnel located at the Mental Evaluation Detail shall attempt to identify and place the lost adult. If such an attempt is unsuccessful and the adult qualifies under Section 5150 W.I.C., Detective Headquarters Division personnel shall complete five copies of the Mental Health Form 302, Application for 72 Hour Detention for Evaluation and Treatment Form. The lost adult shall then be transported to the appropriate facility with 2 copies of the Form 302.

MISSING PERSONS INVESTIGATION, FORM 3.16

5/3.16 - 10 Completion - General. A separate report is required for each person reported as missing. The Area of occurrence of this report shall be determined by the residence address of the missing adult or juvenile.

5/3.16 - 12 Completion DR Numbers. Each report requires a separate Miscellaneous DR number.

- * The DR number shall be obtained through ADRIS from the Records Unit of the geographic Area in which the original report is submitted for distribution.
- * Prior to obtaining the DR number, the reporting employee shall secure authorization from the Missing Persons Unit, DHD. The name and serial number of the authorizing DHD employee shall be entered on the 3.16 under Sources Checked-Missing Persons.

CIRCUMSTANCES SURROUNDING DISAPPEARANCE:

- 1) Narrative account of events connected with, and leading up to, subject's disappearance.
- 2) Relate contents of any note tending to disclose possible whereabouts of MP, or suicide attempts by MP.
- 3) Summarize any details not known to be directly connected with the case, but MIGHT be: e.g., subject's emotional history, instability, reporting person's knowledge of past behavior, etc.
- 4) Total amount of money carried by the missing person, if known. Also include any credit cards the missing person may be carrying.

TO BE COMPLETED BY DETECTIVE: This section is used when the report is also serving as a follow-up report, or when the detective wishes to add information on his copy of the report.

FOLLOW-UP REPORT: To be checked only if the detective is using a copy of the Missing Person Report as a follow-up report. In this case the detective shall enter appropriate information in the section entitled "To Be Completed By Detective" and cause the report to be distributed as per 5/3.16-84.

IF MISSING MORE THAN 30 DAYS: Check appropriate boxes to indicate compliance with PC requirement (4/712.10). (To be completed by detectives).