

CHIEF OF OPERATIONS

March 21, 2003

OPERATIONS NOTICE NO. 1

**SUBJECT: CITING REGISTRATION VIOLATIONS ON ABSENTEE (PARKING)  
CITATIONS**

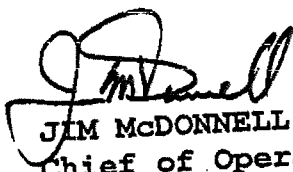
**EFFECTIVE: IMMEDIATELY**

**PURPOSE:** This Notice revises and clarifies procedures for enforcement of California Vehicle Code (CVC) Section 4000(a)(1) - No Evidence of Current Registration.

**PROCEDURE:** The City Council has amended Los Angeles Municipal Code Section (LAMC) 89.60 designating Section 4000(a)(1) CVC as a violation subject to civil parking penalties. Effective immediately, Section 4000(a)(1) CVC (No Evidence of Current Registration) may be cited on an Absentee (parking) Citation when the citing employee did not witness the driver park or operate the vehicle. A Special Order formally amending Department Manual Section 4/318.40 will be forthcoming.

The fine amounts for violations authorized for enforcement via an Absentee (parking) Citation are listed in 89.60 LAMC. The fine amount for Section 4000(a)(1) CVC is \$50.00.

Questions regarding this Notice may be directed to the Traffic Coordination Section, Special Operations Support Division, at (213) 473-7788.



**JIM McDONNELL, Assistant Chief  
Chief of Operations**

**DISTRIBUTION "A"**

CHIEF OF OPERATIONS

March 21, 2003

OPERATIONS NOTICE NO. 2

SUBJECT: USE OF TRAFFIC CITATION FORMS BY OUTSIDE AGENCIES

EFFECTIVE: IMMEDIATELY

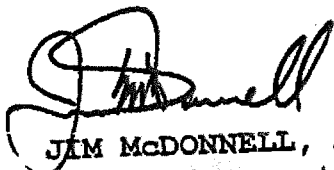
**PURPOSE:** In 2000, the Judicial Council of California implemented specific rules/criteria regarding mandatory forms to be used by all allied law enforcement agencies. These rules require each agency to create and print their own individual notice-to-appear forms, which are specifically identifiable to that agency alone. This process has entailed the creation and implementation of three separate forms for use by Department personnel, two of which have already been implemented:

- \* Special Order No. 38, November 29, 2001 - Citation Correction Request (old Form 4.07) - Revised and Renamed Notice of Correction and Proof of Service (new Form TR-100/4.07); and
- \* Special Order No. 2, dated January 15, 2002 - Personal Service Citation (old Form 4.50.0) - Revised and Renamed Traffic Notice-to-Appear (new Form TR-110/4.50.0), and Continuation of Notice-to-Appear (new Form TR-106/4.50.5) - Revised.

**Note:** The third form, entitled Non-Traffic Notice-to-Appear, is pending Department implementation.

**PROCEDURE:** Effective immediately, the Notice of Correction and Proof of Service (new Form TR-100/4.07) and the Traffic Notice-to-Appear (new Form TR-110/4.50.0) are restricted for use by Department personnel only. Department personnel shall not issue, nor lend these forms to non-Department personnel for any purpose. As a precaution, Supply Section and the Department of General Services have also been advised to restrict the distribution of the new forms to Department entities only.

Questions regarding this Notice may be directed to the Traffic Court Liaison Unit, Traffic Coordination Section, Special Operations Support Division, at (213) 485-3175.



JIM McDONNELL, Assistant Chief  
Chief of Operations

DISTRIBUTION "A"

CHIEF OF OPERATIONS

March 21, 2003

OPERATIONS NOTICE NO. 3

SUBJECT: FINAL TRANSITION TO THE TRAFFIC NOTICE-TO-APPEAR  
(FORM TR-110/4.50.0) AND CONTINUATION OF  
NOTICE-TO-APPEAR (FORM TR-106/4.50.5)

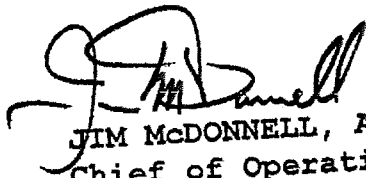
EFFECTIVE: JULY 1, 2003

PURPOSE: With the publication of Special Order No. 2, dated January 15, 2002, the Department revised and renamed the Personal Service Citation (old Form 4.50.0) to the Traffic Notice-to-Appear (new Form TR-110/4.50.0); and revised the Continuation of Notice-to-Appear (new Form TR-106/4.50.5). Although the Los Angeles Superior Court initially agreed to allow the Department to deplete its supply of the old forms, the use of two different forms has caused much confusion on the part of Department personnel and the initial transition period has passed.

PROCEDURE: Effective July 1, 2003, Department personnel shall no longer utilize the old Personal Service Citations (old Form 4.50.0) and Continuation of Notice-to-Appear Forms (old Form 4.50.5).

COMMANDING OFFICER'S RESPONSIBILITY: All concerned commanding officers shall ensure their supply of Personal Service Citation Forms and are reassigned to personnel who can use the old forms prior to the above deadline. If forms cannot be used prior to the deadline, concerned commanding officers shall coordinate with bureau traffic divisions to exchange the old Personal Service Citation and Continuation of Notice-to-Appear Forms for their respective new forms.

Questions regarding this Notice may be directed to the Traffic Court Liaison Unit, Traffic Coordination Section, Special Operations Support Division, at (213) 485-3175.



JIM McDONNELL, Assistant Chief  
Chief of Operations

DISTRIBUTION "A"

CHIEF OF OPERATIONS

April 16, 2003

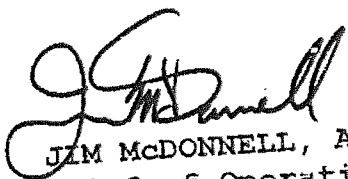
OPERATIONS NOTICE NO. 4

SUBJECT: INVESTIGATIVE RESPONSIBILITY FOR COMBINED MAJOR CRIME  
AND TRAFFIC FELONIES

EFFECTIVE: IMMEDIATELY

PURPOSE: This Notice clarifies the Department's existing responsibilities relating to combined major crime and traffic felonies. The attached guidelines may be used as a quick reference for determining investigative responsibility. All personnel are reminded that Critical Incident Investigation Division (CIID) is responsible for the administrative investigation of all Categorical Uses of Force.

Any questions regarding this Notice should be directed to Critical Incident Investigation Division or Traffic Coordination Section, Special Operations Support Division.



JIM McDONNELL, Assistant Chief  
Chief of Operations

Attachment

DISTRIBUTION "A"

## INVESTIGATIVE RESPONSIBILITY FOR COMBINED MAJOR CRIME AND TRAFFIC FELONIES

Although existing policies are in place, there has been some confusion at the command level regarding the appropriate assignment of combined major crime and traffic felony cases. The following Department Manual, Detective Operations Manual, and Traffic Manual sections are relevant to decision-making regarding assignment of responsibilities for investigation of these cases.

### TRAFFIC DETECTIVE RESPONSIBILITIES

The Traffic Detective Section investigative unit shall be responsible for follow-up investigations and information concerning felony evading arrests, which are not a result of other felony crimes (Traffic Manual, Section 4/102 D).

The Traffic Detective Section is responsible for follow-up investigation of felony evading, as defined in the California Vehicle Code, when all connected crimes are traffic related (Department Manual, Section 2/715.06).

### AREA/SECTION RESPONSIBILITIES

Jurisdiction for Criminal Investigations - Jurisdiction for the investigation of a crime normally lies with the Area where the crime occurred. The exceptions are those crimes handled by specialized detective divisions, those crimes assumed because of the strength of one entity's case over that of another, and those crimes assumed due to ongoing investigations (Detective Operations Manual, Section II/700.00).

Multiple Areas/Divisions/Sections Involved - When a case involves more than one Area/Division/Section, the concerned detective shall:

- Confer with the concerned detective of the outside Area(s)/Division(s)/Section(s), if it appears that the outside entity has the stronger prosecutable case, and
- If the matter cannot be resolved between or among the detectives, make a recommendation to his/her commanding officer based upon the results of the evaluation of the case (Detective Operations Manual, Section II/700.30).

Area Detective Sections are responsible for investigating felony cases and misdemeanor crimes, which have not been cleared by arrest.

**Exception:** Traffic collisions are handled by the concerned collision investigation follow-up unit (Department Manual, Section 2/725.01).

Critical Incident Investigation Division is responsible for the administrative investigation of all Categorical Uses of Force. A Categorical Use of Force is defined as:

- An incident involving the use of deadly force by a Department employee;
- All uses of an upper body control hold by an LAPD officer and can include the use of a modified carotid, full carotid or locked carotid;
- All deaths while the arrestee or detainee is in the custodial care of the LAPD, commonly referred to as an in-custody death or ICD;
- A use of force incident resulting in death (also known as a Law Enforcement Activity-Related Death, or "LEARD" incident);
- A use of force incident resulting in an injury requiring hospitalization (also known as a Law Enforcement-Related Injury, or "LERI" incident);
- All head strikes with an impact weapon (e.g. baton, flashlight, etc.); or,
- An incident in which a member of the public is bitten by a Department canine and hospitalization is required (Under current Department policy, a canine bite is not a use of force and has been included in this category to satisfy the provisions of the Consent Decree).

#### EXTRAORDINARY CASE INVESTIGATIONS/RESPONSIBILITIES

The assigned detective shall immediately notify his/her commanding officer when, during an investigation, he/she discovers that the investigation qualifies as an extraordinary case. The commanding officer or his designee shall immediately contact the appropriate specialized division to discuss investigative responsibility (Detective Operations Manual, Section II/700.11).

Extraordinary Case Investigations are defined as serious crimes which:

- Require an extensive expenditure of personnel, and/or
- Require extensive investigative expertise, and/or
- Have the potential for major press coverage, and/or
- Have circumstances that indicate a connection to a major citywide problem, and/or
- Have a VIP victim, and/or
- Have serious or fatal injuries to multiple victims  
(Detective Operations Manual, Section II/700.10).

CHIEF OF OPERATIONS

OPERATIONS NOTICE NO. 5

May 9, 2003

**SUBJECT: INDEX OF VALID OFFICE OF OPERATIONS (OO) ORDERS AND  
VALID OPERATIONAL ORDERS**

This Notice provides a current index of valid Office of Operations (OO) Orders, valid Operational Orders and OO Orders which will be incorporated into the 2003 Department Manual.

The OO and Operational Orders listed on the attachment are valid. All commanding officers shall ensure that their command's files are updated to reflect this current information.



**JIM McDONNELL, Assistant Chief  
Chief of Operations**

Attachments

**DISTRIBUTION "D"**

VALID OFFICE OF OPERATIONS  
AND OPERATIONAL ORDERS

<u>OO ORDERS</u>	<u>1991</u>	<u>1996</u>	<u>2000</u>
<u>1975</u>	NO. 1	NO. 2	NO. 1
NO. 8	NO. 7	NO. 3	NO. 2
<u>1979</u>	NO. 10	NO. 5	NO. 3
NO. 20	NO. 11	NO. 6	NO. 4
<u>1981</u>	<u>1992</u>	NO. 7	NO. 5
NO. 2	NO. 2	NO. 11	NO. 6
NO. 7	NO. 8	NO. 15	NO. 7
<u>1982</u>	<u>1993</u>	NO. 17	NO. 8
NO. 13	NO. 3	NO. 18	NO. 9
<u>1983</u>	NO. 15	<u>1997</u>	NO. 10 (Revised)
NO. 20	NO. 18	NO. 1	NO. 11
<u>1984</u>	NO. 22	NO. 2	<u>2001</u>
NO. 8	NO. 24	NO. 3	NO. 2
<u>1985</u>	<u>1994</u>	NO. 4	NO. 3
NO. 1	NO. 2	NO. 5	NO. 4
NO. 2	NO. 3	NO. 6	NO. 5
<u>1986</u>	NO. 4	NO. 8	NO. 6
NO. 16	NO. 7	NO. 9	NO. 7
<u>1987</u>	NO. 9	<u>OPERATIONAL</u>	<u>2002</u>
NO. 4	NO. 13	<u>ORDERS</u>	NO. 1
NO. 9	NO. 14	<u>1998</u>	NO. 2
NO. 12	NO. 15	NO. 1 (Bulletin)	NO. 3
NO. 14	NO. 16	NO. 2	NO. 4
NO. 15	NO. 17	NO. 3	NO. 5
NO. 25	NO. 20	<u>1999</u>	NO. 6
<u>1988</u>	<u>1995</u>	NO. 1	
NO. 2	NO. 1	NO. 2	
NO. 13	NO. 4	NO. 3	
<u>1989</u>	NO. 5	NO. 4	
NO. 20	NO. 8	NO. 5	
<u>1990</u>	NO. 12	NO. 6	
NO. 4	NO. 14	NO. 7	
NO. 13	NO. 16	NO. 8	
	NO. 18	NO. 9	
	NO. 20	NO. 10	
	NO. 26	NO. 11	
	NO. 28	NO. 12	
	NO. 29	NO. 13	



# INDEX OF VALID OFFICE OF OPERATIONS ORDERS

## OO ORDERS

### 1975

NO. 8 Misdemeanor Arrest Report Writing Procedures

### 1979

NO. 20 Procedure for Control of Keys to Premises Where BAD Alarms are Installed

### 1981

NO. 2 Guidelines for Investigating and Reporting of Natural Deaths by Field Services Division Personnel

NO. 7 Police Clergy Council Identification Cards

### 1982

NO. 13 Police Service Representative Uniforms

### 1983

NO. 20 STORM (System to Optimize Radio Car Manpower Guidelines)

### 1984

NO. 8 Transportation of PCP Arrestees by LAFD Rescue Ambulance

### 1985

NO. 1 Detective Monthly Homicide Activity Summary

NO. 2 Transmittal of Daily Deployment Information to Communications Division

### 1986

NO. 16 Acknowledgement of Citizen Commendations

### 1987

NO. 4 Interrogation of Narcotic and Felony Arrestees

NO. 9 Requesting Want and Warrant Information Via the Radio

NO. 12 Consumer Product Tampering

NO. 14 Blood Alcohol Tests for 647(F) PC Arrestees (Drunk)

NO. 15 Payment of Selected Vehicle Towing and Storage Fees

NO. 25 The ECCS Special Location File

1988

- NO. 2 Response to Requests for NCIC Hit Confirmations
- NO. 13 Field Release from custody (FRFC) procedures-expanded

1989

- NO. 20 Fingerprint Investigations-Supplemental Procedures

1990

- NO. 4 Reducing Quantity of Evidence Booked in Misdemeanor and Infraction Cases
- NO. 13 Police Assisted Community Enhancement

1991

- NO. 1 The Patrol Mission
- NO. 7 Deployment of Watch Commanders and Assistant Watch Commanders
- NO. 10 Area Desk Service Excellence Survey
- NO. 11 Voluntary Expansion of the Jeopardy Program

1992

- NO. 2 Emergency Protective Orders
- NO. 8 Death Investigation Evidence Disposition

1993

- NO. 3 Standard Audit Report Format
- NO. 15 Formal Orientation of Newly Assigned Personnel
- NO. 18 Criminal Record/DMV History Information of Filing Criminal Complaints-Revised
- NO. 22 Revised Gang-Related/Motivated Homicide Funeral Notifications
- NO. 24 Shots Fired at Officers

1994

- NO. 2 Juvenile Traffic Court Citation Program
- NO. 3 "Ride Along" Procedures
- NO. 4 In-Car Video Pilot Program
- NO. 7 Implementation of New Policies Relating to Juvenile Procedures
- NO. 9 Volunteer Programs-Annual Report
- NO. 13 Foreign Travel Risks and Procedures
- NO. 14 Revised Stuart House Investigative Procedures

- NO. 15 Strategies to Increase Detective Efficiency
- NO. 16 Area/Division TASER Control
- NO. 17 Domestic Violence Restraining Orders-Area Subpoena Control Officer Responsibilities
- NO. 20 Deployment and Responsibilities of Area School Cars

**1995**

- NO. 1 Accurate Murder Statistics in Police Arrest Crime Management Information System (PACMIS)
- NO. 4 Service Requirement on Domestic Violence Temporary Restraining Orders
- NO. 5 Penal Code Sections 113 and 114
- NO. 8 Response to "Heard Only" Shots Fired Incidents
- NO. 12 Activation of Career Criminal Apprehension Section, Detective Support Division
- NO. 14 Assignment of Area Senior Police Service Representatives
- NO. 16 Driving-Under-the-Influence Court Submission Form
- NO. 18 Temporary Closure of City Thoroughfares
- NO. 20 Standardized Roll Call Training for Detectives
- NO. 26 Homicide Investigation Evidence Disposition-Revised
- NO. 28 Expanded Assignment Options for Phase III Probationary Officers
- NO. 29 Change in the Responsibility For Data Entry Of Sex Crime Modus Operandi Codes

**1996**

- NO. 2 Citywide Crime Analysis Detail Guidelines
- NO. 3 Vehicle Impound/Forfeiture Procedures for Section 14607.6 of the California Vehicle Code
- NO. 5 Guidelines for the Management of the Jeopardy Program in Geographic Areas
- NO. 6 Towing and Release Procedures for Vehicle Repossessions
- NO. 7 Vehicle Impound Procedures for California V.C. Sections 22651(P), Unlicensed Driver, and 14602.6, 30 Day Hold
- NO. 11 Transit Crime Database
- NO. 15 Polaroid Spectra Camera Equipment
- NO. 17 Expanded Detective Work Hours
- NO. 18 Emergency Exemption Procedures During Personnel Redeployment Situations

**1997**

- NO. 1 Community-Police Problem Solving Form and Reporting Criteria
- NO. 2 In-Car Video Program Guidelines
- NO. 3 Year-Round Park Policing Strategy

- NO. 4 Section 11362.5 H&S, The Compassionate Use Act of 1996
- NO. 5 Procedures for Making Arrests Under the New Domestic  
Violence Law-Penal Code Section 836(D)
- NO. 6 Stolen Vehicle Recovery Network Guidelines-Revised
- NO. 8 Sworn Overtime Reporting Procedure
- NO. 9 Notice to Appear Form-Detail Box

## INDEX OF VALID OPERATIONAL ORDERS

### OPERATIONAL ORDERS

#### 1998

- NO. 1 (Bulletin) - Conditions of Probation System (COPS)
- NO. 2 Compensation for Officers Assigned to Off-Duty Stand By Status
- NO. 3 Obtaining Narcotics Evidence for Court Purposes-Revised

#### 1999

- NO. 1 Officers Accompanying Building and Safety Inspectors
- NO. 2 Illegal Pharmacy Enforcement Guidelines
- NO. 3 Prioritizing Gang Injunction Requests
- NO. 4 Immediate Refiling of Dismissed Court Cases
- NO. 5 Field Unit Selection Sequence and Priority Radio Call Backlog-Tactical Alert Guidelines-Revised
- NO. 6 Community Enhancement Requests
- NO. 7 Driving-Under-The-Influence Emergency Cost Recovery Program
- NO. 8 Vice Unit's Chain of Command
- NO. 9 Arrest Disposition Notification
- NO. 10 Emergency Protective Order-Revised
- NO. 11 Change of Watch Procedures
- NO. 12 Specific Sexual Assaults-Investigative Responsibility-Revised
- NO. 13 Year 2000 (Y2K) Venue Related Overtime

#### 2000

- NO. 1 Use of Informants by Department Personnel
- NO. 2 Narcotics Enforcement Activities by Department Personnel
- NO. 3 Impoundment of Unsafe Vehicles
- NO. 4 Arrest Disposition Notification-Revised
- NO. 5 Youth Advocacy Program Referrals-Revised
- NO. 6 Implementation of a Child Abduction Regional Emergency (CARE) Alert Program
- NO. 7 Department of Motor Vehicles (DMV) Administrative Per Se Procedures for Removal of a Driving-Under-The-Influence (DUI) Arrest
- NO. 8 Department Gun Buyback Program Protocol
- NO. 9 Enforcement of the City's Ordinance Against Gas Powered Leafblowers-Revised
- NO. 10 Activation of the Position of Emergency Planning Coordinator

- NO. 11 Command & Control Move-Up (CCMU) System
- 2001
- NO. 2 Request for Transcriptions of Tape-Recorded Interviews
- NO. 3 Booking Felony Narcotics Evidence
- NO. 4 Mandatory Use of Recap of Daily Field Activities for  
Deployment Period, Form 15.53.0
- NO. 5 New Firearm Injury Reporting Requirement
- NO. 6 Digital Camera Use and Deployment
- NO. 7 Emergency Operations Guide - Amendment Procedures
- NO. 8 Guidelines and Procedures for the Gang Photograph Book

2002

- NO. 1 Trial by Written Declaration (Revised)
- NO. 2 Juvenile Car Operations
- NO. 3 Serving Subpoenas Issued by the City Clerk
- NO. 4 Registration of Sex Offenders
- NO. 5 800 MHz Radio Use Procedures
- NO. 6 Reward Procedure - Revised

INDEX OF OFFICE OF OPERATIONS ORDERS WHICH WILL BE  
INCORPORATED INTO 2003 DEPARTMENT MANUAL

OO ORDERS

1975

No. 21 Transportation of rape victims in police vehicles

1976

No. 8 Code 7 request during first or last hour of filed duty

1991

No. 6 Administrative "To" Messages

1995

No. 25 Standardized Change of Watch Policy for All Office of  
Operations Patrol Divisions

## CHIEF OF OPERATIONS

OPERATIONS NOTICE NO. 6

June 26, 2003

**SUBJECT: MINIMUM OPERATING FORCE FOR NON-PATROL FUNCTIONS  
DURING AN UNUSUAL OCCURRENCE**

**PURPOSE:** The Emergency Operations Guide (EOG) defines the Minimum Operating Force (MOF) formula during an unusual occurrence (UO) involving a tactical alert and/or a mobilization. This Order amends Volume 1, Section B/001.10 of the EOG to define the MOF for non-patrol functions including Area detectives.

**PROCEDURE:**

**I. NON-PATROL MINIMUM OPERATING FORCE (INCLUDING AREA DETECTIVES) - DEFINED.** The MOF is defined as the minimum personnel, by rank and function, needed to continue essential functions within an Area/division and the number of personnel by rank, required to meet specific UO responsibilities. Essential functions may include:

- \* Mandatory custody processing by detectives on weekdays;
- \* Homicide investigation team; and,
- \* Felony Booking advice.

**Note:** Commanding Officers are responsible for ensuring that the maximum number of detectives are available for deployment to a UO. Custody processing and felony booking advice during a UO should be conducted by a designated minimal team of detectives, not necessarily those who would normally handle these functions.

Examples of specific UO responsibilities are:

- \* Field Jail team;
- \* Major crime field investigation team;
- \* Station Defense detail;
- \* Bureau Mobile Field Force; and,
- \* Field Scouts.

Non-patrol entities shall be prepared to provide available sworn personnel to UO assignments by identifying a MOF. Commanding Officers shall make every effort to ensure that non-patrol personnel are made available for reassignment to the UO.



The MOF shall be figured for each watch and for A and B watches.

Deviations from the established MOF may only occur in the following circumstances:

- \* When directed by the Director of Emergency Operations;
- \* An Area/division, with the approval of its bureau commanding officer, may submit to the Director of Emergency Operations a request to change its MOF; and,
- \* A bureau commanding officer may only reduce the MOF within the scope of his/her command.

During a UO, if a controlled redistribution of personnel is necessary, Communications Division or the Department Operations Center (DOC), if activated, will conduct the initial redeployment of personnel.

If field units in the Area of occurrence or adjoining Areas are depleted as a result of a voluntary response to the UO, all units not actively involved shall be recalled from the incident, if possible, and resume the patrol function in their Area of assignment. If these units are not immediately available for recall, units from other Areas and divisions shall be used to temporarily supplement the field forces in the depleted Area.

**II. REPORTING PROCEDURES.** The reporting of all Area or division MOF shall be completed using the Unusual Occurrence Personnel Status Report, Form 14.03.0. This form shall be sent to the DOC with a copy sent to the reporting entity's bureau, if activated. It shall be the responsibility of all commanding officers to ensure the MOF on file accurately reflects the needs or abilities of their Area/division. Any deviations from the established MOF under one of the circumstances above shall be reported using the same reporting procedures.

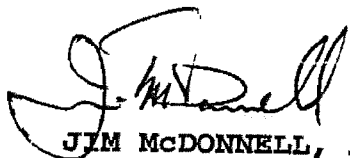
**III. COMMANDING OFFICER'S RESPONSIBILITY.** The amended version of the EOG has been posted on the Department Local Area Network (LAN). Commanding officers shall ensure copies of the amended version of Volume 1, B/000 are printed from

June 26, 2003

the LAN and inserted in all copies of the EOG in their respective command.

If there are any questions regarding this Order, please contact Emergency Operations Section, Emergency Services Division, at (213) 473-7799.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Counter-Terrorism Bureau, shall monitor compliance with this Order in accordance with Manual Section 0/080.30.



**JIM McDONNELL, Assistant Chief  
Chief of Operations**

**DISTRIBUTION "A"**