

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 1

January 26, 2004

**SUBJECT:** DOCUMENTING ADMONITION OF MIRANDA RIGHTS AND  
RESPONSES IN ARREST REPORTS

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** Special Order No. 33, 2001, "Admonition of Miranda Rights - Revised," revised the procedure for officers reading the Miranda Admonition of Rights to arrestees. In addition, Special Order No. 7, 2003, "Statement Form, Form 3.11.20 - Revised," revised the Department's Statement Form, Form 3.11.20, to include the revised Admonition of Rights and blank lines to document responses to the Admonition. However, some confusion still exists regarding the use of the Admonition of Rights box of the Arrest Report, Form 5.02.0. This Notice clarifies the proper procedure for documenting the Admonition of Rights and the responses to the Admonition in the Arrest Report.

**PROCEDURE:** Arrest Report face sheets currently in circulation display a Miranda Admonition of Rights box that is no longer utilized by the Department. Officers **shall not** sign their name and serial number in the Admonition of Rights box section of the Arrest Report, nor use this box to document the Admonition of Rights and response to the Admonition.

In the Admonition of Rights box on the face sheet of the Arrest Report, officers **shall** write:

"See page number: \_\_\_ for Admonition of Rights," referring to the page in the body of the Arrest Report that contains the Admonition of Rights and response to the Admonition. If the Admonition of Rights was not given, officers **shall** write, "Not Admonished."

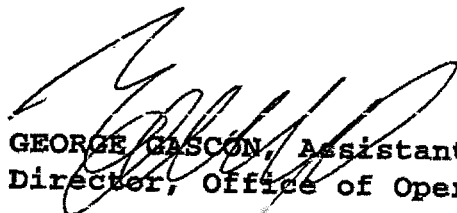
Until revised Arrest Report forms are printed and distributed Departmentwide, one of the following procedures **shall** be used to document an arrestee's response to the Admonition of Rights:

- \* Use the Statement Form, Form 3.11.20, to document any response to the Miranda Admonition. The Statement Form **shall** be included as a page of the Arrest Report; or,
- \* Document the revised Miranda Admonition and any response to the Admonition in the narrative of the arrest report; (e.g., "The Admonition of Rights was read verbatim per Form 15.03 by:\_\_\_\_\_. The Defendant responded...")

January 26, 2004

These procedures shall remain in effect until the revision to the Arrest Report face sheet is incorporated at the next printing.

Any questions regarding this Notice should be directed to Investigative Analysis Unit, Detective Bureau, at (213) 847-4491.



GEORGE GASCON, Assistant Chief  
Director, Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO.2

April 9, 2004

**SUBJECT: PATROL OF RAILWAYS AND STATIONS WITHIN THE CITY**

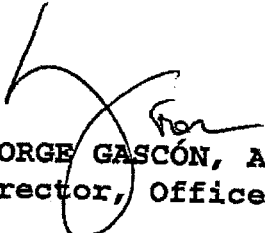
**EFFECTIVE: IMMEDIATELY**

The recent terrorist bombings of rail transportation systems in Spain have underscored the vulnerability of rail systems and their passengers worldwide. The Los Angeles County Sheriff's Department (LASD) has primary responsibility for the security and safety of the local rail systems. However, in light of these recent bombings, our Department needs to remain vigilant and provide extra patrol for the rail systems that traverse the City (e.g., Metrolink, Red Line, etc.).

Area and patrol division commanding officers should identify all tracks and stations in their jurisdiction and have field personnel provide extra patrol and maintain a high visibility at stations, whenever their duties permit. This extra patrol should be documented on the Daily Field Activities Report.

In addition to any Department notifications required, suspicious activity and other pertinent information may be reported to the LASD Rail Operations Center at (323) 563-5000, or the LASD Metrolink Bureau at (909) 392-8413.

If you have any questions regarding this Notice, please contact Lieutenant Phillip Trotter, Officer in Charge, Evaluation and Administrative Section, Office of Operations, at (213) 485-9866.



**GEORGE GASCÓN, Assistant Chief  
Director, Office of Operations**

**DISTRIBUTION "A"**

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 3

April 15, 2004

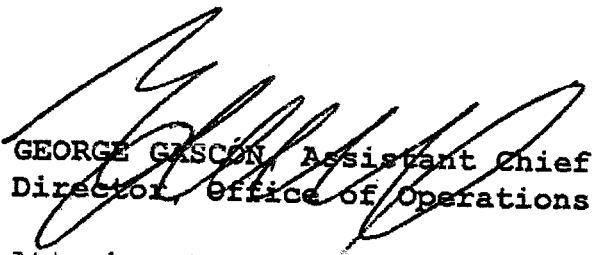
**SUBJECT:** LOS ANGELES COUNTY DISTRICT ATTORNEY'S PROTOCOL FOR CALIFORNIA PENAL CODE SECTION 17(b)(4) - REVISED

**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 DA criteria without the need to first seek review from the DA and a "referral" to the City Attorney (CA). This notice supercedes Operations Notice No. 3, June 10, 2002, Revised Los Angeles County District Attorney California Penal Code Section 17(b)(4) Protocol.

**PROCEDURE:** Effective immediately, detective watch commanders/supervisors are encouraged to adhere to the newly added guidelines (attached) for alternate felony/misdemeanor (wobblers) offenses as authorized in Section 17(b)(4) PC. Consideration shall be given to factors such as, but not limited to, prior record, severity of the crime and the probability of continued criminal conduct.

At the request of a CA Filing Deputy, a case presented as a 17(b)(4) PC watch commander bypass shall be presented to the DA for felony filing. If there is a disagreement between the investigator and the filing deputy CA or DA concerning the issuance of a criminal complaint or appropriate charging level, investigators shall adhere to the appeal process delineated in the Detective Operations Manual, Volume II/1500.80.

Any questions regarding this Notice should be directed to Investigative Analysis Unit, Detective Bureau, at (213) 485-2676.

  
GEORGE GASCON, Assistant Chief  
Director, Office of Operations

Attachment

DISTRIBUTION "A"

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 4

September 10, 2004

SUBJECT: PRIVATE PROPERTY TOWING DISPUTES - CLARIFIED

EFFECTIVE: IMMEDIATELY

Operations Order No. 2, dated March 12, 2004, *Private Property Towing Disputes*, established guidelines for officers conducting investigations involving non-consensual towing disputes. These investigations, which are often civil in nature, can become lengthy and complicated, and in some cases, citizens have become victims of dishonest business practices. Although Operations Order No. 2 emphasized the civil nature of these types of incidents, the Order does not preclude officers from making an arrest when there is probable cause to believe the elements of a violation of California Vehicle Code (CVC) Section 10851 has occurred:

The elements of CVC 10851 are:

- \* Any person;
- \* Who drives or takes a vehicle;
- \* Without the consent of the owner;
- \* With the intent to permanently or temporarily deprive the owner; and,
- \* With or without the intent to steal the vehicle.

When an arrest is made as a result of a non-consensual towing dispute investigation, Area auto detectives **shall** conduct a follow-up investigation of the incident. The Area auto detectives, when necessary, should contact Commission Investigation Division (CID) for investigative advice.

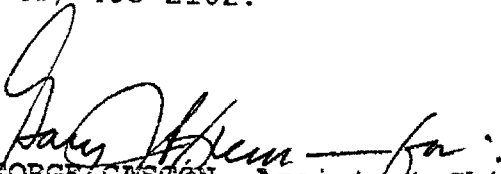
**Note:** If an arrest is made and the involved tow truck is on private property, officers shall advise the tow truck operator that the tow truck is subject to tow away by the property owner. Officers may obtain the tow truck operator's consent to have the tow truck towed away from the location. If the tow truck cannot be properly secured, officers shall impound the vehicle under CVC Section 22655.5 (Evidence) and conduct a full inventory of the vehicle.

If no arrest is made, officers **shall** complete a Preliminary Investigation Report (PIR), Form 3.01, titled *Taking a Vehicle Without Owner's Consent*. Commission Investigation Division shall be responsible for follow-up investigations of CVC Section 22658 PIRs.

September 10, 2004

Officers are reminded that CID is responsible for Police Commission investigations of all complaints related to non-consensual towing disputes. Copies of all reports related to these types of incidents shall be forwarded to CID for monitoring and analysis.

Any question regarding this Notice should be directed to CID at (213) 485-2102.

  
GEORGE GASCON, Assistant Chief  
Director, Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 5

October 4, 2004

SUBJECT:           MANAGED ATTRITION - OFFICE OF OPERATIONS

EFFECTIVE:        IMMEDIATELY

For the last several years, the City of Los Angeles has experienced budget deficits that have frozen hiring and promotions within the Department. This has resulted in a reduced workforce and affected the transfer of employees due to an inability to backfill vacancies.

This reduction in workforce has also caused many challenges in addressing deployment needs in Areas within the Office of Operations (OO). Currently, there is a staffing imbalance in some Areas of OO, and there is a need to redistribute sworn personnel within OO to adequately address crime problems and Patrol Plan recommendations. Therefore, the Managed Attrition Policy will be used to administratively transfer sworn personnel within OO to compensate for these staffing imbalances.

Should an employee be transferred from an Area for the purpose of managed attrition, that employee may request a transfer back to the Area from which he/she was moved by submitting a completed Transfer and/or Change in Paygrade request, Form 1.40, to Personnel Division within seven days of their transfer. Those employees who submit the Transfer and/or Change in Paygrade request, Form 1.40, within seven days of their transfer will be placed at the top of the Logbook (waiting list) and transferred prior to others on the Logbook. All other transfer requests will be processed according to ordinary procedures.

This managed attrition will be in accordance with the April 1996 Chief of Police directive entitled *Managed Attrition Policy* and the Human Resources Bureau Notice, dated March 7, 2002, entitled *Managed Attrition Policy - Revised*.

If there are any questions please have a member of your staff contact the Assistant to the Director, Office of Operations, at (213) 847-1998.

  
GEORGE GASCON, Assistant Chief  
Director, Office of Operations

DISTRIBUTION "A"

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 6

December 1, 2004

**SUBJECT: DEPARTMENT OF TRANSPORTATION STOLEN VEHICLE RECOVERY  
PILOT PROGRAM**

**EFFECTIVE: IMMEDIATELY**

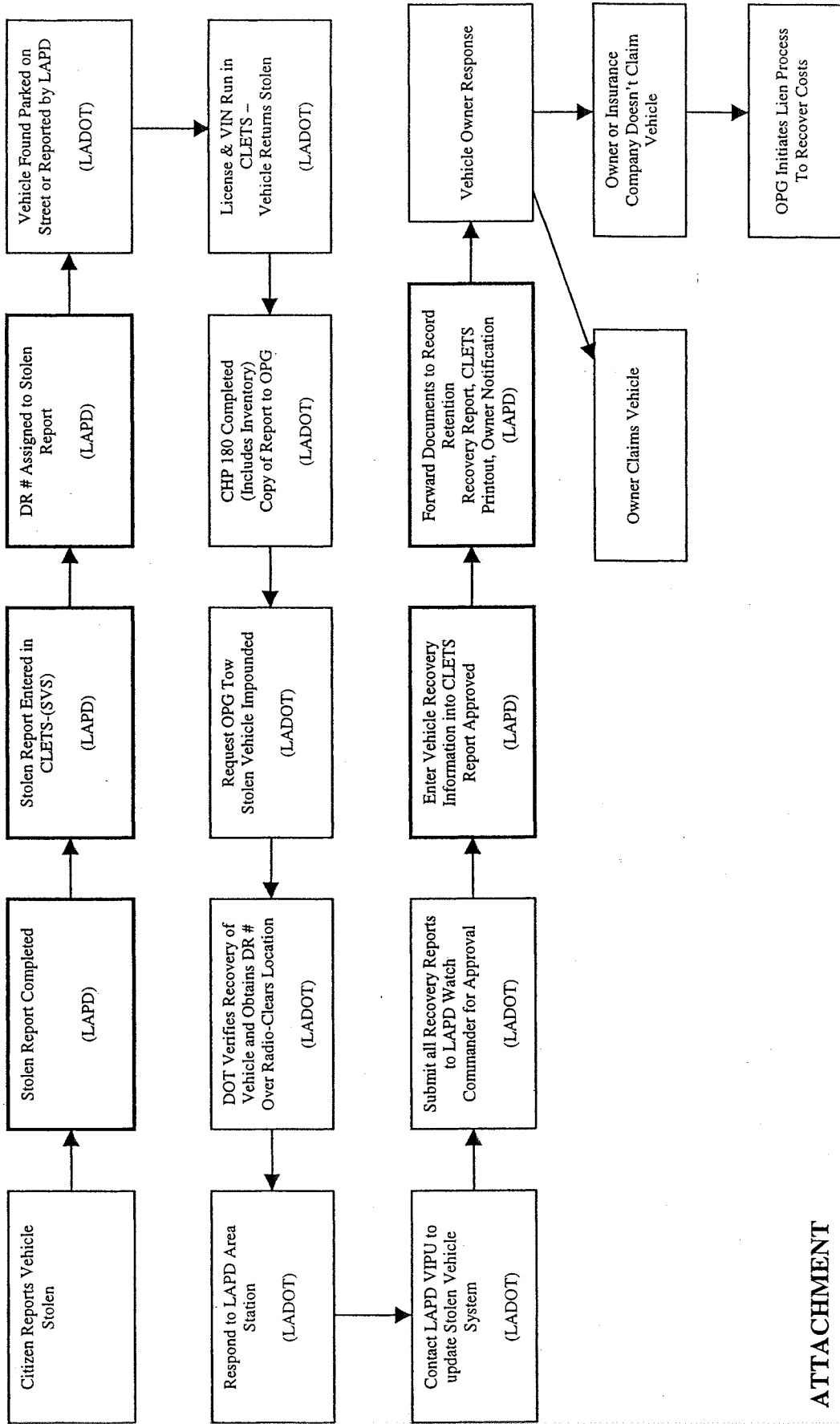
The Department of Transportation (DOT) recently activated the Stolen Vehicle Recovery Program. Under this pilot program, DOT officers will be able, under certain conditions, to recover stolen vehicles in Operations-South Bureau (OSB) and Operations-Valley Bureau (OVB). This pilot program does not preclude Department personnel from recovering stolen vehicles when necessary. Officers who encounter stolen vehicles in the field as a result of their own activities or observations shall continue to recover these vehicles, rather than request DOT to respond. This will be a 12-month pilot program.

During this pilot program, DOT officers will follow the below listed procedures and protocols:

- \* Department of Transportation officers will recover non-felony want stolen vehicles within the Areas encompassed by OSB and OVB. This will include vehicles they encounter during their normal activities and requests for service from our Department;
- \* Department of Transportation officers will not recover, nor be dispatched to, "Code-6 Charles" vehicles, vehicles containing evidence or contraband requiring booking, situations involving the reporting party standing by for immediate release, or calls classified as high-priority by Communications Division (e.g., engine running, suspects there now, etc.);
- \* When situations arise that appear to be outside the responsibilities of the DOT officers, members of our Department will assume the investigation;
- \* Department of Transportation officers' assignments will be consistent with Department Area boundaries;
- \* Department of Transportation officers will utilize Department approved reports (i.e., Vehicle Report, California Highway Patrol (CHP) Form 180) and adhere to existing Department procedures;
- \* Department of Transportation officers will submit their reports to the appropriate Area watch commander, for approval, prior to their end of watch; and,
- \* Further processing of recovered vehicles and all related reports remain the responsibility of our Department (Attachment).



# STOLEN VEHICLE RECOVERY PROCESS FOR NON-FELONY WANT STOLEN VEHICLES



**ATTACHMENT**

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 7

December 15, 2004

**SUBJECT: 2005 OFFICE OF OPERATIONS GOALS**

As the Department enters 2005, it is important to build upon past successes and to also give attention to those areas that may need improvement. To do this effectively, the Office of Operations, including the subordinate commands, have developed the below listed goals. These goals have been established to guide all employees in the performance of their duties and to ensure that these issues are held at the forefront of our strategic planning process.

**2005 OFFICE OF OPERATIONS GOALS**

- \* 10% overall reduction in Citywide Part I Crime;
- \* Achieve full compliance with the requirements of the Federal Consent Decree;
- \* Reduce "A" and "K" Traffic Collisions by 5%;
- \* Reduce Failures to Qualify, Failures to Appear, and preventable traffic collisions by 15%;
- \* Reduce the backlog of Category I cases by 30%;
- \* Continued reengineering of work processes to improve operating efficiencies, and;
- \* Improve operating efficiencies at the regional and area jails to allow for expedited bookings.

Although these goals are ambitious, the Department has extreme confidence in the men and women of this organization to rise to the level necessary to achieve great success.

  
GEORGE GASCON, Assistant Chief  
Director, Office of Operations

Distribution "A"

## OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 7

December 15, 2004

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