

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

April 25, 2019

**SUBJECT: RESPONSE PROCEDURES TO USES OF FORCE INVOLVING
PRIVATE CONTRACT SECURITY ASSIGNED TO CITY FACILITIES
– RENAMED AND REVISED**

PURPOSE: This Order renames and revises Department Manual Section 4/247.10, *Response Procedures to Uses of Force Involving Private Contract Security Assigned to City Facilities*, to include unintentional discharge procedures involving private contract security officers assigned to a City facility.

PROCEDURE: Department Manual Section 4/247.10, *Response Procedures to Uses of Force Involving Private Contract Security Assigned to City Facilities*, has been revised and renamed as *Response Procedures to Uses of Force and Unintentional Discharges Involving Private Contract Security Assigned to City Facilities*. Attached is the revised Department Manual section with the revisions indicated in italics.

AMENDMENT: This Order amends Section 4/247.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 4, 2019**

247.10 RESPONSE PROCEDURES TO USES OF FORCE AND UNINTENTIONAL DISCHARGES INVOLVING PRIVATE CONTRACT SECURITY ASSIGNED TO CITY FACILITIES. Department employees *shall* follow the procedures within this Section when they become aware that a private contract security officer assigned to a City facility and employed by an approved City contracted security company has been involved in a use of force or *unintentional discharge* during the course and scope of his or her duties. These procedures do not change the Department's policy regarding the use of force, *unintentional discharges*, or reporting procedures involving sworn Department employees.

Note: Refer to Department Manual Section 4/245.05, *Categories and Investigative Responsibilities for Use of Force*.

OFFICER'S RESPONSIBILITIES. Officers arriving at a scene where a private contract security officer has been involved in a use of force or *an unintentional discharge* at a City facility shall:

- Notify the Area watch commander (WC) of the incident;
- Canvass the scene for witnesses or evidence;
- Determine which security company employs the involved security officer and identify which City facility he or she is assigned; and,
- Immediately request a *Security Services Division (SECS)* supervisor to respond to their location.

Note: If no SECS supervisor is available, officers *shall* request a field supervisor from the Area/division of occurrence to respond to their location.

SECURITY SERVICES DIVISION/AREA FIELD SUPERVISOR'S RESPONSIBILITIES. The SECS/Area field supervisor, upon arrival on scene, shall:

- Determine if a crime occurred;
- Ensure the scene was canvassed for witnesses or evidence;
- Notify the on-duty SECS WC, as soon as practicable, regarding the use of force or *unintentional discharge*, and document the incident and information obtained in a Sergeant's Daily Report, Form 15.48.00;
- If a criminal investigation and/or arrest is appropriate, ensure an Investigative Report (IR), Form 03.01.00, and/or an *Arrest Report, Form 05.02.00, is completed*, in compliance with Department procedures;
- Verify with the private contract security officer that his or her company supervisor is responding to the location to conduct an independent investigation;
- Obtain the rank, name and identifying information of the involved private contract security officer(s) and the private contract security officer's supervisor conducting the use of force review or *unintentional discharge investigation*; and,

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 4, 2019**

- Obtain copies of all reports detailing the incident, including any written review by the involved private contract security company (when available) and forward to SECSO via Department mail as soon as practical.

AREA WATCH COMMANDER'S RESPONSIBILITIES. If an Area supervisor responds to the scene of a use of force *or unintentional discharge* involving a contracted security officer at a City facility, the Area WC shall:

- Document the use of force *or unintentional discharge* incident in a Watch Commander's Daily Report, Form 15.80.00; and,
- Forward one copy of the Sergeant's Daily Report, if applicable, and the Watch Commander's Daily Report to SECSO via Department mail as soon as practical.

SECURITY SERVICES DIVISION WATCH COMMANDER'S RESPONSIBILITIES. Upon notification that a private contract security officer has been involved in a use of force *or unintentional discharge*, the SECSO watch commander shall:

- Ensure a SECSO supervisor responds to the scene of the use of force *or unintentional discharge* involving the private contract security officer to conduct an investigation;
- Document the following in the narrative portion of the Watch Commander's Daily Report:
 - The name and serial number of the involved private contract security officer and the private security officer's supervisor that responded to the scene of the use of force *or unintentional discharge*; and,
 - The on-scene disposition, including which entity handled the incident/investigation (e.g., security company, SECSO and/or Area detectives).
- When it is determined that a use of force *or unintentional discharge* is non-criminal in nature, ensure a SECSO supervisor completes an Employee's Report, Form 15.07.00, documenting the following:

Note: In the absence of a SECSO supervisor, an Area/division supervisor *shall* complete the Employee's Report.

- Incident number;
- Date, time and location of the use of force *or unintentional discharge*;
- Name and serial number of the private contract security officer(s) involved in the use of force *or unintentional discharge*;
- Names and contact information of all involved parties and/or witness(es) to the use of force *or unintentional discharge*;
- Injuries to any party; and,
- Summary of the incident, including identification *of all involved parties*, and any statements obtained.

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 4, 2019**

Note: The original Employee's Report *shall be* filed within SECSO and a copy forwarded to the *Commanding Officer of Special Operations Group*.

- Whenever practicable, ensure that an Area detective responds to the scene to conduct an investigation if it is determined that the use of force *or unintentional discharge* is criminal in nature; and,
- If it is determined that there is any deviation from the security company's procedures and protocols, as outlined in the contract between the security company and the LAPD, document the discrepancy *in the* Employee's Report.

AREA DETECTIVE'S RESPONSIBILITIES. Area detectives *shall* investigate all crime reports and file all cases and arrests resulting from uses of force *or unintentional discharges* by private contract security officers.

SECURITY SERVICES DIVISION COMMANDING OFFICER'S RESPONSIBILITIES. The Commanding Officer, SECSO, shall ensure compliance with contracts *with* all private security companies.