

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

February 23, 2021

SUBJECT: RESPONSE PROCEDURES TO USES OF FORCE AND UNINTENTIONAL DISCHARGES INVOLVING PRIVATE CONTRACT SECURITY ASSIGNED TO CITY FACILITIES – REVISED; SECURITY SERVICES DIVISION USE OF FORCE INVOLVING PRIVATE CONTRACT SECURITY CHECKLIST, FORM 01.67.14 – ACTIVATED; AND, CONTRACT SECURITY GUARD – USE OF FORCE REPORT, FORM 01.67.15 – ACTIVATED

PURPOSE: The purpose of this Order is to revise Department Manual Section 4/247.10, *Response Procedures to Uses of Force and Unintentional Discharges Involving Private Contract Security Assigned to City Facilities*, in order to outline the procedures for investigating uses of force and unintentional discharges involving private contract security assigned to City facilities. This Order also activates the Security Services Division Use of Force Involving Private Contract Security Checklist, Form 01.67.14, and the Contract Security Guard – Use of Force Report, Form 01.67.15.

PROCEDURE:

I. RESPONSE PROCEDURES TO USES OF FORCE AND UNINTENTIONAL DISCHARGES INVOLVING PRIVATE CONTRACT SECURITY ASSIGNED TO CITY FACILITIES – REVISED. Department Manual Section 4/247.10, *Response Procedures to Uses of Force and Unintentional Discharges Involving Private Contract Security Assigned to City Facilities*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

II. SECURITY SERVICES DIVISION USE OF FORCE INVOLVING PRIVATE CONTRACT SECURITY CHECKLIST, FORM 01.67.14 – ACTIVATED. The Security Services Division Use of Force Involving Private Contract Security Checklist, Form 01.67.14, has been activated and is attached.

A. Use of Form. This form shall be used to document all the required investigative procedures following a use of force or unintentional discharge involving a private contract security officer are completed.

B. Completion. The completion of this form is self-explanatory.

C. Distribution.

- 1 – Original, attached to the Private Contract Security Officer Use of Force or Unintentional Discharge Report and forwarded to Security Services Division
- 1 – Copy, Counter-Terrorism and Special Operations Bureau
- 2 – TOTAL**

III. CONTRACT SECURITY GUARD – USE OF FORCE REPORT, FORM 01.67.15 – ACTIVATED. The Contract Security Guard – Use of Force Report, Form 01.67.15, has been activated and is attached.

A. Use of Form. This form shall be used to document all uses of force or unintentional discharges.

B. Completion. The completion of this form is self-explanatory.

C. Distribution.

- 1 – Original, Security Services Division
- 1 – Copy, Counter-Terrorism and Special Operations Bureau
- 2 – TOTAL**

FORM AVAILABILITY. The Security Services Division Use of Force Involving Private Contract Security Checklist and the Contract Security Guard – Use of Force Report are available in E-Forms on the Department’s Local Area Network, and are attached for immediate use and duplication.

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.

 for MM
MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION “D”

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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 *guard* 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 *guard* has been involved in a use of force or unintentional discharge at a City facility shall:

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

Note: If no SECSO 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 SECSO/Area field supervisor, upon arrival on scene, shall:

- *Ensure a preliminary investigation is completed, sufficient to make an initial determination, based upon the preponderance of the evidence standard, if the security guard committed a crime or not;*
- *If a preliminary determination is made that the use of force or unintentional discharge is criminal in nature, ensure that Area detectives respond and conduct an investigation;*
- *Ensure the scene was canvassed for witnesses or evidence, including any digital in-car or body-worn video recordings of the incident;*

Note: *Contract security guards are not mandated to deploy digital in-car or body-worn video.*

- Notify the on-duty SECSO WC, as soon as practicable, regarding the use of force or unintentional discharge, *including the type of force used, any injuries and medical treatment, if applicable, and any other extraordinary circumstances,* and document the incident and information in a Sergeant's Daily Report, Form 15.48.00;

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- 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 *guard* 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 *guard*(s) and the private contract security *guard*'s supervisor who will conduct the use of force review or unintentional discharge investigation;
- *If a preliminary determination is made that the use of force or unintentional discharge is non-criminal in nature, Complete a Contract Security Guard – Use of Force Report, Form 01.67.15, and a Security Services Division Use of Force Involving Private Contract Security Checklist, Form 01.67.14; and,*
- 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 and the Watch Commander's Daily Report, to the SECSO via Department mail as soon as practical.

Security Services Division Watch Commander's Responsibilities. Upon notification that a private contract security *guard* has been involved in a use of force or unintentional discharge, the SECSO watch commander shall:

- Ensure a SECSO supervisor *or Area/division supervisor* responds to the scene of the use of force or unintentional discharge involving the private contract security *guard* 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 *guard* and the private security *guard*'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).

Note: *The on-scene disposition is how the incident was handled and by whom, along with whether the preliminary investigation is determined to be criminal or*

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administrative in nature and the status of the involved Contract Security Guard(s).

- Ensure a SECSO supervisor or Area/division supervisor completes a Contract Security Guard – Use of Force Report, and a Security Services Division Use of Force Involving Private Contract Security Checklist, when it is determined that the use of force or unintentional discharge is non-criminal in nature;

Note: The original Contract Security Guard – Use of Force Report and Security Services Division Use of Force Involving Private Contract Security Checklist shall be filed within SECSO and a copy shall be forwarded to Counter-Terrorism and Special Operations Bureau (CTSOB).

- Ensure that an Area detective supervisor responds to the scene to conduct an investigation if it is determined that, based upon the preponderance of the evidence standard, the use of force or unintentional discharge is criminal in nature; and,
- Ensure that any discrepancy is documented in the Contract Security Guard – Use of Force Report, 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 Department;
- Ensure timely notification of the incident is made to the CO, Civic Operations Section, SECSO, and the CO, SECSO;
- Notify the respective Area CO where the incident occurred;
- Include the use of force or unintentional discharge on the SECSO Morning Report; and,
- Forward all reports and attachments to the CO, Civic Operations Section and the CO, SECSO.

Area Detective's Responsibilities. Area detectives shall investigate all uses of force or unintentional discharges where a preliminary determination has been made that the use of force or unintentional discharge is criminal in nature. Area detectives shall handle all related arrests and file all related cases.

Security Services Division Commanding Officer's Responsibilities. The CO, SECSO, shall:

- Ensure a SECSO or Area/division supervisor conducts an investigation and completes a Contract Security Guard – Use of Force Report and Security Services Division Use of Force Involving Private Contract Security Checklist, when it is determined that the use of force or unintentional discharge is non-criminal in nature;
- Conduct a preliminary review of the incident and note any concerns regarding legality and reasonableness of the involved contract security guard's actions;
- Make a determination as to the contract security guard's work status pending the investigation;
- Ensure compliance with contracts with all private security companies; and,

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- *Determine the preliminary adjudication of the use of force or unintentional discharge and forward the adjudication, along with the rationale and recommendations to CTSOB.*

Counter-Terrorism and Special Operations Bureau Commanding Officer's Responsibilities.
The CO, CTSOB, shall review all uses of force and unintentional discharges involving private contract security. The CO, CTSOB, will be the final adjudicator of the use of force or unintentional discharge.



SECURITY SERVICES DIVISION
 Los Angeles Police Department

USE OF FORCE INVOLVING PRIVATE CONTRACT SECURITY CHECKLIST

Supervisor assigned to investigate the UOF:	
Date of Incident:	Time of Incident:
Time of SECSO Notification:	Contract Security Company:
Location of Incident (Facility Address):	
Field Supervisor Duties:	
1. Determine if a crime occurred.	
2. Ensure the scene is canvassed for witnesses or evidence.	
3. Notify the on-duty SECSO WC including type of force used, any injuries (if any, was there medical treatment provided) or any other extraordinary circumstances.	
4. If a criminal investigation and/or arrest is appropriate, ensure completion of an IR and/or arrest report in compliance with Department procedures.	
5. Verify that a Contract Supervisor is responding to the location. Name:	
6. Obtain rank, name and identifying information of the involved contract security guard(s) and contract supervisor conducting the UOF review.	
7. If determined that force is non-criminal in nature, a contract security supervisor or a field supervisor when a contract security officer is unavailable, shall complete a Contract Security Guard – Use of Force Report.	
8. Submit report(s) and attachments to the Watch Commander for review.	
Watch Commander Duties:	
1. Notification to SECSO Command (via text or email). Note: The SECSO Command will preliminarily review the circumstances of the UOF and determine the work status for the involved contract security guard(s).	
2. If any deviation from the contract's procedures and protocols, document the discrepancy in the WC log. This information shall be included in the notification to the SECSO CO.	
3. Courtesy notification shall be made to the respective LAPD Area Commanding Officer based on the location of the UOF for his or her situational awareness. Division:	
4. Ensure that an Area detective supervisor responds to the scene and investigates if it is determined that UOF is criminal in nature.	
5. VIA EMAIL - Notification to the SECSO Command and the Contracts Security Unit, SECSO and the CO, Civic Operations Section.	
6. Include UOF information on the Morning Report (Mandatory Headings Exemplar Saved on P: Drive).	
7. Forward Report(s) and attachments to the SECSO CO for review.	
SECSO Commanding Officer Duties:	
Review the UOF Report and provide insight on findings and further action, if applicable.	
Contract Security Unit Duties:	
Review all the documents related to the incident and conduct a follow up with the contract company.	

**Los Angeles Police Department
Security Services Division (SECS) Contract Security Guard – Use of Force Report**

Use of Force Report No.:

CASE CATEGORIZATION (check all that apply)	
Non-categorical	
Unintentional head strike	
Categorical	

CASE DETAILS	
Incident date/time:	
Date/time SECS) notified:	
Master Incident No.:	
Comm. Div. Incident No.:	
Reporting District:	
Area of Occurrence:	
Outside agency involved:	
Organization credited with use of force:	
Address of the occurrence:	

INCIDENT OVERVIEW	
Lighting conditions:	
Weather conditions:	
Investigating supervisor and Serial No.:	

RELATED REPORTS AND ATTACHMENTS (check all that apply)	
Employee's Report:	
Arrest Report: (DR#: _____ and/or BKG#: _____)	
Investigative Report: (DR# _____)	

**Los Angeles Police Department
Security Services Division (SECSD) Contract Security Guard – Use of Force Report**

Contract Security Administrative Report:	
Other:	

SUPERVISOR ON-SCENE		
Was a primary supervisor on-scene at time of incident?	Yes	No
If yes, supervisor's name and Serial No.:		

INSTRUCTIONS: Print out this page for involved Security Guard(s), Witness(es), Subject(s), and Suspect(s). Print additional pages, as needed, if parties exceed the number of fields.

INVOLVED CONTRACT SECURITY GUARD		
Name:		
Serial/Badge No.:		
Contact information:		
Description of force used:		
Describe injuries:		
Statement consistent?	Yes	No
Miranda Rights?	Yes	No
Miranda waived?	Yes	No
Statement recorded?	Yes	No
Explain, Body-Worn Video or Digital Recording (TID Control No.):		
Interview date/time:		
Interviewed independently by:		

**Los Angeles Police Department
Security Services Division (SECS) Contract Security Guard – Use of Force Report**

RESPONDING CONTRACT SECURITY SUPERVISOR	
Name/rank:	
Contact information:	

INSTRUCTIONS: Print out this page for involved Security Guard(s), Witness(es), Subject(s), and Suspect(s). Print additional pages, as needed, if parties exceed the number of fields.

OTHER INVOLVED PARTY: (check)		
VICTIM	WITNESS	SUBJECT/SUSPECT
Name:		
Contact information:		
Described injuries to involved party:		
Photos/Body-worn video taken of injuries?	YES	NO

OTHER INVOLVED PARTY: (check)		
VICTIM	WITNESS	SUBJECT/SUSPECT
Name:		
Contact information:		
Described injuries to involved party:		
Photos/Body-worn video taken of injuries?	YES	NO

OTHER INVOLVED PARTY: (check)		
VICTIM	WITNESS	SUBJECT/SUSPECT
Name:		
Contact information:		
Described injuries to involved party:		

**Los Angeles Police Department
Security Services Division (SECSD) Contract Security Guard – Use of Force Report**

Photos/Body-worn video taken of injuries?	YES	NO
OTHER INVOLVED PARTY: (check)		
	VICTIM	WITNESS
	SUBJECT/SUSPECT	
Name:		
Contact information:		
Described injuries to involved party:		
Photos/Body-worn video taken of injuries?	YES	NO

INVESTIGATIVE SUMMARY		
Activity source:		
Scene canvassed for witnesses:	YES	NO
Canvassing details:		
Scene canvassed for physical evidence?	YES	NO
Canvassing details:		
Digital In-Car Audio:	YES	NO
Digital In-Car Video:	YES	NO
Body-Worn Video:	YES	NO
Photos:	YES	NO
All known audio and video recordings retained at TID:	YES	NO
TID Control Number or explain:		
Summary of incident:		
Preliminary review of use of force:		

**Los Angeles Police Department
Security Services Division (SECSO) Contract Security Guard – Use of Force Report**

INSTRUCTIONS: Print out this page for involved Security Guard(s), Witness(es), Subject(s), and Suspect(s). Print additional pages, as needed, if parties exceed the number of fields.

SUBJECT/SUSPECT DETAIL INFORMATION (print additional pages if multiple suspects).		
Subject/suspect name:	Gender:	
Height:	Weight:	Descent:
Date of birth:	Age:	ID or Driver's Lic. No.:
Homeless?	YES	NO
Home phone number:		
Home address:		
Business phone number:		
Business address:		
Arrested?	YES	NO
Charge/Hold:	DR No.:	
Private Person's Arrest?	YES	NO
Hobble used?	YES	NO
Part of body restrained by hobble:		
Body position after application:		
Weapon used by suspect during use of force:		
Subject/suspect's impairment determined during investigation:		
Subject/suspect's actions prior to use of force:		

**Los Angeles Police Department
Security Services Division (SECSO) Contract Security Guard – Use of Force Report**

INSTRUCTIONS: Print out this page for involved Security Guard(s), Witness(es), Subject(s), and Suspect(s). Print additional pages, as needed, if parties exceed the number of fields.

Mental illness?	YES	NO
Was Mental Evaluation Unit notified?	YES	NO
Was a 5150 WIC hold confirmed?	YES	NO
Subject/suspect's statement consistent?	YES	NO
Subject/suspect read Miranda Rights?	YES	NO
If no, explain:		
Subject/suspect waived Miranda Rights?	YES	NO

SUBJECT/SUSPECT INJURY/MEDICAL TREATMENT (print additional pages if multiple).		
Subject/suspect name:		
Subject/suspect injured?	YES	NO
Subject/suspect received medical treatment?	YES	NO
Subject/suspect hospitalized?	YES	NO
Hospitalization use of force related?	YES	NO
Treated by physician name:		
Medical Release Form requested?	YES	NO REFUSED
Medical Release Form obtained?	YES	NO

**Los Angeles Police Department
Security Services Division (SECSO) Contract Security Guard – Use of Force Report**

Medical action taken:	
Date FID contacted for advice:	
Name and Serial No. for FID contact:	
Subject/suspect injury(ies):	
Medical treatment description:	

CO 14-DAY REVIEW		
Required 14-day review:	YES	NO
Date reviewed:		
If no, note details:		

USE OF FORCE FINDINGS (SECSO CO FINDINGS)		
CO reviewing:		
Date reviewed:		
Use of force/tactics findings:		
Deviation from policy?	YES	NO
Additional comments:		
Classification:	In policy	Out of policy
Action(s) taken:		

**Los Angeles Police Department
Security Services Division (SECSD) Contract Security Guard – Use of Force Report**

USE OF FORCE FINDINGS (SOG CO FINDINGS)		
CO reviewing:		
Date reviewed:		
Use of force/tactics findings:		
Deviation from policy?	YES	NO
Additional comments:		
Classification:	In policy	Out of policy
Action(s) taken:		