

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

March 17, 2021

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON March 16, 2021

SUBJECT: SURVEILLANCE NOTIFICATION PROCEDURES – REVISED; SEARCH WARRANT AND PROBABLE CAUSE ARREST WARRANT PROCEDURES – REVISED; OPERATION PLAN, FORM 12.22.00 – DEACTIVATED; WARRANT SERVICE/TACTICAL PLAN REPORT, FORM 12.25.00 – RENAMED AND REVISED; AND, SEARCH WARRANT AND WARRANT SERVICE/TACTICAL PLAN CHECKLIST, FORM 12.25.01 – RENAMED AND REVISED

PURPOSE: The purpose of this Order is to present a standardized Tactical Operation Plan form to be used by all entities throughout the Department for thoroughly documenting the pre-planning, service and post-service of a search or Ramey warrant, and any buy-bust or tactical operation (i.e. surveillance). The service of a search warrant is a complex and potentially dangerous operation. A standardized Tactical Operation Plan will ensure that Department personnel consider all applicable officer safety, tactical, and administrative requirements necessary for successful warrant service.

PROCEDURE:

- I. SURVEILLANCE NOTIFICATION PROCEDURES – REVISED.** Department Manual Section 4/216.49, *Surveillance Notification Procedures*, has been revised. Attached is the Department Manual Section with the revisions indicated in italics.
- II. SEARCH WARRANT AND PROBABLE CAUSE ARREST WARRANT PROCEDURES – REVISED.** Department Manual Section 4/742.10, *Search Warrant and Probable Cause Arrest Warrant Procedures*, has been revised. Attached is the Department Manual Section with the revisions indicated in italics.
- III. OPERATION PLAN, FORM 12.22.00 – DEACTIVATED.** The Operation Plan, Form 12.22.00 has been deactivated. The content of this form has been incorporated into the renamed and revised, *Tactical Operation Plan*, Form 12.25.00.
- IV. WARRANT SERVICE/TACTICAL PLAN REPORT, FORM 12.25.00 – RENAMED AND REVISED.** The Warrant Service/Tactical Plan Report, Form 12.25.00 has been renamed, *Tactical Operation Plan*, and revised. The revised form includes a **Warrant Addendum** (pages 6-9), which **shall** be completed for pre-planned operations involving service of a search or Ramey warrant, in compliance with

Department Manual Section 4/742.10. Attached is the revised form.

- V. **SEARCH WARRANT AND WARRANT SERVICE/TACTICAL PLAN CHECKLIST, FORM 12.25.01 – RENAMED AND REVISED.** The Search Warrant and Warrant Service/Tactical Plan Checklist, Form 12.25.01, has been renamed, *Tactical Operation Plan – Warrant Service Checklist*, and revised. Attached is the revised form.

FORM AVAILABILITY: The Tactical Operation Plan and the Tactical Operation Plan – Warrant Service Checklist are accessible in E-Forms on the Department’s Local Area Network (LAN). They are attached for immediate use and duplication. The “Form Use” link within the LAN has also been updated and the form instructions are attached for reference. All other versions of the forms shall be marked "obsolete" and placed into the Area/divisional recycling bin.

AMENDMENT: This Order amends Department Manual Sections 4/216.49 and 4/742.10.

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

Attachments

DISTRIBUTION “D”

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216.49 SURVEILLANCE NOTIFICATION PROCEDURES. Officers conducting surveillance shall notify the Los Angeles County Regional Criminal Information Clearinghouse (LA CLEAR) when reasonable/practical at 800-LA-CLEAR, (800-522-5327). The Los Angeles County Regional Criminal Information Clearinghouse is a 24-hour, seven day a week war room and an intelligence watch center. It provides a number of support functions, which include access to government databanks and a special operations center that supports covert surveillance operations. The Los Angeles County Regional Criminal Information Clearinghouse system will provide electronic pinpoint mapping that will alert the system if units are deemed to be in conflict.

SURVEILLANCE – DEFINED. *Surveillance is the sum of covert activities and operations employed to obtain intelligence, identify suspects, residences, criminal activity, places of employment, identify co-conspirators and associates, corroborate informant information, identify assets, establish daily patterns, and to build probable cause for an arrest or search warrant.*

Exception: Scouting – Defined. The initial assessment of a location to ascertain if surveillance is warranted.

OFFICER’S RESPONSIBILITIES. All Department personnel shall notify LA CLEAR prior to conducting a pre-planned surveillance operation. Once a surveillance operation is in progress, officers shall make ongoing notifications to LA CLEAR when reasonable and practical.

Officers shall make contact with other units within their area of operation if advised by LA CLEAR. Officers shall complete the Western States Information Network-Security Control Card, Form WS81/2, and fax it to LA CLEAR for access.

Note: The Los Angeles County Regional Criminal Information Clearinghouse is required to notify a unit of other investigations within a 1000-foot radius and provide contact information.

Department personnel shall notify LA CLEAR in order to prevent any conflicts with other plainclothes operations.

OFFICER IN CHARGE RESPONSIBILITIES. The Officer in Charge (OIC) or designee shall ensure that notifications are made prior to the initiation of a surveillance operation, *as required and appropriate*. Additionally, the OIC shall ensure that officers under his/her command have completed the Western States Information Network-Security Control Card and have access to LA CLEAR.

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Note: Professional Standards Bureau, Major Crimes Division, or entities with prior approval from their bureau commanding officer or the Chief of Police may be exempted from making the notifications.

216.50 STAKEOUT PROCEDURES. Officers on stakeout duty shall post themselves at the most advantageous location.

Visual Signals. If they are in a position to do so, witnesses shall be requested to offer visual signals to the stakeout officers. These signals shall be so arranged, and of such a nature, that they will not result in any danger to witnesses.

216.51 OBSERVATION POST. An observation post (OP) is the use of a fixed-post position (e.g., car, building, etc.) intended to be stationary for a period of time, wherein the officers gather intelligence or observe a suspect's actions and coordinate law enforcement actions.

Officer's Responsibility. All Department uniformed and plainclothes personnel **shall** obtain approval from *their* assigned Area watch commander (W/C) or Officer in Charge (OIC) and notify the W/C of the involved Area prior to the utilization of an OP.

Note: Only Professional Standards Bureau, Major Crimes Division or entities with prior approval from their bureau commanding officer or the Chief of Police are exempt from obtaining approval from their W/C or OIC.

A written *Tactical Operation Plan, Form 12.25.00*, shall be submitted to the approving W/C or OIC on all pre-planned OPs. In the event of a "spontaneous OP," or if circumstances preclude officers from creating a written *Tactical Operation Plan, Form 12.25.00*, verbal notification shall be made to the approving W/C or OIC.

Note: Verbal notification should include specific locations, duty assignments (i.e., arrest teams, communication officer, etc.), nearest hospital, radio frequency, etc.

If an OP is utilized and an arrest is made, the arresting officers shall document the *use of the Tactical Operation Plan, Form 12.25.00*, (if completed) and the name of the supervisor providing oversight in the arrest report.

Supervisor's Responsibility. The assigned supervisor is not required to be present; however, they shall monitor the OP operation via *Department* radio or direct communication with the involved officers. The OP operation and the *use of the Tactical Operation Plan, Form 12.25.00*, (if completed) shall be documented in the Sergeant's Daily Report, Form 15.48.00.

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Watch Commander's Responsibility. When a request for an OP is made, the W/C shall determine the need for a *Tactical Operation Plan, Form 12.25.00*, and the assignment of a supervisor to monitor the OP. If an OP is approved, the watch commander shall document the approval and the OP operation in the Watch Commander's Daily Report, Form 15.80.00. The completed *Tactical Operation Plan, Form 12.25.00*, shall be attached to the Watch Commander's Daily Report, Form 15.80.00.

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742. SEARCH WARRANTS.

742.10 SEARCH WARRANT AND PROBABLE CAUSE ARREST WARRANT

PROCEDURES (see Department Manual Section 4/725.12). All Department personnel involved in the service (including the planning and debriefing) of a search or Ramey warrant, shall comply with the instructions set forth in the Search Warrant Service Procedures Guide, (hyperlink: <http://pdinfoweb/urldisplay.aspx?did=130711>), prepared by Investigative Analysis Section, Detective Bureau. Each commanding officer shall be responsible for maintaining the Search Warrant Service Procedures Guide and ensuring that such procedures are made available to Department personnel. Department personnel shall follow these guidelines when preparing, obtaining, serving, and returning a search or Ramey warrant. *A Tactical Operation Plan with Warrant Addendum, Form 12.25.00, shall be used for the service of search or Ramey warrants.*

Note: For purposes of this section, a Ramey warrant is defined as an arrest warrant signed by a judge for the arrest of a particular subject prior to the filing of criminal charges. Upon arrest, law enforcement has 48 hours to present the case to the prosecutor for the formal filing of criminal charges.

Note: After the search warrant is served, the completed *State of California - County of Los Angeles Return to Search Warrant (Search Warrant Return)* shall be submitted to the court, within 10 calendar days after the date of issuance [California Penal Code (PC) Section 1534(a)]. The date of issuance (*the day the warrant is signed*) is day zero (California Government Code Section 6800). If the tenth day falls on a weekend or holiday, then it shall be submitted on the next scheduled court day. If not submitted within 10 calendar days (only in rare circumstances), check the second box within Roman Numeral III, under the Additional heading, within the Tactical Operation Plan – *Warrant Service Checklist*, Form 12.25.01, and provide a brief explanation.

Department personnel obtaining a search or Ramey warrant shall:

- Review the investigation with his or her immediate supervisor;
- Consult with an on-duty investigative supervisor from the investigative entity responsible for the follow-up investigation;
- When the officer's supervisor agrees that a search or Ramey warrant is the next appropriate step, complete the warrant affidavit and supporting documentation, and submit these documents to his or her supervisor for review and approval;
- Upon obtaining a search or Ramey warrant issued by a magistrate, complete all of the required information on the Warrant Tracking Log, Form 08.17.05;

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Note: In the event an officer's work location is different from his *or* her commanding officer's (CO) location, the officer shall cause all required information to be entered on *his or her* Area/division's Warrant Tracking Log.

- Complete pages 1- 9 of the Tactical Operation Plan *with Warrant Addendum*, Form 12.25.00, *and* submit it for approval;
- Refer to the Tactical Operation Plan – *Warrant Service Checklist*, Form 12.25.01, as a guide only;

Note: The Warrant Review Officer is the only authorized supervisor who shall complete *Form 12.25.01* after the *service* of the search warrant.

- Complete the search or Ramey warrant and other related documents including the:
 - Tactical Operation Plan *with Warrant Addendum*;
 - Property Report, Form 10.01.00;
 - Receipt for Property Taken Into Custody, Form 10.10.00; and,
 - *State of California - County of Los Angeles* Return to Search Warrant (Search Warrant Return).
- *Maintain these documents* in the warrant package (in the Detective Case Package, Control Folder, or Murder Book, as applicable).

Note: When information such as the Division of Records number, case number, search warrant number, or booking number is not available, that information shall be entered on the *Warrant Tracking Log* as soon as it becomes available.

Note: When a Ramey warrant is not served, the officer who obtained the warrant shall comply with Department Manual Section 4/725.12 regarding Probable Cause Arrest Warrants.

Supervisor's Responsibilities. The concerned supervisor shall place his or her initials and serial number on the lower right hand corner of each page of the original copy of the *warrant* affidavit, indicating that he or she has thoroughly reviewed the document. Supervisors are reminded that every page shall be reviewed and initialed in order to document a thorough review.

Exception: When a supervisor reviews a search warrant via e-mail due to the affiant being in another County and returns the corrected and reviewed warrant via e-mail, the reply e-mail will constitute a "signature" by the supervisor. After a judge has signed the warrant

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and it has been served, the same supervisor shall initial each page of the warrant as otherwise required by this section.

A Tactical Operation Plan is required for the service of all Ramey warrants and search warrants, with limited exceptions. A supervisor shall be present at all warrant services involving a Tactical Operation Plan. Prior to service, the concerned supervisor shall review the warrant affidavit to determine if a Tactical Operation Plan is necessary, and if not, whether a supervisor's presence at the warrant service is recommended.

Exceptions: A Tactical Operation Plan or Employee's Report, *Form 15.07.00*, is not required for search warrants targeting only global positioning system (GPS) devices or third-party records (e.g., telephones, bank records, internet service providers, such as subscriber information, e-mail content, images, chat logs, *and* instant messaging). An entry in the Warrant Tracking Log shall be completed, specifically stating "GPS installation only" or "records warrant only" respectively, in the comment box. Also, a Tactical Operation Plan or an Employee's Report is not required for search warrants served at secure locations (e.g., police facilities, jail facilities, prisons, Official Police Garages, crime scenes requiring a Mincey Warrant) including warrants involving body cavity searches, deoxyribonucleic acid (DNA), blood, urine, saliva, or other bodily fluids.

Should the supervisor determine that a Tactical Operation Plan is unnecessary, he or she shall complete an Employee's Report, articulating the facts in determining the *inherent* security of the warrant service location. This Employee's Report shall be approved and signed by the Area/specialized division CO and included in the search warrant package. Should exigent circumstances exist that require immediate approval of the Employee's Report, the CO's designee or the Area/specialized division watch commander may do so.

A Tactical Operation Plan is not required for warrants served pursuant to a spontaneous incident or tactical operation, such as a barricaded suspect. Officers obtaining a search or Ramey warrant to be served by an outside agency or a Forward-Looking Infrared (FLIR) warrant (e.g., narcotics investigations) to be served by Air Support Division, *do not need to* complete a Tactical Operation Plan.

Note: The supervisor initialing the search warrant and/or *approving the* Tactical Operation Plan *with Warrant Addendum* shall not be the same as the affiant.

Supervisors are reminded that, *if* a warrant service requires a Tactical Operation Plan and the service of the warrant involves multiple locations, a separate Tactical Operation Plan *with Warrant Addendum* shall be completed for each location.

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Supervisor's Presence at Warrant Service. A supervisor shall be present for all warrant *services* that require a Tactical Operation Plan. If a warrant service does not require a Tactical Operation Plan, the presence of a supervisor is not required. However, a supervisor's presence is recommended if such a warrant service is anticipated to yield a significant amount of narcotics or currency. In addition to guidelines established in Department Manual Sections 4/742.10 and 4/742.30, supervisors overseeing a warrant service shall review the Area/division Warrant Tracking Log to ensure that the concerned warrant is entered and properly updated, and that the return date box is completed.

Tactical Operation Plan with Warrant Addendum. If a Tactical Operation Plan is required for a warrant service, the *Warrant Addendum* within shall be completed; and the supervisor shall follow the guidelines established in the Department's E-Forms, Form Use link, for the Tactical Operation Plan with *Warrant Addendum's* completion.

The reviewing supervisor shall also ensure that a thorough risk assessment is conducted to address tactics in regards to the scope, ability, equipment, and training levels of those involved, as well as disclose any concerns to Metropolitan Division during the warrant screen-down process (see Department Manual Section 4/742.05).

Exception: When a Department supervisor determines that a Tactical Operation Plan is not required, and *the warrant service* does not meet the *parameters* listed within the exceptions above, the supervisor shall complete an Employee's Report, Form 15.07.00, addressed to his or her commanding officer, indicating the following:

- Date and time of entry into a location;
- Method of entry into a location;
- Condition of the location prior to the officers' entry into the location and when the officers exited the location;
- Pre and post-search warrant photographs;
- Any injury or damage as a result of police action taken during the search warrant; and,
- Identification of the involved employees and the officer in charge at the scene of the search warrant.

Following the warrant service, the on-scene supervisor shall review the overall service, as well as the Tactical Operation Plan with *Warrant Addendum*, and provide the following:

- A summary of pre-search conditions and post search conditions (Page 8);
- Whether the supervisor was present throughout the entire search;

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- Whether the assigned supervisor ensured all involved personnel received a proper briefing prior to the service;
- Whether the supervisor ensured the proper documentation of any currency or valuables discovered during the search; and,
- Whether the supervisor ensured that the following was left at a conspicuous place at each warrant service location:
 - Search Warrant and Affidavit - Face Sheet Only. When the warrant is for multiple locations, information regarding locations not presently being served at the current specific location shall be redacted *from any* documentation left at scene, so as not to reveal the full scope of an investigation to potential suspects; and,
 - Department business card with pertinent contact information.

Exception: As necessary, the supervisor may provide additional warrant pages that describe a person to be searched or searched for, and particularly describing the property, thing(s), and the place to be searched.

Note: If officers conduct a search pursuant to a federal search warrant, officers are required to leave a copy of the face sheet of the search warrant along with Attachment A [Description of Property to be Searched (Location)] and Attachment B (Description of Property to be Seized) in a conspicuous place at the location. Officers shall refer to Federal Rule of Criminal Procedures Rule 41(f)(1)(c) for additional information, and/or call the Assistant United States Attorney listed on the face sheet of the warrant.

Note: As a reminder, the reviewing supervisor **shall** place his or her initials and serial number on the lower right hand corner of each page of the original affidavit.

- Documented confirmation that a debriefing with involved personnel was conducted no later than the next working day after warrant service (*Page 9 of the Tactical Operation Plan with Warrant Addendum*); and,
- A summary of the debriefing no later than the next working day after warrant service.

The “Debriefing *Comments*” section *on Page 9* shall, at a minimum, address the following issues:

- Compliance with 1531 P.C. – *Authorized Breaching*, or factors that resulted in a deviation;
- Presence/absence of digital or hard copy photographs, audio, and/or video recordings;
- Supervisory oversight before, during, and after service of the warrant;

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- Date, time, and location of the debriefing; *and*,
- Issues discussed, and any training needs that were identified.

Note: If the supervisor at scene is the same as the warrant affiant, he or she shall not complete the debriefing summary.

Notifications and Screen-Down Process. Prior to the service of the warrant, the designated supervisor shall ensure that the following notifications are made:

- Metropolitan Division [all search and probable cause arrest warrants completed by and to be served by Department personnel (apart from evidentiary searches, such as those at banks, hospitals, phone companies, etc.) **shall** be screened through Metropolitan Division prior to service to determine which entity is best suited to safely execute the warrant service];
- The on-duty watch commander of the Area where the warrant is being served;
- Mental Evaluation Unit, Detective Support and Vice Division, for a query regarding the history of calls for service at the location;
- *Los Angeles Regional Criminal Information Clearinghouse (LA CLEAR)*; and,
- Any outside law enforcement agency having jurisdiction over the location where the warrant is being served.

Commanding Officer's Responsibilities. The *CO* of each Area/specialized division (or designated Area detective CO at the rank of lieutenant or above) shall ensure that his or her command is in compliance with Department policy and procedure as it relates to search and Ramey warrant service and:

- Review and approve the Tactical Operation Plan *with Warrant Addendum* within 14 calendar days after the date of service;
- Maintain a single location for the Warrant Tracking Logs for his or her command in the Area detectives or specialized division office;
- Ensure the presence of the affiant at the service of a FLIR warrant;
- Ensure the presence of a supervisor (Sergeant I, Detective II or higher), if necessary, during the *service* of a search or Ramey warrant;
- *Prior to the service, the commanding officer or designee shall review and approve the Tactical Operation Plan with Warrant Addendum (in accordance with Use of Force – Tactics Directive No. 10.3, March 2019), by placing his or her initials on the bottom right hand corner of Pages 1 and 6 (i.e., the Addendum's first page). Following service of the warrant, the commanding officer shall review the Tactical Operation Plan for completeness and sign Page 9;*

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Note: The presence of a lieutenant or above is required for any *search or Ramey* warrant initiated or served by gang enforcement officers [i.e., *Area Gang Enforcement Detail (GED)*, and/or *Community Law Enforcement and Recovery (CLEAR)*] or *Narcotics Enforcement Division (NED)* officers, or where they act as affiants. A supervisor does not need to be present for the service of a FLIR warrant which does not involve gang personnel.

- Ensure that the warrant number and return date are entered on the Warrant Tracking Log no later than ten business days from the date of service, with the exception of third-party records warrants;

Note: The return date may not be available to be entered into the return date box of the final printout of the Warrant Tracking Log if the warrant was served on or near the end of the month. Should this be the case, the investigating officer shall print the return date on the original printout signed by the CO and shall ensure that this date matches the date entered into the *Detective Case Tracking System*. **The Warrant Tracking Log shall not be reprinted.** The CO shall initial and date the return dates (that were later added to the Warrant Tracking Log). The monthly printout of the Warrant Tracking Log shall still be submitted to the CO for his or her signature, despite the missing return date. When the warrant is returned, the investigating officer shall retrieve the original signed Warrant Tracking Log and print the return date where applicable. The CO shall acknowledge the updated information by initialing and dating by the added return date.

- Ensure that the warrant number is recorded on both the Warrant Tracking Log and the first page of the Tactical Operation Plan's *Warrant Addendum*;
- Sign and date the bottom of the final printout of the Warrant Tracking Log, at the completion of each month; and,
- Complete an analysis of the performance of the supervisor providing supervisory oversight (designated supervisor) at the service of a search warrant and document the results on an Employee Comment Sheet, *Form 01.77.00*.

Note: Neither the original, nor a copy of the Employee Comment Sheet shall be placed inside the warrant package. The original Employee Comment Sheet shall be placed inside the concerned employee's divisional personnel folder or unit administrative office.

The Employee Comment Sheet shall be completed within seven business days of the warrant service and include the following information:

- Identity of the designated supervisor assigned (e.g., name, rank, and serial number);
- Warrant location;

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- Date and time of service;
- Whether the supervisor's actions during the service of the warrant were appropriate;
- Evaluation of the performance of the designated supervisor(s) at each warrant location; and,
- Any other information deemed by the *CO* to be pertinent to the designated supervisor's performance.

Note: As a reminder, commanding officers are required to sign and date the completed Employee Comment Sheet.

The Area/specialized division CO, Area patrol CO, detective officer in charge, or their respective designee (of supervisory rank or above) shall designate a Warrant Review Officer (WRO) and ensure that the WRO conducts a timely review of all warrant documentation.

Warrant Review Officer. All Areas *or* specialized divisions responsible for the service of search and *Ramey* warrants shall designate a WRO in accordance with the guidelines established in this section. The WRO shall be the rank of Sergeant I, Detective II, or higher and shall conduct a final quality assurance review for completeness and accuracy of all warrant documentation. This review shall *ensure*:

- The initiation of a Tactical Operation Plan – *Warrant Service Checklist*, Form 12.25.01, to be completed only by a WRO after the *service* and completion of the search warrant, and placed into the Search Warrant Package;
- The required notation is included in the Tactical Operation Plan *with Warrant Addendum* indicating that the concerned CO's review and approval was performed within 14 calendar days after the warrant service;
- The Warrant Tracking Log entry is complete and accurate;
- The Property Report and the Receipt for Property Taken Into Custody forms match; and,
- Any errors, inaccuracies, or omissions within the search warrant package are promptly corrected prior to proper storage.

USE OF FORM
(Accessible in LAPD Forms, on the Department's Local Area Network)
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12.25.00 TACTICAL OPERATION PLAN, FORM 12.25.00. The *Tactical Operation Plan* shall be completed *prior to conducting pre-planned tactical events, as well as* prior to the service of a search or Ramey warrant.

12.25.00-01 **Use of Form.** The nine-page form shall be used to document information that will serve as the basis of *all multi-resource, pre-planned operational activities, such as observation posts (OP), buy-busts, undercover (UC) and surveillance activities, and other tactical operations. Pages 6-9 (i.e., Warrant Addendum) are specific to and shall be completed for the service of a search and/or arrest (i.e., Ramey) warrant.* No other reporting formats are authorized *for such operations.*

12.25.00-10 **Completion.** The *Tactical Operation Plan* shall be completed as follows:

- **Officer.** The officer *initiating the activity or* responsible for the tactical plan of an operation not involving a warrant shall complete pages 1-5 of the *Tactical Operation Plan, as appropriate. For search and arrest warrants, pages 1-9 shall be completed according to the parameters delineated in Department Manual Section 4/742.10. The officer shall then submit it for supervisor approval.*
- **Supervisor.** The designated supervisor shall review the *Tactical Operation Plan* and, if approving, *denote his or her name, rank and serial number on page 1, and again on page 6 if a search or arrest warrant (e.g., Ramey warrant) is involved. In the latter circumstance, he or she shall also sign the Warrant Addendum on page 6.*

Following service of the warrant, a supervisor that was at the scene of the *warrant* service shall conduct a debriefing and document the debriefing and the debriefing location in the *Warrant Service Tactics and Evaluation section of the Warrant Addendum, under the headings "Location" and "Debriefing Comments" sections and denote his or her name, rank and serial number on page 9.*

- **Commanding Officer.** Prior to *personnel engaging in an operation not involving a search or arrest warrant,* the commanding officer or *his or her* designee shall review and approve the *Tactical Operation Plan.* *The supervisor receiving approval shall denote the CO or designee's name, rank and serial number on the bottom of page 1, as well as the manner in which approval was received (i.e., in person, telephonic or via e-mail).* *Prior to the service of a search or arrest warrant, the commanding officer or his or her designee shall review and approve (in accordance with Department Manual Section 4/742.10) the Tactical Operation Plan by also placing his or her initials on page 6 (i.e., the Warrant Addendum).* Following service of the warrant, the commanding officer shall review the *Tactical Operation Plan* for completeness and sign page 9.

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12.25.00-80 Distribution.

- 1- *Original (digital version), Watch Commander or Officer in Charge approving the Observation Post; or,*
- 1- *Original, maintained by investigating Area/specialized division when search or Ramey warrant involved.*
- 1- **TOTAL**

File Maintenance. *If a Warrant Addendum is required, then the original Tactical Operation Plan with Warrant Addendum shall be stored with the Search Warrant and Affidavit (DA Form 1506) and other supporting documentation. It is recommended that all warrant packages, regardless of disposition, be consistently kept in one designated location at each Area/specialized division.*

12.25.01 TACTICAL OPERATION PLAN – WARRANT SERVICE CHECKLIST, FORM 12.25.01

12.25.01-01 Use of Form. The Warrant Review Officer (WRO) shall be the only authorized supervisor *for form completion. He or she* shall complete the tasks listed on the checklist upon the *service* and completion of a search or arrest (e.g., Ramey) warrant, and shall submit the completed checklist (*including name, rank and serial number on page 4*) with the warrant package.

12.25.01-10 Completion. The completion of this form is self-explanatory.

12.25.01-80 Distribution.

- 1- Original, warrant package.
- 1- **TOTAL**

**Los Angeles Police Department
TACTICAL OPERATION PLAN**

Note: The completion of Pages 1 - 9 is required for search and/or arrest (e.g., Ramey) warrant operations. Any other type of operation must minimally complete pages 1 - 5. If a UC or surveillance operation, denote approving C/O (or designee) by name, rank and serial number below.

TYPE OF OPERATION:	
INVOLVED DIV. AND UNIT:	
INVESTIGATING OFFICER'S NAME AND SERIAL:	MOBILE NO.:
SUPERVISOR NAME AND SERIAL:	MOBILE NO.:
TYPE OF CRIME:	

LOCATION OF OPERATION (SUBJECT TO CHANGE)		
STREET ADDRESS:	CITY:	ZIP:
DATE/TIME OF OPERATION:	RADIO FREQ.:	RD:
INCIDENT NUMBER:		
BRIEFING LOCATION:	DATE/TIME:	
STAGING LOCATION:	SAME AS BRIEFING	DATE/TIME:
NEAREST EMERGENCY TREATMENT FACILITY (NAME, ADDRESS, PHONE):	CHECK IF TRAUMA FACILITY:	

NOTIFICATIONS (CHECK ALL THAT APPLY)				
AREA WC	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
WC IN AREA OF OPERATION	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
OUTSIDE AGENCY	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
LA CLEAR	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
COMMUNICATIONS DIV.	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
DEPT. OPERATIONS CENTER (DOC)	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
AIR SUPPORT DIVISION	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
METROPOLITAN DIV.	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
DSVD/MENTAL EVALUATION UNIT	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
GANG AND NARCOTICS DIV.	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
FIRE DEPT/RA	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
OTHER	NAME, RANK, SERIAL # OF PERSON CONTACTED:	CONTACTED BY:	DATE/TIME:	
OFFICER COMPLETING REPORT (NAME/RANK/SERIAL No.):			DATE/TIME:	
APPROVING SUPERVISOR (NAME/RANK/SERIAL No.):			DATE/TIME:	
C/O (OR DESIGNEE) NAME/RANK/SERIAL No.:	DATE/TIME:	APPROVAL OBTAINED: IN PERSON TELEPHONIC E-MAIL		

**Los Angeles Police Department
TACTICAL OPERATION PLAN**

CRIME SUMMARY (Include what led to this operation.)	ATTACHMENT?	YES	NO
PLAN OF ACTION	ATTACHMENT?	YES	NO
OFFICER SAFETY AND LOCATION INFORMATION (Security bars, dogs, environmental/chemical hazards, etc.)	ATTACHMENT?	YES	NO
NOTES/LOG	ATTACHMENT?	YES	NO

**Los Angeles Police Department
TACTICAL OPERATION PLAN**

SUSPECTS (ADDITIONAL SUSPECTS LISTED ON PAGE 10)										
SUSPECT 1		NAME								CII No.
SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	PHOTO ARRESTED		
SUSP. MOBILE No.				ALTERNATE No.		FBI No.		JUV. No.		
DL No.				STATE		BOOKING No.				
GANG MEMBER? YES NO		GANG AFFILIATION								
RAP CHECKED? YES NO		BRIEF HISTORY/THREAT ASSESSMENT								

INSERT PHOTO HERE

SUSPECT 2		NAME								CII No.
SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	PHOTO ARRESTED		
SUSP. MOBILE No.				ALTERNATE No.		FBI No.		JUV. No.		
DL No.				STATE		BOOKING No.				
GANG MEMBER? YES NO		GANG AFFILIATION								
RAP CHECKED? YES NO		BRIEF HISTORY/THREAT ASSESSMENT								

INSERT PHOTO HERE

VEH	SUSP.(S) No.	OTHER	YR.	MAKE	MODEL	TYPE	COLOR	LIC. NO.	STATE	DMV
1										
2										
3										

IF ADDITIONAL VEHICLES, LIST ON PAGE 11. YES NO

VEH. 1	SUSPECT(S)	VEH. 2	SUSPECT(S)	VEH. 3	SUSPECT(S)
INSERT PHOTO HERE		INSERT PHOTO HERE		INSERT PHOTO HERE	

**Los Angeles Police Department
TACTICAL OPERATION PLAN**

EXPECTED OCCUPANT INFORMATION			
Check all that apply	Number of Occupants	Date of Intelligence	Additional Information
Adult Males			
Adult Females			
Juvenile Males			
Juvenile Females			
Persons with Medical/ Mental Illness			
Dogs			
Narcotics at Location			

ROUTE OF TRAVEL (If Applicable.)
Route of Travel Narrative:

Route of Travel Diagram (Insert navigational map or draw route of travel below.)

PREMISES (If Applicable.)		See Attached Schematic
Description of Premises:		
Floor plan:	Photo(s) of location (for briefing purposes.)	

**Los Angeles Police Department
TACTICAL OPERATION PLAN**

ASSIGNED PERSONNEL		ADDITIONAL PERSONNEL SEE PAGE 12.				
	NAME AND UNIT	RANK	SERIAL No.	DIVISION/ AGENCY	ROLES AND DUTIES	SPECIALIZED EQUIPMENT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Note: List duties as "Supervisor" or if he or she provides supervisory oversight only.

REMINDER: If GED/CLEAR or NED personnel are involved in the warrant service, list the lieutenant present at **each** location during the service of the search or arrest (e.g., Ramey) warrant.

SAFETY EQUIPMENT (Check all that apply.)				
Body Armor	Raid Jackets	Helmet	Tactical Vest	Ballistic Shield

SPECIALIZED EQUIPMENT (List special equipment necessary in the space below: pry bar, tow truck, ram, etc.)

**Los Angeles Police Department
TACTICAL OPERATION PLAN – WARRANT ADDENDUM**

WARRANT DETAILS / TYPE			
SEARCH WARRANT		ARREST WARRANT (e.g., Ramey warrant)	
WARRANT No.:			MULTIPLE DR No.s
CHARGE:	NIGHT SERVICE:	YES	NO
HOLDING AGENCY:	RELATED DR No.(s):		

PREVIOUS SURVEILLANCE	YES	NO
DATE/TIME:	DATE/TIME:	
DATE/TIME:	DATE/TIME:	

NAME OF SUPERVISOR AT SCENE:	RANK:	SERIAL No.:
NAME OF SWAT OFFICER AT THE SCENE (If applicable.):	RANK:	SERIAL No.:
NAME OF SITE SAFETY OFFICER (HAZMAT, BOMB SQUAD, etc. if applicable):	RANK:	SERIAL No.:

SEARCH WARRANT RETURN		EXTENSION	DATE:
NAME OF OFFICER/AGENT RETURNING:	RANK:	SERIAL No.:	DATE RETURNED TO COURT:

INVESTIGATING OFFICER/CASE AGENT			
NAME OF INVESTIGATING OFFICER/AFFIANT:	RANK:	SERIAL No.:	DIVISION/UNIT:

SUPERVISOR APPROVAL OF WARRANT SERVICE			
NAME OF APPROVING SUPERVISOR:	RANK:	SERIAL No.:	DIVISION:
SIGNATURE OF APPROVING SUPERVISOR:	DATE APPROVED:	REMINDER: COMMANDING OFFICER SIGNATURE IS REQUIRED ON PAGE 9.	

12.25.00 (10/2020)

COMMANDING OFFICER /DESIGNEE INITIALS:

**Los Angeles Police Department
TACTICAL OPERATION PLAN – WARRANT ADDENDUM**

LIST OF OCCUPANTS DETAINED AT LOCATION							
	NAME	RESIDENCE ADDRESS	DRIVER'S LICENSE No.	DATE OF BIRTH	SEX	HANDCUFFED	DISPOSITION
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

12.25.00 (10/2020)

**Los Angeles Police Department
TACTICAL OPERATION PLAN – WARRANT ADDENDUM**

PRE-SEARCH				
NAME, RANK, SERIAL No. OF PRE-SEARCH SUPERVISOR PRESENT:				
PRE-SEARCH CONDITION NARRATIVE:				
POST SEARCH				
NAME, RANK, SERIAL No. OF POST-SEARCH SUPERVISOR PRESENT:				
POST-SEARCH CONDITION NARRATIVE:				
WAS SUPERVISOR PRESENT THROUGHOUT SEARCH?	YES	NO	NAME/RANK OF SUPERVISOR PRESENT:	SERIAL No:
DID SUPERVISOR BRIEF ALL PERSONNEL?	YES	NO	NAME/RANK OF SUPERVISOR PRESENT:	SERIAL No:
DID SUPERVISOR DOCUMENT VALUABLES DISCOVERED DURING SEARCH?	YES	NO	NAME/RANK OF SUPERVISOR PRESENT:	SERIAL No:
DID SUPERVISOR LEAVE A COPY OF WARRANT AT SCENE?	YES	NO	NAME/RANK OF SUPERVISOR PRESENT:	SERIAL No:
METHOD USED TO GAIN ENTRY:				
DAMAGE TO PROPERTY?	YES	NO	IF YES, BRIEFLY DESCRIBE DAMAGE BELOW:	
NAME, RANK, SERIAL No. OF PERSON THAT SECURED LOCATION:				
HOW WAS LOCATION SECURED?				

12.25.00 (10/2020)

**Los Angeles Police Department
TACTICAL OPERATION PLAN – WARRANT ADDENDUM**

WARRANT SERVICE TACTICS AND EVALUATION					
LOCATION:					
VIDEO:	YES	NO	USE OF FORCE:	YES	NO
KNOCK AND NOTICE: YES NO					
ARE THERE PHOTOS AVAILABLE OF LOCATION BEFORE SEARCH?	YES	NO	ARE THERE PHOTOS AVAILABLE OF LOCATION AFTER SEARCH?	YES	NO
TID CONTROL No.:	IF NO PHOTOS AVAILABLE, EXPLAIN:				
NAME, RANK, SERIAL No. OF SUPERVISOR PERFORMING DEBRIEFING:					
DEBRIEFING COMMENTS (NOTE: REVIEW FORM 12.25.01 FOR REQUIRED DEBRIEFING COMMENTS.)					
TACTICS EVALUATION:					
POST EVALUATION OF EQUIPMENT USED:					
ADDITIONAL INTELLIGENCE:					
NOTEWORTHY OBSERVATIONS:					

Note: A detailed analysis of each supervisor providing supervisory oversight (designated supervisor) at the **service of the warrant** shall be documented by his or her commanding officer or designee on an Employee Comment Sheet, Form 01.77.00. An Employee Comment Sheet was completed for the following supervisor(s) at the scene:

	Employee Rank	Employee Last Name, First Name	Employee Serial No.
1			
2			
3			
4			

COMMANDING OFFICER (OR DESIGNEE) APPROVING WARRANT SERVICE			
PRINT NAME OF CO/DESIGNEE:	RANK:	SERIAL No.:	DIVISION:
SIGNATURE OF CO/DESIGNEE:			DATE APPROVED:

**Los Angeles Police Department
TACTICAL OPERATION PLAN**

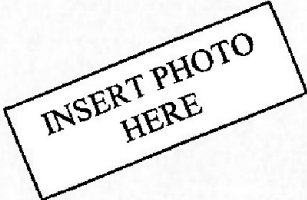
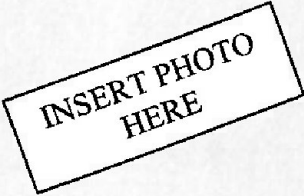
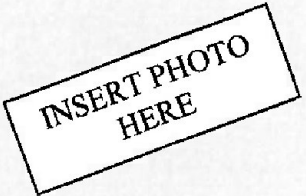
ADDITIONAL SUSPECT(S)										CII No.	
SUSPECT		NAME									
SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	PHOTO	ARRESTED	INSERT PHOTO HERE	
SUSP. MOBILE No.				ALTERNATE No.		FBI No.		JUV. No.			
DL No.			STATE	BOOKING No.							
GANG MEMBER? YES NO		GANG AFFILIATION									
RAP CHECKED? YES NO		BRIEF HISTORY/THREAT ASSESSMENT									

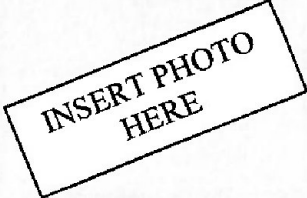

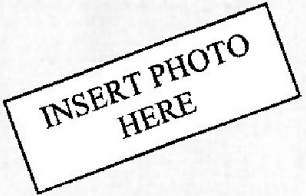
SUSPECT										CII No.	
SUSPECT		NAME									
SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	PHOTO	ARRESTED	INSERT PHOTO HERE	
SUSP. MOBILE No.				ALTERNATE No.		FBI No.		JUV. No.			
DL No.			STATE	BOOKING No.							
GANG MEMBER? YES NO		GANG AFFILIATION									
RAP CHECKED? YES NO		BRIEF HISTORY/THREAT ASSESSMENT									

SUSPECT										CII No.	
SUSPECT		NAME									
SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	PHOTO	ARRESTED	INSERT PHOTO HERE	
SUSP. MOBILE No.				ALTERNATE No.		FBI No.		JUV. No.			
DL No.			STATE	BOOKING No.							
GANG MEMBER? YES NO		GANG AFFILIATION									
RAP CHECKED? YES NO		BRIEF HISTORY/THREAT ASSESSMENT									

**Los Angeles Police Department
TACTICAL OPERATION PLAN**

ADDITIONAL SUSPECT(S) VEHICLES										
VEH	SUSP.(S) No.	OTHER	YR.	MAKE	MODEL	TYPE	COLOR	LIC. NO.	STATE	DMV

VEH. 4	SUSPECT(S)	VEH. 5	SUSPECT(S)	VEH. 6	SUSPECT(S)
					

VEH. 7	SUSPECT(S)	VEH. 8	SUSPECT(S)	VEH. 9	SUSPECT(S)
					

12.25.00 (10/2020)

LOS ANGELES POLICE DEPARTMENT

TACTICAL OPERATION PLAN – WARRANT SERVICE CHECKLIST

This form shall only be completed by the Warrant Review Officer **AFTER** each location has been searched and shall be included in the Search Warrant Package.

DR #: _____ WARRANT #: _____

Note: Review Department Manual Sections 4/742.10 and 4/742.30 for additional information.

This Checklist has been developed to assist officers in completing numerous administrative requirements for documenting search warrants and in completing the *Tactical Operation Plan – Warrant Addendum (Tac Plan)*, Form 12.25.00, pages 6-9.

I. Review of the Warrant Affidavit:

- The concerned supervisor reviewed the Los Angeles County District Attorney's Office Search Warrant and Affidavit (Warrant Affidavit) and placed his or her initials *and* serial number on the lower right-hand corner of EACH PAGE of the original Warrant Affidavit.

Is a *Tactical Operation Plan* required with this warrant? (Check appropriate box below.)

Note: Per Department Manual Section 4/742.10, a *Tactical Operation Plan* or Employee's Report, Form 15.07.00, is NOT required for search warrants when: targeting only global positioning system (GPS) devices or third-party records (e.g., telephone or bank records); serving warrants at secure locations (e.g., police facilities, jail facilities, prisons, official police garages); warrants involving body cavity searches, deoxyribonucleic acid (DNA), blood, urine, saliva, or other bodily fluids; or, for crime scene searches requiring a Mincey Warrant.

- Yes, a *Tactical Operation Plan* was required. (Skip to the *Tactical Operation Plan – Warrant Addendum*, Section II.)
- No, a *Tactical Operation Plan* was not required. (Complete the remainder of this subsection).

- Provide a short explanation of why a *Tactical Operation Plan* was not required:

- The designated supervisor determined that a *Tactical Operation Plan* was not required **PRIOR** to the search warrant service and completed an Employee's Report, if required by Department Manual Section 4/742.10. The Employee's Report shall include the following:

- Date and time of entry into a location;
- Method of entry into a location;
- Condition of the location prior to the officers' entry into the location and when the officers exited the location;
- Pre and post-search warrant photographs (include the T!D Control No., if applicable);
- Any injury or damage as a result of police action taken during

- the search warrant;
- Identification of the involved employees and the officer in charge at the scene of the search warrant; *and*,
- *Identify the name and serial number of the lieutenant present at scene during service of the Gang Enforcement Detail (GED), Community Law Enforcement and Recovery (CLEAR), or Narcotics Enforcement Detail (NED) search warrants.*

- The Employee's Report was APPROVED and SIGNED by the Area/specialized division commanding officer (CO) or *designee*.
- The Employee's Report was included in the Search Warrant Package.

II. **Tactical Operation Plan:**

Note: All boxes in Sections II and III **shall** be checked *and actions completed*.

- The *Tactical Operation Plan with Warrant Addendum* was used (the *nine-page* report – revised in October 2020).
- A separate *Tactical Operation Plan with Warrant Addendum* and a separate Checklist were completed for each location of a multi-location search warrant.
- The officer responsible for the *Tactical Operation Plan(s)* completed Pages 1-9 and submitted the plan(s) to the concerned supervisor prior to the warrant service.
- The concerned supervisor reviewed and approved the *Tactical Operation Plan(s) with Warrant Addendum* prior to the warrant service and signed as Approving Supervisor at the bottom of Page 1 *and* Page 6 (*i.e., the Warrant Addendum*).
(*The supervisor approving shall NOT be the same person as the Affiant.*)
- The *commanding officer (CO)* or his or her designee reviewed and approved the *Tactical Operation Plan – Warrant Addendum* by placing his or her initials on the bottom right-hand corner of Page 6.
- The supervisor ensured that all involved personnel received a proper briefing prior to the *warrant service*: Roles and Duties, Tactical De-escalation, Tactical Disengagement, Pursuits, Use of Force/Deadly Force and Categorical Use of Force incident protocols.
- The proper notifications were made and documented in the *Tactical Operation Plan* [e.g., Metropolitan Division (supervisor), watch commander (WC) of the concerned Area/division, WC for outside agency].
- A supervisor was present at each individual search location throughout the entire search.
- If the Affiant was a uniformed GED, *CLEAR* or *NED* officer, a lieutenant or above was present at each search location during the *search warrant service and throughout the entire search*.
- A supervisor ensured proper documentation of any currency or valuables discovered during the search.
- The supervisor ensured that a completed Search Warrant and Affidavit face sheet and additional pages (when further description of a person to be searched or searched for, and particularly describing the property, thing(s) and the place to be searched are too

long to fit in the face sheet) were left in a conspicuous place at the location. When the warrant is for multiple locations, information regarding locations not presently being served at the current specific location shall be redacted from documentation left at scene, so as not to reveal the full scope of an investigation to potential suspects.

- The supervisor ensured a Receipt for Property Taken into Custody, Form 10.10.00, was left at the location documenting all property seized.
- The supervisor ensured the items listed on the Receipt for Property Taken into Custody, matched the items listed on the Property Report, Form 10.01.00.
- After the warrant service, the designated supervisor completed the *Pre-Search Condition and Post-Search Condition* sections on Page 8 of the *Tactical Operation Plan – Warrant Addendum*.
- Following the service of the warrant, the on-scene supervisor at the search warrant service conducted a debriefing no later than the next working day.
- The name of the supervisor conducting the debriefing is documented on Page 9 in the box labeled “*Supervisor Performing Debriefing.*”
- The concerned debriefing supervisor completed the section on Page 9 labeled “*Debriefing Comments.*” The Debriefing Comments shall include, at a minimum:
 - Information regarding the presence/absence of digital or hard copy photos, audio, and/or video recordings;
 - Supervisory oversight before, during, and after the service;
 - The date, time and location of the debriefing;
 - Issues discussed; and,
 - Any training needs that were identified.

III. Additional:

- The completed *State of California – County of Los Angeles Return to Search Warrant* was submitted to the court within 10 calendar days after the date of issuance [California Penal Code Section 1534(a)]. The date of issuance (*the day the warrant is signed*) is day zero (California Government Code Section 6800). If the tenth day falls on a weekend or holiday, then it shall be submitted on the next scheduled court day. If not submitted within 10 calendar days (only in rare circumstances), check the box below and provide a brief explanation.

Date of actual submission: _____

- A warrant number was obtained from the clerk of the court.
- All required information is included on the Warrant Tracking Log, Form 08.17.05 (accessible through the Detective Case Tracking System), and the *Tactical Operation Plan with Warrant Addendum* including the warrant number and the date of return.

Tactical Operation Plan – Warrant Service Checklist

Page 4 of 4

- The CO or his or her designee reviewed and approved the *Tactical Operation Plan – Warrant Addendum* within 14 calendar days after the date of the service and signed Page 9.
- The CO or his or her designee completed an Employee Comment Sheet, Form 01.77.00, for each supervisor who provided supervisory oversight at each search warrant location.
- The Employee Comment Sheet(s) was completed within seven business days of the warrant service.
- The CO reviewed and signed a printout of the Warrant Tracking Log at the completion of the month. (See Department Manual Section 4/742.10 for exceptions and further instructions.)
- The original *Tactical Operation Plan with Warrant Addendum* and this Checklist are stored with the Search Warrant and Affidavit in a secure location.

SUPERVISOR COMPLETING (NAME, RANK and SERIAL NO.)

DATE