

CHIEF OF DETECTIVES

NOTICE
8.6

March 14, 2019

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: USE OF SECRET SERVICE FUNDS FOR UNDERCOVER, IN-CUSTODY OPERATIONS -REVISED

PURPOSE

This Notice supersedes Chief of Detectives Notice titled, *Secret Service Fund for Undercover In-Custody Operations*, dated December 16, 2015.

This Notice establishes guidelines and notification procedures to access the Secret Service Fund for cases that require immediate action, specific to Undercover In-Custody (Illinois v. Perkins) Operations.

BACKGROUND

The Secret Service Fund is utilized for expenses incurred during criminal investigations arising within the City of Los Angeles and for such expenses necessarily incurred in the detection of crime. All bureaus that have been designated by the Chief of Police to receive Secret Service Funds are responsible for managing the expenditures within their chain of command.

Fiscal Operations Division (FOD) has established a fund, within the Secret Service Fund, with the intent to further investigations in which an Undercover In-Custody Operation is necessary. The fund will be available 24-hours a day, 7 days a week.

Effective immediately, Detective Services Group (DSG) will be responsible for the review and approval of all Citywide, Undercover In-Custody Operations that will require Secret Service Funds.

PROCEDURES

INVESTIGATING OFFICER'S RESPONSIBILITIES:

The investigating officer (I/O) must consider all alternative investigative methods prior to seeking the use of an Undercover Officer (UC) or a Perkins Agent (PA) to execute an Undercover In-Custody Operation. The I/O SHALL CONTACT Robbery-Homicide Division (RHD), Homicide Special Section (HSS), to determine what is the most appropriate operation for the investigation.

NOTE: Perkins Agent (PA): Non-law enforcement individual working at the request of law enforcement who is placed in proximity to a target in order to obtain information. The PA engages in conduct or conversation with the target in an attempt to obtain information, as per Los Angeles County District Attorney's Special Directive 17-04.

When a PA is utilized for an Undercover In-Custody Operation, RHD, HSS, must be present to provide operational oversight. Additionally, when a UC is utilized for an Undercover In-Custody Operation, Major Crimes Division, Criminal Investigation Section must be present to provide operational oversight.

Note: Only sworn officers that have completed the Department's 40 hours Under Cover Officer Training Course (Course No. SP428) are allowed to operate as a UC in an Undercover In-Custody Operation.

Once it has been determined that the use of a PA is needed to execute the Undercover In-Custody Operation, the I/O must obtain approval from their immediate supervisor, concerned Commanding Officer and respective Bureau Commanding Officer. Once approved by the I/O's chain of command, RHD, HSS, will facilitate the request to the Commanding Officer, Detective Services Group, for approval of the operation and the service.

During regular business hours, I/O's should contact RHD, HSS, at (213) 486-6890. Outside of regular business hours, the I/O may contact RHD, HSS, via the Department Operations Center (DOC), at (213) 484-6700.

- Once approval has been granted, the RHD, HSS, representative for the I/O shall complete the Request for Immediate Disbursement of Secret Service Funds form. This form will be available at the DOC.
- The DOC will then provide the RHD, HSS, representative for the I/O, the requested funds in cash, from the Secret Service Fund account to conduct the operation.

Once the operation has been completed, the RHD, HSS, representative for the I/O shall complete LAPD Form 15.37.01, Expenditure of Secret Service Funds. It is the responsibility of RHD, HSS, to maintain the original Expenditure of Secret Service Funds form for DSG.

DEPARTMENT OPERATIONS CENTER RESPONSIBILITIES:

After approval has been granted by DSG, the DOC will review the Request for Immediate Disbursement of Secret Service Funds form for accuracy and completeness. The DOC will then provide the funds to the RHD, HSS, representative for the I/O. On the following business day, the DOC will deliver the original Request for Immediate Disbursement of Secret Service Funds form to FOD.

ROBBERY-HOMICIDE DIVISION:

Robbery-Homicide Division will be available to provide subject matter expertise for the Undercover In-Custody Operation.

All Concerned Personnel

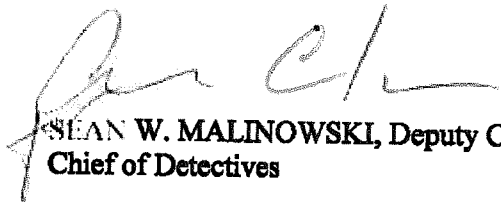
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FORM AVAILABILITY:

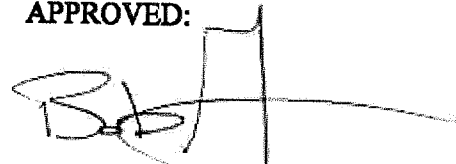
The Request for Immediate Disbursement of Secret Service Funds form, will be available at the DOC. The LAPD Form 15.37.01, Expenditure of Secret Service Funds, is available in LAPD E-Forms on the Department's Local Area Network (LAN).

Should you have any questions regarding this Notice, please contact Detective Services Group, at (213) 486-7000.



SEAN W. MALINOWSKI, Deputy Chief
Chief of Detectives

APPROVED:



BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

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