

XII. MEDIA RELATIONS

(2 Hours)

Instructional Goal

To provide the Watch Commanders, Assistant Watch Commanders and Acting Watch Commanders with immediately usable Media Relations strategies generally not available to, or beyond the scope of, a line officer or field supervisor.

Performance Objectives

Using lecture, learning activities and group discussion the student will:

- Understand the communication strategies on how the Free Press is a pillar to a strong democracy, strong police, strong pension, clean restaurants, ethical government, etc.
- Understand the laws pertinent to media relations in California 407 PC, 409 PC, 409.5 PC, 6254 (f) Government Code
- Understand the trends in the media (internet, newspaper, stringers, paparazzi, students, bloggers, etc.)
- Understand from a Watch Commander perspective the benefits to a positive relationship with the news media
- Understand the duties of the Watch Commander that afford him or her unique responsibilities with regard to effective media relations

A. Introduction

1. Name
2. Assignment
3. Experience
4. Course overview
 - a. Goals
 - b. Objectives
5. CAPRA and the new training model
6. Performance documents as leadership instruments
7. Counseling model with active listening-communication skills
8. Writing and serving meaningful and memorable performance documents

B. The Foundation - Mission Vision Values

1. Core values
 - a. Integrity in all we say and do
 - b. Service to our communities
 - c. Quality through continuous improvement
2. Mission statement
 - a. Safeguard lives and property
 - b. Reduce fear and incidence of crime
 - c. Enhance quality of life
 - d. Improve quality of life
3. Vision
 - a. A city free from crime
 - b. A city free from disorder

C. CAPRA- Understanding Our Clients

1. Department
2. Historical perspective (the good, bad and ugly)
3. Transparency
4. Settlement agreements
5. Sound bites - who can give them
6. Press conferences - who can call them
7. Policies

D. The Media

1. First amendment
2. The free press
 - a. For profit and competitive
 - b. The "new" news cycle
3. News vs. entertainment
 - a. Credentialing (who and why; recent court decisions)
 - b. Fringe media
 - c. Reinventing itself
 - d. The public
4. Memory (what will they remember)
5. Media Market (English, Spanish, Korean)
 - a. How to reach the masses

E. Acquiring and Analyzing

1. Us Vs. them
 - a. Why we have conflict
 - b. Friend or Foe
2. Command post
3. Crime scenes
4. Misquotes
 - a. Why do you remember them
 - b. What we can do
5. The law
 - a. The policy
 - b. How it works
6. No comment
7. How to say it without saying it

F. Capra- Partnerships

1. Exclusives
 - a. When to do exclusives
 - b. Why exclusives make people angry
2. Spanish speaking media
3. Using the media to solve crime
4. 1-877-LAPD-24-7
5. Texting to crimes
6. Web tips
7. Rewards

G. Capra-Response and Assessment

1. Crespo Vs. City of Los Angeles ¹
2. www.Press
3. Lapdonline.org
4. Involving media in training

¹ Al Crespo Vs. City of Los Angeles, Federal Case No. CV 00-08869

5. Things a Watch Commander can do
6. Nuts and bolts stuff
7. Letting them get their shot
 - a. Tricks to trade (the do over, the filibuster, silence)
8. Setting up presser
9. Call Media Relations Section
 - a. After hours - call DOC
 - b. Media staging areas
10. Power lines and live media trucks (with telescopic masts)
11. Get a knowledgeable Spanish speaker, not the first one
12. Body Language
 - a. Tricks and tips
 - b. Pitfalls
 - c. Can it be faked? Overdone?
13. When to look at the camera
14. When to look at the reporter

H. Learning Activities: Table Top Case Studies

Case Study #1: Public Information Officer Bomb Squad Call Out

You are the Watch Commander of Westside Division. It is during normal business hours and Media Relations Section is open. Your officers and a supervisor have responded to a campaign headquarters of a prominent national candidate. The call is for an unattended package at the campaign headquarters. The bomb squad has been requested and will be arriving "Code 3" within the next ten minutes. About ten volunteer campaign workers and the campaign manager have been evacuated. Most of the evacuees have refused to remain in the evacuation area with a few on their cell phones and some are talking directly to the media. Your evacuation perimeter is defined by Santa Monica Blvd. on the north, Missouri Ave. on the south, Selby Ave. on the west and Overland Ave. on the east.

Procedures:

Small group activity

1. Provide the students with an initial briefing to the media
 - a. Tell the students that they are assigned the role of a PIO (Police Information Officer)
 - b. Designate a media staging area
2. Advise the students to be prepared to answer questions

3. Advise the student to try not to say, "no comment"
4. The groups will discuss and develop a response
5. The groups will choose one person to be a spokesperson and present
 - a. Debrief:
 - 1) ASK: Describe the nature of your problem.
 - 2) ASK: What are your options?
 - 3) ASK: How would you handle?

Case Study #2: Protest Rally

You are the designated PIO in the field at a major preplanned protest rally outside the federal building in West Los Angeles. When the television media enters the crowd there are significant "flair-ups" between opposing groups that are trying to be heard. The incident commander tells you to get the media back to their staging area.

Procedures:

Small Group Activity

1. Provide the students with an initial briefing to the media
 - a. Tell the students that they are assigned the role of a PIO (Police Information Officer)
 - b. Designate a media staging area
2. Advise the students to be prepared to answer questions
3. Advise the student to try not to say, "no comment"
4. The groups will discuss and develop a response
5. The groups will choose one person to be a spokesperson and present
 - a. Debrief:
 - 1) ASK: Describe the nature of your problem.
 - 2) ASK: What are your options?
 - 3) ASK: How would you handle?

Case Study #3: Outside Agency Pursuit

(117f)

You have agreed to talk about pursuit policy to a local media outlet. During the interview, the reporter produces a video monitor and allows you to see the video coverage of a smaller agency pursuit. The video camera is aimed at you and running as you watch a pursuit that would not likely meet LAPD standards. The pursuit travels through a school playground with a few children present. There are several attempts to "pit" the vehicle, which are unsuccessful. The pursuit ends with a relatively low speed, head on collision between the suspect and the black and white vehicle. Airbags deploy on both vehicles and injuries are minor. The reporter wants

you to comment on how the LAPD would have handled the pursuit and what would happen to an LAPD officer engaged in the same activity.

Procedures:

Small Group Activity

1. Provide the students with an initial briefing to the media
 - a. Tell the students that they are assigned the role of a PIO (Police Information Officer)
 - b. Designate a media staging area
2. Advise the students to be prepared to answer questions
3. Advise the student to try not to say, "no comment"
4. The groups will discuss and develop a response
5. The groups will choose one person to be a spokesperson and present
 - a. Debrief:
 - 1) ASK: Describe the nature of your problem.
 - 2) ASK: What are your options?
 - 3) ASK: How would you handle?

Case Study#4: Officer Involved Shooting

An OIS has occurred after a man with a machete threatened an officer. You have been handling the media for FID. There are a couple of stringers and one mainstream cameraman in a media area when the scene is about to be broken down. SID is going to pick up and bag the machete, which is currently not visible to the Media.

Procedures:

Small Group Activity

1. Provide the students with an initial briefing to the media
 - a. Tell the students that they are assigned the role of a PIO (Police Information Officer)
 - b. Designate a media staging area
2. Advise the students to be prepared to answer questions
3. Advise the student to try not to say, "no comment"
4. The groups will discuss and develop a response
5. The groups will choose one person to be a spokesperson and present
 - a. Debrief:
 - 1) ASK: Describe the nature of your problem.

- 2) ASK: What are your options?
- 3) ASK: How would you handle?

I. Quotes About Media Relations

1. Media training 101- a guide to meeting the press
2. By Sally Stewart (Chapter 6, Lethal Mistakes - The Dirty Dozen)
 - a. Fudging, skirting, spinning
 - b. Winging it
 - c. Thinking a reporter won't find out something you don't want them to know
 - d. Giving just the facts ma'am
 - e. Being too afraid to say, "I don't know"
 - f. Failing to recognize that winning the court of law and losing in the court of public opinion is not a victory
 - g. Never using your company name (Department)
 - h. Waiting to return a reporter's phone call
 - i. Believing reporters are your friend
 - j. Forgetting that everything leaks
 - k. Losing control
 - l. Saying, "no comment"
3. Media relations for public safety professionals
4. Your job is your primary responsibility
5. Making news - a straight shooting guide to media relations
 - a. Be accessible
 - b. Tell the truth
 - c. For TV and radio interviews modulate your voice...avoid a monotone voice that sounds robotic
 - d. Be prepared...if you don't know the issue inside and out, find someone who does and have him/her do the interview
 - e. When asked a question, get to the point quickly
 - f. Never use 27 words when four will do
 - g. If you are doing a telephone interview with other people, act as if the camera is always focused on you regardless if you are speaking or being spoken to.
 - h. Look at the person who is speaking, not the camera
 - i. If you are on a panel listen to what the other side is saying and look interested
 - j. Pretend the other person listening is your grandmother
 - k. Wear clothes that will not distract
 - l. Stand up straight
 - m. If seated, sit up straight
 - n. Learn about TV makeup
 - o. Avoid waving your hand and if you point with your hand do so with one hand. Be conservative and slow.

- p. Look natural and friendly, but don't smile while you are talking about something serious.

6. Key learning points

- a. Ensure the use of active listening and communication skills
- b. Utilize CAPRA
- c. Work with the media, not against them
- d. Be prepared for initial statements and media interviews

OFFICE OF THE CHIEF OF POLICE
PROJECT SHEET

DATE: March 21, 2019

OCOP # 2019-03-04

DUE DATE: June 3, 2019

- ☒ CHIEF OF STAFF
- ☒ PUBLIC COMMUNICATIONS GROUP
- ☒ EMPLOYEE RELATIONS GROUP
- ☐ OFFICE OF SUPPORT SERVICES
- ☐ OFFICE OF OPERATIONS
- ☐ OFFICE OF SPECIAL OPERATIONS
- ☐ OCPP
- ☐ DETECTIVE BUREAU
- ☐ PROFESSIONAL STANDARDS BUREAU

SUBJECT: COMPLIANCE WITH SB 978

SPECIAL INSTRUCTIONS AND/OR COMMENTS:

Please refer to the attached 15.2 from the Office of Constitutional Policing and Policy regarding compliance with SB 978. As requested, please provide the following information:

1. Any and all current standards, policies, practices, operating procedures, and education and training materials (not mentioned above) that fall under your purview.
2. A second copy of any document that you believe should be redacted because its release would jeopardize officer or public safety. Please clearly mark this document as, "Proposed Redactions," and *highlight* the portions of the document you believe should be marked.

Please submit all documents to the Office of the Chief of Staff, via the OCOP Scheduling & Admin. Section by June 3, 2019 to ensure sufficient time to meet the deadline.

Please direct all questions regarding this project to Lt. Julie Rodriguez, Office of the Chief of Staff at (213) 486-8740.

Thank you.

Eva Macera

Sr. Management Analyst
Office of the Chief of Police
Scheduling & Administrative Section

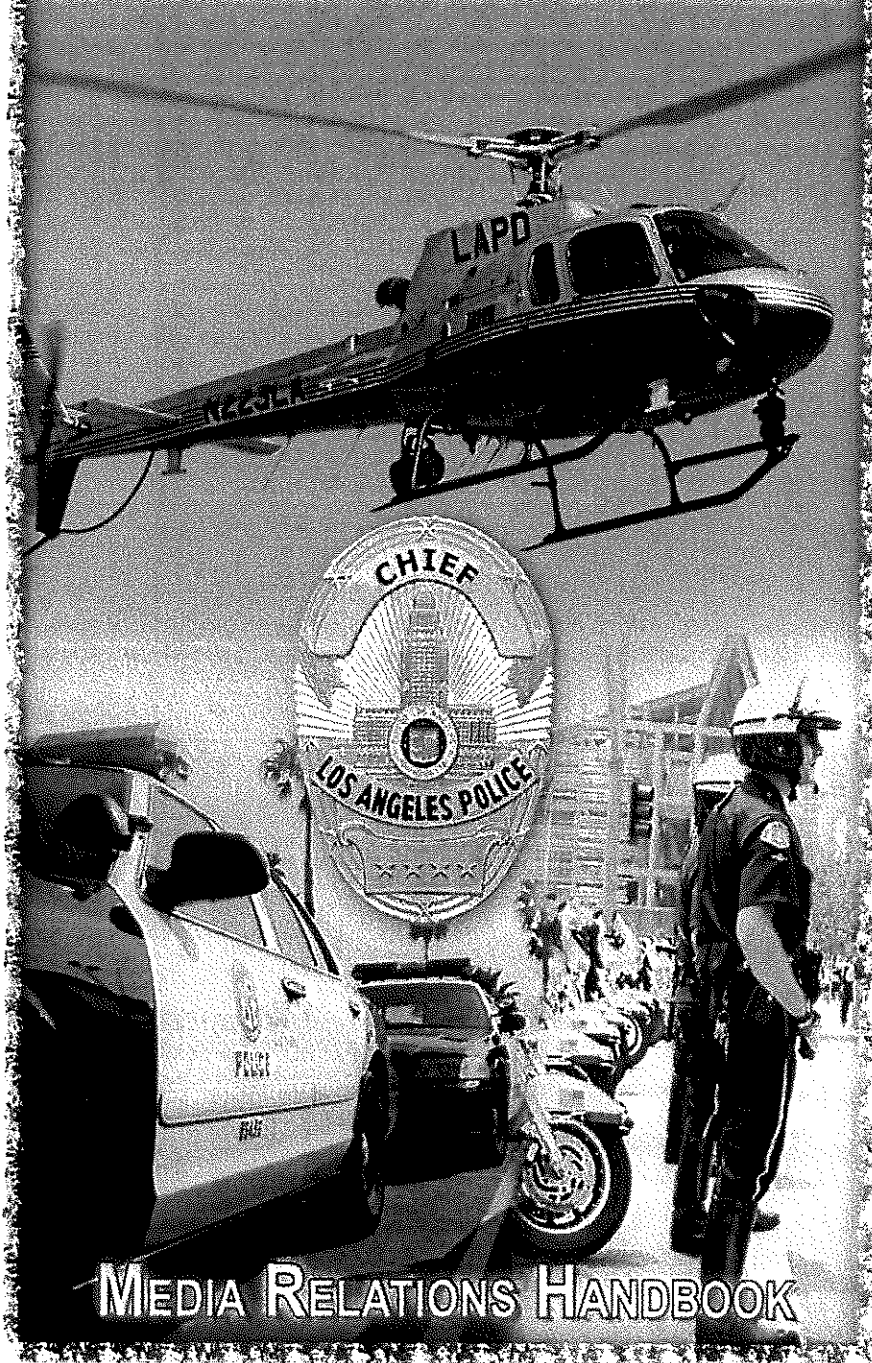
Attachments

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MAR 21 2019

PUBLIC COMMUNICATIONS

LOS ANGELES POLICE DEPARTMENT



MEDIA RELATIONS HANDBOOK

Mission Statement

Preamble: The Los Angeles Police Department is committed to serving the community while protecting the rights of all persons. Consistent with this commitment, the Department's Vision, Mission and Core Values, in concert with the Law Enforcement Code of Ethics and the Department's Management Principles, reflect the guiding philosophy of the Los Angeles Police Department.

Vision: It is the vision of the Los Angeles Police Department to, as closely as possible, achieve a City free from crime and public disorder.

Mission: It is the mission of the Los Angeles Police Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

Core Values

SERVICE TO OUR COMMUNITIES. We are dedicated to enhancing public safety and reducing the fear and the incidence of crime. People in our communities are our most important customers. Our motto "To Protect and to Serve" is not just a slogan - it is our way of life. We will work in partnership with the people in our communities and do our best, within the law, to solve community problems that affect public safety. We value the great diversity of people in both our residential and business communities and serve all with equal dedication.

REVERENCE FOR THE LAW. We have been given the honor and privilege of enforcing the law. We must always exercise integrity in the use of the power and authority that have been given to us by the people. Our personal and professional behavior should be a model for all to follow. We will obey and support the letter and the spirit of the Law.

COMMITMENT TO LEADERSHIP. We believe the Los Angeles Police Department should be a leader in Law Enforcement. We also believe that each individual needs to be a leader in his or her area of responsibility. Making sure that our values become part of our day-to-day work life is our mandate. We must each work to ensure that our co-workers, our professional colleagues and our communities have the highest respect for the Los Angeles Police Department.

INTEGRITY IN ALL WE SAY AND DO. Integrity is our standard. We are proud of our profession and will conduct ourselves in a manner that merits the respect of all people. We will demonstrate honest, ethical behavior in all our interactions. Our actions will match our words. We must have the courage to stand up for our beliefs and do what is right. Throughout the ranks, the Los Angeles Police Department has a long history of integrity and freedom from corruption. Upholding this proud tradition is a challenge we must all continue to meet.

RESPECT FOR PEOPLE. Working with the Los Angeles Police Department should be challenging and rewarding. Our people are our most important resource. We can best serve the many and varied needs of our communities by empowering our employees to fulfill their responsibilities with knowledge, authority and appropriate discretion. We encourage our people to submit ideas, we listen to their suggestions, and we help them develop to their maximum potential. We believe in treating all people with respect and dignity. We show concern and empathy for the victims of crime and treat violators of the law with fairness and dignity. By demonstrating respect for others, we will earn respect for the Los Angeles Police Department.

QUALITY THROUGH CONTINUOUS IMPROVEMENT. We will strive to achieve the highest level of quality in all aspects of our work. We can never be satisfied with the "status quo". We must aim for continuous improvement in serving the people in our communities. We value innovation and support creativity. We realize that constant change is a way of life in a dynamic city like Los Angeles, and we dedicate ourselves to proactively seeking new and better ways to serve.

Media Information

Los Angeles Police Department

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M E D I A I N F O R M A T I O N

This handbook is intended to assist the media in getting timely news information from the Los Angeles Police Department while providing both the media and our officers with a basic outline of releasable information.

This is only a reference tool and it is not intended to cover every possible situation pertaining to the LAPD's policy on the release of information.

Each Area Watch Commander within the LAPD's 21 community police stations can provide information to the media for incidents, which have occurred within his/her Area. The directory and map on the last page of this handbook will assist you in locating the watch commander for the area from which you are seeking information.

For general information about LAPD news releases, its policies, procedures, history, statistical data, area of jurisdiction, news conference information, media credentials, entertainment and trade mark coordination, etc., contact Media Relations Section at (213) 485-3586, or, please log on to the LAPD Web site at *www.lapdonline.org*.

M E D I A I N F O R M A T I O N

When it comes to issues of public safety and concern, police officers are often the first to provide information to the media. The Los Angeles Police Department is committed to transparency with the media and the public. The Department views the media as an avenue by which to communicate with and educate the public on matters of importance. To accomplish this and assist them in their journalistic duties, the media must be given as much access as legitimately possible.

Concurrently, when the media asks for information on police matters, officers must decide if they possess sufficient facts and are qualified to respond, and whether the person asking is appropriately credentialed to receive the information. Officers must avoid representing their own opinions as facts.

In the event of an investigation that is particularly spectacular or unusual in nature so as to stimulate general community interest, LAPD may notify the news media. An Area commanding officer may make such notifications; however, Media Relations Section personnel may assume responsibility for releasing information regarding events of major proportions. The Media Relations Section facilitates communication with the media in order to allow the Commanding Officer and Investigating Commander to focus on the incident.

Public Disclosure of Crime and Arrest Reports

Releasable Information: Arrest Reports

The following information will be provided upon request according to Government Code Section 6254 (f), **unless the information would endanger the successful completion of an investigation, or a related investigation, or would endanger the safety of a person involved in the incident:**

M E D I A I N F O R M A T I O N

- Arrestee's full name (except juveniles)
- Area of residence and occupation
- Physical description, age, sex, and descent
- Time, date, location of arrest
- Factual circumstances
 - Time and location
 - Resistance by the suspect
 - Pursuit necessary to arrest
 - Use of weapons by suspect
 - Use of force by officers
 - Identity of arresting/investigating officer
 - Limited description of evidence
 - The nature, substance, and text of charge
 - Any request for assistance from the public
- Amount of bail and location held
- All charges including warrants
- Parole or probation holds

The name of a victim of any crime defined by Sections 220, 261, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75, or 646.9 of the Penal Code may be withheld at the victim's request or at the request of the victim's parent or guardian if the victim is a minor.

M E D I A I N F O R M A T I O N

Non-Releasable Information

- Identity of suspect prior to arrest
- Results of investigation prior to arrest, unless release of the information will:
 1. Aid in investigation
 2. Assist in the apprehension of the suspect(s)
 3. Warn the public of danger
- Employee/personnel matters prohibited under Penal Code Section 832.5
 1. Confidential personnel matters.
 2. Records or pertaining to pending litigation.
 3. Any medical, disciplinary ore similar files that would constitute an unwanted invasion of privacy.
- Prior criminal record, reputation or character of suspect
- Confession or existence of a confession
- Any photograph or mug shots unless:
 1. The release will aid in arrest
 2. The release will aid in investigation
 3. The release will warn public of danger
- Identity or any personal information regarding a juvenile arrestee or suspect without permission from a Juvenile Court
- The identity, credibility, or testimony of prospective witnesses:
 1. Any personal opinion as to the suspect's guilt, innocence, or merits of the case
 2. Any information known to be inadmissible in court
 3. Results of investigative procedures (e.g., fingerprints, polygraph tests, or ballistic tests)

Note: Pursuant to 5328 WIC, information regarding any 5150 WIC action when a person is taken into custody for on a 72-hour hold, shall not be disclosed to the general public and/or the news media.

M E D I A I N F O R M A T I O N

Crime Scene Guidelines

Note: These guidelines serve as a resource for both officers and reporters

1. Do not establish artificial barriers. For example, do not hold the press at bay a block from the crime scene, while simultaneously allowing the general public to wander freely just beyond the crime scene tape.
2. Do not prevent the taking of pictures or interviews of person(s) in public places. News reporters may photograph or report anything or interview anyone they observe when legally present at an emergency scene. This includes officers, victims and witnesses.
3. Do not isolate the media outside the crime/incident scene unless the area has been secured to preserve evidence or their presence jeopardizes police operations.
4. Do not limit access based on safety concerns. The decision to assume the risk of danger remains with the individual news reporter. A safety hazard to the press does not justify restriction; however it is the LAPD's policy to warn the media of potential dangers before allowing access.

Access at Disaster Scenes

LAPD may close disaster scenes to the public, but journalists and news reporters will not be prevented from entering the area at their own risk. As stated in the manual: The Los Angeles Police Department may close an area under authority of 409.5(a) P.C. when "... a menace to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion, accident, or other disaster . . ." However, as stated in 409.5(d) P.C. "...Nothing in this section shall prevent a duly authorized representative of any news service from entering the area closed . . ."

Disaster Scene Command Post areas may be closed to the media.

Note: LAPD officers shall honor current media credentials from other local law enforcement agencies. Media vehicle restrictions may not necessarily apply to [media] foot pedestrian access.

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Access at Incident/Crime Scenes

*Incident/Crime Scenes and Command Posts
may be closed to the media.*

Under most circumstances, the incident/crime scene and accompanying command post will be closed to the media. The purpose of such constraints is to protect the integrity of the investigation and to ensure a safe, coordinated and unrestricted response by law enforcement and other emergency personnel.

Limitations to media access to incident/crime scenes are subject to review by the responsible Incident Commander (IC) and/or appropriate Department command staff personnel. Limitations should be lifted as soon as the situation warrants and the decision to do so rests with the IC or appropriate Department command staff personnel.

Whenever the media is denied access to an incident/crime scene, Los Angeles Police Department personnel shall:

- Establish a "Media Area", with maximum access under the circumstances
- Assign a Public Information Officer (PIO) or police supervisor at scene, to provide timely and updated information to the media
- Consider "Pool" access, (one TV camera, one TV reporter, one print reporter, one still photographer, and one radio reporter) at the incident. Pool reporters and photographers will share information with other media personnel at the scene.

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Access at Events Involving Public Assemblies

Under the rights guaranteed by the First Amendment to the United States Constitution, it is not uncommon for large numbers of people to assemble for the purpose of demonstrating their opinions. At such demonstrations, it is the police Department's obligation to protect individual's First Amendment rights, maintain order, and protect lives and property. Occasionally, demonstrations become unlawful. In such circumstances, pursuant to California Penal Code Sections 407 and 409, an assembly may be declared unlawful, and all persons present, **including members of the news media**, may be lawfully ordered to disperse.

The law provides that police officers may use reasonable force to disperse an unlawful assembly and to affect the arrest of violators. The Department's Use of Force Policy applies to such actions. The Department's policies concerning interaction with the news media are described in the relevant provisions in Volume 1 of the Department Manual, the Department's Emergency Operations Guide, and the Department's Media Relations Handbook.

- The Los Angeles Police Department recognizes that the news media has the right, without interfering with police operations, to cover events that may result in the declaration of an unlawful assembly and order to disperse. To the extent reasonably possible under the circumstances, the LAPD will make efforts to accommodate this reporting obligation. However, such efforts will be made consistent with the LAPD's primary obligation to maintain public safety and order.
- With the exception of spontaneously occurring events, whenever the LAPD develops an operations plan for an event that the

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- Department understands will involve a public assembly, the Department will, where practicable, designate an area outside of the anticipated, impacted area, but within reasonable viewing distance and audible range of the event, in which members of the news media may assemble. To the extent reasonably possible under the circumstances, the Department will try to prevent the news media viewing area from becoming part of any area impacted by an unlawful assembly declaration and order to disperse. However, the decision to assume the risk of danger involved in covering a public event remains with the individual news reporter provided that any such decision does not constitute a waiver by a reporter of any constitutional or other legal rights.
- The selection of the news media viewing area will take into consideration public and officer safety, police tactics, input provided by the news media, if any, and the ability of the LAPD to prevent the location from becoming part of the impacted area. The Incident Commander (IC) in charge of the event will make the final selection of the viewing area location.
- To the extent reasonably possible without compromising public or officer safety or police tactics, the IC will relocate the news media viewing area if, due to changing conditions, the initial area no longer affords the news media reasonable view of the event or becomes a tactical concern for the IC.

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Ride-Along Guidelines

In order to prevent liability against the Los Angeles Police Department and its personnel, officers are responsible for ensuring that media and/or camera crews participating in ride-alongs abide by the following list of guidelines:

1. Media and/or camera crews who are accompanying Los Angeles Police Department personnel are prohibited from accompanying officers into areas that are not accessible to the public; specifically, areas wherein officers gain access due to their authority as peace officers, including, but not limited to, homes, backyards, ambulances, or any area where a reasonable expectation of privacy exists.
2. Any authorization from a person being taped, or to enter a non-public area, is solely an agreement between said person and the media and/or a camera crew. Los Angeles Police Department personnel shall not be involved in obtaining any such form of consent.
3. Authorized Department personnel shall conduct only tasks directly related to their normal law enforcement duties, and shall not grant media and/or camera crews any special treatment or access that exceeds what any other person is entitled to, during the course of a ride-along.
4. Authorized Department personnel shall not allow media and/or camera crews to disrupt the normal course of their law enforcement duties and shall terminate the ride-along immediately upon any such disruption.
5. All media and/or camera crews attending a ride-along shall have prior consent from Media Relations Section. Each member of the news media requesting to ride in a police vehicle shall sign a waiver

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releasing the City of Los Angeles and the Los Angeles Police

Department from any liability during the course of that ride-along.

6. All persons approved for ride-alongs shall ride in a police vehicle with a supervisor. Under no circumstances shall persons engaged in ride-along activities be permitted to follow in "police convoy" style in a private vehicle.
7. Under no circumstances shall a member of the media accompany a member of the Department during the search of private property, **with or without a warrant.**
8. Under no circumstances shall any member of the LAPD invite any member of the news media onto the private property of another person for the purpose of filming activity taking place thereon.

NOTE: Media personnel may follow officers onto private property when the officers have a legal right to be there, as long as the media personnel have consent from the person(s) in lawful control of the private property, and their presence does not inhibit the officers' ability to effect their duties. Additionally, the media may observe officers' activities from an area where they have a legal right to be.

9. Under no circumstances shall any member of the LAPD assist any member of the media in obtaining waivers from persons being filmed; nor shall officers mediate or otherwise act as an intermediary in obtaining such a waiver.
10. To ensure that the provisions of the Lanterman-Petris Short Act and Section 5328 of the Welfare and Institution Code (WIC) are fully complied with, Department personnel shall take all reasonable steps to protect the privacy of any person who they encounter that appears to have a mental disorder. This includes the evaluation, transportation, or detention of any person pursuant to the provisions of

MEDIA INFORMATION

Section 5150 of the WIC.

The Los Angeles Police Department does not allow media and/or camera crews in any areas, not accessible to the public, without prior consent from the person whose reasonable expectation of privacy exists. There is no exception to this rule.

New Media Information

LAPD Online

As part of the Department's commitment to public access of information, a section of the Media Relations Section is dedicated to the maintenance of the LAPD Online website. The website serves as a tool for the public to acquire information related to the Department's history, codes, policies, and sections, crime mapping and resources for crime prevention, job opportunities, as well as news media information.

The website, which receives an average of 15,000 hits per day, also contains two avenues for communication between the Department and the public; the LAPD Blog and E-Policing. LAPD Blog allows members of the public and the Department to engage in dialogue around important issues through the comments section. E-Policing on the other hand, is a tool which facilitates direct communication between Senior Lead Officers (SLO) of various divisions and their constituents. Community members who sign up for E-Policing receive crime information and safety tip e-mail updates from their Area Division SLO.

Social Media

In addition to LAPD Online, the Department provides the public with real time information through a large number of social media pages. Each of the 21 Community Divisions, 4 Traffic Divisions, LAPD Headquarters, the Chief of Police, and other special divisions operate their own Facebook and Twitter account. The purpose of these pages is to provide the public with real time information on matters of public safety and community interest. Each division posts their own content related to news releases, community and

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traffic alerts, officer-involved shootings, and other information that is relevant to the public.

The media may find these pages as a useful supplementary resource for receiving up-to-date news on incidents and alerts. You can access the various social media links on the LAPD website at lapdonline.org/social_media.

Trademark and Licensing Unit

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Glossary of Tactical Terms



A I R S U P P O R T D I V I S I O N

HOOPER - Hooper Memorial Heliport. Home of Air Support Division

ASTRO - Air Support to Regular Operations (Air Support Division's "patrol" flights)

FLIR - Forward Looking Infra-Red, one part of a dual-sensor camera system. The FLIR is a heat-sensitive imaging system, which makes it easier for the aircrew to detect the presence of individuals (i.e. suspects in hiding) on the ground due to the heat signature of their bodies. When the FLIR camera is activated, the terrain below the helicopter is displayed on a monitor inside the cockpit. The image appears much like that of a negative from a black and white photograph. Warm and hot objects are white, cool and cold objects are depicted in various shades from gray to black.

Nightsun - 50 million candle power searchlight assembly that can be "slaved" to the FLIR or Video Camera System.

Video Downlink - one part of the dual-sensor camera system. An on-board camera allows the aircrew to videotape activity unfolding on the terrain beneath the aircraft. Images recorded can be "down-linked" in real time to the ground-based Incident Commanders to assist in managing critical police incidents.

Special Flights Section - A section within Air Support Division which provides support to the investigative units within the Department with surveillance flights, transportation, etc.

Eurocopter - "A-Star" helicopter manufactured by American Eurocopter and utilized by Air Support Division during patrol missions. ASD currently operates a fleet of twelve A-Stars.

206 - A Bell 206 B-3 "Jet Ranger" helicopter used by Air Support Division for patrol and flight training. The Department currently has four 206 helicopters.

A I R S U P P O R T D I V I S I O N

KING AIR BE200 - A twin turbo prop fixed wing aircraft. The King Air is utilized for transporting Department personnel (i.e. Detectives) for investigative trips, prisoner transport and transportation of Department executives as directed by the Chief of Police.

TFO - Tactical Flight Officer. One of two aircrew members on board the helicopter, the TFO is the "observer" or "spotter" who supports the ground-based officers during the resolution of police incidents by providing tactical advice, facilitating radio communication, organizing and managing perimeters, coordinating suspect apprehension, etc.

Moving Map - A global positioning system (GPS) map on board the aircraft which assists the aircrew in navigating to various locations and through the congested airspace in the greater Los Angeles Area. The moving map image is very similar to that of the Thomas Brothers Map Guide and is displayed on a monitor inside the aircraft.

LOJACK - A stolen vehicle recovery system on board most ASD patrol aircraft which is similar to the equipment in many of the Departments marked police vehicles. The system actively searches for signals produced by stolen vehicles equipped with LOJACK transmitters, and a signal strength indicator directs the aircrew toward the location of the stolen vehicle. Aircrews work in conjunction with ground-based officers to pinpoint the location of the vehicle.

EMERGENCY



OPERATIONS

E M E R G E N C Y O P E R A T I O N S

Access: There are two types of access.

- **Limited Access.** Allows access to a closed area according to the criteria established by an Incident Commander.
- **No-Access.** Prohibits access to a closed area.

Acid: pH less than 2, burns skin.

Acute Toxicity: Short term poisonous effects.

After-Action Report: See Unusual Occurrence After-Action Report.

Agency Representative: An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agitator: A person who incites others to commit illegal acts.

Alternate Routes: Public traffic thoroughfares that are adjacent to an involved area and do not interfere with emergency control operations.

Aqueous Film Forming Foam (AFFF or "A-triple F"): Basic firefighting foam.

Area: A geographic subdivision of an operations bureau. An Area includes an Operations Support Division, an Administrative Section, and patrol functions.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Also refers to command of a geographic Area.

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Area Command Vehicle (ACV): Command Post vehicle assigned to geographic Areas for initial response to police incidents requiring coordination above routine patrol resources.

Assembly Area: An area ordinarily located within the Staging Area for congregating and deploying personnel to be used in an incident or held as available. The Assembly Area may also be used as a temporary booking and detention facility.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Atropine: Drug to combat effects of nerve agents.

Available Reserve: Those officers who can be released from their regular duties and reassigned to an incident as needed. The Available Reserve includes all field-certified officers of an Area/division who have not been assigned to the Minimum Operating Force (MOF) or a pre-assembled Mobile Field Force (MFF). Officers constituting the Available Reserve remain within their assigned Areas, limiting their activities to police work of major importance until directed to respond to the emergency.

Base: The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Base.

Beat: A Beat is the smallest area of responsibility in an involved area that has been sectorized for control purposes.

BioHazard: Material that harbors or transmits microorganisms.

Bureau Command Vehicle (BCV): A command post vehicle assigned to an operations bureau which is deployed to incidents which require command coordination beyond the ability or resources of the effected Area.

E M E R G E N C Y O P E R A T I O N S

Business Hours: "Business Hours" shall mean 0830 hours to 1700 hours, Monday through Friday, excluding legal holidays.

California Air Resources Board (CARB): Responsible for regulations and enforcement of air emissions.

California Specialized Training Institute (CSTI): CSTI, located in San Luis Obispo, is the training arm of the Governor's Office of Emergency Services and provides a wide range of training on emergency management, hazardous materials, and field officer tactics.

Camp: A geographical site within the general incident area separate from the Incident Base, equipped and staffed to provide sleeping facilities, food, water, and sanitary services to incident personnel.

Cargo Tank: Bulk tank vehicle (over 119 gallons).

Check-In: The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Closed Area: That portion of the City directly affected by an emergency (determined to be within the provisions of 409.5 Penal Code), when conditions present a menace to public health or safety to such a degree that public access is limited or prohibited.

Code of Federal Regulations (CFR): Federal regulations.

Cold Zone: Identified as a support zone at a HAZMAT incident (aka: green zone).

Command Staff (ICS): The Command Staff consists of the Information Officer, Safety Officer, Liaison Officer, and Executive Officer. They report directly to the Incident Commander.

Contamination Reduction Zone (CRZ): Decontamination area, also called the yellow or warm zone.

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Control Point: A designated geographic location maintained by officers as a means of controlling vehicular and pedestrian traffic. A Control Point is an essential element in perimeter control of a closed or involved area.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, the Telephone Company, etc.).

Cradle-to-Grave: Accountability of hazardous waste from generation to final disposition.

Critique: A critical analysis of Department operations and procedures, and suggestions for improvement, submitted in writing subsequent to an Unusual Occurrence or training exercise, by persons in specified leadership positions.

Crowd: A group of individuals who have temporarily identified themselves with common values and who are experiencing similar emotions. It is characterized as law abiding, unorganized, without leadership, hesitant, ruled by reason, and lacking the intent to violate the law.

Cryogenic: Liquefied gases stored or transported at more than 100 degrees below zero.

Decon: Decontamination

Department Command Post: A location staffed with personnel who develop and implement Department emergency control strategies during a disaster or other emergency. The Department Operations Center (DOC), if activated, is the Department Command Post during a Serious or Major Unusual Occurrence.

Department Operations Center (DOC): The Department Command Post during Serious or Major Unusual Occurrences. It is staffed to coordinate and provide police services, personnel, equipment, and supplies to incidents. It is located in City Hall East, four Sub-Level and is capable of communicating with all City departments and selected outside agencies.

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DOC Cadre: The DOC Cadre consists of personnel drawn from administrative assignments to staff the Department Operations Center.

Director of Emergency Operations: The Chief of Police, or his designee, is the Director of Emergency Operations. The Director of Emergency Operations (DEO) is responsible for directing all Department activities during Unusual Occurrences.

Disaster: An emergency that threatens or has caused extraordinary loss of life and/or property.

Division (ICS): Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Dosimeter: Instrument to gauge radiation.

Emergency: An incident involving potential or actual death, injury, and/or property loss.

Emergency Operations Board (EOB): The EOB supervises the EOO during all periods of emergency preparation, response, and recovery. The EOB consists of selected general managers from key city departments. The Chief of Police is the permanent Chair of the EOB.

Emergency Operations Center (EOC): The facility established by the City to coordinate the City's overall response and support to an emergency. Representatives from various City departments and agencies, including the Police Department, staff the EOC.

Emergency Operations Guide (EOG): Contains Department responsibilities, organizations and functions, operating procedures, command strategy and control tactics, and laws for Unusual Occurrence Control.

Emergency Operations Organization (EOO): The EOO is a unique City department consisting of representatives from all City departments and agencies. The EOO centralizes the direction and control of planning,

E M E R G E N C Y O P E R A T I O N S

coordination, and management of disaster preparedness, mitigation, response, and recovery.

Emergency Operations Section (EOS): Under the Commanding Officer, Special Operations Support Division (SOSD), consisting of the Emergency Preparedness Unit, Environmental Crimes Unit, and Special Events Planning Unit.

Emergency Planning Coordinator (EPC): Bureau/Area supervisor responsible for the operational planning of incidents, such as special events.

Emergency Planning Unit (EPU): A unit within Emergency Operations Section responsible for the preparation and maintenance of operation plans.

Emergency Preparedness Department (EPD): The City's Emergency Preparedness Department is responsible for day-to-day staff work supporting the EOO and City disaster preparedness.

Evacuation: An organized removal of persons and/or property from an involved or closed area during a threatened or actual disaster or other emergency.

Evaluation: The process of determining the quality of performance of individuals, sections staff and equipment, and the adequacy of concepts, procedures and tactics applied during emergencies or training exercises.

Exclusion zone: Hot Zone, immediately dangerous area.

Federal Emergency Management Agency (FEMA): FEMA's mission is to reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery. FEMA also provides disaster assistance grants, through the State Office of Emergency Services, to reimburse local government disaster response personnel costs.

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Field Jail Unit (FJU): A field facility or temporary location for the preliminary reception, field identification, initial processing and detention of arrestees pending transportation to a designated detention facility for formal processing.

Field Operations Guide: A guide providing First Responders (Officers) with information about incident management.

Flash Point: Temperature at which liquids emit vapors capable of ignition.

Fume: Smoke, vapor, or gas.

General Staff (ICS): The group of incident management personnel reporting to the Incident Commander. They may each have a deputy, as needed. The General Staff consists of the Operations Section Officer-In-Charge; Planning and Intelligence Section Officer-In-Charge; Logistics Section Officer-In-Charge; Finance/Administration Section Officer-In-Charge.

Group (ICS): Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.)

Hazardous Material (HAZMAT): A substance, material, or chemical that is capable of posing an unreasonable risk to health, safety, the environment, or property.

Hazardous Material Response Team (HMRT): Federal and local hazardous material response team task force.

Hazardous Waste: Hazardous material no longer of use and destined for disposal.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

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Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Hostage: A person held against his will by a suspect as a pawn or pledge that agreements will be fulfilled, or promises kept, or terms met by another.

Hot Zone: Exclusion zone, high danger (contamination).

Incident Commander: The individual responsible for the management of all incident operations at the incident site. The Incident Commander is usually the highest-ranking person on scene from the agency with primary responsibility for the incident (e.g., a Battalion Chief for a fire, a police Captain for civil disturbance).

Incident Command Post (ICP): A temporary location, comprised of personnel and equipment established by an Incident Commander to direct incident operations toward control of an emergency, assemble and assign Department resources, collect intelligence, communicate with control forces, and maintain necessary records. An ICP may be mobile or fixed, according to the location, nature, and extent of the emergency.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Intelligence Control Center (ICC): A subordinate element of the Department Operations Center that provides a centralized location for the recordation, evaluation, and dissemination of information gathered during an Unusual Occurrence or other emergency as necessary.

Involved Area: That portion of the City directly affected by an emergency where there has been, or there exists, a threat to life and/or property and the boundaries have been, or are to be, prescribed.

Law Enforcement Mutual Aid: The support and assistance rendered by regular and reserve peace officers of one jurisdiction to another in

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declared emergencies, which do not involve labor controversies, and in emergencies during war. Law Enforcement Mutual Aid is provided in accordance with the provisions of the California Law Enforcement Mutual Aid Plan, pertinent portions of other state codes, and agreements among local law enforcement agencies.

Local Emergencies: The Mayor may declare a local emergency when conditions are, or are likely to become beyond the control of the normal services of City government, or at any time a disaster or State of Emergency is declared by the President of the United States or by the Governor of California.

Logistics: The procurement, maintenance, and transportation of material, facilities, and personnel.

Logistics Section: The Section responsible for providing the procurement, maintenance, and transportation of material, facilities, and personnel for the incident.

Management by Objectives: In ICS, this is a top-down management activity that involves a three-step process to achieve the incident goal. The steps are: (1) establishing the incident objectives, (2) selection of appropriate strategy(s) to achieve the objectives, and (3) the tactical direction associated with the selected strategy. Tactical direction includes selection of tactics, selection of resources, resource assignments, and performance monitoring.

Maneuver: The movement of personnel under tactical conditions utilizing positions of advantage to minimize risks and enhance mission accomplishment.

Martial Law: The law administered by military forces that is invoked by a government in an emergency when the civilian law enforcement agencies are unable to maintain public order and safety.

Memorandum of Agreement (MOA): An agreement between the Department and other law enforcement agencies.

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Metropolitan Transit Authority (MTA): Primary public transportation entity of Los Angeles and surrounding communities.

Military Assistance: The support and assistance rendered by state or federal military forces during a riot, rebellion, insurrection, or other emergency in accordance with the California Emergency Services Act, California Master Mutual Aid Agreement, California Law Enforcement Mutual Aid Plan, and various state and federal codes.

Minimum Operating Force: The minimum number of personnel needed by an Area or division to perform essential police activities, e.g., police work of major importance during an Unusual Occurrence.

Mob: A group whose members, under the stimulus of intense excitement or agitation, lose their individual sense of reason and respect for law and follow leaders in lawless acts. Mobs are usually organized, have leadership, and a common motive for action, but are ruled by emotion.

Mobile Field Force (MFF): A platoon-size rapid response detail, highly mobile and capable of a variety of missions including crowd dispersal and mass arrests/bookings.

Mobilization: The principal Department plan to marshal personnel resources for control of a Major Unusual Occurrence. The preliminary stage of a Mobilization is a Tactical Alert. A Mobilization includes the immediate implementation of 12-hour A and B watches, the deferment of days off, and the recalling of off-duty officers.

Mutual Aid: See Law Enforcement Mutual Aid.

Chemical, Biological, Radioactive and Chemical (CBRN): Categories of Weapons of Mass Destruction Materials (Biological, Nuclear, Incendiary, Chemical, and Explosive).

Office of Emergency Services (OES): The State of California Governor's Office of Emergency Services coordinates overall state agency response to major disasters in support of local government. The office is responsible for assuring the state's readiness to respond to and

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recover from natural, man-made, and war-caused emergencies, and for assisting local governments in their emergency preparedness, response, and recovery efforts.

Officer-In-Charge (OIC): The term used in Law Enforcement Incident Command System (LEICS) to describe a person in charge of a section, branch, group, field force, squad, unit, or team. This position may also be referred to as a *Section Chief, Branch Director, Group/Division Supervisor, Unit Leader, or Team Leader* in disciplines other than law enforcement.

Operational Area: An Operational Area is one of the five levels of the State of California Standardized Emergency Management System (SEMS). An Operational Area consists of all the county government and all the political subdivisions located within a county including special districts. An Operational Area manages and coordinates information, resources, and priorities among local governments with the Operational Area and serves as a link between the local government level and the regional level.

Operational Period: The period of time scheduled for execution of a given set of operational actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operational Plan: A single purpose plan.

Operations Post: An additional base of operations established at another location and subordinate to the Operations Section of the Incident Command Post.

Operations Section: The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Mobile Field Forces, Platoons, Squads and Single Resources.

Parade: A march or procession consisting of persons, animals, or vehicles, or combination thereof, upon any public street, sidewalk, alley or

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other public place, which does not conform to usual traffic regulation and control.

Perimeter: An imaginary line or boundary of a closed or involved area that has been prescribed by an Incident Commander. A perimeter can designate the involved and/or closed area(s). There may be several types or a combination of perimeters employed during emergency control efforts.

Personal Protective Equipment (PPE): Garments to protect against chemical hazards and respiratory protection (i.e. Gas Masks).

Planning and Intelligence Section: The Section responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

Police Work of Major Importance: Police activities, not in conjunction with an Unusual Occurrence, involving arrests, processing and detention of felony suspects, intoxicated drivers, and the arrest of other law violators in the interest of public safety. To be consistent with this definition, investigations should be limited to those involving felonies, deaths, serious injuries, and traffic accidents with City property involved, and other investigations immediately necessary in the interest of public safety.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities at an incident.

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Sector: A subdivision of an ICS Division established for more effective control of deployed personnel and to ensure accountability for a particular geographic portion of an emergency. A Sector may be divided into Zones.

Security: Measures taken to prevent surprise, preserve freedom of action and deny suspects information concerning police operations.

Self-Contained Breathing Apparatus (SCBA): Compressed breathing air equipment.

Span of Control: The ratio of resources (individuals or units) assigned to a supervisor. Acceptable ratios range from three-to-seven per supervisor, with one-to-five established as optimum.

Special Events Planning Unit (SEPU): A unit within Emergency Operations Section, which coordinates citywide special events.

Special Photography Incident Response Investigative Team (SPIRIT): A tactical support element available to an Incident Commander for missions documenting events during civil disturbances, disasters, and other emergencies.

Special Weapons and Tactics (SWAT) Platoon: Specialized tactical resources available to an Incident Commander confronted with a barricaded suspect or other situations that may require the use of advanced tactics and superior weaponry. SWAT platoons may also provide protection for visiting dignitaries, other officers, and citizens, depending on the circumstances.

Staging Area: A location approved by the Incident Commander for the collection, storage, maintenance, disbursement, and accounting of personnel, vehicles, supplies, and equipment used or available. The Staging Area may also be used for the temporary storage of booked property and impounded vehicles.

Standardized Emergency Management System (SEMS): SEMS is the system required by Government Code §8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS

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consists of five organizational levels: field response, local government, operational area, region, and state. SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel related costs under state disaster assistance programs.

Tactical Alert: The preliminary stage of the Department Mobilization Plan. A Tactical Alert is an announcement of the anticipated redistribution of on-duty officers to achieve personnel levels necessary for controlling an emergency.

Tactical Alert, Modified: Provides the Director of Emergency Operations, Incident Commander or Communications Division watch commander a method of holding over watches without the disruption of "routine" police duties.

Tactical Area of Responsibility: That portion of an involved area that is the responsibility of an Incident Commander, or assigned to any individual, unit, or Operations Section element.

Traffic Perimeter: An imaginary line, connecting traffic control points, established to isolate an involved area from entry by unauthorized persons or vehicles.

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unity of Command: The ideal goal where subordinates are subject to the direction of a single supervisor at any one time. Unity of command assures unity of effort by the coordinated action of all forces toward a common goal.

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Unity of Effort: The coordinated action of all forces toward the common goal of emergency control.

Unusual Occurrence (UO): An event involving potential or actual personal injury and/or property damage arising from fire, flood, storm, earthquake, tidal wave, landslide, wreck, enemy action, civil disturbance, or other natural or man-caused incident necessitating the declaration of a Tactical Alert or Mobilization.

An Unusual Occurrence has three classifications:

1. **Minor:** An Unusual Occurrence which can be controlled by on-duty field personnel from the Area involved Metropolitan Division, traffic divisions, and the assistance usually available from other Areas.
2. **Serious:** An Unusual Occurrence of such proportion that the facilities usually available to one Area are inadequate to establish control and may require temporary modification of the Department organization.
3. **Major:** An Unusual Occurrence which threatens the City to such an extent that it is necessary to mobilize the entire Department, or major portions of the Department, to fulfill its responsibilities. During a Major Unusual Occurrence, the Department will be reorganized to that extent necessary to accomplish control and termination of the emergency.

Unusual Occurrence (UO) After-Action Report: A report prepared subsequent to an emergency associated with a Tactical Alert or Mobilization which documents the activities of any individual, unit, or Department element involved in the control of an Unusual Occurrence.

Warm Zone: Contamination Reduction Zone.

Weapons of Mass Destruction (WMD): Terrorist weapon capable of producing mass casualties.

Zone: A subdivision of a Sector. A Zone may be divided into Beats.



**METROPOLITAN
DIVISION**

M E T R O P O L I T A N D I V I S I O N

K- 9 PLATOON

Alert: When a K-9 has located a scent.

Contact Report: Report made by supervisor when a K-9 bites or contacts a suspect.

Deployment Report: Report done by each handler when they use their dog for a search.

Dogs: There are three types of dogs used by the LAPD K-9 Unit.

- **Belgium Malinois**
- **"Dutch" Shepherd**
- **German Shepherd**

Fear Scent: Enhanced scent caused by adrenaline when a suspect is in "Fight of Flight" Syndrome.

Full Alert: "Find and Bark" – What K-9s do when they locate a suspect, find him then bark to let handler know he has located suspect.

Human Scent: Odor that every human body emits.

K-9 Announcement: Announcement given prior to search starting either via Public Address system on black and white or by airship.

Pin Pointing Scent: Once a K-9 has alerted to scent, his attempt to narrow down the scent to the eventual suspect's location.

Scent Cone: Scent emitting from suspect comes off in a cone shape.

Work the scent: Same as Pin Pointing, act of locating suspect after locating scent.

METROPOLITAN DIVISION

METRO ARMORY

37-MM Launcher: A breach loaded, single shot, shoulder weapon used in a variety of applications, to launch gas or less lethal munitions.

40-MM Launcher: Delivers a soft less lethal impact round.

Benelli: A compact 12 gauge auto loading shotgun used by Metropolitan Division Officers.

CAR-15: The same as an M-16 rifle, with a collapsible stock and a shortened barrel used by SWAT team members.

Less-Lethal Munitions:

- **Foam Baton Round:** A 37-mm round containing 5 foam batons. Used in crowd control situations to disperse aggressive/combative suspects.
- **Stinger Round:** A 37-mm round containing 42 rubber balls. Used in crowd control situations to disperse aggressive/combative suspects
- **Taser:** An electronic device used to physically immobilize a suspect.
- **Super Sock Round:** Fired from a 12 gauge shotgun. It is a 2 3/4" round which contains a cloth bag with 1oz of lead shot.

M-16: A select fire, 223 caliber, magazine feed, shoulder rifle used by SWAT team members. The semi-automatic version is used by all Metropolitan Officers.

MP-5: A 9-mm submachine gun manufactured by Heckler and Koch used by SWAT team members.

RED Team: Rapid Extraction & Dismantling Team: A unit trained and deployed to handle unusual incidents where demonstrators have blocked access to, or secured themselves to buildings or structures by mechanical means (i.e. bike locks, pipes, chains). Utilizing tactical rope operations, the RED Team can extract demonstrators who are secured in a position

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of advantage above ground (i.e. buildings, bridges, construction cranes). Additionally, the RED Team can evacuate victims from high rise structures via rope rescue techniques in a Rapid Deployment-Immediate Action incident.

Remington 870: A versatile shotgun used in several applications. Used to fire Less-Lethal Munitions. Also used to breach doorways firing "lock buster" rounds.

METRO'S TACTICAL RESPONSE FORCE AND IMMEDIATE ACTION-RAPID DEPLOYMENT

Counter Assault Team: A heavily armed team used on a mission specific basis, when an armed assault is anticipated against officers, a protectee or a protected location.

Contact Team: A team of Metropolitan Division officers sometimes deployed in crowd control missions and generally armed with a larger quantity of less than lethal weapons than a normal squad. These officers are deployed at a critical point of contact where the application of additional less than lethal munitions can be expected to influence the outcome of the event.

Grenadiers: Officers equipped with various types of less than lethal launchers, 37-mm, 40-mm launchers and beanbag shotguns deployed with a skirmish line and utilized when the deployment of less than lethal munitions are necessary.

Linebackers: Officers deployed immediately behind the skirmish line, controlling the integrity of the line.

Skirmish Line: Basic formation used in the movement of a crowd.

Tactical Support Element: A reinforced Metropolitan Division squad, task organized with equipment selected based on the mission.

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Utilities: Tactical uniform worn by Metropolitan Division officers. Nomex coated for fire resistance, this uniform is worn when the mission requirements dictate a rough duty uniform to avoid unnecessary wear and tear on the regular uniform.

METRO PLATOONS

Metro Line Platoons - B & C

Primary responsibilities: Carrying out crime suppression missions.

Selective enforcement details: Deployed in high frequency crime areas, targeting repeat offenders and criminal predators.

Types of crime: Burglary, robbery, auto theft, burglary/theft from motor vehicle, etc...

Special Details: VIP Dignitary Protection Detail, R-100 Protection Detail, Stakeouts, Warrant Service, Crowd Control.

M-Platoon

- Commercial Vehicle enforcement and related vehicle inspections within the City of Los Angeles.
- Administration of the Motor Officer program for the Department including vehicle and equipment research and development, vehicle testing, equipment/product evaluation.
- Motor Officer basic riding school, annual In-service training updates for LAPD and Allied agencies.
- Dignitary protection motorcades or escorts.
- Department funeral motorcades.
- Liaison with the Department's Motor Transport Unit who maintains the Department fleet of motorcycles.
- Crime suppression details.

M E T R O P O L I T A N D I V I S I O N

MOUNTED UNIT

Ahmanson Equestrian Facility: Home of the Metropolitan Division Mounted Platoon.

Bokken: A 42" wooden baton used by Mounted Unit officers as a defensive weapon.

Column of Two's: Squad formation where two squads of horses are aligned in a parallel fashion utilized to move the platoon from one location to another.

Crowd Management: Mounted Platoon mission at events involving large peaceful groups.

Dismounted Tactics: Any operation conducted by members of the Mounted Platoon off horseback.

Face Shield: Curved clear plastic cover that protects the face of the horse during crowd control missions.

Pincher Movement: Squad formation where a column or column of two's surrounds a crowd with a skirmish line facing the crowd.

Skirmish Line: Squad formation where a column of horses is placed right to left facing a crowd. This is a formation utilized to move a crowd.

Spurs: Used by officers for the movement/control of the horse.

Tack: Saddles, bridles and other equipment used when riding horses.

SWAT

Ballistic Shields: Equipment that retards bullet penetration, used in tactical movements, searches and immediate response interventions.

Breachers: Specialized mechanical entry tools and/or tactics.

M E T R O P O L I T A N D I V I S I O N

Breaching tools: Hand tools including sledge hammers, bolt cutters, rams, shotlock and breaching poles used to open windows and doors.

Climbers: SWAT Team personnel used in climbing related tactical operations.

Covert/Stealth – SWAT Movement: Slow and deliberate searching tactics for hiding suspects.

Crisis Negotiation Team (CNT): Department hostage negotiators. A CNT consists of a Primary Negotiator (primary communicator), Secondary Negotiator (supports primary negotiator), Detective (addresses investigative concerns), Department Psychologist (provides insight/consults during a crisis situation), and SWAT Supervisor (oversees the negotiation process). Typically deployed at all crisis situations.

Drag Bag: Equipment bag used by the sniper team.

Dynamic Entries: Swift tactical movement that floods and controls an environment, typically associated with warrant services.

Emergency Medical Technicians (EMT): SWAT team members who have an additional duty of being an EMT, assigned to support SWAT operations.

Hostage Rescue Tactics (HRT): Immediate tactical movement toward hostage(s) and the rescue of hostage(s).

Immediate Action-Rapid Deployment (IARD): Immediate tactical movement toward a threat/active shooter.

Ladders: Portable, collapsible ladders for access to roofs and attics.

Less-Lethal Munitions: See Terms Used By Metro Armory, Less-Lethal Munitions, page 17.

Lights and Mirrors: Battery powered bright lights and corner and pole mirrors used for slow and deliberate searches for hiding suspects.

M E T R O P O L I T A N D I V I S I O N

Noise Flash Devices (NFD): A diversionary device that creates a loud sound and bright flash, usually tossed or thrown. (AKA "Flash-Bang")

Rescue Vehicle: A contemporary armed sport utility vehicle.

Shooting/Training Cadre: Team that designs and implements training specific to the SWAT mission.

Suburbans: Vehicle used for personnel transportation, also used for tactical "door/window pulling."

SWAT – K-9 – Search Team: Typically associated with an open air/area search.

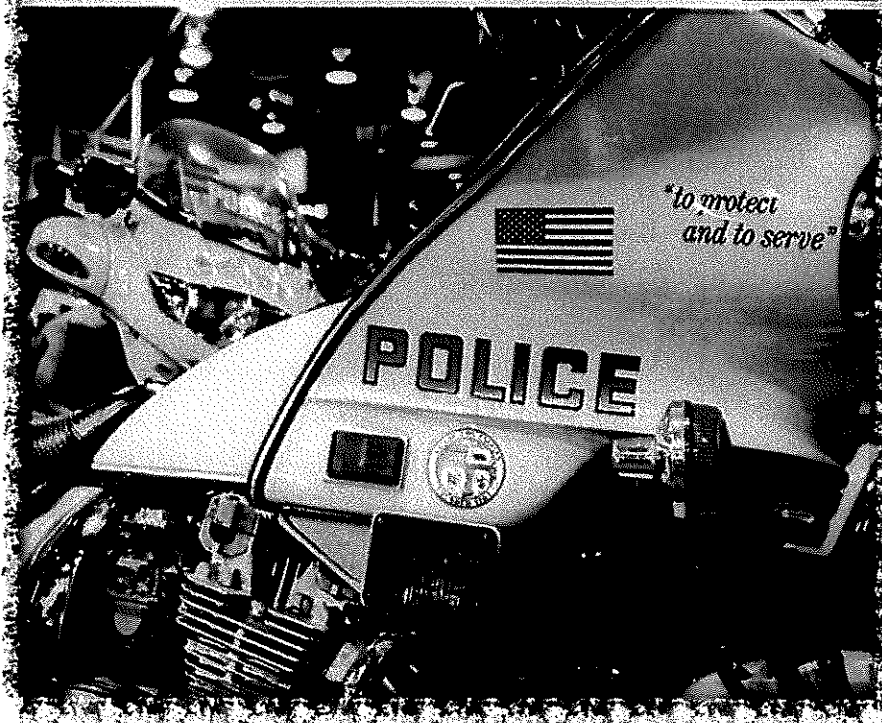
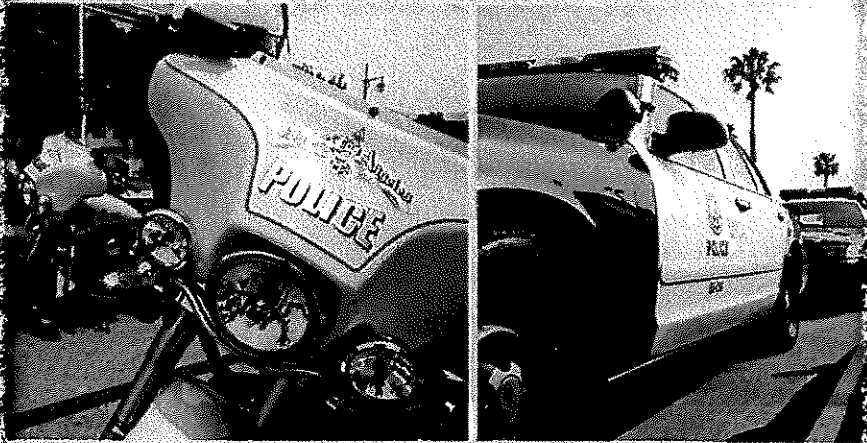
SWAT Truck: A 36-foot equipment transportation vehicle.

Tear Gas: Delivered by 37-mm tear gas weapon thrown or tossed hand-held canisters.

Throw Phone: A portable hostage phone that can be delivered to a crisis site, having a "hard line" that extends from the SWAT truck to the crisis site.

Warrant Services: Surround and "call-out" – secure location and initiate compliance with occupants of the involved site to exit their location/position.

TRAFFIC OPERATIONS



T R A F F I C O P E R A T I O N S

555: CHP Form 555, which is the traffic collision report used by the Los Angeles Police Department.

Bicycle Rapid Response Team (BRRT): A team of bicycle officers who primary duty is crowd control. A BRRT consists of 1 sergeant and 17 officers on bicycles.

California Vehicle Code (CVC): California statutes that primarily govern vehicles.

City Property Involved (CPI) T/C: A traffic collision involving City property or City liability.

Collision Investigation (CI) Officer: Department personnel assigned to a traffic division whose primary responsibility is to investigate traffic collisions.

Commercial Motor (CM) Unit: Motor officers whose primary duty is commercial enforcement as opposed to traditional traffic enforcement.

Cycle Unit: An officer assigned to a bicycle detail.

Drug Recognition Expert (DRE): A Drug Recognition Expert is an officer who has qualified as an expert in evaluating people under the influence of alcohol, narcotics, or a combination of both.

Drug Recognition Expert (DRE) School: An 80-hour school presented by the DRE Unit, which teaches students techniques of evaluating drivers under the influence of alcohol, narcotics, or a combination of both.

Drug Recognition Expert (DRE) Unit: A unit responsible for coordinating the DRE and Impaired Driver Apprehension Program schools.

DUI T/C: A traffic collision where one of the involved parties is under the influence of an intoxicant.

T R A F F I C O P E R A T I O N S

E-Unit or E car: Department personnel assigned to a traffic division whose primary duty is traffic enforcement. E-Unit officers work in a four-wheel vehicle as opposed to traffic enforcement officers who work on motorcycles.

Enhanced CI School: A 40-hour school presented by the SCID Team, which teaches students advanced techniques of traffic collision investigation with an emphasis on drawing complex intersections.

Fatal T/C: A traffic collision involving a fatality.

Impaired Driver Apprehension Program (IDAP): A 40-hour school presented by the DRE Unit, which teaches students techniques of evaluating drivers under the influence of alcohol.

Intermediate CI School: A 40-hour school presented by the SCID Team, which teaches students advanced techniques of traffic collision investigation with an emphasis on analyzing and interpreting tire "skid" marks. Prerequisite: Basic CI School.

Locked Wheel Tire Marks: Tire marks left by a vehicle that was braking in a straight line.

Major Injury T/C: A traffic collision where a person received incapacitating injuries including broken bones.

Photo Red Light (PRL) Program: Automated camera system that captures red light violations at designated intersections.

Specialized Collision Investigation Detail (SCID): A unit responsible for investigating complex traffic collisions and presenting Collision Investigation Schools.

SCID Team Leader: SCID members who are assigned to Traffic Coordination Section and are the lead investigators at a SCID callout.

T R A F F I C D I V I S I O N S

Specialized Enforcement Unit (SEU): A unit responsible for commercial traffic enforcement, motorcades, and presenting the Department's Motorcycle Schools.

Strike Team (Motors Only): A squad of motor officers, made up of 2 motor sergeants and 16 motor officers on motorcycles, with specific training oriented toward crowd control.

Strike Team (Standard): A squad of motor officers with specific training in crowd control working in concert with officers in four-wheeled vehicles.

Traffic Court Liaison Unit (TCLU): A unit responsible for maintaining a liaison between the traffic courts and the Department.

Traffic Enforcement (TE) Officer: Department personnel assigned to a traffic division whose primary responsibility is to conduct traffic enforcement. TE officers ride motorcycles and are commonly referred to as "motors", or "Mary" units.

Yaw Marks: Tire marks left by a vehicle that was braking while turning.

T R A F F I C D I V I S I O N S

Releasable Information ¹	Non-Releasable Information ²
Arrestee's full name (except juveniles) ³	Identity of suspect prior to arrest
Area of residence and occupation	Results of investigation prior to arrest, unless release of information will: <ol style="list-style-type: none"> 1. Aid in investigation 2. Assist in the apprehension of suspect(s) 3. Warn the public of danger
Physical description, age, sex, and descent	Employee/personnel matters prohibited under Penal Code Section 832.5
Factual circumstances: <ul style="list-style-type: none"> • Time, date, and location of arrest • Resistance by the suspect • Pursuit necessary to arrest • Use of weapons by suspect • Use of force by officers • Identity of arresting/investigating officer • Limited description of evidence • The nature, substance, and text of charge 	Any photograph or mug shot unless the release will: <ol style="list-style-type: none"> 1. Aid in investigation 2. Aid in arrest 3. Warn the public of danger 4. The arrestee has been booked for a particular crime
Amount of bail and location held	Prior criminal record, reputation or character of suspect
All charges including warrants	The identity, credibility, or testimony of prospective witnesses, including: <ul style="list-style-type: none"> • Any personal opinion as to the suspect's guilt, innocence, or merits of the case • Any information known to be inadmissible in court • Results of investigative procedures (e.g., fingerprints, polygraph tests, or ballistic tests)
Parole and probation holds	Identity or any personal information regarding a juvenile arrestee or suspect without permission from a Juvenile Court

¹ This information will be provided upon request according to Government Code Section 6254 (f), unless the information would endanger the successful completion of an investigation, or a related investigation, or would endanger the safety of a person involved in the incident

² Pursuant to 5328 WIC, information regarding any 5150 WIC action when a person is taken into custody for a 72-hour hold, shall not be disclosed to the general public and/or news media

³ The name of a victim of any crime may be defined by Sections 220, 261, 262, 264, 264.1, 273, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75, 646.9 of the Penal Code may be withheld at the victim's request, or at the request of the victim's parent(s) or guardian if the victim is a minor.

T R A F F I C D I V I S I O N S

CENTRAL TRAFFIC
251 E. 6TH ST.
(213) 833-3746

SOUTH TRAFFIC
4125 S. CRENSHAW BLVD.
(323) 421-2577

WEST TRAFFIC
4849 W. VENICE BLVD.
(213) 473-0222

VALLEY TRAFFIC
7870 NOLLAN PLACE
(818) 644-8000

L A P D F A C I L I T I E S

POLICE ADMINISTRATION BUILDING
100 W. First ST.
(213) 485-3265

SUPPLY SECTION
555 E. RAMIREZ ST.
(213) 485-2909

METROPOLITAN JAIL CENTER
150 N. LOS ANGELES ST.
(213) 485-2510

METROPOLITAN DIVISION
251 E. 6TH ST.
(213) 972-2420

JUVENILE DIVISION
150 N. LOS ANGELES ST.
(213) 485-2801

POLICE ACADEMY
1880 N. ACADEMY DR.
(213) 485-1258

MOTOR TRANSPORT DIVISION
260 S. Main ST.
(213) 485-3495

RECRUIT TRAINING CENTER
5651 W. MANCHESTER BLVD.
(310) 342-3002

AIR SUPPORT DIVISION
555 E. RAMIREZ ST.
(213) 485-2600

LAX SUBSTATION
802 WORLD WAY
(310) 646-2255

DAVIS TRAINING FACILITY
12001 BLUCHER STREET
GRANADA HILLS, CA
(818) 832-3710

B U R E A U S A N D A R E A S

CENTRAL BUREAU

251 E. 6TH ST.
(213) 485-3101

- 1 CENTRAL AREA**
251 E. 6TH ST.
(213) 972-1289
- 2 RAMPART AREA**
2710 W. TEMPLE ST.
(213) 485-4061
- 4 HOLLENBECK AREA**
1936 E. 1ST ST.
(323) 266-5909
- 11 NORTHEAST AREA**
3353 SAN FERNANDO RD.
(213) 485-2563
- 13 NEWTON AREA**
3400 S. CENTRAL AVE.
(323) 846-6524

WEST BUREAU

4849 W. VENICE BLVD.
(213) 473-0277

- 6 HOLLYWOOD AREA**
1358 N. WILCOX AVE.
(213) 972-2900
- 7 WILSHIRE AREA**
4861 VENICE BLVD.
(213) 473-0558
- 8 WEST LOS ANGELES AREA**
1663 BUTLER AVE.
(310) 444-0710
- 14 PACIFIC AREA**
12312 CULVER BLVD.
(310) 482-6310
- 20 OLYMPIC AREA**
1130 S. VERMONT AVE
(213) 382-9102

SOUTH BUREAU

7600 S. BROADWAY
(213) 485-4251

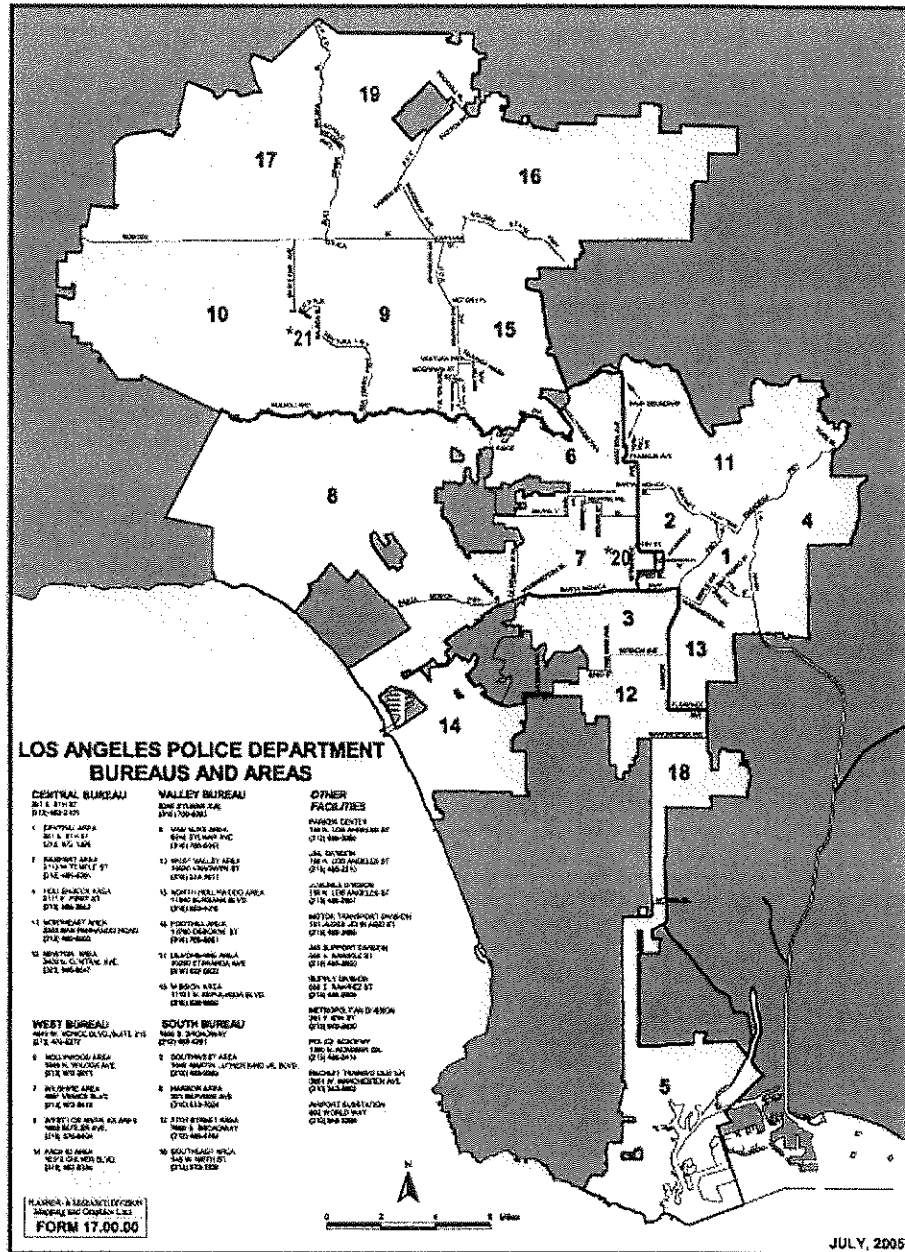
- 3 SOUTHWEST AREA**
1546 MARTIN LUTHER KING
(213) 485-2581
- 5 HARBOR AREA**
221 N. BAYVIEW AVENUE
(310) 513-7017
- 12 77TH STREET AREA**
7600 S. BROADWAY
(213) 485-4185
- 18 SOUTHEAST AREA**
145 W. 108TH ST.
(213) 972-7810

VALLEY BUREAU

7870 NOLLAN PL.
(818) 644-8080

- 9 VAN NUYS AREA**
6240 SYLMAR AVE.
(818) 374-1970
- 10 WEST VALLEY AREA**
19020 VANOWEN ST.
(818) 374-7610
- 15 NORTH HOLLYWOOD AREA**
11640 BURBANK BLVD.
(818) 623-4016
- 16 FOOTHILL AREA**
12760 OSBORNE ST.
(818) 756-8860
- 17 DEVONSHIRE AREA**
10250 ETIWANDA AVE.
(818) 832-0692
- 19 MISSION AREA**
11121 N. SEPULVEDA BLVD
(818) 838-9980
- 21 TOPANGA**
21501 SCHOENBORN ST.
(818) 756-4800

AREA BOUNDARIES



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