

INTRADEPARTMENTAL CORRESPONDENCE

May 16, 2014
14.2

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: TOPANGA AREA DETECTIVE COMMAND ACCOUNTABILITY
PERFORMANCE AUDIT (IAID NO. 13-078)

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners REVIEW and APPROVE the attached Topanga Area Detective Command Accountability Performance Audit.
2. That the Board of Police Commissioners REVIEW and APPROVE the attached Executive Summary thereto.

DISCUSSION

The Detective Command Accountability Performance Audits (CAPAs) are intended to assess various operations and functions conducted within a specific Detective Division and provide timely and useful feedback to Detective Division Commanding Officers (COs) regarding those operations and functions. The areas evaluated include detective work product, search/Ramey warrants, case clearances, case categorization, supervisory roles as well as an evaluation of the division's felony warrant files.

If additional information is required regarding this audit, please contact Arif Alikhan, Special Assistant for Constitutional Policing, at (213) 486-8730.

Respectfully,



CHARLIE BECK
Chief of Police

Attachment

LOS ANGELES POLICE DEPARTMENT

***TOPANGA AREA DETECTIVE
COMMAND ACCOUNTABILITY
PERFORMANCE AUDIT
(IAID No. 13-078)***



Conducted by

INTERNAL AUDITS & INSPECTIONS DIVISION

**CHARLIE BECK
Chief of Police**

May 2014

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EXECUTIVE SUMMARY
TOPANGA AREA DETECTIVE COMMAND ACCOUNTABILITY PERFORMANCE
AUDIT

Conducted by
Internal Audits and Inspections Division
2nd Quarter
Fiscal Year 2013/2014

PURPOSE

The Detective Command Accountability Performance Audit (CAPA) was designed by Internal Audits and Inspections Division (IAID) to determine adherence with Department standards and to identify best practices for Detective divisions and bureaus. This audit is intended to be used as a management tool to provide timely and useful feedback to Detective Division Commanding Officers (COs) related to specific detective procedures.

This audit was conducted under the guidance of generally accepted government auditing standards. Those standards require that the audit is planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions, based on audit objectives. Internal Audits and Inspections Division believes that the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives. The work was limited to those areas specified in the “Methodology” and “Detailed Findings” sections of the audit report.

PRIOR AUDITS

No prior Detective CAPAs have been conducted within Topanga Area by IAID.

SUMMARY OF FINDINGS

The most frequent findings that did not meet the standards were identified within the following objectives:

- Objective No. 1(a) – Evaluation of Case Envelopes/Murder Books;
- Objective No. 1(b) – Evaluation of Search/Ramey Warrants; and,
- Objective No. 4(a) – Evaluation of Supervisory Bypass/Referrals.

Table No. 1 indicates adherence percentages for each objective.

TABLE NO. 1 – SUMMARY OF AUDIT FINDINGS

Objective No.	Description	Total Reviewed	Total Meeting Standards	Total Percentage Meeting Standards
1. Evaluation of Detective Work Product				
1(a)	Evaluation of Case Envelopes/Murder Books	20	12	60%
1(b)	Evaluation of Search/Ramey Warrants	5	3	60%
2. Evaluation of Case Clearances				
2(a)	Evaluation of "Unfounded" Cases	7	7	100%
2(b)	Evaluation of Cases "Cleared-Other"	65	63	97%
2(c)	Evaluation of "Multiple" Case Clearances	17	17	100%
3. Evaluation of Case Categorization		37	37	100%
4. Evaluation of Supervisory Roles				
4(a)	Evaluation of Supervisory Bypass/Referrals	17	12	71%
4(b)	Evaluation of Supervisory Releases	0	0	N/A
5. Evaluation of the Detective Division's Felony Warrant Files		29	27	93%

ACTIONS TAKEN / MANAGEMENT'S RESPONSE

On January 27, 2014, IAID briefed the Topanga Area CO of the audit findings and provided him with a draft copy of the audit report. Internal Audits and Inspections Division advised the Topanga Area CO that a response to the findings reported in the draft report was required within ten business days.

On February 26, 2014, IAID received a response from the Topanga Area CO. This response indicated general agreement with the audit findings, as well as documented corrective actions taken on their behalf for the identified findings.

The CO of IAID shared the audit with the Chief of Detectives, CO of Operations Valley Bureau, the Assistant to the Director, Office of Operations and all were in general agreement.

**TOPANGA AREA DETECTIVE COMMAND ACCOUNTABILITY
PERFORMANCE AUDIT**

**Conducted by
Internal Audits and Inspections Division
2nd Quarter
Fiscal Year 2013/14**

PURPOSE

The Detective Command Accountability Performance Audit (CAPA) was designed by Internal Audits and Inspections Division (IAID) to determine adherence with Department standards and to identify best practices for Detective divisions and bureaus. This audit is intended to be used as a management tool to provide timely and useful feedback to Detective Division Commanding Officers (COs) related to specific detective procedures.

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BACKGROUND

On July 6, 2001, the Department established Audit Division (AD) to conduct audits mandated by the Consent Decree, as well as Department-initiated audits to measure adherence with Department policy and procedures. Audit Division previously conducted Command Accountability Reviews (CARs), which addressed a variety of risk management issues at Area commands. On March 1, 2009, AD merged with Civil Rights Integrity Division forming IAID. The Detective CAPAs were developed using the same concept as the original CARs; however, rather than focusing on an entire Area command, these audits focus exclusively on Detective Division Operations.

The purpose of the detective function is to investigate crimes documented on reports and to identify, arrest, prosecute, and punish law violators. Additionally, the Department makes every reasonable effort to recover property, to identify its rightful owner, and to ensure its prompt return. Each of the Department's geographic Areas has a Detective Division consisting of a variety of investigative tables.

Topanga Area Detective Division consists of the following investigative tables:

- Autos;
- Burglary;
- Crimes Against Persons (CAPS);
- Filing Team;

- Homicide;
- Juvenile;
- Major Assault Crimes (MAC);
- Property Crimes,
- Robbery; and,
- Sexual Assault.

PRIOR AUDITS

No prior Detective CAPAs have been conducted within Topanga Area by IAID.

SUMMARY OF FINDINGS

Table No. 1 indicates adherence percentages for each objective.

TABLE NO. 1 – SUMMARY OF AUDIT FINDINGS

Objective No.	Description	Total Reviewed	Total Meeting Standards	Total Percentage Meeting Standards
1. Evaluation of Detective Work Product				
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(b)	Evaluation of Search/Ramey Warrants	5	3	60%
2. Evaluation of Case Clearances				
(a)	Evaluation of "Unfounded" Cases	7	7	100%
(b)	Evaluation of Cases "Cleared-Other"	65	63	97%
(c)	Evaluation of "Multiple" Case Clearances	17	17	100%
3. Evaluation of Case Categorization		37	37	100%
4. Evaluation of Supervisory Roles				
(a)	Evaluation of Supervisory Bypass/Referrals	17	12	71%
(b)	Evaluation of Supervisory Releases	0	0	N/A
5. Evaluation of the Detective Division's Felony Warrant Files		29	27	93%

The most frequent findings that did not meet the standard were identified within the following objectives:

- Objective No. 1(a) – Evaluation of case Envelopes/Murder Books;
- Objective No. 1(b) – Evaluation of Search/Ramey Warrants; and,
- Objective No. 4(a) – Evaluation of Supervisory Bypass/Referrals.

METHODOLOGY

Auditors queried the Detective Case Tracking System (DCTS) to identify all Detective Initiated Arrests (DIAs)/reports handled by Topanga Area Detective Division for the month of August 2013. The query identified the table with investigative responsibility for each DIA/report.

A minimum of five DIAs/reports were audited for each investigative table. If the investigative table's work product (WP) exceeded 20 reports, auditors selected a random sample of 20 reports. If a particular table had no DIAs/reports during the audit period, auditors attempted to obtain additional arrests from the prior two months (June 2013 and July 2013). If a particular investigative table was not listed, DIAs/or reports were not identified, or had no findings.¹ The Detective Division's WP was examined to evaluate adherence with Department policy and procedures.

The audit was limited to those areas specified in the "Methodology" and "Detailed Findings" sections of the audit.

Audit Period

The audit period under review was the month of August 2013 to ensure the most recently completed detective WP was evaluated.

Fieldwork

Fieldwork was performed between November 4, 2013, and December 11, 2013.

Source Documents

All authoritative source documents for the audit are contained within the Detective CAPA Master Audit Work Plan.

DETAILED FINDINGS

Objective No. 1 – Evaluation of Detective Work Product

Auditors reviewed Detective's Case Envelopes (Form 15.15.00) and search/Ramey warrants, which included Arrest Reports (Form 5.01.02), Follow-up Investigation (Form 3.14.00) and additional related documents associated with DIAs to determine whether they were properly completed and approved by a detective supervisor.

¹ This Methodology was utilized for all of the stated objectives and sub-objectives, with the exception of Objective No. 5.

Objective No. 1 (a) – Evaluation of Case Envelopes/Murder Books

Detective's Case Envelopes completed by detective personnel were reviewed to determine whether they were properly completed, contained all of the required documentation, and that all Department policy, procedures, and laws were followed. Detective's Case Envelopes that were properly completed and contained all required documentation met the standards for this objective.

Twenty Detective's Case Envelopes were evaluated (five each from the Property Crimes and Sexual Assault tables, three each from the MAC and Robbery tables, two from CAPS and one each from the Juvenile and Homicide tables).

Findings

Twelve (60%) of the 20 cases evaluated met the standards for this objective. The other eight cases are detailed below.

Juvenile Table

- *Booking No. 3632422* – This case involved an arrest for vandalism. There was no documentation in Detective's Case Envelope which indicated that the victim was issued a Marsy's Rights Card, either during the initial contact with patrol officers or from the Investigating Officer (I/O) during the follow-up investigation. A Follow-up Investigation was not located for this case.²

Property Crimes Table

- *Booking No. 3668351* – This case involved an arrest for burglary. The Adult Detention Log (Form 70-06.19.00) documented that the arrestee had "Metal in his neck and back problems." There was no documentation in the arrest package that documents the arrestee received medical treatment prior to booking. The Investigator's Final Report (Form 5.10) was completed but not approved by a supervisor.
- *Booking No. 3621314* – This case involved an arrest for burglary. In the Detective's Case Envelope there was no indication of that a Marsy's Rights Card was issued to the victim either during the initial contact with patrol officers or from the I/O during any follow-up investigation.
- *Booking No. 3613660* – This case involved an arrest for possession of a deadly weapon. The arrest report indicated that based on the suspects initial arrest for theft, his vehicle was searched for "fruits of the crime." However, the follow-up investigation documented that the items of evidence were recovered during a "consent search."

² Auditors made numerous attempts throughout the audit process to locate any and all missing documents.

- *Booking No. 3578203* – This case involved an arrest for commercial burglary. The Booking Approval (Form 12.21.00) documented that a strip search was approved. However, the date and time of search, location search conducted, employee searching, and the results of the search sections are blank. The Investigator's Final Report (Form 5.10.00) could not be located in the Detective's Case Envelope.

Sexual Assault Table

- *Booking No. 3645128* – The case involved an arrest for luring a minor. There was no documentation in Detective's Case Envelope which indicated that the victim received a Marsy's Rights Card, either during the initial contact with patrol officers or from the I/O during any follow-up investigation.
- *Booking No. 3658300* – This case involved a juvenile arrest for lewd acts with a child. There was no documentation in the Detective's Case Envelope which indicated that a Marsy's Rights Card was issued either during the initial contact with patrol officers or from the I/O during any follow-up investigation. Additionally, there was no time of notification documented in the "parent guardian or responsible relative notification" section of the Juvenile Arrest Supplemental Report (Form 05.02.06).
- *Booking No. 3588642* – This case involved a juvenile arrest for lewd acts with a child. The arrest report indicated that the subject was taking medication for his thyroid and is bi-polar. However, there was no indication that medical treatment was provided prior to the arrestee being booked.

Objective No. 1 (b) – Evaluation of Search/Ramey Warrants

Auditors reviewed the Topanga Area Warrant Tracking Log (Form 8.17.05) for the month of August 2013, and identified all search/Ramey warrants authored by Topanga Detective Division personnel.

The warrants were evaluated to determine proper approval, proper documentation on the Warrant Tracking Log (Form 8.17.05), timely service, proper supervision at the scene of service, a proper return of the warrant, and completion of a Warrant Service/Tactical Plan Report (Form 12.25.00) for each location upon which a warrant was served.

Auditors also evaluated the warrants for inappropriate use of an informant when applicable and whether evidence seized was handled according to Department policy and the law. Search/Ramey warrants that met the above criteria met the standards for this objective. Five search/Ramey warrants were evaluated (two warrants from the Property Crimes Table and, one each from the Sexual Assault table, Homicide Table, and CAPS Table).

Findings

Three (60%) of the five search/Ramey warrants evaluated met the standards for the stated objective. The remaining two search warrants are detailed on the following page.

Property Crimes Table

- *Search Warrant No. 13V0206* – The Warrant Service/Tactical Plan Report was not located in the package as required.
- *Search Warrant No. 13V0227* – The warrant was signed August 26, 2013, and was returned September 12, 2013, seven days late. There was no request for an extension documented in the warrant affidavit. The commanding officer or acting commanding officer's initials were not documented on the first page of Warrant Service/Tactical Plan Report and a Tactical Plan Checklist (Form 12.25.01) could not be located in the package.

Objective No. 2 – Evaluation of Case Clearances

Topanga Area cases which were “Unfounded,” “Cleared-Other,” or “Multiple” case clearances, were reviewed for completeness, proper documentation of the clearance, and that the clearance was appropriate based on Department policy and procedures.

Objective No. 2 (a) – Evaluation of “Unfounded” Cases

Auditors queried the DCTS for “Unfounded” cases for the month of August 2013. Seven “Unfounded” cases were identified (five from the Property Crimes Table and two from the CAPS table). These cases were reviewed to determine whether the classification was appropriate based on Department policy and procedures. “Unfounded” cases that were properly categorized met the standards for this objective.

Findings

All (100%) of the seven cases reviewed met the standards for the stated objective.

Objective No. 2 (b) – Evaluation of Cases “Cleared-Other”

Auditors queried the DCTS for all cases “Cleared-Other” for the month of August 2013. Sixty-five “Cleared-Other” cases (20 each from the CAPS and Property Crimes tables, five each from the Autos, Burglary, MAC, Robbery and Sexual Assault tables) were reviewed. These cases were evaluated to determine whether the classification was appropriate based on Department policy and procedures (DOM I/152.20). Cases “Cleared-Other” that were properly categorized, met the standards for this objective.

Findings

Sixty-three (97%) of the 65 cases identified met the standards for this objective. The remaining two cases are detailed on the following page.

Burglary Table

- *DR No. 1321-06969* – The report was “Cleared-Other”, however, no Follow-up Investigation was located.

Property Crimes Table

- *DR No. 1321-09896* – This case involved a grand theft. The Follow-up Investigation completed indicated that the crime did not occur within the City of Los Angeles, but instead Orlando, Florida. During the investigation the I/O contacted the responsible Law Enforcement agency and provided them with the information. The case was then “Cleared-Other.” However based on the fact that the crime did not occur within the City of Los Angeles, the case should have been “Unfounded.” This case does not meet the criteria to be “Cleared-Other.”

Objective No. 2 (c) – Evaluation of “Multiple” Case Clearances

Auditors identified the “Multiple” case clearances for the month of August 2013, which were contained in a number of the main objectives and sub-objectives for this audit. These cases were reviewed for adherence with Department policy and procedures. “Multiple” case clearances that were properly documented on the Follow-up Investigation according to Department policy, met the standards for this objective.

Seventeen “Multiple” case clearances (five from the CAPS table, four Property Crimes, two each from the MAC, Robbery and Sexual Assault table, one each from Autos and Burglary table) were identified and reviewed.

Findings

All (100%) of the seventeen cases met the standards for this objective.

Objective No. 3 – Evaluation of Case Categorization

Auditors queried the DCTS for all Category-Two cases for the month of August 2013. Thirty-seven Category-Two reports (20 reports from the Property Crimes table, five each from the CAPS, Robbery and Sexual Assault tables, and two cases from the MAC table) were reviewed. These cases were reviewed to determine whether cases assigned the Category-Two status were assigned within Department guidelines. Category-Two cases that were assigned according to Department guidelines met the standards for this objective.

Findings

All (100%) of the thirty-seven Category-Two reports reviewed met the standards for this objective.

Objective No. 4 – Evaluation of Supervisory Roles

Auditors reviewed all identified 17(b)(4) Penal Code (PC) Supervisory Bypass/Referrals, 849 (b)(1)PC and 825 PC Supervisory Releases. These cases were reviewed to ensure they were appropriate based on Department policy and procedures.

Objective No. 4 (a) – Evaluation of Supervisory Bypass/Referrals

Auditors queried the DCTS to identify all arrests in which 17(b)(4)PC Supervisory Bypass/Referrals were utilized for the month of August 2013. Seventeen (five each from the Filing Team, MAC, and Property tables, and two from the MAC table) were evaluated.

These cases were reviewed to determine whether supervisors used the Supervisory Bypass/Referrals procedures in accordance with Department policy, procedures, and Chief of Detectives Notice, October 13, 2011. Schedule of the District Attorney's Inter-Agency Operational Agreement 17(b)(4) Referral Policy- Revised. Cases for which the Supervisory Bypass/Referral procedures were in accordance with Department policy and procedures met the standards for this objective.³

Findings

Twelve (71%) of the seventeen 17(b)(4) PC, Supervisory Bypass/Referrals met the standards for this objective. The remaining five cases are detailed below.

Filing Team

- *Booking No. 3693908* – The case involved an arrest for Spousal Abuse. The witness was a child and was interviewed by arresting officers. Per Chief of Detectives Notice, dated October 13, 2011, the arrest did not qualify for 17(b)(4) PC. This case should have been initially presented to the Los Angeles County District Attorney's Office for filing consideration.

MAC Table

- *Booking No. 3650421* – The case involved an arrest for Cohabitant Abuse. There was no indication on the Investigator's Final Report that there was a supervisor approval for 17(b)(4) PC. Additionally, the Follow-up Investigation was not signed by a supervisor.
- *Booking No. 3633196* – The case involved an arrest for Spousal Abuse. The witness was a child and was interviewed by arresting officers, per Chief of Detectives Notice, dated October 13, 2011, the arrest did not qualify for 17(b)(4) PC. This case should have been initially presented to the Los Angeles County District Attorney's Office for filing consideration.

³ The Department currently has a work group in place addressing this issue.

Property Crimes Table

- *Booking No. 3599513* – This case involved an arrest for burglary. The total amount of the theft was baby formula (food) which exceeded \$30.00. Per Chief of Detectives Notice, dated October 13, 2011, the arrest did not qualify for 17(b)(4) PC. This case should have been initially presented to the Los Angeles County District Attorney's Office for filing consideration.
- *Booking No. 3598671* – This case involved an arrest for Grand Theft. The Arrestee had a prior conviction for petty theft within the last five years. Per Chief of Detectives Notice, dated October 13, 2011, the arrest did not qualify for 17(b)(4) PC. This case should have been initially presented to the Los Angeles County District Attorney's Office for filing consideration.

Objective No. 4 (b) – Evaluation of Supervisory Releases

The DCTS was reviewed to identify all Supervisory Releases for the month of May 2013 and there were no 825 PC Supervisory Releases identified.

Objective No. 5 – Evaluation of the Detective Division's Felony Warrant Files

Auditors developed tests to determine whether internal controls regarding the Topanga Area felony warrant files were effective, specifically, that warrant packages were on file and contained all required completed documents.

Auditors utilized the Fugitive Warrant Section website to obtain the most recent list of felony arrest warrant packages which were required to be maintained by Topanga Detective Division as of August 2013. Auditors identified a total of 96 felony arrest warrant packages. A random sample of 29 felony arrest warrant packages was selected. The sample was calculated by using a one-tail test with a 95 percent confidence level and a plus or minus four percent error rate, making the sample statistically valid.

The warrant packages maintained at Topanga Area Detective Division were reviewed to ensure they were on file, had the required information listed, and contained all required documentation. If felony warrant packages met the above listed criteria, they met the standards for this objective.

Findings

Twenty-seven (93%) of the 29 warrant packages met the standards for this objective. The remaining two are detailed below:

Two warrant packages could not be located in the Topanga Area Detective Division warrant files, and a Document Sign-out Log (Form 15.31.00) was not present.

- *Warrant Nos. – LAVLA07240302, LAVLA07124201.*

ACTIONS TAKEN / MANAGEMENT'S RESPONSE

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The CO of IAID shared the audit with the Chief of Detectives, CO of Operations Valley Bureau, the Assistant to the Director, Office of Operations and all were in general agreement.

INTRADEPARTMENTAL CORRESPONDENCE

February 25, 2014
7.8

TO: Commanding Officer, Internal Audits and Inspections Division

FROM: Commanding Officer, Topanga Area

SUBJECT: TOPANGA AREA DETECTIVE COMMAND ACCOUNTABILITY
PERFORMANCE AUDIT

Topanga Area received and reviewed the Detective Command Accountability Performance Audit (CAPA) report. There were three areas of concern: Evaluation of Case Envelopes/Murder Books, Evaluation of Search, Ramey Warrants, and Evaluation of Supervisory/Bypass Referrals.

Topanga Area noted that in the Detailed Findings for Objective No. 1 (a) – Evaluation of Case Envelopes/Murder Books, twelve of the twenty cases evaluated, met the standard. On further review of the eight cases that did not meet the standard, four of these cases failed due to a lack of documentation pertaining to a Marsy's Rights Card being issued to the victim (Booking Numbers 3632422, 3621314, 3645128, and 3658300). On January 29, 2014, all of Topanga detective supervisors were reminded of the necessity to ensure a Marsy's Rights Card is issued to the victim. In addition, roll call training will be provided to Topanga patrol personnel and an area-wide email will be sent to all Topanga Specialized Unit personnel reminding them of the Marsy's Rights requirement.

Two of the cases did not meet the standard for failure to seek medical treatment on an arrestee for pre-existing medical conditions (Booking Numbers 3668351 and 3588642). While it is not always mandatory for medical treatment to be sought for pre-existing medical conditions, all Topanga detective supervisors were reminded of the necessity to ensure medical treatment is sought, and if not, an explanation in the report explaining why medical treatment was not sought.

Two cases had problems with the Investigator's Final Report, Form 5.10 (Booking Numbers 3668351 and 3578203). One was missing a signature and one could not be located in the case envelope. Topanga detective supervisors were advised of the necessity to ensure that all forms are completed, receive the needed supervisory signature, and are placed in the case envelopes.

Two cases had minor issues with documentation surrounding searches (Booking Numbers 3613660 and 3578203). One was an obvious mistake as to the type of search that was conducted. The other mistake was a failure to document the required information subsequent to

a strip search. Once again, all Topanga detective personnel were provided training regarding the identified issues.

The topic of Detective Initiated Arrests and the subsequent reporting requirements will be a mandatory topic of discussion at every Topanga Detective Squad meeting and Topanga Detective Supervisor meeting. It is anticipated that these identified shortcomings will be corrected immediately.

Topanga Area's second area of concern was in Section 1(b) – Evaluation of Search/Ramey warrants. Of the five warrants examined, two had negative findings. There was a Warrant Service/Tactical Plan Report missing from the warrant package on Search Warrant No.13V0206. It is unknown why this was missing from the package as the Detective Commanding Officer specifically recalls signing the form and submitting it back to the investigating detective, and being the Incident Commander at the search warrant service itself. This omission should have been caught during the review of the search warrant package. A duplicate was produced and placed into the search warrant package.

The second finding was in Search Warrant No. 13V0227. The warrant was returned seven days late, the Warrant Service/Tactical Plan Report was signed, but was not initialed, and the Tactical Plan Checklist was not included in the warrant package. Upon examination of this incident, it was discovered that this search warrant resulted in the collection of over 1,500 individual pieces of evidence which took a substantial amount of time to itemize. The affiant on the warrant was unaware of the necessity to submit a request for an extension to the court, thereby causing the search warrant to be returned late. The affiant was also unaware of the relatively new Tactical Plan Checklist (July 2012) and failed to complete it. Finally, the Detective Commanding Officer signed the Warrant Service/Tactical Plan Report, but forgot to initial it.

All of these findings were immediately addressed with the involved personnel. In addition, an email was sent to all Topanga detective personnel concerning these findings and training will be provided to all Topanga detective personnel at the next Topanga Detective Squad meeting, to avoid any future reoccurrences. Additionally, the new Tactical Plan Checklist was placed into the pre-prepared search warrant envelopes to eliminate the potential of it being omitted. Topanga Area's Search Warrant Coordinator will also conduct weekly audits of search warrants to ensure more timely capture of potential problems/omissions.

Finally, Topanga Area evaluated the findings as they related to Section 4 (a) – Evaluation of Supervisory Bypass/Referrals. Out of seventeen cases reviewed, five were found to be outside of the required guidelines. Topanga Area does not dispute the findings of the auditor. In all five of these incidents, the case was filed by the Topanga Detective's Filing Unit. Three of the cases were related to spousal/co-habitation abuse and the other two were related to theft crimes. The Filing Unit has been reminded to act within the required guidelines for case filings. In addition, on January 29, 2014, all of Topanga Area detective supervisors were reminded of the necessity

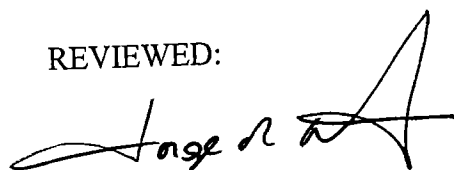
to follow the Department and District Attorney's Office requirements for using a supervisory bypass. They were provided copies of Chief of Detectives Notice, October 13, 2011, Special Order No. 17, 2011, and Inter-Agency Operational Agreement revised as of June 22, 2012.

Topanga Area is appreciative of the efforts by Internal Audits and Inspections Division in identifying these issues so they can be rectified and properly addressed. If you should have any further questions, please contact Topanga Detective Commanding Officer, Lieutenant Scott Harrelson, at (818) 756-4820.



T. SCOTT HARRELSON, Lieutenant
Commanding Officer
Topanga Detective Division

REVIEWED:



JORGE R. RODRIGUEZ, Captain
Acting Commanding Officer
Topanga Area

REVIEWED:



JORGE A. VILLEGAS, Deputy Chief
Commanding Officer
Operations-Valley Bureau