

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 10

June 26, 2017

SUBJECT: FAMILY LIAISON SECTION – ACTIVATED; AND, CATEGORICAL USE OF FORCE NOTIFICATIONS – REVISED

PURPOSE: This Order activates the Family Liaison Section (FLS), under the command of the Office of the Chief of Staff. The activation of the FLS creates an opportunity for the LAPD to demonstrate compassion and to better inform the relatives of decedents about the often complicated and seemingly convoluted investigative and bureaucratic procedures that they frequently encounter during a categorical use of force investigation.

This Order also revises Department Manual Section 3/794.35, *Categorical Use of Force – Notifications*, as it pertains to the required notifications to the FLS.

PROCEDURE:

- I. **FAMILY LIAISON SECTION – ACTIVATED.** The FLS has been activated under the command of the Office of the Chief of Staff and shall provide assistance in the form of improved communication and coordination between the Department and family members affected by police-related incidents (e.g., Officer-Involved Shooting, In-Custody Death) that result in death or where death is deemed likely by Force Investigation Division. The Commanding Officer, Force Investigation Division, shall be responsible for making the notification to the FLS staff. A FLS employee shall respond to the scene of the incident and liaise with the family of the decedent. The FLS staff shall maintain contact with the decedent's family throughout the investigative and administrative processes.

The FLS shall be a single point of contact to effectively communicate with family members of those who have been killed in encounters with the police. This communication shall ease tension and reduce any miscommunication about the Department's response to these deaths.

The FLS shall use the correspondence reference number 1.2 and personnel assigned to the FLS shall use the radio unit designation of 8D. The Organization and Functions of the Los Angeles Police Department pertaining to the Office of the Chief of Staff is attached to reflect the FLS responsibilities.

- II. **CATEGORICAL USE OF FORCE NOTIFICATIONS – REVISED.** Department Manual Section 3/794.35, *Categorical Use of Force – Notifications*, has been revised and is attached with the revisions indicated in italics.

AMENDMENTS: This Order amends Section 3/794.35 of the Department Manual. The Organization Chart and the Organization and Functions of the Los Angeles Police Department links on the Department's Local Area Network will be updated accordingly to reflect the above changes.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME III
Revised by Administrative Order No. 10, 2017**

794.35 CATEGORICAL USE OF FORCE – NOTIFICATIONS. Notification responsibilities after a *Categorical Use of Force (CUOF)* are established as follows:

Area Watch Commander/Incident Commander. The Area watch commander/Incident Commander shall make the following notifications within 30 minutes of learning that a CUOF incident has occurred:

- Real-Time Analysis and Critical Response (*RACR*) Division;
- Area commanding officer of the Area of occurrence; and,
- Bureau commanding officer of the Area of occurrence.

Note: In such instances where the notification is beyond the 30 minutes, the justification shall be documented in the Watch Commanders Daily Report, Form 15.80.00.

Real Time Analysis and Critical Response Division. Real-Time Analysis and Critical Response Division shall make the following notifications within 20 minutes of being notified by the Area watch commander/Incident Commander that a CUOF incident has occurred:

- Office of the Chief of Police or his *or her* designee;
- Chief of Staff;
- Force Investigation Division (FID) or FID on-call team during non-business hours; and,
- Office of the Inspector General (OIG).

Additional Notifications Requirements. As soon as possible after the initial required notifications, RACR shall make notifications to the following entities:

- Commanding Officer, Professional Standards Bureau;
- Involved employee(s) commanding officer;
- Department Risk Manager;
- *Family Liaison Section; and,*
- Los Angeles District Attorney's Office for those cases identified in the roll out protocol governing such notifications.

Note: *For Officer-Involved Shootings or any other categorical use of force, which results in death or where death is deemed likely by FID, and for any In-Custody Deaths, the Commanding Officer, FID, shall notify the Family Liaison Section, Office of the Chief of Staff.*

ORGANIZATION AND FUNCTIONS OF THE LOS ANGELES POLICE DEPARTMENT
Revised by Administrative Order No. 10, 2017

OFFICE OF THE CHIEF OF POLICE, CHIEF OF STAFF.

OFFICE OF THE CHIEF OF POLICE, CHIEF OF STAFF - FUNCTIONS. The Chief of Staff, under the direction of the Chief of Police, is responsible for:

- Coordinating the flow of information from command and staff officers to ensure that the Chief of Police is fully informed prior to making decisions;
- Performing and coordinating special administrative audits and investigations;
- Coordinating Department boards of inquiry and ad hoc committees convened by the Chief of Police;
- Maintaining a permanent file of all requests to attend court in an on-duty status when appearing as a defendant in a criminal prosecution arising from employment with the Department;
- Maintaining a permanent file of all correspondence and reports concerning Department boards of inquiry and ad hoc committees convened by the Chief of Police;
- Maintaining files of the findings and recommendations of the Use of Force Review Board;
- Assisting, advising, and submitting recommendations to the Chief of Police in matters involving employee relations;
- Serving as the Department's Chief Sustainability Officer in accordance with the Mayor's Executive Directive No. 7 (2015); *and*,
- Data entry and maintenance of employee Uses of Force (Categorical and Non-Categorical) in the Training Evaluation And Management System II (TEAMS II) (Manual Section 3/791.10).

CHIEF OF STAFF, SPECIAL DUTIES - INFORMATION IMPACTING CITY GOVERNMENT. Upon receiving notification of information which may have significant impact on City government, the Chief of Staff will immediately cause the following notifications to be made:

- Chief of Police;
- President, Board of Police Commissioners;
- Office of the Mayor, City of Los Angeles;
- President, Los Angeles City Council; *and*,
- Chair, Public Safety Committee, Los Angeles City Council.

CHIEF OF STAFF - ORGANIZATION. The *Office of the* Chief of Staff is comprised of:

- *Administrative Section;*
- *Municipal Security Detail;*
- *Chief of Police Scheduling Section;*
- *Chief of Police Administrative Section;*
- *Chief of Police Employee Wellness Unit; and*,
- *Family Liaison Section.*

ORGANIZATION AND FUNCTIONS OF THE LOS ANGELES POLICE DEPARTMENT

Revised by Administrative Order No. 10, 2017

CHIEF OF STAFF, ADMINISTRATIVE SECTION.

ADMINISTRATIVE SECTION - FUNCTIONS. The Administrative Section, under the direction of the Chief of Staff, is responsible for:

- Processing and tracking all incoming correspondence for the Chief of Police's review or signature;
- Drafting various types of correspondence for the *signature of the* Chief of Police;
- Performing support staff functions for the Chief of Police and Chief of Staff; and,
- Performing various planning and research duties on special projects from the Chief of Police.

CHIEF OF STAFF, FAMILY LIAISON SECTION.

FAMILY LIAISON SECTION - FUNCTIONS. *The Family Liaison Section, under the direction of the Chief of Staff, is responsible for:*

- *Responding to all In-Custody Deaths and all Officer-Involved Shootings that result in death or where death is deemed likely as determined by Force Investigation Division (FID); and,*
- *Liaising between family members affected by police-related incidents (e.g., officer-involved shooting, in-custody death) that result in death or where death is deemed likely by FID, the Department, City, and outside entities.*