OFFICE OF OPERATIONS

<u>N</u> <u>O</u> <u>T</u> <u>I</u> <u>C</u> <u>E</u>

June 8, 2021

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: GANG ENFORCEMENT DETAIL STOPS REVIEW PROGRAM -

ESTABLISHED

This Notice establishes the Gang Enforcement Detail (GED) Stops Review Program as a means to enhance employee growth and development while further emphasizing consistent and accurate reporting, tactical considerations, and procedural justice. While the primary purpose of this program is to facilitate insightful discussions between supervisors and officers assigned to GED regarding enforcement activities in the field, the program will also assist the Office of Operations (OO) in identifying key areas for further improvement.

All GED supervisors who have received the appropriate training shall utilize the Gang Enforcement Detail Stops Review Package and Gang Enforcement Detail Stops Review Package Completion Guide to conduct the review of stops associated to GED officers. The review shall comprise of regular evaluations and comparisons of the stop and its associated Automated Field Data Reports (AFDR), use of procedural justice, tactical considerations, Body Worn Video (BWV), Digital In-Car Video (DICV), and Daily Field Activity Report.

Note: The nature of any discussion with the involved officers regarding the reviewed incident(s) shall not be documented or recorded. Furthermore, Supervisory Action Items shall not be initiated in regard to the GED Stops Review Program unless gross misconduct was observed. If gross misconduct was observed during the review, stop the review immediately and proceed to the complaint process.

REVIEW SCOPE, POPULATION, AND SAMPLE SELECTION. The GED Stops Review Program responsibilities for the Bureau Inspection Units and GEDs are delineated below:

The Bureau Inspection Units shall conduct the following every deployment period (DP):

- Randomly select a two-week period during the DP;
- Obtain a report of all incidents that do not result in enforcement action generated by each Area GED from the selected two-week period;
- Randomly select two officer-initiated incidents for each sergeant assigned to GED (ie. four field sergeants assigned to one GED requires eight incidents for the review);

Note: An officer shall not be reviewed for two or more consecutive DPs. If an incident that was selected for the review contains an officer that was reviewed during the prior DP, another incident that does not contain the same officer shall be selected.

- - Review all BWV and DICV associated to the selected incidents for completeness. Any
 incident with incomplete BWV and DICV shall be deselected from the current sample;
 and,
 - Submit the sample of incidents to each Area Gang Impact Team (GIT) Office in Charge (OIC) with an assigned due date.

All Area GEDs shall conduct the following every DP:

- Upon receipt of the incidents from the Bureau Inspection Unit, the GIT OIC shall assign each GED sergeant two incidents for review;
- Each GED sergeant shall conduct the review utilizing the *Gang Enforcement Detail Stops Review Package*. The GED sergeant(s) shall follow the *Gang Enforcement Detail Stops Review Package Completion Guide* for directions on how to complete the review package;
- Upon completion of the review package, the GED sergeants shall schedule the discussion with the involved officer(s) as soon as possible;
- Officers shall have 30 calendar days from the date of the discussion with the GED sergeant to submit a written response. A written response is not mandatory; and,
- The GIT OIC shall consolidate all review packages and written responses conducted for each DP and submit them to the Bureau Inspection Unit by no later than the assigned due date.

All findings obtained from the GED Stops Review Program shall be retained at the appropriate geographic bureau until requested by OO and/or the Chief of Police.

If you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

BEATRICE M. GIRMALA, Assistant Chief

Director/Office of Operations

Attachment

DISTRIBUTION "D"

GANG ENFORCEMENT DETAIL STOPS REVIEW PACKAGE

Officer(s)	Serial No.	Unit	Date	Reference No.
1.				
2.		Incident No.	Area	AFDR No.
3.				

PART I: AUTOMATED FIELD DATA REPORT REVIEW

Automated Field Data Report Considerations On July 1, 2018, Assembly Bill 953 and California Government Code 12525.5 expanded the Automated Field Data Report (AFDR) from 11 data fields for a total of 43 possible data fields to capture information about each individual stopped or detained by sworn personnel. An increase in data fields means the time it takes to review each AFDR will also increase. The goal of this review is to help officers and supervision enhance consistencies among all required documentation and video recordings, which include, but not limited to, the AFDR, Computer Aided Dispatch (CAD) summaries, Body Worn Video(s), and/or Digital In-Car Video(s). The following guidelines were outlined below to assist supervision in the review process.

Completed	Automated Field Data Report Review Steps
	1. Determine if an AFDR was completed as required.
	2. Determine the number of individuals stopped in the incident that require entry into the AFDR.
	3. Identify the number of individuals documented in the AFDR and compare it with the number of individuals in the CAD summary.
	4. Compare the number of individuals documented in the AFDR and CAD summary with what was observed in any corresponding video recordings.
	5. Determine what was the basis for the stop.
	6. In the AFDR, locate the <i>Reason for Stop</i> , <i>Code/Description</i> , and <i>Explanation</i> fields and determine what was the basis for the stop. Compare this information with the basis for the stop documented in the CAD summary.
	7. Review any related video recordings and determine if the documentation is consistent with what was observed in the video(s).
	8. Determine if any searches of persons and/or property were conducted.
	9. In the AFDR, locate the <i>Actions Taken</i> , <i>Basis for the Search</i> , and <i>Basis for Search Explanation</i> fields. Compare this information with any documentation in the CAD summary regarding searches.
	10. Review any related video recordings and determine if the documentation is consistent with what was observed in the video(s).

^{*}If an AFDR was not needed for the incident, mark the boxes regardless to show completion of the steps.

☐ Debrief completed on	ı// for	Automate	d Field Data Report Rev	iew. No furth	er action1
Gang Enforcement Detail Supervisor	Serial No.	Date	Gang Impact Team Officer in Charge	Serial No.	Date
Bureau Gang Coordinator	Serial No.	Date	Bureau Inspection Unit Auditor	Serial No.	Date

¹ Officers will have 30 days to respond to comments.

Version 02/09/21 Page 1

GANG ENFORCEMENT DETAIL STOPS REVIEW PACKAGE

PART II: PROCEDURAL JUSTICE REVIEW

Procedural Justice Considerations

- **Trustworthiness:** Conveying trustworthy or well-intentioned motives, in that the person can understand why the action is being taken.
- Respect: Treating people with dignity and respect.
- Neutrality: Being neutral and transparent in decision-making, indicating that rules are applied consistently and fairly.
- Voice: Giving individuals a voice, or opportunity to explain their perspective, during encounters.

What areas of procedu	ral justice we	ere noted i	n the video(s) (select on	e topic minir	num)?
☐ Officer(s) sufficiently Additional Debrief Point		lf during th	ne stop (Trustworthines	s)	
☐ Maintaining profession Additional Debrief Point		eating peop	ple with respect (Respec	t)	
☐ Providing an explana Additional Debrief Point		ntact (Neut	crality)		
☐ Answering questions: Additional Debrief Point		e stopped p	person an opportunity to	be heard (Voi	ce)
☐ Debrief completed o			al Justice Review. No fu		
Gang Enforcement Detail Supervisor	Serial No.	Date	Gang Impact Team Officer in Charge	Serial No.	Date
Bureau Gang	Serial No.	Date	Bureau Inspection	Serial No.	Date
Coordinator	Sorialition		Unit Auditor	Serial IVO.	Date
		Select for	Training		
☐ Refer as Possible Training Select Time Segment:	; Video		☐ Learning Ob	jective:	

Version 02/09/21 Page 2

² Officers will have 30 days to respond to written comments.

GANG ENFORCEMENT DETAIL STOPS REVIEW PACKAGE

PART III: TACTICS REVIEW

Tactical Considerations

The Department emphasizes officer safety and reverence for human life first and foremost. While tactical situations can be fluid, Department sworn personnel should consider training, experience, totality of the circumstances, policies, and current best practices when utilizing tactics in the field. The following tactical considerations, while not all-encompassing, should be used as a guide during the debrief with officers.

Less Lethal Options Command & Contr	s □ Code		unications	□ De-escalation□ Separation	
lditional Debrief Poi her tactical considera		d above ma	y also be listed be	low.	
Debrief completed o	on _ /_ / for	r Tactics Re	eview. No further	action ³ .	
Debrief completed of GED Supervisor	on/ for Serial No.	Tactics Re	eview. No further GIT OIC	action ³ . Serial No.	Date
				Serial No.	Date
	Serial No.	Date	GIT OIC Bureau Inspect	Serial No.	

Version 02/09/21 Page 3

 $^{^{3}}$ Officers will have 30 days to respond to written comments.

AUTOMATED FIELD DATA REPORT REVIEW

This review highlights the Automated Field Data Report (AFDR) considerations in regard to the primary unit's video(s) and shall be used solely for debriefs and training purposes only. It should be noted that the intent of this page is meant to provide guidance for supervision and officers to focus the topics for discussion as well the ability to enhance consistency across documentation and video recordings.

GENERAL INFORMATION

Officer(s)

To be completed by Bureau Inspection Units only: The name(s) of the officer(s) in the primary unit that responded to the incident, using the officer full last name.

Serial No.

To be completed by Bureau Inspection Units only: Fill in the corresponding serial number of each officer in the primary unit.

Unit

To be completed by Bureau Inspection Units only: Fill in the unit designation of the primary unit that responded to the incident, including the watch (ie. 12G12-W5).

Date

To be completed by Bureau Inspection Units only: Fill in the date of the incident.

Note: Use the following format: mm/dd/yyyy (ie. 03/26/2019).

Reference No.

To be completed by Bureau Inspection Units only: Create tracking number using the following guidelines:

- * The first two numbers correspond to the last two numbers in the current year;
- * The next two numbers correspond to the Area designation:
- The next two letters correspond to the abbreviation of "deployment period" (DP). Add the corresponding DP number after; and,
- * The following letter correspond to the week designation in the DP (ie. 1902DP1A).

Incident No.

To be completed by Bureau Inspection Units only: Fill in the full 12-digit incident number pertaining to the incident selected for review (ie. 190326001234).

Area

To be completed by Bureau Inspection Units only: Fill in the incident's Area acronym (ie. CENT for Central).

AFDR No.

To be completed by Bureau Inspection Units only: Fill in the AFDR associated with the incident.

Automated Field Data Report Policies

Refer to the following directives for any questions regarding the AFDR Review:

- Office of the Chief of Police (OCOP) Notice, Expanded Automated Field Data Report Completion Requirements and System, dated May 31, 2018;
- OCOP Special Order No. 11, Field Data Reports/Completion and Tracking — Renamed and Revised; Issuance and Retention of Field Data Report Books — Deleted; Field Data Report, Form 15.43.01 — Deactivated; Record of Field Data Report Books, Form 15.43.02 — Deactivated; Portable Officer Data Device System — Deactivated; California Department of Justice Stop Data Collection Form — Activated; and, Officer and Supervisor Automated Field Data Report Completion Guides — Activated, dated June 26, 2018:
- Department Manual Section 4/202.02, Automated Field Data Reports/Completion and Tracking, dated Quarter 2, 2019; and,
- OO Operations Order No. 1, Computer Aided Dispatch Summary Report Procedures for Patrol Personnel – Established, January 27, 2015.

AUTOMATED FIELD DATA REPORT REVIEW STEPS

The AFDR has a possible total for 43 data points that require review for consistency and accuracy across all corresponding reports and related videos. The following procedures are meant to address high risk areas of the AFDR and guide sworn personnel in the review and reconciliation of the AFDR's 43 data points to best enhance consistency and accuracy across all corresponding reports and related videos. Mark each box when the step is completed, regardless of whether there was an associated AFDR or not. Any inconsistencies that arise from the AFDR and/or CAD summary shall be addressed per the Debriefing instructions below.

1. Determine if an AFDR was completed as required. Refer to OCOP Special Order No. 11, Field Data Reports/Completion and Tracking – Renamed and Revised; Issuance and Retention of Field Data Report Books – Deleted; Field Data Report, Form 15.43.01 – Deactivated; Record of Field Data Report Books, Form 15.43.02 – Deactivated; Portable Officer Data Device System – Deactivated; California Department of Justice Stop Data Collection Form – Activated; and, Officer and Supervisor Automated Field Data Report Completion Guides –

Activated, dated June 26, 2018 for requirements on when to

2. Determine the number of individuals stopped in the incident that require entry into the AFDR.

complete an AFDR.

The number of individuals in an AFDR can be determined by counting the number of *Person #1* fields completed.

Version 02/09/21 Page 1 of 6

3. Identify the number of individuals documented in the AFDR and compare it with the number of individuals in the CAD summary.

There are various ways to document and refer to the number of individuals in the CAD summary. The common references utilized for the 84 incidents are listed as follows: Name, number of field information cards completed per individual, Gender/Race, number of want/warrant checks, driver and number of passengers, and/or delineating the actual number of individuals stopped.

4. Compare the number of individuals documented in the AFDR and CAD summary with what was observed in any corresponding video recordings.

Review the primary unit's video(s) to determine the number of individuals stopped and compare any observations with the AFDR and CAD documentation.

5. Determine what was the basis for the stop.

This can be determined by reviewing the AFDR or CAD summary.

6. In the AFDR, locate the Reason for Stop, Code/Description, and Explanation fields and determine what was the basis for the stop. Compare this information with the basis for the stop documented in the CAD summary.

Use the three data fields to determine if it is consistent with what was written in the CAD summary. If the CAD summary has no relevant information pertaining to the basis for the stop, then there are no consistency issues.

7. Review any related video recordings and determine if the documentation is consistent with what was observed in the video(s).

Use the three data fields from the AFDR and the CAD summary to determine if the basis for the stop is consistent with what was observed in the primary unit's video(s).

8. Determine if any searches of persons and/or property were conducted.

This can be determined by reviewing the AFDR or CAD summary.

9. In the AFDR, locate the Actions Taken, Basis for the Search, and Basis for Search Explanation fields. Compare this information with any documentation in the CAD summary regarding searches.

Use the three data fields from the AFDR to determine if it is consistent with what was written in the CAD summary. If the CAD summary has no relevant information pertaining to the basis for the stop, then there are no consistency issues.

10. Review any related video recordings and determine if the documentation is consistent with what was observed in the video(s).

Use the three data fields from the AFDR and the CAD summary to determine if the basis for the stop is consistent with what was observed in the primary unit's video(s).

DEBRIEFING

If any aspect of the review **cannot** be clarified by the supervisor(s) using available documentation and the debriefing will require the supervisor(s) to ask questions of the officer(s) for clarification, then the **officer(s)** shall be advised of the right to representation and notification of **discussion** topics prior to any discussion. The discussion will then be scheduled within 30 days upon notification to the officer(s). After the discussion has been completed select the box below:

Debrief Completed on __/_/_ for Automated Field Data Report Review. No Further Action.

Check this box when the discussion between the supervisor and officer (or officer's representative, if applicable) has been completed. Notate the date of the discussion on the blank lines __/_/__.

Gang Enforcement Detail Supervisor, Serial No., and Date

The Gang Enforcement Detail supervisor that evaluated the incident signs this box with his/her full name, serial number, and date that the evaluation was completed.

Gang Impact Team Officer in Charge, Serial No., and Date

The Gang Impact Team Officer in Charge or his/her designee signs this box with his/her full name, serial number, and date the evaluation was reviewed.

Bureau Gang Coordinator, Serial No., and Date

The Bureau Gang Coordinator or his/her designee signs this box with his/her full name, serial number, and date the evaluation was reviewed.

Bureau Inspection Unit Auditor, Serial No., and Date

The Bureau Inspection Unit employee that evaluated the incident signs this box with his/her full name, serial number, and date that the evaluation was reviewed.

PROCEDURAL JUSTICE REVIEW

This review highlights procedural justice considerations in regard to the primary unit's video(s) and shall be used solely for debriefs and training purposes only. It should be noted that the intent of this guide is meant to provide direction for supervision and officers to focus the topics for discussion.

PROCEDURAL JUSTICE CONSIDERATIONS

Discuss with the primary officers based upon the four tenets of procedural justice listed below. The evaluator should make note of the officer(s) interaction with the person(s) detained or encountered. The totality of the circumstances, such as the nature of the encounter or any prior knowledge of the person(s) detained or encountered, should also be taken into consideration when evaluating the interaction.

- 1. Officer(s) sufficiently identified self during the stop (Trustworthiness).
- 2. Maintaining professionalism and treating people with respect (Respect).
- 3. Providing an explanation of the contact (Neutrality).
- **4.** Answering questions and providing the stopped person an opportunity to be heard **(Voice)**.

What areas of procedural justice were noted in the video(s) (select one topic minimum)?

Check the appropriate box(es) for possible procedural justice concepts that can be discussed with the officers as it relates to the incident observed in the DICV and BWV. It should be noted that although not all topics have to be addressed, the supervisor **shall discuss**, at **minimum**, **one topic** with the officer.

Note: Only general topics that were discussed shall be noted here. <u>The nature of the discussion shall not be documented.</u> The intent of this section is to discuss and reinforce the tenets of procedural justice.

Examples for Additional Debrief Points:

- Reviewed strategies for diffusing and deescalating a contact.
- * Discussed the importance of tone when speaking with the public.
- Discussed the appropriateness of addressing the public's concerns when it is safe to do so.
- Discussed the Department's core values, such as Respect for People, as it relates to the tenets of procedural justice.
- Discussed the public's perception of fairness and professionalism.
- Discussed strategies to identify oneself.

Debrief Completed on __/_/_ for Procedural Justice Review. No Further Action.

Check this box when the discussion between the supervisor and officer (or officer's representative, if applicable) has been completed. Notate the date of the discussion on the blank lines / /

Gang Enforcement Detail Supervisor, Serial No., and Date

The Gang Enforcement Detail supervisor that evaluated the incident signs this box with his/her full name, serial number, and date that the evaluation was completed.

Gang Impact Team Officer in Charge, Serial No., and Date

The Gang Impact Team Officer in Charge or his/her designee signs this box with his/her full name, serial number, and date the evaluation was reviewed.

Bureau Gang Coordinator, Serial No., and Date

The Bureau Gang Coordinator or his/her designee signs this box with his/her full name, serial number, and date the evaluation was reviewed.

Bureau Inspection Unit Auditor, Serial No., and Date

The Bureau Inspection Unit employee that evaluated the incident signs this box with his/her full name, serial number, and date that the evaluation was reviewed.

Refer as Possible Training Video

Check the box if the supervisor and/or reviewer determines the associated video(s) could be used for training purposes or for future instruction during roll calls, schools, or similar training. If this box is selected, complete Select Time Segments and Learning Objectives.

Note: All possible training video selections shall adhere to OCOP Administrative Order No. 17, Use of Body Worn Video or Digital In-Car Video System for Los Angeles Police Department Training Purposes – Established; Digital Video Recordings for Training Consent, Form 13.16.00 - Activated; and, Training Form 13.16.01 - Activated, dated August 3, 2018.

Select Time Segments

If the "Possible Training Video" box was selected, document specific time points in the BWV or DICV that exemplify the intended learning objective.

Note: If the video selected is DICV, indicate "DICV." If the video selected is BWV, indicate "BWV-[Officer No.]" (e.g. BWV-2 for BWV of Officer No. 2). To specify the time, indicate the range of the video that best exemplify the possible learning objective utilize the following format: *hh:mm:ss — hh:mm:ss (ie. 00:10:05 – 00:12:05, to represent the 10 minute 5 second mark through the 12 minute 5 second mark in the video).*

Learning Objectives

If the "Possible Training Video" box was selected, document the learning objectives that the evaluator wishes to achieve by presenting the selected video for future instruction either during roll calls, schools, or similar training. The learning objectives can be about, but not limited to, tactical concepts or the tenets of procedural justice.

TACTICS REVIEW

This review highlights tactical considerations in regard to the primary unit's video(s) and shall be used solely for debriefs and training purposes only. It should be noted that the intent of this guide is meant to provide direction for supervision and officers to focus the topics for discussion.

TACTICAL CONSIDERATIONS

Discuss tactics utilized during the incident with the primary officers. Tactics should be based on the Department's current best practices, training, experience, policies, and totality of the circumstances as observed in the video(s).

What areas of relevant tactics were noted in the video(s)?

Check the appropriate box(es) for possible tactical concepts that can be discussed with the officers as it relates to the incident observed in the DICV and BWV. The following directives, while not limited to, can be used as reference material for discussion:

- Use of Force-Tactics Directive No. 3.2, Foot Pursuit Concepts, dated October 2013;
- Use of Force-Tactics Directive No. 4.5, Electronic Control Device-TASER, dated July 2018;
- Use of Force-Tactics Directive No. 5.2, Oleoresin Capsicum, dated July 2018;
- Use of Force-Tactics Directive No. 6.3, Beanbag Shotgun, dated July 2018;
- Use of Force-Tactics Directive No. 8.2, Baton, dated August 2018;
- Use of Force-Tactics Directive No. 14, Strikes and Kicks, dated December 2012;
- Use of Force-Tactics Directive No. 16, Tactical De-escalation Techniques, dated October 2016;
- Use of Force-Tactics Directive No. 17, 40mm Less-lethal Launcher, dated July 2018;
- Training Bulletin Vol. XLV, Issue 4, Barricaded Suspects, dated December 2016;
- Training Bulletin Vol. XLVII, Issue 4, Command and Control, dated July 2018;
- Training Bulletin Vol. XLVIII, Issue 6, Handcuffing, dated August 2019; and,
- Training Bulletin Vol. XLVIII, Issue 5, Tactical Disengagement, dated July 2019.

It should be noted that although not all topics have to be addressed, the supervisor **shall discuss**, **at minimum**, **one topic** with the officer.

Note: Only general topics that were discussed shall be noted here. The nature of the discussion shall not be documented. The intent of this section is to discuss and reinforce the tenets of procedural justice. The intent of this section is to discuss and reinforce best practices in tactical concepts, not penalize officers for tactical decisions made during the incident.

Additional Debrief Points

Other tactical considerations not listed above may also be listed below.

Examples for Debrief Points:

- Discuss radio discipline with officers.
- * Discuss the use of tactical language (Use Supervisory Judgment to determine appropriateness).
- * Discuss the pros and cons of apprehension vs. containment during a foot pursuit.
- * Discuss when it is appropriate to utilize vehicle intervention techniques.
- Discuss when a back-up or additional unit should be requested.

Debrief Completed on __/_/_ for Tactics Review. No Further Action.

Check this box when the discussion between the supervisor and officer (or officer's representative, if applicable) has been completed. Notate the date of the discussion on the blank lines __/_/ .

Gang Enforcement Detail Supervisor, Serial No., and Date

The Gang Enforcement Detail supervisor that evaluated the incident signs this box with his/her full name, serial number, and date that the evaluation was completed.

Gang Impact Team Officer in Charge, Serial No., and Date

The Gang Impact Team Officer in Charge or his/her designee signs this box with his/her full name, serial number, and date the evaluation was reviewed.

Bureau Gang Coordinator, Serial No., and Date

The Bureau Gang Coordinator or his/her designee signs this box with his/her full name, serial number, and date the evaluation was reviewed.

Bureau Inspection Unit Auditor, Serial No., and Date

The Bureau Inspection Unit employee that evaluated the incident signs this box with his/her full name, serial number, and date that the evaluation was reviewed.

Refer as Possible Training Video

Check the box if the supervisor and/or reviewer determines the associated video(s) could be used for training purposes or for future instruction during roll calls, schools, or similar training. If this box is selected, complete Select Time Segments and Learning Objectives.

Note: All possible training video selections shall adhere to OCOP Administrative Order No. 17, Use of Body Worn Video or Digital In-Car Video System for Los Angeles Police Department Training Purposes – Established; Digital Video Recordings for Training Consent, Form 13.16.00 - Activated; and, Training Form 13.16.01 - Activated, dated August 3, 2018.

Select Time Segments

If the "Possible Training Video" box was selected, document specific time points in the BWV or DICV that exemplify the intended learning objective.

Note: If the video selected is DICV, indicate "DICV." If the video selected is BWV, indicate "BWV-[Officer No.]" (e.g. BWV-2 for BWV of Officer No. 2). To specify the time, indicate the range of the video that best exemplify the possible learning objective utilize the following format: hh:mm:ss - hh:mm:ss (ie. 00:10:05 - 00:12:05, to represent the 10 minute 5 second mark through the 12 minute 5 second mark in the video).

Learning Objectives

If the "Possible Training Video" box was selected, document the learning objectives that the evaluator wishes to achieve by presenting the selected video for future instruction either during roll calls, schools, or similar training. The learning objectives can be about, but not limited to, tactical concepts or the tenets of procedural justice.