

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 12

November 9, 2021

**SUBJECT: DEPARTMENT ORGANIZATION AND FUNCTIONS – REVISED**

**PURPOSE:** The Department Organization and Functions (O&Fs) reflect the structure, functions and responsibilities of the various entities within. The O&Fs are denoted in Volume II of the Department Manual, as well as on the Local Area Network (LAN) under the “Organization” tab. The purpose of this Order is to revise the Organization and Functions for Transit Services Bureau.

**PROCEDURE:**

- I. **OFFICE OF SPECIAL OPERATIONS – REVISED.** Department Manual Section 2/065, *Office of Special Operations*, has been revised and attached. The revisions are indicated in italics.
- II. **DEPARTMENT ORGANIZATION AND FUNCTIONS – REVISED.** The Department Organization and Functions have been revised for Transit Services Bureau (TSB), under the Office of Special Operations. The O&Fs for TSB are attached with the revisions indicated in italics.

**AMENDMENT:** This Order amends Volume II, Section 065 of the Department Manual, as well as the Department O&Fs under the “Organization” tab on the LAN.

**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.



MICHEL R. MOORE  
Chief of Police

Attachments

DISTRIBUTION “D”

**DEPARTMENT MANUAL**  
**VOLUME II**  
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**065. OFFICE OF SPECIAL OPERATIONS.** The Office of Special Operations shall consist of the Director and the following:

<p><b>Counter-Terrorism and Special Operations Bureau.</b></p> <ul style="list-style-type: none"><li>• Major Crimes Division.</li><li>• Emergency Services Division.</li><li>• Metropolitan Division.</li><li>• Air Support Division.</li><li>• <i>Security Services Division.</i></li></ul>	<p><b><i>Transit Services Bureau</i></b></p> <ul style="list-style-type: none"><li>• Transit Services Group:<ul style="list-style-type: none"><li>○ <i>Transit Services Division.</i></li></ul></li><li>• Traffic Group:<ul style="list-style-type: none"><li>○ Central Traffic Division.</li><li>○ South Traffic Division.</li><li>○ West Traffic Division.</li><li>○ Valley Traffic Division.</li></ul></li></ul>
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**TRANSIT SERVICES BUREAU**

**TRANSIT SERVICES BUREAU.** Transit Services Bureau (TSB) reports *directly* to the Office of *Special Operations*. Transit Services Bureau is commanded by a police executive of the rank of Deputy Chief. *There are two subordinate Commanding Officer (CO) positions that are staffed by two police executives of the rank of Police Commander. They are individually assigned to Transit Services Group (TRSG) and Traffic Group (TRFG).*

**TRANSIT SERVICES BUREAU - CONCEPT OF OPERATIONS.** *Department Staff and Command officers provide oversight of the administrative, investigative and patrol operations of TSB as well as interface with the Los Angeles County Metropolitan Transportation Authority (LACMTA) Executive Board, LACMTA leadership, and LACMTA's Executive Officer of Systems Security and Law Enforcement. This cadre of Department personnel serve as LACMTA's police services partners and act as the Department liaison. As a liaison, the commanding officers of TSB introduce LACMTA leadership to the policies and protocols of the LAPD and educate leadership on the COMPSTAT process. Transit Service Bureau command staff work collaboratively with LACMTA leadership to establish policing priorities and strategies that serve LACMTA's policing needs.*

*The Department's deployment strategy allows for daily adjustments to the numbers of sworn personnel deployed to provide a more robust presence on LACTMA's transit system. Increasing the visible presence of uniformed police officers deters crimes on LACMTA's bus and rail service, reduces the number of calls for service generated, and limits the strain placed on geographic Areas having to respond to calls for service citywide. Transit Services Bureau's deployment strategies and policing services are provided by a combination of full time and overtime police officers dedicated to patrolling LACMTA's bus and rail transportation system. This deployment strategy is flexible, scalable, and effective for meeting LACMTA's policing needs.*

**TRANSIT SERVICES BUREAU - FUNCTIONS.** *The CO of TSB serves as the Department Traffic Coordinator. Transit Services Bureau oversees the Department's police services for all matters pertaining to transportation along the roadways within the City of Los Angeles. This responsibility includes the LACMTA transportation bus and rail system, as well as traffic investigation and enforcement within the City of Los Angeles.*

**TRANSIT SERVICES BUREAU - ORGANIZATION.** Transit Services Bureau is comprised of:

- Transit Services Group; *and,*

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- Traffic Group

**TRANSIT SERVICES BUREAU - UNIT DESIGNATION.** The radio unit designation for the CO, TSB, shall be Staff 31. The CO, TRSG, shall be Staff 31A. *The CO, TRFG shall be Staff 31B.* The CO, Transit Services Division (TSD), shall be CMDR 31. Transit Services Bureau, TRSG and TSD are assigned Mail Stop No. 1022, and Correspondence Reference Numbers 8.1, 8.1.1 and 8.1.2 respectively. *Traffic Group is assigned Mail Stop No. 400, and Correspondence Reference Number 8.1.3.*

**TRANSIT SERVICES GROUP.** *Transit Services Group is comprised of:*

- TSD;
- Homeless Outreach Proactive Engagement (HOPE) Team;
- Downtown Area Short Hop (DASH) buses; and
- LACMTA Liaison.

**TRANSIT SERVICES GROUP - FUNCTIONS.** *Transit Services Group oversees administrative, investigative and patrol operations for both TRSG and TSD. Transit Services Group is responsible for overseeing contract policing obligations delineated in the contract between the Department, LACMTA and the City of Los Angeles.*

**HOMELESS OUTREACH PROACTIVE ENGAGEMENT TEAM.** *Rather than rely on increased enforcement, TRSG has applied a HOPE Team strategy to reducing the number of non-transit persons (i.e., persons experiencing homelessness) on LACMTA's transportation bus and rail system by connecting those individuals with social services. Transit Services Group deploys HOPE Teams consisting of a supervisor and officers. Each member of the HOPE team has successfully completed 40 hours of mental health training provided by the Department and works in collaboration with LACMTA to identify locations experiencing a high frequency of non-transit persons.*

*The HOPE teams connect individuals with social services, including shelter and rehabilitation, to create lasting solutions on an individual basis. The teams coordinate with the Los Angeles Homeless Services Authority (LAHSA) and the LAPD's Mental Evaluation Unit as required. In addition to the HOPE team, TSB also utilizes the Department's System-Wide Mental Assessment Response Teams (SMART).*

**DOWNTOWN AREA SHORT HOP.** *The Department responsibility to provide uniformed police service to the three Los Angeles Department of Transportation (LADOT) bus services (i.e., DASH, Commuter Express, and City Ride) throughout the City. The mission of TRSG's*

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*DASH deployments is to create and ensure a safe environment for the transit bus community and employees. Enforcement efforts are directed towards vandalism, graffiti, alcohol and drug violations, sexual battery, hate crimes and battery.*

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*LIAISON. The Liaison is a consultant for the LACMTA and has the responsibility of assisting with and coordinating policing efforts for the LACMTA's construction projects. The Liaison works with project managers and project safety managers of LACMTA's construction projects.*

**TRANSIT SERVICES DIVISION.** *Transit Services Division consists of:*

- *Office of the Commanding Officer;*
- *Senior Lead Officers;*
- *Field Operations;*
- *Investigative and Training Section; and,*
- *Support Section.*

**TRANSIT SERVICES DIVISION - FUNCTIONS.** *Transit Services Division provides contract policing services for the LACMTA buses, trains, and critical infrastructure. It is commanded by a Captain, who has command and control authority over all daily law enforcement operations as well as compliance with the policing services contract between the City and LACMTA. So as not to negatively impact the Department's response to normal calls for service, TSD primarily deploys non-probationary personnel on an overtime basis.*

**TRANSIT SERVICES DIVISION - SPECIAL DUTIES AND UNITS.** *Transit Services Division is responsible for the following special duties:*

- **Rail Services.** *Uniformed officers responsible for the prevention and suppression of crime on the trains, platforms, stations, and related parking lots. The mission of these uniformed patrols is to enforce LACMTA's Code of Conduct and serve as a point of contact for LACMTA's ridership and employees. By utilizing the rail lines to travel between stations, TSD assigned officers increase their visibility to the riding public throughout the rail line, improves officers' ability to respond to calls for service, while also allowing them to provide a deterrent effect on criminal activity;*
- **Bus Riding Teams (BRT).** *Uniformed and plainclothes officers augment the patrol force by providing police services to LACMTA's bus lines identified as having chronic violations of LACMTA's Code of Conduct. The primary goal is to provide a visible deterrent for those inclined to victimize LACMTA's bus ridership or vandalize*

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*LACMTA's equipment. The BRTs are responsible for the prevention and suppression of crime on the buses, bus routes, bus stops, and related parking lots;*

- **Special Problems Unit (SPU).** Uniform and plainclothes investigative and enforcement teams *who identify chronic and habitual offenders of LACMTA's Code of Conduct and conduct enforcement operations affecting LACMTA rail and bus services. The goal of the SPU teams is to conduct enforcement while minimizing the disruption of LACMTA operations. The SPU is also utilized during special events, task forces and/or as required by identified crime trends;*
- **Support Section.** *Liaises with Area and specialized division investigative teams, to provide transit-related expertise and facilitate the collection of evidence;*
- **Senior Lead Officers (SLOs).** *Serve as a point of contact for the local community to improve the ridership experience and address transit-related issues. Senior Lead Officers also work to build a strong partnership with LACMTA operators and staff to effectively enforce the LACMTA code of conduct;*
- **Critical Infrastructures.** *Provide police services to include explosive detection, canine services, and counter-terrorism measures via Metropolitan Division and additional Department resources as appropriate; and,*
- **Contract Compliance.** *Maintain a relationship with the LACMTA Executive Board and LACMTA Leadership Team to manage the five-year contract through regular, periodic reporting and accounting.*

## **TRAFFIC GROUP**

**TRAFFIC GROUP - ORGANIZATION.** *Traffic Group is comprised of:*

- *Administrative Unit;*
- *Traffic Coordination Section; and,*
- *Specialized Enforcement Section.*

**TRAFFIC GROUP - FUNCTIONS AND SPECIAL DUTIES.** *Traffic Group is responsible for overseeing all the Department's traffic operations.*

**Traffic Coordination Section.** *Traffic Coordination Section (TCS) is comprised of the following:*

- *Drug Recognition Expert Unit;*
- *Pursuit Review Unit; and,*
- *Traffic Analytical Unit (TAU), consisting of:*

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- *Driving Under the Influence (DUI) Emergency Cost and Recovery Coordinator;*
- *Fleet Safety Coordinator;*
- *Hit & Run Alert/Network Coordinator;*
- *Multi-Disciplinary Collision Investigation Team (MCIT);*
- *Pull Notice Program;*
- *Radar/Lidar Coordinator;*
- *Traffic Grant Coordinator;*
- *Traffic Innovation Unit; and,*
- *Traffic Staff Researchers.*

*Traffic Coordination Section duties include:*

- Assisting the Department Traffic Coordinator (DTC) with the administration of the Department's Fleet Safety Program;
- Providing the Office of Special Operations with information that will facilitate driver-training needs;
- Coordinating *and* providing training for the Radar Enforcement Program;
- Drafting and reviewing traffic-related legislation, review traffic-related court decisions, and recommend amendments to the Department's traffic procedures;
- Conducting studies of on-duty, employee-involved traffic collisions, and prepare traffic collision history packages for administrative review;
- Assisting sworn employees whose driving record improperly reflects an on-duty traffic collision;
- Acting as the Department Coordinator, Procurer and Administrator for all traffic related grants;
- Administering and coordinating the Department's Preliminary Screening Alcohol Device (PSAD) program;
- Acting as the Department Coordinator for *the* DUI Emergency Cost *and* Recovery Program;
- Administering the Department's Pull Notice Program (*Department* Manual Section 3/209);
- Completing traffic collision reconstructions for traffic division detectives and for the District and City Attorney's Offices;
- Maintaining and updating the Department Traffic Manual;
- Coordinating and instructing traffic collision investigation schools and providing in-service training;
- Providing data entry and maintenance of employee Traffic Collision information in the Training Evaluation and Management System (TEAMS) (*Department* Manual Section 3/791.10);

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- Maintaining on-call availability for MCIT personnel, responding to all critical traffic collision investigations involving City liability, and handling the entire investigation;
- Maintaining liaison between MCIT personnel and the City Attorney's Office;
- Coordinating *and managing* the Department's Bandit Taxicab Enforcement Program; and,
- Reviewing *all* Vehicle Pursuit Reports to determine compliance with Department policies and procedures.

**TRAFFIC COORDINATION SECTION - SPECIAL LIAISON.** Traffic Coordination Section is responsible for maintaining liaison regarding traffic-related issues with:

- *LADOT*;
- California Highway Patrol;
- Los Angeles Unified School District;
- California Office of Traffic Safety;
- Safe Transportation Research and Education Center, University of California Berkley; and,
- Other agencies.

**Specialized Enforcement Section.** The Specialized Enforcement Section is comprised of *the following*:

- *Commercial Enforcement Section; and,*
- *Motorcycle Training Unit.*

**SPECIALIZED ENFORCEMENT SECTION – FUNCTIONS.** Specialized Enforcement Section is responsible for the following functions:

**Specialized Enforcement Unit Duties Include:**

- *Enforcing commercial vehicle enforcement;*
- *Recommending routes of travel for "dirt haul construction projects;"*
- *Conducting commercial vehicle inspections at scenes of major traffic collisions or where potential City liability exists;*
- *Responding to and assisting in the investigation of motor officer involved serious injury or fatal traffic collisions;*
- *Administering the Department's Motor Officer Safe Riding Tie Bar Program; and,*
- *Coordinating and conducting Citywide Commercial Enforcement Joint Agency Task Forces.*



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**Motorcycle Training Unit Duties Include:**

- Coordinating the testing for motor officer candidates every two years;
- *Completing* announcements for Basic Motorcycle Riding School;
- Administering the 80-hour POST Basic Motor Officer Riding School;
- Administering the 8-hour Motor Officer In-Service Training sessions;
- Administering the *Reintegration* Motorcycle Training for officers returning after an absence of 60 days or more;
- Administering the 8-hour Allied Agency In-Service Training sessions;
- Administering the 16-hour Motor Transport Division Mechanic Skills Enhancement Training;
- Providing dignitary protection, escort/motorcade planning and movements approved by the Commanding Officer, Counter Terrorism and Special Operations Bureau;
- *Providing* escorts for annual re-occurring sporting events (i.e., *Los Angeles* Marathon);
- Coordinating with Employee Assistance Unit (*EAU*) for Active Duty and Line of Duty funerals;
- Maintaining liaison with Motor Transport Division for motorcycle maintenance and repair;
- Conducting Department motorcycle testing and evaluations with the Los Angeles County Sheriff's Department;
- Evaluating the need for replacement of damaged, lost or stolen motor officer helmets and, when appropriate, issuing replacements;
- Evaluating and testing motor officer safety equipment *and* submitting *findings to the Office of Constitutional Policing and Policy*;
- Administering the issuance and *return* of motor officer equipment and motorcycles; and,
- Processing requests for the appearance of the Motorcycle Drill Team.

**TRAFFIC GROUP, BUREAU TRAFFIC DIVISIONS - ORGANIZATION.** *Traffic Group is comprised of four geographic divisions:*

- *Central Traffic Division;*
- *South Traffic Division;*
- *West Traffic Division; and,*
- *Valley Traffic Division.*

Each Traffic Division is comprised of:

- Office of the Commanding Officer;
- *Administrative Section;*

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- *Patrol Section (Collision Investigation & Traffic Enforcement);*
- *Detective Section;*
- *Training Unit; and,*
- *Community Traffic Safety Unit.*

**TRAFFIC DIVISIONS - FUNCTIONS AND SPECIAL DUTIES.** While geographic Area *COs* retain the primary responsibility for traffic safety within their Areas, bureau traffic divisions are responsible for performing the following within their respective operations bureau:

- Preliminary and follow-up collision investigations;
- Enforcement of traffic laws and ordinances utilizing the principles of selective enforcement;
- Enforcement of parking regulations;
- Administrative review of bureau-wide traffic functions; and,
- Providing advice for adult felony traffic arrests.

The on-duty *watch commander* of the involved geographic patrol division is responsible for providing booking approval after the booking advice has been obtained by the involved *bureau* traffic division.

**COMMANDING OFFICER, TRAFFIC DIVISION.** The *CO* of a traffic division, under the direction of *Traffic Group*, exercises line command over the operations of his or her division.

**OFFICE OF THE COMMANDING OFFICER - SPECIAL DUTIES.** The office of the *commanding officer* in each Traffic Division is responsible for the following special duties:

**Surveys.** Conducting traffic-related surveys as required and working with the LADOT to request and ensure Engineering and Traffic Surveys are valid.

**Dismantled Vehicles.** Refer to the *LADOT* requests concerning the removal from the street and other public property in Areas within its *operations bureau*, of dismantled vehicles which bear no evidence of registration or identification numbers.

**Special Files.** Maintaining files of the following:

- *Fatalities and Suspected Serious Injury* accidents occurring within its *operations bureau*;
- *Motorcycle officer recap logs*; and,
- *Problematic traffic locations.*

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**ADMINISTRATIVE SECTION:** *The Traffic Administrative Section is comprised of:*

- *Personnel Complaint Coordinator;*
- *Subpoena Control Unit;*
- *Sick/IOD Coordinator; and,*
- *Traffic Analytical Unit, responsible for:*
  - *Compiling all traffic statistics;*
  - *Preparing Daily Missions; and,*
  - *Preparing reports and information for COMPSTAT.*

**PATROL SECTION - FUNCTIONS.** The patrol *section* of each traffic division *is* responsible for:

- *The investigation of traffic collisions;*
- *Traffic collision prevention activities;*
- *General patrol activities, as necessary;*
- *DUI Detail;*
- *Street Racing Task Force; and,*
- *Enforcement of traffic laws and ordinances, utilizing the principles of selective enforcement.*

**DETECTIVE SECTION - FUNCTIONS.** Each *traffic detective section* is responsible for performing the following within its respective *operations bureau*:

- *Follow-up investigations concerning felony and misdemeanor traffic collision cases;*
- *Traffic collisions involving trains;*
- *Follow-up investigations of felony evading, as defined in the California Vehicle Code, when all connected crimes are traffic related;*

**Note:** The location the first violation was observed will be the determining factor for deciding which *detective section* is responsible for a particular investigation.

- *Auditing all information contained in traffic collision reports to ensure adherence to the accident investigation policies and procedures of the Department;*
- *Classifying and distributing traffic collision reports as required;*
- *Issuing traffic citations to juveniles for alleged traffic violations based upon information contained in traffic collision reports or resulting from follow-up investigations and assigning a court date from the Los Angeles Police Department Citation Guide,*

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Form 16.65.00, and mailing a notification letter to the juvenile's parent/guardian. The white copy of the personal service citation *shall* be forwarded with the notification letter;

**Note:** If the involved juvenile comes to the issuing division with his *or* her parent or guardian prior to the notification being mailed, the handling investigator *shall* have the juvenile sign the citation. A note of the parent or guardian's notification *shall* be made in the narrative portion of the citation. The investigator is not required to send the notification letter to the juvenile once the citation is signed.

- Forwarding completed traffic citations and attached filing documentation to the Traffic Court Liaison Unit, *Detective Support and Vice Division (DSVD)*, for filing with the Superior Court;
- Sending copies of all DUI Arrest Reports involving refusals to complete a chemical test to the *California Department of Motor Vehicles (DMV)*;
- Handling false personation cases resulting from a Traffic Notice to Appear (citation) or traffic collision report; *and*,

**Note:** False personation cases resulting from any arrest or any other incident, excluding a traffic citation or traffic report, *shall* be investigated by the Area *detective division*, Area of occurrence.

- Preparing *and submitting* all requests for *driver* reexaminations to the *DMV*.

***TRAFFIC TRAINING UNIT – FUNCTIONS.*** *The traffic training unit is responsible for:*

- *Reviewing all pursuits;*
- *Reviewing all use of force investigations; and,*
- *Coordinating and ensuring all officers have completed mandated training.*

***COMMUNITY TRAFFIC SAFETY UNIT – FUNCTIONS.*** *The Community Traffic Safety Unit is responsible for:*

- *Receiving and investigating all traffic complaints;*
- *Attending community meetings; and,*
- *Conducting child/passenger seat installation.*