

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 8

July 13, 2021

SUBJECT: VARIOUS DEPARTMENT MANUAL SECTIONS – REVISED, TO INCLUDE COMMUNITY SAFETY PARTNERSHIP BUREAU

PURPOSE: On August 20, 2020, Administrative Order No. 13 was published officially activating Community Safety Partnership Bureau (CSPB). This Order revises various Department Manual Sections to further integrate CSPB into Department functions. Community Safety Partnership Bureau is responsible for fostering relationships and working with community members and institutional partners to provide basic safety for residents of chronically high-crime areas. The designated Neighborhood Engagement Areas in which CSPB teams operate include Housing Authority of the City of Los Angeles public housing complexes, city parks, and other defined areas. In addition, this Order incorporates other minor revisions as they relate to recent organizational changes within the Department.

PROCEDURE:

- I. ORGANIZATION AND FUNCTIONS OF THE LOS ANGELES POLICE DEPARTMENT – REVISED.** Department Manual Section 2/062, *Organization and Functions of the Los Angeles Police Department*, has been revised and is attached with the revisions in italics.
- II. NON-GEOGRAPHIC DIVISION UNIT DESIGNATIONS – REVISED.** Department Manual Section 4/110.20, *Non-Geographic Division Unit Designations*, has been revised and is attached with the revisions indicated in italics.
- III. ABBREVIATIONS – REVISED.** Department Manual Section 5/030.50, *Abbreviations*, has been revised and is attached with the revisions indicated in italics.
- IV. DISTRIBUTION GUIDE FOR REPORTING EMPLOYEES/SUPERVISORS – INVESTIGATIVE, ARREST, AND PROPERTY REPORTS – REVISED.** Department Manual Section 5/030.66, *Distribution Guide for Reporting Employees/Supervisors – Investigative, Arrest, and Property Reports*, has been revised and is attached with the revisions indicated in italics.
- V. CORRESPONDENCE REFERENCE NUMBERS – REVISED.** Department Manual Section 5/080.96, *Correspondence Reference Numbers*, has been revised and is attached with the revisions indicated in italics.

AMENDMENT: This Order amends Sections 2/062, 4/110.20, 5/030.50, 5/030.66, and, 5/080.96 of the Department Manual.

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
Revised by Administrative Order 8 , 2021

062. OFFICE OF THE CHIEF OF POLICE. The Office of the Chief of Police will consist of:

- Community Relations Section

Chief of Staff.

- Administrative Section.
- Public Communications Group.
- Employee Relations Group.
- Mayors Security Detail.
- Board of Police Commission Liaison.
- *Governmental Liaison Section.*

Office of Constitutional Policing and Policy.

- Special Projects.
- OMBUDS.
- Risk Management Legal Affairs Group.
- *Risk Management and Legal Affairs Division.*
- *Grants Section.*
- *Strategic Planning Section.*
- Audit Division.
- *Diversity, Equity and Inclusion Officer.*

Community Safety Partnership Bureau.

- *Commanding Officer.*
- *Assistant Commanding Officer.*
- *Administrative Section.*
- *Avalon Gardens and Gonzague Village Community Safety Partnership (CSP) Team (Southeast Area).*
- *Imperial Courts CSP Team (Southeast Area).*
- *Jordan Downs CSP Team (Southeast Area).*
- *Nickerson Gardens CSP Team (Southeast Area).*
- *Pueblo del Rio CSP Team (Newton Area).*
- *South Park CSP Team (Newton Area).*
- *Harvard Park CSP Team (77th Street Area).*
- *Ramona Gardens CSP Team (Hollenbeck Area).*
- *San Fernando Gardens CSP Team (Foothill Area).*

**DEPARTMENT MANUAL
VOLUME II
Revised by Administrative Order 8 , 2021**

Professional Standards Bureau.

- *Commanding Officer.*
- *Assistant Commanding Officer.*
 - *Administrative Records Section;*
 - *Advocate Section; and,*
 - *Administrative Section;*
 - ❖ *Review and Evaluation Unit;*
 - ❖ *Complaint Classification Unit; and,*
 - ❖ *Projects Unit.*
- *Internal Affairs Division.*
 - *Workplace Investigation Section;*
 - *Complaint Investigation Section – Central;*
 - *Complaint Investigation Section – South;*
 - *Complaint Investigation Section – Valley;*
 - *Complaint Investigation Section – West; and,*
 - *Complaint Investigation Section – Support.*
- *Force Investigation Division; and,*
- *Special Operations Division.*

The remainder of this section remains unchanged.

DEPARTMENT MANUAL
VOLUME IV
Revised by Administrative Order 8, 2021

110.20 NONGEOGRAPHIC DIVISION UNIT DESIGNATIONS. Division commanding officer units will be identified by the word “Commander” followed by the number and/or letter(s) of the respective Area/division. All other personnel will be identified by the number and/or letter(s) of their respective Area/division followed by the numerical designation assigned by the Commanding Officer.

***Chief of Police**

- 24I: Personnel assigned to the Office of the Chief of Police.

***Police Commission**

- 1PC: *Personnel assigned to Commission Investigation Division.*

***Chief of Staff**

- 8D: Personnel assigned to Chief of Staff.
- 2I: Personnel assigned to Public Communications Group and Media Relations Division.
- 17H: *Personnel assigned to Employee Relations Group.*
- 23I: *Personnel assigned to Governmental Liaison Section.*

*** Office of Constitutional Policing and Policy**

- 7I: *Personnel assigned to Diversity, Equity and Inclusion Officer.*
- 10I: *Personnel assigned to Audit Division.*
- 15H: *Personnel assigned to Risk Management and Legal Affairs Division.*
- 18I: Personnel assigned to OMBUDS.
- 22I: Personnel assigned to the Office of Constitutional Policing and Policy.

***Office of Operations**

- 2O: Personnel assigned to Office of Operations.

***Office of Special Operations**

- 30H: Personnel assigned to the Office of Special Operations.

*** Office of Support Services**

- 6I: Personnel assigned to the Office of Support Services.
- 7H: *Personnel assigned to Critical Incident Review Division.*
- 21I: Personnel assigned to the Director, Office of Support Services.
- 32H: *Personnel assigned to Behavioral Science Services.*

DEPARTMENT MANUAL
VOLUME IV
Revised by Administrative Order 8, 2021

***Administrative Services Bureau**

- 1H: *Personnel assigned to Custody Services Division.*
- 5H: *Personnel assigned to Personnel Division.*
- 8H: *Personnel assigned to Fiscal Group.*
- 9H: *Personnel assigned to Evidence and Property Management Division.*
- 10H: *Personnel assigned to Communications Division.*
- 11H: *Personnel assigned to Facilities Management Division.*
- 24H: *Personnel assigned to Records and Identification Division.*
- 27H: *Personnel assigned to Administrative Services Bureau.*
- 35H: *Personnel assigned to Motor Transport Division.*

***Detective Bureau**

- 1K: *Personnel assigned to Detective Support and Vice Division.*
- 2H: *Personnel assigned to Technical Investigation Division.*
- 2K: *Personnel assigned to Commercial Crimes Division.*
- 4K: *Personnel assigned to Robbery-Homicide Division.*
- 5D: *Personnel assigned to Investigative Analysis Section/Detective Bureau Administrative Staff.*
- 5I: *Personnel assigned to Detective Support and Vice Division, Vice Section.*
- 5K: *Personnel assigned to Gang and Narcotics Division, Gang Section.*
- 6H: *Personnel assigned to Forensic Science Division.*
- 7Y: *Personnel assigned to Gang and Narcotics Division, Narcotics Section.*
- 8K: *Personnel assigned to Juvenile Division.*
- 8Y: *Personnel assigned to Gang and Narcotics Division, Narcotics Section.*
- 9Y: *Personnel assigned to Gang and Narcotics Division, Narcotics Section.*
- 70D: *Personnel assigned to Gang and Narcotics Division.*
- 28H: *Personnel assigned to COMPSTAT.*

***Counter-Terrorism and Special Operations Bureau**

- R: *Personnel assigned to Metropolitan Division.*
- 2D: *Personnel assigned to Air Support Division.*
- 3D: *Personnel assigned to Emergency Services Division.*
- 6K: *Personnel assigned to Major Crimes Division.*
- 10Y: *Personnel assigned to Counter-Terrorism and Special Operations Bureau.*
- 36: *Personnel assigned to Security Services Division.*

*** Training Bureau**

- 16I: *Personnel assigned to Employee Assistance Unit.*
- 22H: *Personnel assigned to Officer Representation Unit.*
- 26H: *Personnel assigned to Training Bureau.*
- 31H: *Personnel assigned to Recruitment and Employment Division.*
- 33H: *Personnel assigned to Police Training and Education.*
- 34H: *Personnel assigned to Training Division.*

DEPARTMENT MANUAL
VOLUME IV
Revised by Administrative Order 8 , 2021

***Professional Standards Bureau**

- 1G *Commanding Officer.*
- 1I *Assistant Commanding Officer.*
- 4I *Personnel assigned to Internal Affairs Division.*
- 7D *Personnel assigned to Force Investigation Division.*
- 15I *Personnel assigned to Special Operations Division.*

***Community Safety Partnership Bureau**

- 18H: *Personnel assigned to Bureau.*
- Commander 18HA and 18HB: *Captains.*
- 18H10 and 18H110: *Lieutenants assigned to Operations.*
- 4B; 12B; 13B; 16B; and, 18B: *Personnel assigned to Divisional Operations.*

***Information Technology Bureau**

- 3H: *Personnel assigned to Information Technology Division.*
- 7K: *Personnel assigned to Innovation Management Division.*
- 29I: *Personnel assigned to Application Development and Support Division.*
- 30I: *Personnel assigned to Emergency Command Control Communication System Division.*

***Transit Services Bureau**

- 3I: *Personnel assigned to Transit Services Division.*
- 31D: *Personnel Assigned to Traffic Group.*
- 36O: *Personnel assigned to DASH Bus Detail.*

The remainder of this section remains unchanged.

**DEPARTMENT MANUAL
VOLUME V
Revised by Administrative Order 8 , 2021**

030.50 ABBREVIATIONS. The following abbreviations will be used to indicate the working details of concerned personnel on arrest and identification reports and other reports requiring that information:

Office of the Chief of Police

Chief of Police - COP
Chief of Staff - COS
Administrative Section - AS
Employee Relations Group - ERG
Office of Constitutional Policing & Policy - OCPP
Office of Operations - OO
Office of Special Operations - OSO
<i>Community Safety Partnership Bureau - CSPB</i>
Professional Standards Bureau - PSB
Detective Bureau - DB
Office of Support Services - OSS

Police Commission	Professional Standards Bureau - PSB
Commission Investigation Division - CID	Internal Affairs Division - IAD
Executive Director - EXEC	Force Investigation Division - FID
Inspector General - IG	Special Operations Division - SOD
Office of Constitutional Policing and Policy	Office of Special Operations
Risk Management Legal Affairs Group - RMLAG	Counter-Terrorism and Special Operations Bureau - CTSOB
	Major Crimes Division - MCD
Risk Management and Legal Affairs Division - RMLAD	Emergency Services Division - ESD
Audit Division - AD	Air Support Division - ASD
Diversity, Equity and Inclusion Officer - DEI	Metropolitan Division - METRO
Department Risk Manager - DRM	Traffic Coordination Section - TCS
OMBUDS Section - OMBUDS	

The remainder of this section remains unchanged.

**DEPARTMENT MANUAL
VOLUME V
Revised by Administrative Order 8 , 2021**

**030.66 DISTRIBUTION GUIDE-FOR REPORTING EMPLOYEES/SUPERVISORS -
INVESTIGATIVE, ARREST, AND PROPERTY REPORTS.**

- EXTRA COPIES -

ABC licensed premises, any arrest on - ABC
Alcohol, untaxed - United States Department of Treasury
Aircraft, Operating under-the-influence of alcohol or drugs - ASD
Airline tickets or validation equipment involved - CCD (Not required if forgery arrest)
Air Support assists with arrest - ASD
Altercation, Department employment a factor - Check box or print ALTERCATION
Asian involved as suspect or victim - GND
Attack on police officer, firefighter, or public building - MCD
Badge or ID card, Department, Involved - Personnel Division - *PD*
Badge, Special Officer's, involved - CID
Bank involved - Specialized Report Distribution Unit - FBI
Bullet or cartridge case, discharged, booked as evidence - FSD
Checks, check writing equipment, credit card involved - (Not required if forgery arrest)
Counterfeiting (IR or Property Report with no arrest) - *United States Secret Service*
County property stolen - LASD
Consular officers and property - COS, CTSOB, MCD, *Public Communications Group* - OCOP
Crimes committed within a Community Safety Partnership Neighborhood Engagement Area – (CSPB)
Crimes involving property in the care of an OPG - CID
Cruelty to animals - DSVD
Department property lost/stolen/recovered - Supply Section, FG
Destructive devices (illegal), possession of bombs, incendiary devices, etc. - MCD
Disturbing peace of public meetings or schools - MCD
DUI, refused chemical tests - Traffic Auditor
Failing to register (290PC) - Registration Enforcement and Compliance Team Coordinator for 290 PC; and, Custody Services Division for 11590 H& S
Firearms (illegal), possession of - MCD
Firearms, lost/stolen/booked - R&I Division, Automated Vehicle and Property Section Supervisor, and DSVD, Gun Unit. If Department issued, also indicate copy for Armory, Training Division.
Five thousand dollars, property in excess of involved - FBI
Gypsy involved as suspect or victim - CCD
Hatred or prejudice crime or incident - CCS-MCD, RHD
Identifiable property lost/stolen - CCD
Impersonating an officer involved - CCD
Labor dispute/strike involved - Labor Relations Unit - OO
Los Angeles County Metropolitan Transportation Authority-involved, report taken by LAPD- *Transit Services Division*
Lost Report where pickpocket is probable crime - CCD

The remainder of this section remains unchanged.

DEPARTMENT MANUAL
VOLUME V
Revised by Administrative Order 8 , 2021

080.96 CORRESPONDENCE REFERENCE NUMBERS. Request for additional numbers will be in writing and addressed to the Commanding Officer, Risk Management and Policies Division, who will consider the request and make recommendations to the Executive Officer for determination, subject to approval by the Chief of Police.

1.0 Police Commission	1.1 Office of the Chief of Police	1.2 Chief of Staff
1.0 Executive Director	1.1 Chief of Police	1.2 Commanding Officer
1.0 Inspector General	2.2.2 Community Relations Section	1.2 Board of Police Commissioners Liaison
1.0 Commission Investigation Division		2.2.1 Administrative Section
		2.2.3 Employee Relations Group
		2.2.4 Media Relations Division
		2.2.5 Public Communications Group
		14.6 Governmental Liaison Section

DEPARTMENT MANUAL
VOLUME V
Revised by Administrative Order 8 , 2021

1.3 Office of Support Services	1.4 Operations-Central Bureau	1.5 Operations-South Bureau
1.3 Director, Office of Support Services	1.4 Commanding Officer	1.5 Commanding Officer
3.1.2 Employee Assistance Unit	4.1 Central Area	5.1 Harbor Area
3.1.3 Officer Representation Unit	4.1.1 Central Area Detective Division	5.1.1 Harbor Area Detective Division
3.1.4 Training Bureau	4.2 Hollenbeck Area	5.2 77th Street Area
3.2 Critical Incident Review Division	4.2.1 Hollenbeck Area Detective Division	5.2.1 77th Street Area Detective Division
3.4 Behavioral Science Services	4.3 Newton Area	5.3 Southeast Area
3.6 Department Operations Center	4.3.1 Newton Area Detective Division	5.3.1 Southeast Area Detective Division
3.7 Records and Identification Division	4.4 Northeast Area	5.4 Southwest Area
18.2.3 Evidence and Property Management Division	4.4.1 Northeast Area Detective Division	5.4.1 Southwest Area Detective Division
	4.5 Rampart Area	5.6 South Bureau Homicide Division
	4.5.1 Rampart Area Detective Division	

DEPARTMENT MANUAL
VOLUME V
Revised by Administrative Order 8 , 2021

1.6 Operations-West Bureau	1.7 Operations-Valley Bureau	1.8 Detective Bureau
1.6 Commanding Officer	1.7 Commanding Officer	1.8 Chief of Detectives
6.1 Hollywood Area	7.1 Devonshire Area	1.8.1 Detective Services Group
6.1.1 Hollywood Area Detective Division	7.1.1 Devonshire Area Detective Division	8.3 Juvenile Division
6.2 Pacific Area	7.2 Foothill Area	8.4 Gang and Narcotics Division
6.2.1 Pacific Area Detective Division	7.2.1 Foothill Area Detective Division	8.5 Technical Investigation Division
6.2.2 LAX Field Services Division	7.3 North Hollywood Area	8.6 Robbery-Homicide Division
6.3 West Los Angeles Area	7.3.1 North Hollywood Area Detective Division	8.7 Commercial Crimes Division
6.3.1 West Los Angeles Area Detective Division	7.4 Van Nuys Area	8.9 Forensic Science Division
6.4 Wilshire Area	7.4.1 Van Nuys Area Detective Division	3.8 COMPSTAT
6.4.1 Wilshire Area Detective Division	7.4.2 Operations Valley Bureau Homicide	
6.6 Olympic Area	7.5 West Valley Area	
6.6.1 Olympic Area Detective Division	7.5.1 West Valley Area Detective Division	
	7.7 Mission Area	
	7.7.1 Mission Area Detective Division	
	7.8 Topanga Area	
	7.8.1 Topanga Area Detective Division	

DEPARTMENT MANUAL
VOLUME V
Revised by Administrative Order 8 , 2021

1.10	Administrative Services Bureau
1.10	Commanding Officer
3.5	Fiscal Group
10.1.	Motor Transport Division
10.2	Communications Division
10.3	Facilities Management Division
10.4	Records and Identification Division
10.5	Support Services Group
12.3.1	Personnel Division
18.2.2	Custody Services Division

1.18	Office of Special Operations
1.18	Director
18.2	Assistant to the Director
1.15	Counter-Terrorism and Special Operations Bureau
1.15	Commanding Officer
1.15.1	Commanding Officer, Counter-Terrorism <i>and Special Operations</i> Bureau
8.1	Transit Services Bureau
8.1.1	Transit Services Group
8.1.2.	Transit Services Division
8.1.3	Traffic Group
15.1	Major Crimes Division
15.2	Emergency Services Division
16.3	Metropolitan Division
16.1	Air Support Division
18.2.4	Security Services Division

**DEPARTMENT MANUAL
VOLUME V
Revised by Administrative Order 8 , 2021**

1.14	Office of Constitutional Policing and Policy
1.14	Director, Office of Constitutional Policing and Policy
14.1	Department Risk Manager; Commanding Officer, RMLAG
14.2	Audit Division
14.4	Risk Management and Legal Affairs Division
14.5	Policy Analysis and Development Unit
14.9	OMBUDS Section
1.9	<i>Community Safety Partnership Bureau</i>

The remainder of this section remains unchanged.