

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 9**

May 21, 2020

**SUBJECT: OUTSIDE AGENCY UNIT DESIGNATIONS – REVISED; AND,  
RADIO CODES AND PROCEDURES – REVISED**

**PURPOSE:** This Order amends several Department Manual sections pertaining to outside agency unit designations and radio procedures related to Comprehensive Cleaning and Rapid Engagement (CARE) Teams, comprised of the Los Angeles Bureau of Sanitation (LASAN) employees and the Los Angeles Homeless Services Authority (LAHSA) employees. Additionally, the outside agency radio unit designations have been updated to reflect the addition of CARE Teams assigned to each bureau.

**PROCEDURE:**

- I. OUTSIDE AGENCY UNIT DESIGNATIONS – REVISED.** Department Manual Section 4/110.80, *Outside Agency Unit Designations*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.
- II. RADIO CODES AND PROCEDURES – REVISED.** Department Manual Section 4/120.40, *Radio Codes and Procedures*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

**AMENDMENTS:** This Order amends Sections 4/110.80 and 4/120.40 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.

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

  
**MICHEL R. MOORE**  
Chief of Police

Attachment

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**110.80 OUTSIDE AGENCY UNIT DESIGNATIONS.** Units operated by outside agencies shall be identified as follows:

**Federal Bureau of Investigation Units.** Numbers in the “400” and “500” series.

**University of California, Los Angeles Campus Units.** “8UC” and unit numbers in the “50” series.

**California State University, Northridge – Department of Police Services (CSUN-DPS) Radio Unit Designations.**

- *The CSUN-DPS Chief of Police shall use “17 University Commander”;*
- *The CSUN-DPS Watch Commander shall use “17 University 90”;*
- *The CSUN-DPS Supervisors shall use “17 University 10, 20, 30, etc.”;*
- *The CSUN-DPS Detectives shall use “17 University 21, 22, 23, etc.”; and,*
- *The CSUN-DPS Radio Cars shall use “17 University 1, 3, 5, etc.”*

**California State University, Los Angeles – Department of Public Safety (CSULA-DPS) Radio Unit Designations.**

- *The CSULA-DPS Chief of Police shall use “4 University Commander”;*
- *The CSULA-DPS Watch Commander shall use “4 University 90”;*
- *The CSULA-DPS Supervisors shall use “4 University 10, 20, 30, etc.”;*
- *The CSULA-DPS Detectives shall use “4 University 21, 22, 23, etc.”; and,*
- *The CSULA-DPS Radio Cars shall use “4 University 1, 3, 5, etc.”*

**Military Police Units.** “Special Agent 51” and “Special Agent 52.”

**Traffic Signal Repair Units.** *Traffic Signal Repair* unit numbers shall be assigned in consecutive order beginning with the number “1.”

**Comprehensive Cleaning and Rapid Engagement (CARE) Team Radio Unit Designations.** *Individual CARE teams shall be identified by each Department Bureau as follows:*

- *Central Bureau:*
  - \* *The CARE Team Supervisors shall use “CARE 110, 120, 130, etc.”; and,*
  - \* *The CARE Team Units shall use “CARE 101, 102, 103, etc.”*
  
- *Valley Bureau:*
  - \* *The CARE Team Supervisors shall use “CARE 210, 220, 230, etc.”; and,*
  - \* *The CARE Team Units shall use “CARE 201, 202, 203, etc.”*
  
- *South Bureau:*
  - \* *The CARE Team Supervisors shall use “CARE 310, 320, 330, etc.”; and,*
  - \* *The CARE Team Units shall use “CARE 301, 302, 303, etc.”*

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- *West Bureau:*
  - \* *The CARE Team Supervisors shall use "CARE 410, 420, 430, etc."; and,*
  - \* *The CARE Team Units shall use "CARE 401, 402, 403, etc."*

*The Unified Homeless Response Center (UHRC) shall be identified as "CARE 90" and the Officer in Charge of the UHRC shall be identified as "CARE 10."*

**120.40 RADIO CODES AND PROCEDURES.** The following codes and phrases shall be used, when applicable, in local radio transmissions:

- **Emergency Call.** A radio call accompanied by a "Code Three" designation is an emergency call. It shall be answered immediately, but in a manner that will enable the unit to reach the scene as quickly and safely as possible. A specific unit shall be dispatched "Code Three" and ALL additional responding units may also respond "Code Three."
- **Officer Needs Help.** An emergency call shall be broadcast when an officer requires immediate aid for a life-threatening incident or an incident that requires immediate aid because of serious bodily injury, death, or a serious threat to public safety is imminent. The officer requesting shall include the location, followed if possible, by the unit identification and all other pertinent information. A specific unit shall be dispatched "Code Three" and ALL additional responding units may also respond "Code Three."
- **Firefighter Needs Help.** An emergency call shall be broadcast when immediate police assistance is required because firefighters are being attacked, attack is imminent, or other emergency exists. A specific unit shall be dispatched "Code Three" and ALL additional responding units may also respond "Code Three."
- **Firefighter Needs Assistance.** An emergency call shall be broadcast when police assistance is required due to hostile crowd action or other incident. A specific unit shall be dispatched "Code Three" and ALL additional responding units may also respond "Code Three."
- **CARE Unit Needs Help.** An emergency call shall be broadcast when immediate police assistance is required because CARE personnel are being attacked, attack is imminent, or another emergency exists. A specific unit shall be dispatched "Code Three" and ALL additional responding units may also respond "Code Three."
- **CARE Unit Requests Back-up.** An emergency call shall be broadcast when CARE personnel require police assistance immediately, but the situation does not rise to the level where serious bodily injury, death, or serious threat to public safety is imminent. A specific unit shall be dispatched "Code Three."
- **CARE Unit Requests Additional Unit.** An "Additional Unit" shall be broadcast when a CARE unit requires police assistance for an urgent, but non-emergency situation. An "Additional Unit" request is not an emergency call and responding officers shall obey all traffic laws when responding.

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*Note: Homeless Outreach Proactive Engagement (HOPE) officers shall be the primary assigned unit for any emergency service calls generated by CARE Units. If HOPE officers are unavailable, police resources from within the geographic Area shall be assigned by Communications Division to respond to any CARE emergency service.*

- **Back-up Unit Request.** *An emergency call shall be broadcast when an officer requires additional units immediately, but the situation does not rise to the level where serious bodily injury, death or serious threat to public safety is imminent.*

**Example:** Active perimeter, foot pursuit, 415 group, a crime-in-progress, etc.

*All officers who broadcast a "back-up" request shall include their unit location, followed by their unit designation and all other pertinent information, including the reason for the request. A specific unit shall be dispatched "Code Three."*

**The Remainder of This Section Remains Unchanged.**