

OFFICE OF THE CHIEF OF POLICE

**NOTICE**  
**14.5**

July 10, 2018

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** WATCH COMMANDER'S DAILY REPORT, FORM 15.80.00 – REVISED, RELATIVE TO THE OFFICE OF OPERATIONS NOTICE, TITLED DUTY TO CONDUCT SAFETY CHECKS FOR DETAINEES IN AREA HOLDING CELLS, BENCHES, OR WAITING AREAS; REQUIREMENT TO DOCUMENT AREA SAFETY CHECKS, DATED JUNE 22, 2018

This Notice revises the Watch Commander's Daily Report, Form 15.80.00, by integrating a checkbox on Page 1, indicating, "The Adult Detention Log, Form 06.19.00, was reviewed during the time period of this watch to ensure that hourly in-person direct visual observation checks had been conducted on the adult arrestees inside this Area holding facility" as directed by the Office of Operations Notice, *Duty to Conduct Safety Checks for Detainees in Area Holding Cells, Benches, or Waiting Areas; Requirement to Document Area Safety Checks*, dated June 22, 2018.

In addition to the aforementioned Office of Operations Notice, in the event of a situation or exigency requiring the arresting or investigating officer to leave the station or otherwise become unavailable, and the watch commander has been notified of such a situation, the watch commander **may designate other supervisors, detectives, or officers to continue the hourly in-person direct visual observation checks** on adult arrestees inside the Area holding facility, i.e., holding cells and benches, detainee waiting areas, and secured detective interview locations, until the arresting or investigating officer returns.

Furthermore, the documentation times of the hourly in-person direct visual observation checks, along with the sworn employee's serial number who is conducting the in-person checks, shall be written on the Adult Detention Log, Form 06.19.00, next to the specific arrestee's name, within the "Comments" section.

The revised Watch Commander's Daily Report is attached for immediate use and duplication and is available in E-Forms on the Department's Local Area Network. All other versions of the Watch Commander's Daily Report shall be marked "obsolete" and placed into the divisional recycling bin. The use of form and distribution of the Watch Commander's Daily Report remain unchanged.

All Department Personnel

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

A handwritten signature in blue ink, appearing to read 'MICHEL R. MOORE', is written over the printed name and title.

**MICHEL R. MOORE**  
Chief of Police

Attachment

DISTRIBUTION "D"

# LOS ANGELES POLICE DEPARTMENT WATCH COMMANDER'S DAILY REPORT

AREA/DIVISION    DATE    DAY OF WEEK    WATCH    W/C NAME    SERIAL NO.    ASST W/C NAME    SERIAL NO.    DET. W/C NAME    SERIAL NO.

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DEPLOYMENT	WATCH # <input type="text"/>		WATCH # <input type="text"/>		DEPLOYMENT	WATCH # <input type="text"/>		WATCH # <input type="text"/>		DEPLOYMENT	WATCH # <input type="text"/>		WATCH # <input type="text"/>	
	Actual	Plan	Actual	Plan		Actual	Plan	Actual	Plan		Actual	Plan	Actual	Plan
Field Sergeants					ZL Units					SLO Units				
A Units					U Units					EL Units				
L Units					Desk					GED				
X Units					Jail					NED				
XL Units					Vice					ACC/STORM				
Z Units					FB Units					MQ Units				
T Units					TL Units									
<b>TOTAL</b>					<b>TOTAL</b>					<b>TOTAL</b>				

Briefly explain any deviation from planned deployment.

The Adult Detention Log, Form 06.19.00, was reviewed during the time period of this watch to ensure that hourly in-person direct visual observation checks had been conducted on the adult arrestees inside this Area holding facility.

Watch # <input type="text"/>	ROLL CALL TRAINING	Watch # <input type="text"/>
Subject: <input style="width: 90%;" type="text"/>	Subject: <input style="width: 90%;" type="text"/>	
Conducted By: <input style="width: 90%;" type="text"/>	Conducted By: <input style="width: 90%;" type="text"/>	
Inspection By: <input style="width: 90%;" type="text"/>	Inspection By: <input style="width: 90%;" type="text"/>	

Time	Initial	STATION INSPECTIONS (Minimum - Two per Watch)
hrs		Remarks: <input style="width: 90%;" type="text"/>
hrs		Remarks: <input style="width: 90%;" type="text"/>
hrs		Remarks: <input style="width: 90%;" type="text"/>
hrs		Remarks: <input style="width: 90%;" type="text"/>
hrs		Complaint Forms/Envelopes Accessible in Lobby? Yes <input type="checkbox"/> No <input type="checkbox"/> Action Taken: <input style="width: 50%;" type="text"/>
hrs		CHANGE OF WATCH CALLS HOLDING: <input type="text"/> STORM <input type="text"/> TIMED OUT <input type="text"/>
hrs		HOLDING TANK/BENCH CHECK: No. of Arrestees <input type="text"/>
hrs		JAIL INSPECTION: NO. FELONY <input type="text"/> NO. MISDEMEANOR <input type="text"/> N/A <input type="text"/>
hrs		NARCO LOCKER: # Items <input type="text"/> # K/B's <input type="text"/> REFRIGERATOR: # Items <input type="text"/> # K/B's <input type="text"/> FREEZER: # Items <input type="text"/> # K/B's <input type="text"/>
hrs		PRIOR WATCH UNITS OT: <input style="width: 90%;" type="text"/>

**DOCUMENTATION AND ATTACHMENTS (Check Box if Applicable)**

- DAILY WORKSHEET
- VEHICLE AND EQUIPMENT SHEET FROM PRIOR WATCH
- EQUIPMENT/KIT ROOM AUDIT
- MOBILE FIELD FORCE PRINTOUT
- FIELD SUPERVISOR DAILY LOGS
- NEXTALK TTY CHECK/AUDIT



ATTACH NEXTALK TTY PRINTOUT

**LOS ANGELES POLICE DEPARTMENT  
WATCH COMMANDER'S DAILY REPORT**

AREA/DIVISION	DATE	DAY OF WEEK	WATCH	W/C NAME	SERIAL NO.	ASST W/C NAME	SERIAL NO.	DET. W/C NAME	SERIAL NO.

**CONSENT DECREE/MAJOR INCIDENT TASKLIST**

**GANG ENFORCEMENT DETAIL (GED) (All information in this section shall be consistent with GED Supervisor's Daily Report.)**

GED on RDO

Received GED Daily Worksheet for Printout DPS System. Name \_\_\_\_\_ Serial No. \_\_\_\_\_

Watch Commander briefed on GED's planned activities. Briefed By: Name \_\_\_\_\_ Serial No. \_\_\_\_\_

Note: All changes to the GED's planned activities shall be documented in the Narrative.

GED attended Patrol Roll Call. Watch #

Note: If operational needs preclude this, the Watch Commander shall document both the location of the GED's alternative roll call and confirmation of the Watch Commander's attendance. Name \_\_\_\_\_ Serial No. \_\_\_\_\_

Watch Commander notified of GED EOW. Notified By: Name \_\_\_\_\_ Serial No. \_\_\_\_\_

CATEGORICAL UOF(s)  YES  NO How Many?

- (Document the following in the Narrative portion of the Log.)
- Date/Time each involved in the Monitoring of Involved/Witness Employee(s).
  - Name of All Supervisors Involved in the Monitoring of Involved/Witness Employee(s).
  - Any Deviations from Department Procedure.
  - Any Other Information of Potential Interest to Force Investigation Division Investigators (i.e., Employee was Transported to a Non-Department Facility, a change in Personnel Monitoring an Involved/Witness Employee due to Change of Watch, etc.)

DOC Notified: (213) 454-8700 (Print Name, Serial No.) Name \_\_\_\_\_ Serial No. \_\_\_\_\_

NON-CATEGORICAL UOF(s)  YES  NO How Many? Level 1:  Level 2:

PURSUIITS:  YES  NO How Many?

- (Document the following in the Narrative portion of the Log.)
- Supervisor(s) Assigned to Investigate.

**ARREST/BOOKING/CHARGE (Incomplete entries are documented in Narrative of W/C Log.)**

Adult Detention Logs Audited.  New Log started at 0001 hours.

Secure Juvenile Detention Logs Audited.  New Log started at 0001 hours.

Non-Secure Juvenile Detention Log Audited.  New Log started at 0001 hours.

- (Document the following in the Narrative portion of the Log.)
- Evaluates each incident in which a person is charged with below listed charges. Note if any issues concerning policy, tactics or training were identified and detail any actions taken. A pre-booking evaluation is not required for additional filing requests.

Arrests: 148 (a)-(b)-(c) PC 68 PC 241(b) PC 243(b)-(c) PC 244.5 PC 245 (c)-(d) PC

**LOS ANGELES POLICE DEPARTMENT  
WATCH COMMANDER'S DAILY REPORT**

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**SIGNIFICANT ACTIVITIES**

Log all shootings, unusual arrests, hate crimes, demonstrations, officer-involved serious altercations, missing juvenile command posts, special events, VIPs or significant visitors and any item of unusual interest. Number each item and include time or incident number, if applicable. Attach incident printouts or reports.

**Time                      Activity**

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Use additional pages if needed.

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