

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 4

March 16, 2022

SUBJECT: INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT, FORM 15.62.00 – ACTIVATED

BACKGROUND: On September 30, 2021, Governor Newsom signed Assembly Bill (AB) 481 into law, which established protocols for law enforcement agencies regarding the funding, acquisition, and use of “military equipment.” The bill has augmented Government Code Section 7070, et seq. and encompasses within its definition of military equipment, many items, including varied weapon systems, munitions, and vehicles already in use throughout the Department.

PURPOSE: This Order activates the Inventory, Procurement, and Use of Military Equipment, Form 15.62.00. The form outlines the varied information items required to be reported to the Los Angeles City Council annually by the Department, per AB 481. All personnel tasked with assisting in the completion of this form shall ensure strict adherence to the instructions for this form. A failure by the Department to comprehensively and accurately report on all military equipment annually may result in the loss of authorized use of any or all equipment items. Department personnel are also reminded that **no new equipment may be acquired, nor funding sought** for items outlined in AB 481 until the Department’s use of military equipment is approved by the City Council.

PROCEDURE:

I. INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT, FORM 15.62.00 – ACTIVATED. The Inventory, Procurement, and Use of Military Equipment, Form 15.62.00, has been activated for Government Code 7070, et seq. required reporting. It shall be completed by all affected Department entities and forwarded to their respective bureaus, or equivalent.

A. Use of Form. This form is to be completed by Department personnel as directed by their bureau commanding officer or equivalent. It shall be used to report the quantity and type of military equipment sought, procured, in inventory, and their authorized uses during a specified period of time.

B. Completion. The Inventory, Procurement, and Use of Military Equipment form shall be completed as follows:

- **Employee.** The Department employee assigned to complete the form shall do so thoroughly and accurately for the concerned command as demonstrated within the exemplars provided on the Department Local Area Network (LAN) page for Audit Division. The employee completing the form shall then submit it to their supervisor or commanding officer (CO), as appropriate, for approval.

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- **Supervisor.** Any designated supervisor shall review an Inventory, Procurement, and Use of Military Equipment form received for accuracy and completeness. If approving, the supervisor shall affix their name, serial number, and signature to the form and forward it to their CO for final review and approval.
- **Commanding Officer.** Prior to submitting a completed Inventory, Procurement, and Use of Military Equipment form to their bureau or equivalent, the CO (or their designee) shall review and approve the form and affix their name, serial number, and signature within the signature block.

C. Distribution

- 1 – Original (digital version – portable document format [PDF] **with signatures** affixed), scanned and emailed to the bureau or equivalent, **and** Audit Division at **AB481Report@lapd.online**.
- 1 – Original (E-Forms fillable version – **without signatures**), emailed to Audit Division.
- 1 – Original (with signatures) maintained by entity completing form.
- 3 – TOTAL**

II. BUREAU COMMANDING OFFICER'S RESPONSIBILITIES. The CO of each bureau or equivalent, consisting of a command(s) which maintains military equipment or has personnel who utilize or participate in the procurement of such equipment, shall ensure that an Inventory, Procurement, and Use of Military Equipment form is completed for each subordinate entity and forwarded to Audit Division.

FORM AVAILABILITY: The Inventory, Procurement, and Use of Military Equipment, Form 15.62.00, is immediately available in LAPD E-Forms on the Local Area Network (LAN) and has been attached for reference. The "Form Use" link within the LAN has also been updated.

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

Attachment

DISTRIBUTION "D"

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

INSTRUCTIONS

Each Bureau Commanding Officer whose command has primary oversight and inventory responsibility for "military equipment," as defined by Government Code Section 7070(c), shall ensure that this form is completed by each entity within their command and that both a fillable PDF copy and a scanned signed copy are emailed to AB481Report@lapd.online.

MILITARY EQUIPMENT LIST

Vehicles (excluding police versions of standard consumer vehicles):

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles (e.g., BearCat).
- Armored personnel carriers.
- High mobility multipurpose wheeled vehicles (Humvees).
- 2 ½ and 5-ton trucks.
- Wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- Command and control vehicles built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.

Firearms (excluding standard issue shotguns and standard issue service weapons less than .50 caliber issued to officers):

- Firearms of .50 caliber or greater.
- Specialized firearms of less than .50 caliber, including assault weapons (e.g., AR-15).
- Any firearm or firearm accessory designed to launch explosive projectiles.

Ammunition (excluding standard issue shotgun ammunition and standard issue service ammunition less than .50 caliber issued to officers):

- Ammunition of .50 caliber or greater.
- Specialized ammunition of less than .50 caliber, including assault weapon ammunition.
- 40mm rounds (e.g., 40mm eXact iMPact ammunition).
- "Bean bags" (e.g., sock round ammunition).
- Specialty impact munition (e.g., 37mm baton rounds, rubber balls; FN-303 projectiles).

Less Lethal (excluding standard service-issued handheld pepper spray):

- "Flashbang" grenades.
- Tear gas.
- Pepper balls (e.g., Pepper Ball Variable Kinetic System Launcher).
- Taser Shockwave.
- Microwave weapons.
- Water cannons.
- Long Range Acoustic Device (LRAD).
- 40mm projectile launchers.
- "Bean bag" projectile launch platforms (beanbag shotgun).
- Specialty impact munition weapons (e.g., 37mm projectile launcher; FN-303 Less-Lethal Launcher).

Breaching Equipment:

- Battering rams (excludes a handheld ram designed to be operated by one person).
- Slugs.
- Breaching apparatuses that are explosive in nature.
- Explosive breaching equipment.

NOTE: The use of any of equipment item listed above shall be reported according to existing Department protocol (i.e. Use of Force Report, SWAT After Action Report, ICS 214, 15.07).

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Instructions for Form Completion

Description of the Type of Equipment (e.g., Firearm of .50 caliber or greater):

General description of item.

Quantity Possessed:

Should be as accurate as possible, however it is understood that ammunition and other one-time use items may need to be estimated. If estimated, include how it was estimated and how it can be better tracked to ensure an accurate inventory.

Note: The quantity in inventory of any item currently under product evaluation and review at the time of Form completion, shall also be denoted in this section.

Quantity Sought for the Year:

The quantity of any item requested for the following calendar year and, if known, the source of funding for the item.

Note: The quantity to be requested of any item that has completed the evaluation process (e.g., Uniform and Equipment Committee review and approval) but has not yet been acquired at the time of Form completion, shall also be denoted in this section.

Capabilities:

Include specifics, such as range, speed, specific uses, etc.

Expected Lifespan

Provide a value and include how the estimated lifespan was determined.

Manufacturer's Description of Equipment:

Use the manufacturer's exact wording when available.

Purposes:

Cite prior use cases or Department publications, if available.

Authorized Uses:

List all authorized uses and include citations to Department publications, such as Tactics Directives.

Fiscal Impact:

Include a break-down of initial costs (of obtaining the equipment), modification costs, and average (estimated) annual maintenance costs.

Legal and Procedural Rules that Govern Each Authorized Use:

List all Department policies and procedures, as well any statutes which govern use of item.

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Instructions for Form Completion

Required Training (include any POST required courses):

List any training (POST or otherwise) that is required before Department personnel are allowed to deploy or operate the equipment.

Mechanisms to Ensure Compliance with Authorized Uses:

Include the following:

- Which independent person(s) or entities have oversight authority;
- How use of the item is reported to supervision;
- If approval is needed prior to use;
- Who is responsible for ensuring the item is used properly; and,
- What penalties are imposed if misuse is discovered, including any legally enforceable sanctions.

Procedures for the Public to Register Complaints, Concerns or Questions, and Manner in Which the Department Will Respond:

Include the general complaint process as well as a method for questions and concerns to be addressed in a timely manner.

Mechanisms to Track the Annual Usage, Inventory and Costs:

List how equipment usage, inventory and costs will be tracked. For costs, include expenses for each of the following categories:

1. Acquisition
2. Personnel
3. Training
4. Transportation
5. Maintenance
6. Storage
7. Upgrade equipment

Note: If additional space is needed for any section herein, use a Continuation Sheet, Form 15.09.00.

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

- Category of Equipment (check one):**
 Vehicles Firearms Ammunition Less Lethal Breaching Equipment

- Description of the Type of Equipment:** [Government Code 7070(d)(1)]

- Quantity Possessed:** [Government Code §7072(a)(5)]

- Quantity Sought for the Year:** [Government Code §7070(d)(1)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Capabilities: [Government Code §7070(d)(1)]

Expected Lifespan: [Government Code §7070(d)(1)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Manufacturer’s Description of Equipment: [Government Code §7070(d)(1)]

Purposes: [Government Code §7070(d)(2)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

- Authorized Uses (include citations to Department publications, such as Tactics Directives):** [Government Code §7070(d)(2)]

- Fiscal Impact (including initial costs of obtaining the equipment and estimated annual costs of maintenance):** [Government Code §7070(d)(3)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Legal and Procedural Rules that Govern Each Authorized Use:

[Government Code §7070(d)(4)]

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INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Required Training (include any POST required courses): [Government Code §7070(d)(5)]

Mechanisms to Ensure Compliance with Authorized Uses: [Government Code §7070(d)(6)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

- Procedures for the Public to Register Complaints, Concerns or Questions, and Manner in Which the Department Will Respond:** [Government Code §7070(d)(7)]

Mechanisms to Track the Annual Usage, Inventory and Costs:
 [Government Code §7072(a)(1),(4), (5)]

NOTE: Costs include acquisition, personnel, training, transportation, maintenance, storage, and upgrade equipment. If none are currently in place, please include a suggestion on how this can be accomplished.

Completed by (Name and Serial No.):	Contact Number:
Supervisor Reviewing (Name and Serial No.):	Supervisor's Signature:
Commanding Officer Approving (Name and Serial No.):	Commanding Officer's Signature: