

# VOLUME 2

## Organization and Functions of the LAPD

### GENERAL

**005. STATE CONSTITUTION PROVISION-CITY CHARTER TO PROVIDE FOR GOVERNMENT OF MUNICIPAL POLICE FORCE,** Article XI, Section 5 (b), of the Constitution of the State of California authorizes the City of Los Angeles to provide for “(1) the constitution, regulation, and government of the city police force; (2) subgovernment in all or part of a city; (3) conduct of city elections and; (4) plenary authority is hereby granted, subject only to the restrictions of this **article**, to provide therein or by amendment thereto, the manner in which, the method by which, the times at which, and the terms for which the several municipal officers and employees whose compensation is paid by the city shall be elected or appointed, and for their removal, and for their compensation, and for the number of deputies, clerks and other employees that each shall have, and for the compensation, method of appointment, qualifications, tenure of office and removal of such deputies, clerks and other employees.”

**010. CHARTER PROVISIONS-POWERS AND DUTIES-DEPARTMENT.** The general powers and duties of the Department and members thereof are prescribed in the following City Charter section:

*"Sec. 570. The Police Department shall have the power and duty to enforce the penal provisions of the Charter, City ordinances and state and federal law. In the discharge of these powers and duties, the members of the Department shall have the powers and duties of peace officers as defined by state law."*

**015. CHARTER PROVISIONS-POWERS AND DUTIES-POLICE COMMISSION.** The powers and duties of the Police Commission are prescribed in the Los Angeles City Charter, as follows:

**015.10 POLICE COMMISSION-HEAD OF DEPARTMENT.** There shall be the following departments each of which shall be under the control and management of a board of commissioners that shall be the head of the department:

**"Sec. 500 (a)**

*Fire*

*Fire and Police Pensions*

*Library*

*Los Angeles City Employees' Retirement System*

*Police*

*Public Works*

*Recreation and Parks*

Each department created in the Charter shall have a board of commissioners consisting of five commissioners, unless some other number is provided in the Charter for a specific board.”

**"Sec. 507.** *Other than the elected offices, each department and office established by the Charter or created by ordinance, and each of the Public Works bureaus of Contract Administration, Engineering, Sanitation, Street Lighting, and Street Services shall have a chief administrative officer. In departments under the control and management of a board of commissioners, the chief administrative officer administers the affairs of the department. In departments and offices not under the control and management of a board of commissioners, the chief administrative officer has full charge and control of all work of the department or office. Elsewhere*

*in the Charter and in the Los Angeles Administrative Code, chief administrative officers may have different position titles including general manager and director."*

**015.20 POLICE COMMISSION-EXECUTIVE POWER.** The general executive powers and duties of the Police Commission are prescribed in the following City Charter section:

*"Sec. 506. Subject to the provisions of the Charter, and to any ordinances as are not in conflict with the grants of power made to each department in the Charter:*

**Management.** *The head of each department shall have power to supervise, control, regulate and manage the department.*

**Rules and Regulations.** *The head of each department shall have the power to make and enforce all rules and regulations necessary for the exercise of the powers conferred upon the department by the Charter. The board of each department under the control and management of a general manager shall have the power to make and enforce all rules and regulations necessary for the exercise of powers and the performance of the duties conferred upon that board by the Charter. Every order or resolution adopting a rule of general application to be followed by the public shall be published once in a daily newspaper and shall take effect upon publication. Those rules, when adopted by order of a general manager who is the head of a department, shall be subject to the approval of the Mayor.*

**Police Power.** *No grant of power by the Charter to any department or board of City government shall be construed to restrict the power of the Council to enact ordinances under the police power of the City, except as otherwise specifically provided in the Charter."*

**015.30 POLICE COMMISSION-APPOINTMENT AND REMOVAL OF THE CHIEF OF POLICE.** The Chief of Police shall be appointed, shall serve, and shall be removed in accordance with the following provisions:

*"Sec. 575. Recruitment and Selection. The recruitment and selection of qualified candidates for the position of Chief of Police shall be administered by the general manager of the Personnel Department, in cooperation with the Board of Police Commissioners, through a system of open competition based on professionally accepted recruitment and selection standards. The general manager of the Personnel Department shall refer a group of at least six highly qualified candidates to the Board of Police Commissioners, which shall then provide a list of three recommended candidates, in ranked order, to the Mayor for review and for appointment of one of them to the Office of Chief of Police. At the request of the Mayor, the Board of Police Commissioners shall provide the Mayor with an additional list of three candidates, in ranked order, from the group of candidates previously provided by the general manager of the Personnel Department. The Mayor's appointee shall be subject to confirmation by the Council. Should the Council fail to confirm the appointee, and if any additional candidates remain, the Mayor may request and receive from the Board of Police Commissioners one additional candidate, who will be selected from the group of candidates previously provided by the general manager of the Personnel Department. The Mayor may appoint that candidate or one of the candidates on the list or lists previously provided to the Mayor by the Board of Police Commissioners, subject to Council confirmation.*

**Term.** *The Chief of Police shall serve a five-year term and may be appointed, in the manner described below, to a second five-year term. No person shall serve as Chief of Police for more than ten years altogether. Time accrued as Acting Chief of Police or as a temporary Chief of Police shall not be included in calculating the ten years.*

**Reappointment.** *If the Chief of Police wishes to be considered for appointment to a second term, he or she shall apply to the Board of Police Commissioners for that appointment at least 180 days prior to the expiration of the first term. At least 90 days prior to the expiration of the first term, the Board of Police Commissioners shall, in its discretion, respond affirmatively or negatively to that application. If the Board of Police Commissioners acts, affirmatively or negatively, on the application for appointment, that action shall be subject to the provisions of Section 245 and the Council may assert its jurisdiction over the matter of the application for appointment. Should that jurisdiction be asserted, any affirmative or negative action on the appointment shall be final. If the Board of Police Commissioners fails to respond to the application within 90 days prior to the expiration of the first term, the Mayor shall, at least 60 days prior to the expiration of the first term, act in lieu of the Board. Should the Mayor so act, the Council, by two-thirds vote, may act within 30 days to override the Mayor's action, the action shall be final. If the request of the Chief of Police for appointment to a second term is not approved as provided in this section, there shall be no reappointment and a vacancy in the Office of the Chief of Police shall occur at the expiration of the first term.*

**Removal by Board.** *The Chief of Police shall serve at the pleasure of the City, as set forth herein, and shall not attain any property interest in the position of Chief of Police. The Board of Police Commissioners may remove the Chief of Police from office at any time prior to the expiration of a first or second five-year term. Should the Board of Police Commissioners so act to remove the Chief of Police, it shall promptly notify the Mayor of its action. If the Council has not asserted its jurisdiction over the matter of the removal of the Chief of Police as permitted under Section 245, the Mayor shall have five days from the last date on which the Council could have asserted jurisdiction to reverse the action of the Board of Police Commissioners. Upon the Mayor's failure to act within that period, the removal shall become effective. By a letter received by the City Clerk within five days of the effective date of the removal, the removed Chief of Police may request a hearing on the removal before the Council which, by two-thirds vote, may override the removal and restore the Chief of Police to office. If the Council asserts jurisdiction over the matter of the removal of the Chief of Police, the removal shall be effective immediately. Should the provision of an appeal from the removal be required by law, the Council shall, by ordinance, provide an appellate procedure in conformance with the law. The Chief of Police may request an appeal by letter to the City Clerk within five days of the effective date of the removal.*

**Removal by Council.** *The Council may remove the Chief of Police from office in accordance with the following procedures. The Council, by two-thirds vote, may initiate removal proceedings by giving ten days written notice of a public hearing on the proposed removal to the Mayor, the Board of Police Commissioners and the Chief of Police. At the hearing, the Mayor and the Board of Police Commissioners shall appear to discuss with the Council whether the Chief of Police should be removed from office. The views of the Chief of Police shall be heard and considered at his or her request. Thereafter, the Council, by two-thirds vote, may act to remove the Chief of Police from office, and the removal shall be effective immediately. Should the provision of an appeal from the removal be required by law, the Council shall, by ordinance, provide an appellate procedure in conformance with the law. The Chief of Police may request an appeal by letter to the City Clerk within five days of the effective date of the removal."*

**020. CHARTER PROVISIONS-POWERS AND DUTIES - CHIEF OF POLICE.** The powers and duties of the Chief of Police are prescribed in the Los Angeles City Charter. The following provisions thereof are quoted in full because of their general interest and direction.

**"Sec. 574.** *The chief administrative officer of the Police Department shall be known as the Chief of Police. Subject to the provisions of the Charter, the rules of the Police Department, and the instruction of the Board of Police Commissioners, the Chief of Police shall have the power and duty to:*

- (a) Suppress all riots, disturbances and breaches of the peace, and to that end may call on any person for aid. The Chief may pursue and arrest, within the limits of the City, any person fleeing from*

*justice, and shall without delay bring all persons arrested by the Department before a judge of the proper court for trial or examination. The Chief may receive and execute any proper authority for the arrest and detention of criminals fleeing or escaping from places outside the City;*

- (b) Administer the affairs of the Department as its chief administrative officer, except as to matters under the control of the Executive Director of the Board of Police Commissioners;*
- (c) Appoint, discharge, discipline, transfer and issue instructions to the employees of the Department, other than the Secretary of the Board, the chief accounting employee of the Department, the Inspector General of the Police Department and his or her staff, the Executive Director of the Board and his or her staff, all subject to the civil service provisions of the Charter;*
- (d) Expend the funds of the Department, except those funds under the control of the Executive Director, in accordance with the provisions of the budget appropriations or of appropriations made after adoption of the budget;*
- (e) Recommend to the Board of Police Commissioners prior to the beginning of each fiscal year an annual Departmental budget covering the anticipated revenues and expenditures of the Department, except the anticipated revenues and expenditures under the control of the Executive Director, and conforming so far as practicable to the forms and dates provided in the Charter for the general City budget;*
- (f) Certify all expenditures of the Department to the chief accounting employee, except those expenditures under the control of the Executive Director;*
- (g) Exercise further powers in the administration of the Department conferred upon the Chief of Police by the Board of Police Commissioners; and,*
- (h) Execute, personally or by deputy, and return all writs and processes issued by any court having jurisdiction of criminal cases arising upon violations of the provisions of the Charter or ordinance. The Chief's jurisdiction and that of his or her deputies in the service of process in all criminal cases, and in cases of violation of City ordinances, shall be co-extensive with that of the County of Los Angeles."*

**020.30 CHIEF OF POLICE-TEMPORARY ABSENCE OR INABILITY TO ACT. "Sec. 512.**

*Wherever the Charter provides for the discharge of specific duties by a specific appointee other than the Chief of Police, the appointing power may designate an employee in the same department to act in case of the appointee's temporary absence or other inability to act, or upon the written request of such appointee."*

**025. RANK ESTABLISHED - CIVIL SERVICE COMMISSION.** The order of rank in the Department, as established by the Civil Service Commission, shall be as follows:

- Chief of Police (COP).
- Deputy Chief (DEP CHF).
- Commander (CMDR).
- Captain (CAPT).
- Lieutenant (LT).
- Sergeant (SGT), Detective (DET).
- Police Officer (PO).

**026. RANK AND PAYGRADE.** The order of rank and paygrade in the Department is as follows:

- Chief of Police (COP).
- Deputy Chief II (Asst Chief).
- Deputy Chief I (Dep Chf).
- Commander (Cmdr).
- Captain III (Capt. III).
- Captain II (Capt. II).

- Captain I (Capt. I).
- Lieutenant II (Lt. II).
- Lieutenant I (Lt. I).
- Sergeant II (Sgt. II)/Detective III (Det. III).
- Sergeant I (Sgt. I)/Detective II (Det. II).
- Detective I (Det. I).
- Police Officer III+1 (PO III+1).
- Police Officer III (PO III).
- Police Officer II (PO II).
- Police Officer I (PO I).

### **030. DEPARTMENT ORGANIZATION-TERMINOLOGY.**

**030.10 FUNCTION - DEFINED.** "Function" shall mean the broadest course of action or task performed by an organizational unit, and it includes those major aspects which distinguish one organizational unit from another.

**030.20 JURISDICTION - DEFINED.** "Jurisdiction" shall mean the sphere of authority exercised by an organizational unit within the Department; it includes those limits (functional, geographical, or legal) within which an organizational unit may exercise any or all of its powers.

**030.30 SPECIAL DUTIES - DEFINED.** "Special duties" shall mean those specific activities performed by an organizational unit, in addition to its functions, which must be accomplished to fulfill the objectives or purpose of the unit. The responsibilities listed are characteristic and outstanding.

**030.40 LINE COMMAND - DEFINED.** "Line command" shall mean the exercise of the authority of command delegated by the Chief of Police to his or her immediate subordinates, and by them to their subordinates, down the lines of direct command to the lowest level of authority.

**030.50 STAFF RESPONSIBILITY - DEFINED.** "Staff responsibility" shall refer to the responsibility given to a staff officer for developing and recommending policies and procedures affecting those functions coming within his jurisdiction, and for informing the Chief of Police as to the conformance to such policies and procedures throughout the Department.

**030.60 SPECIAL LIAISON - DEFINED.** "Special liaison" shall refer to those specific liaison contacts that are characteristic and outstanding, which an organizational unit maintains for the Department with outside agencies.

**030.80 ORGANIZATION - DEFINED.** "Organization" shall mean the structure of the Department resulting from a division of the duties placed upon the Chief of Police to ensure coordination and the accomplishment of Department objectives.

**040. DEPARTMENT ORGANIZATION - DESCRIPTIVE TITLES OF ORGANIZATIONAL ENTITIES.** The magnitude of the task imposed upon the Chief of Police is such that it necessitates the segregation of Department employees into organizational entities. The organization levels so established shall be described by the following terms in the order listed:

- Department.
- Bureau.
- Group.
- Area or Community Police Station.

- Division.
- Section.
- Unit.
- Detail.

**040.10 DEPARTMENT - DEFINED.** "Department" shall be used to describe the Los Angeles Police Department as created in Section 500 (a) of the City Charter.

**040.30 BUREAU - DEFINED.** "Bureau" shall be used to describe a major segregation, either functional or geographical, of kindred phases of activities within the Department.

**Note:** An "administrative office" shall be established within each bureau to assist the commanding officer in the performance of routine clerical tasks and special duties.

**040.40 GROUP - DEFINED.** "Group" shall be used to describe a functional segregation of activities, and/or an assembling of two or more divisions or sections, within a bureau.

**040.50 AREA - DEFINED.** "Area" shall be used internally to describe a geographic subdivision of an operations bureau.

**040.52 COMMUNITY POLICE STATION - DEFINED.** The geographic command within a geographic bureau shall be known as a "Community Police Station" when referring to such command externally.

**040.54 SUBDIVISION, SUBSTATIONS, COMMUNITY SERVICE CENTERS, AND STOP - IN - LOCATIONS - ESTABLISHED.** All geographic separations of a community police station shall be designated as "subdivision" thereof, and the headquarters in which such subdivisions are maintained, even though no separation of control exists, shall be described as "Substations." "Community Services Centers" are community police station field offices and are managed by the Area Commanding Officer. "Stop-in-Locations" are not designated as field offices, but are used by sworn personnel on an as-needed basis. Stop-in-Locations are managed by the Area Commanding Officer.

**040.60 DIVISION - DEFINED.** "Division" shall be used to describe a functional subdivision of activities within the Office of the Chief of Police, a bureau, group, or Area.

**040.70 SECTION - DEFINED.** "Section" shall be used to describe a major activity within the Office of the Chief of Police, a bureau, group, Area, or division.

**040.80 UNIT - DEFINED.** "Unit" shall be used to describe a specific activity within an Area, division, or section.

**040.90 DETAIL - DEFINED.** "Detail" shall be used to describe a specific assignment or a duty.

**050. DEPARTMENT ORGANIZATION - POSITIONS ESTABLISHED.** By authority of the Los Angeles City Charter and Civil Service Rule 11A, Section 6, the following positions are established for the purpose of internal administration:

**050.10 GENERAL MANAGER.** The general manager of the Police Department shall be known as the Chief of Police, as provided in Charter Section 574 (Manual Section 2/020).

**050.15 ACTING CHIEF OF POLICE.** The Acting Chief of Police shall, upon the direction of the Chief of Police and with the approval of the Police Commission, assume command of the Department during an authorized absence of the Chief of Police.

**050.30 BUREAU COMMANDING OFFICER.** Bureau commanding officers shall exercise line command over the employees of their assigned bureaus. In addition, they shall assume staff responsibility over all matters relating to, or concerned with, the fulfillment of the functions of their assigned bureaus. They are responsible for keeping the Chief of Police informed as to the activities and the accomplishments of the groups, or Areas, divisions, and sections within their assigned bureaus.

**050.40 GROUP COMMANDING OFFICER.** Group commanding officers shall exercise line command over the employees of their assigned groups.

**050.50 AREA COMMANDING OFFICER.** Area commanding officers shall exercise line command over the employees of their assigned Areas.

**050.60 DIVISION COMMANDING OFFICER.** Division commanding officers shall exercise line command over the employees of their assigned divisions.

**050.70 OFFICER IN CHARGE.** Officers in charge shall exercise line command over the employees of their assigned watches, sections, units, or details.

**060. DEPARTMENT ORGANIZATION.** The Department organization is established as set forth in the following sections.

**061. POLICE COMMISSION.** Commission Investigation Division shall report to the Police Commission through the Executive Director.

**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.
- Governmental Liaison section.
- Mayors security Detail
- Board of Police Commission Liaison.

**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 & 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).

## **Office of Operations.**

- Assistant to the Director.
- Central Bureau.
- West Bureau.
- Valley Bureau.
- South Bureau.

## **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.
- Special Operations Division.

## **Office of Special Operations.**

- Assistant to the Director.
- Counter Terrorism and Special Operations Bureau.
- Major Crimes Division.
- Emergency Services Division.
- Metropolitan Division.

- Air Support Division.
- Security Services Division.
- Transit Services Bureau.
- Transit Services group.
- Transit Services Division.
- Traffic Group.
- Detective Bureau.
- COMPSTAT.
- Detective Services Group.
- Robbery Homicide Division.
- Juvenile Division.
- Gang and Narcotics Division.
- Commercial Crimes Division.
- Detective Support & Vice Division.
- Forensic Science Division.
- Technical Investigation Division.

**Information Technology Bureau.**

- Information Technology Division.
- Application Dev. & Support Division.
- ECCCS Division.
- Innovation Management Division.

**Office of Support Services.**

- Assistant to the Director.
- Behavioral Science Services.
- Critical Incidents Review Division.
- Training Bureau.
- Officer Representation Uni.
- Training Division.
- Recruitment and Employment Division.
- Employee Assistance Unit.
- Police Training and Education.
- Administrative Services Bureau.
- Fiscal Group.
- Support Services Group.
- Communications Division.
- Custody Services Division.
- Motor Transport Division.
- Records and Identification Division.
- Evidence and Property Management Division.
- Facilities Management Division.
- Personnel Division.

**063. OFFICES - ESTABLISHED.** The Department shall be divided into the following functional offices under the direction of the Chief of Police:

- Office of Operations.
- Office of Special Operations.

- Office of Support Services.
- Office of Constitutional Policing and Policy.

**064. OFFICE DIRECTORS - ESTABLISHED.** An Assistant Chief shall command each of the four organizational Offices and will hold the title of “Director” of their respective Office.

**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>• Security Services Division.</li> </ul>	<p><b>Transit Services Bureau</b></p> <ul style="list-style-type: none"> <li>• Transit Services Group. <ul style="list-style-type: none"> <li>• Transit Services Division.</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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**066. OFFICE OF SUPPORT SERVICES (OSS).** The Office of Support Services shall consist of the Director and the following:

<p><b>Training Bureau.</b></p> <ul style="list-style-type: none"> <li>• Officer Representation Unit</li> <li>• Training Division.</li> <li>• In-Service Training Division.</li> <li>• Police training and Education.</li> <li>• Behavioral Science Services.</li> <li>• Personnel Division.</li> <li>• Recruitment and Employment Division.</li> <li>• Employee Assistance Unit.</li> </ul>	<p><b>Administrative Services Bureau.</b></p> <ul style="list-style-type: none"> <li>• Support Services group</li> <li>• Communications Division.</li> <li>• Custody Services Division.</li> <li>• Motor Transport Division.</li> <li>• Records and Identification Division.</li> <li>• Evidence and Property Management Division.</li> <li>• Facilities Management Division.</li> </ul>
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<p><b>Critical Incidents Review Division.</b></p>	<p><b>Fiscal Group.</b></p>	<p><b>Assistant to the Director.</b></p> <ul style="list-style-type: none"> <li>• Employee Assistance Unit.</li> <li>• Officer Representation Unit.</li> <li>• HYDRA</li> </ul>
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**067. OFFICE OF OPERATIONS.** The Office of Operations shall consist of the Director and the following:

- COMPSTAT Division

**Assistant to the Director, Office of Operations.**

- Operations-Central Bureau.
- Operations-West Bureau.
- Operations-Valley Bureau.
- Operations-South Bureau.
- South Bureau Homicide Division.
- Special Olympics Planning Group.

**067.05. OFFICE OF CONSTITUTION POLICING AND POLICY.** The Office of Constitutional Policing and Policy shall consist of the Director and the following:

- Audit Division.
- Governmental Liaison

**Department Risk Manager, Risk Management Legal Affairs Group, Office of Constitutional Policing and Policy.**

- Legal Affairs Division.
- Risk Management and Policies Division.

**Special Projects**

- OMBUDS

**068. OPERATIONS - CENTRAL BUREAU.**

- Assistant Commanding Officer.

<b>Central Area.</b> <ul style="list-style-type: none"><li>• Central Patrol Division.</li><li>• Central Detective Division.</li></ul>	<b>Hollenbeck Area.</b> <ul style="list-style-type: none"><li>• Hollenbeck Patrol Division.</li><li>• Hollenbeck Detective Division</li></ul>	<b>Newton Area.</b> <ul style="list-style-type: none"><li>• Newton Patrol Division.</li><li>• Newton Detective Division.</li></ul>
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<b>Northeast Area.</b> <ul style="list-style-type: none"><li>• Northeast Patrol Division.</li><li>• Northeast Detective Division.</li></ul>	<b>Rampart Area.</b> <ul style="list-style-type: none"><li>• Rampart Patrol Division.</li><li>• Rampart Detective Division.</li></ul>
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**069. OPERATIONS - SOUTH BUREAU.**

- Assistant Commanding Officer.

<b>Harbor Area.</b> <ul style="list-style-type: none"><li>• Harbor Patrol Division.</li></ul>	<b>77th Street Area.</b> <ul style="list-style-type: none"><li>• 77th Street Patrol Division.</li></ul>	<b>Southeast Area.</b> <ul style="list-style-type: none"><li>• Southeast Patrol Division.</li></ul>
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<ul style="list-style-type: none"> <li>• Harbor Detective Division.</li> </ul>	<ul style="list-style-type: none"> <li>• 77th Street Detective Division.</li> </ul>	<ul style="list-style-type: none"> <li>• Southeast Detective Division.</li> </ul>
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<b>South Bureau/Homicide Division.</b>	<b>Southwest Area.</b> <ul style="list-style-type: none"> <li>• Southwest Patrol Division.</li> <li>• Southwest Detective Division.</li> </ul>
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**070. OPERATIONS - WEST BUREAU.**

- Assistant Commanding Officer.

<b>Hollywood Area.</b> <ul style="list-style-type: none"> <li>• Hollywood Patrol Division.</li> <li>• Hollywood Detective Division.</li> </ul>	<b>Pacific Area.</b> <ul style="list-style-type: none"> <li>• Pacific Patrol Division.</li> <li>• Pacific Detective Division.</li> </ul>
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<b>Wilshire Area.</b> <ul style="list-style-type: none"> <li>• Wilshire Patrol Division.</li> <li>• Wilshire Detective Division.</li> </ul>	<b>Olympic Area.</b> <ul style="list-style-type: none"> <li>• Olympic Patrol Division.</li> <li>• Olympic Detective Division.</li> </ul>
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<b>West Los Angeles Area.</b> <ul style="list-style-type: none"> <li>• West Los Angeles Patrol Division.</li> <li>• West Los Angeles Detective Division.</li> </ul>	<b>LAX Field Service Section.</b>
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**071. OPERATIONS - VALLEY BUREAU.**

- Assistant Commanding Officer.

<b>Van Nuys Area.</b> <ul style="list-style-type: none"> <li>• Van Nuys Patrol Division.</li> <li>• Van Nuys Detective Division.</li> </ul>	<b>Mission Area.</b> <ul style="list-style-type: none"> <li>• Mission Patrol Division.</li> <li>• Mission Detective Division.</li> </ul>	<b>North Hollywood Area.</b> <ul style="list-style-type: none"> <li>• North Hollywood Patrol Division.</li> <li>• North Hollywood Detective Division.</li> </ul>
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<b>Foothill Area.</b> <ul style="list-style-type: none"> <li>• Foothill Patrol Division.</li> <li>• Foothill Detective Division.</li> </ul>	<b>Devonshire Area.</b> <ul style="list-style-type: none"> <li>• Devonshire Patrol Division.</li> <li>• Devonshire Detective Division.</li> </ul>
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<b>West Valley Area.</b> <ul style="list-style-type: none"> <li>• West Valley Patrol Division.</li> </ul>	<b>Topanga Area.</b> <ul style="list-style-type: none"> <li>• Topanga Patrol Division.</li> </ul>
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- West Valley Detective Division.

- Topanga Detective Division.

**072. OFFICE OF CONSTITUTIONAL POLICING AND POLICY.** The Office of Constitutional Policing and Policy shall consist of the Director and the following:

- Audit Division.
- Governmental Liaison.
- Special Projects.
- Commanding Officer, Risk Management Legal Affairs Group.
  - Legal Affairs Division.
  - Risk Management and Policies Division.

**080. WATCHES ESTABLISHED.** The tours of duty shall be known as watches, the hours of which shall be set by respective commanding officers in accordance with predetermined needs based upon analytical study and with proper organizational approval.

**085. CITY JAIL SYSTEM ESTABLISHED.** The City Jail System is established in the following sections of the Los Angeles Administrative Code, Division 22, Chapter 11, Article 11, Section 22.279. The City Jail System shall be and consist of the following named stations, substations, and buildings, together with all premises, buildings, and enclosures connected there with:

- a) Premises located at 1546 West Martin Luther King Jr. Boulevard, commonly known as the "Southwest Area Jail."
- b) Premises located at 2175 John S. Gibson Boulevard, San Pedro, commonly known as the "Harbor Area Jail."
- c) Premises located at 1358 North Wilcox Avenue, commonly known as the "Hollywood Area Jail."
- d) Premises located at 4861 Venice Boulevard, commonly known as the "Wilshire Area Jail."
- e) Premises located at 7600 Broadway Street, commonly known as the "77th Street Jail Section."
- f) Premises located at 12312 Culver Boulevard, commonly known as the "Pacific Area Jail."
- g) Premises located at 150 North Los Angeles Street, commonly known as the "Metropolitan Jail Section."
- h) Premises located at 12760 Osborne Street, commonly known as the "Foothill Area Jail."
- i) Premises located at 6240 Sylmar Avenue, Van Nuys, commonly known as the "Valley Jail Section."
- j) Premises located at 10250 Etiwanda Avenue, commonly known as the "Devonshire Area Jail."

**Los Angeles Administrative Code, Division 22, Chapter 11, Article 11, Section 22.280.** If and when any of said stations, substations, or buildings are moved to a new location, and if and when any new station, substation or building of the said Department of Police be established, then any jail located in such station, substation, or building so moved or established may by resolution of the City Council be declared to be a part of the Los Angeles City Jail System.

#### **090. PERMANENT BOARDS AND COMMITTEES.**

**090.10 BOARDS AND COMMITTEES DEFINED.** Department boards and committees shall consist of personnel assembled together at the direction of the Chief of Police for the purpose of gathering, investigating, and acting upon information pertaining to the varied programs in which the Department is engaged.

**090.20 REVIEWING OFFICER DEFINED.** As the convening authority, the Chief of Police may designate a Deputy Chief of Police to act as the Reviewing Officer on all matters within the jurisdiction of a particular

board or committee. The Reviewing Officer shall provide administrative staff supervision and shall submit appropriate reports concerning the activities of the board or committee to the Chief of Police.

**090.25 CHAIR - SELECTION.** The member-officer with the most seniority in the highest paygrade within the highest rank shall, when not otherwise indicated, be the chair of Department boards and committees.

**090.30 CHAIR'S DUTIES.** The Chair shall be responsible for maintaining the official files of the board or committee, providing staff and clerical support, and maintaining a record of the minutes of all meetings. The Chair shall submit appropriate reports concerning the activities of the board or committee to the Reviewing Officer or, when no Reviewing Officer has been designated, directly to the Chief of Police or other specified personnel.

The Chair of any board or committee, the membership of which is wholly or partially at the discretion of the Chief of Police, shall submit to the Chief of Police the names of those persons recommended to fill vacancies when they occur and any proposed changes in the membership of the board or committee.

**090.40 RECORDER'S DUTIES.** When a member has been designated as the Recorder, the member shall assume responsibility for maintaining the official files and records of the authority, board, or committee.

**090.50 ALTERNATE MEMBERS.** Unless otherwise specified, alternate members of appropriate rank may be designated to sit with a board or committee subject to the approval of the Chair.

## **092. BOARDS.**

### **092.20 COMMENDATIONS BOARD.**

**Responsibilities.** The Commendations Board shall be responsible for:

- Evaluating commendation reports regarding acts performed by Department personnel;
- Recommending the Bureau Commendation, when appropriate, and returning the reports to the bureau of origin for presentation;
- Approving the awarding of the Police Star, Lifesaving Medal, Police Meritorious Achievement Medal, Community Policing Medal, and Human Relations Medal to employees whose commendatory acts meet the criteria;
- Forwarding reports worthy of consideration for the Police Medal, the Los Angeles Police Department Purple Heart, the Police Meritorious Service Medal, or the Police Meritorious Unit Citation, to the Director, Office of Support Services; and,
- Forwarding reports worthy of consideration for the Medal of Valor, the Police Distinguished Service Medal, the Police Commission Distinguished Service Medal, the Police Commission Integrity Medal or the Police Commission Unit Citation, to the Chief of Police.

**Membership.** The Board shall be comprised of:

- The Commanding Officer, Administrative Services Bureau, as Chair;
- One captain selected by the Director, Office of Operations;
- One captain selected by the Director, Office of Special Operations; and,
- One captain and civilian commanding officer selected by the Director, Office of Support Services (OSS).

**Reviewing Officer.** The Director, OSS, is the Reviewing Officer on all matters within the purview of the Commendations Board.

## **092.40 TECHNOLOGY REVIEW AND ADVISORY COMMITTEE (TRAC).**

**Responsibilities.** The Technology Review and Advisory Committee (TRAC) will meet a minimum of twice per year or as needed, and will be responsible for:

- Recommending to the Chief of Police, Department priorities and implementation of new information systems and technology;
- Reviewing and approving proposed systems to ensure responsiveness to Department needs and to ensure that all Information Technology (IT) projects promote a:
  - Reduction of redundant technologies;
  - Collaboration of organizations with similar needs; and,
  - A unified approach to acquire project funding (e.g. state/federal/private grants/donations).
- Establishing ad hoc committees to oversee the development, final implementation, and follow up of specialized systems.

**Membership.** The TRAC will be comprised of the following:

- Chief of Staff, Office of the Chief of Police;
- Director, Office of Support Services;
- Director, Office of Operations;
- Director, Office of Special Operations; and,
- Commanding Officer, Information Technology Bureau (Chair).

The TRAC will also include staff, when necessary, to be available as a direct report to the TRAC to manage specific initiatives as deemed necessary by the Chief of Police and/or the TRAC.

Additional advisory members may be requested, as needed, for expertise in their respective subject areas. These areas may include, but are not limited to representatives from:

- Administrative Services Bureau;
- Training Bureau;
- Professional Standards Bureau;
- Detective Bureau;
- Counter Terrorism and Special Operations Bureau;
- Fiscal Group;
- COMPSTAT Division, Department Operations Center;
- Grants Section;
- Information Technology Agency; and,
- Mayor's Office.

**Reviewing Officer.** The Chief of Police will be the Reviewing Officer for all matters within the purview of the TRAC.

**092.50 USE OF FORCE REVIEW BOARD - RESPONSIBILITIES.** The Use of Force Review Board shall convene at the direction of the Chair of the Board and shall:

- Avail itself of any facilities of the Department necessary to conduct a complete examination of the circumstances involved in the incident under investigation;
- Report its findings and recommendations to the Chief of Police; and,

- Upon adjournment, forward the Use of Force Internal Process Report, Form 01.67.01, and other related reports to the Chief of Police.

**Membership.** The Use of Force Review Board shall be composed of the following:

- The Director, Office of Support Services, Chair;
- The involved employee's bureau commanding officer, as an ex-officio member;
- Peer member;
- Operations staff officer selected by the Director, Office of Operations; and,
- The Commanding Officer, Training Bureau.

**Note:** The Director, Office of Support Services will select an alternate member when a conflict arises.

**Exception:** When the involved employee is assigned to an organizational entity not subordinate to a bureau commanding officer, the Director, Office of Operations shall appoint a staff officer as an ad hoc member to fill the otherwise vacant position of the involved employee's bureau commanding officer.

**Peer member.** A peer member of the same classification as the involved employee shall be selected from a different bureau of assignment than the involved employee. The role of the peer member is to provide the Board with insight at a level of expertise equal to the rank and tenure of the involved employee. The Chair of the Use of Force Review Board shall select the peer member from a standing pool of personnel. Prior to that selection, the Chair shall ensure that the peer member selected has a clear understanding of the role. In addition, the chair shall ensure that the member receives training in Use of Force Review Board responsibilities and functions. Members shall be appointed to the pool as follows:

- Six members of the classification of Police Officer shall be designated by each Operations Bureau commanding officer, the Director, Office of Support Services, and the Director, Office of Operations;
- One member each of the classifications of Detective and Sergeant shall be designated by each Operations Bureau commanding officer, and the Office of Support Services;
- One member of the classification of Lieutenant shall be designated by the Director, Office of Support Services, and the Director, Office of Operations; and,
- One peer member from other classes shall be designated by the Chair as necessary. During the time the Use of Force Review Board is convened, the selected peer member shall be assigned to the Use of Force Review Board as his/her primary duty assignment. Such assignment shall terminate upon adjournment of the Board. An employee's Use of Force Review Board peer member pool standing shall terminate upon the direction of his/her bureau commanding officer or upon his/her transfer from the bureau from which he/she was designated.

**Advisory Committee.** The committee shall be comprised of the following ad hoc members for technical expertise.

- Officer in Charge (OIC), Self Defense Unit, Training Division;
- The Commanding Officer, Critical Incident Review Division;
- The Commanding Officer, Training Bureau's;
- The Commanding Officer, Force Investigation Division (FID);
- The OIC, Tactics Unit, Training Division; and,
- The FID investigative team.

**Special Duties-Chair.** The Chair of the Use of Force Review Board shall, upon receipt, review all investigation reports and convene the Board when the investigation involves:

- In custody death;

**Note:** When reviewing in-custody deaths of juveniles, the Chair of the Use of Force Review Board shall ensure that Force Investigation Division has made the proper notification to the State of California Board of Corrections.

- Death or serious injury resulting from police action except those reportable only as traffic collisions;

**Note:** An injury shall be considered serious when the injury is substantial and requires hospitalization.

- All head strikes with an impact weapon;
- All upper body control hold use of force incidents;
- Discharge of a firearm by sworn and/or security personnel; and,
- Any other incident involving the discharge of a firearm by a Department employee which, in the judgment of the Chair, warrants review.

**Exception:** The Chair, Use of Force Review Board, may, at his or her discretion, choose not to convene the Board in the following instances:

- Discharge of firearm incidents involving only the destruction of animals;
- Accidental discharge of firearm incidents not resulting in injuries AND occurring in the presence of Department employees only AND not involving law enforcement action; and,
- In custody deaths where the cause of death is due to natural causes and there is no use of force or procedural violation by a Department employee.

**Involved Employee.** Whenever an employee becomes involved in a reviewable use of force incident, the employee directly involved may:

- Attend the Use of Force Review Board and observe the presentation of the case; and,
- Address the board on his or her behalf to personally present any relevant information, with the approval of the Chair.

**Office of the Inspector General.** A representative from the Office of the Inspector General may attend any Use of Force Review Board hearing and interview any hearing participant.

**Reviewing Officer.** The Chief of Police is the Reviewing Officer for all matters within the purview of the Use of Force Review Board.

#### **092.61 CARRYING A CONCEALED WEAPON BOARD (RETIREES).**

**Responsibilities.** The Carrying a Concealed Weapon Board shall be responsible for denying or revoking a retiree's privilege to carry a concealed weapon upon showing of just cause.

**Membership.** The Board shall be comprised of:

- The Commanding Officer, Administrative Services Bureau, as Chair;
- A peer member, selected by the retired officer or the Los Angeles Police Protective League; and,
- A Police Commission Hearing Officer.

**Reviewing Officer.** The Director, Office of Support Services is the Reviewing Officer for all matters within the jurisdiction of the Carrying a Concealed Weapon Board (Retirees).

## **092.70 MANAGEMENT DEVELOPMENT ADVISORY BOARD.**

**Responsibilities.** The Management Development Advisory Board shall be responsible for:

- Reviewing applications and ranking the candidates for Management Development Programs; and,
- Forwarding, through appropriate channels to the Chief of Police, a list of candidates recommended for selection.

**Note:** The Chief of Police shall make the final selection from the list of recommended candidates.

**Membership.** The Board shall be comprised of:

- Staff officers selected by the Chief of Police.

**Reviewing Officer.** The Chief of Police is the Reviewing Officer on all matters within the jurisdiction of the Management Development Advisory Board.

**092.80 PROMOTIONAL ASSESSMENT BOARDS.** Promotional Assessment Boards shall convene at the request of the Director, Office of Support Services.

**Responsibilities.** Promotional Assessment Boards shall be responsible for:

- Evaluating promotional candidates;
- Ranking candidates for promotion within designated whole scores from the published Civil Service Report of Eligibles; and,
- Making promotional recommendations to the Chief of Police.

**Membership.** Boards shall be comprised of three members designated by the Director, Office of Support Services. The Director, Office of Support Services shall designate the Chair of the Board.

**Reviewing Officer.** The Director, Office of Support Services, is the Reviewing Officer on all matters within the jurisdiction of Promotional Assessment Boards.

## **092.85 STRUCTURE AND RESPONSIBILITIES OF COMMUNITY-POLICE ADVISORY BOARDS.**

**Responsibilities.** A Community-Police Advisory Board (C-PAB) is comprised of civilian volunteers from the local community of the applicable Area. A C-PAB's role is to advise its Area Commanding Officer about crime and quality of life issues that affect the Area's community. Additionally, C-PABs constitute one of the communication channels between members of the community and the Department. Community-Police Advisory Board members are to disseminate information received from the Department back to the community. Community-Police Advisory Boards are Area specific and one source from which an Area CO receives information.

**Bylaws.** To ensure that C-PABs are functioning at their optimal level, each C-PAB shall adopt bylaws using the Department-approved template. The bylaws govern C-PAB operating procedures, establish minimum requirements, and shall include: membership guidelines, term, duties and responsibilities of members, and voting guidelines.

Each Area may include other topics specific to the Area as long as they conform to the policies and procedures identified in this Section. The Area Commanding Officer has final authority on any changes to the bylaws.

**Note:** Area Commanding Officers shall continually assess their bylaws to ensure that they promote the participation of community members.

**Membership.** The size of a C-PAB and the selection of C-PAB members shall be determined solely by the respective Area CO. Each member's term will be one calendar year. Renewal of membership will be at the discretion of the Area CO and based on the individual's contribution, attendance and participation. There is no limit on the number of terms a member may serve.

Per Department guidelines, C-PAB members are classified as volunteers, therefore, Areas shall abide by the established guidelines and reporting criteria for volunteers (i.e., completion of the Community Volunteer Application and fingerprinting of volunteers).

**Note:** Community Outreach and Development Division (CODD) is the Department's Volunteer Coordinator.

Each Area shall have a C-PAB that is representative of its respective community. Factors such as gender, ethnicity, profession, community experience, and age should be considered to ensure that various perspectives and backgrounds are represented.

Members shall be at least 18 years of age. High school students under 18 years of age whose experience and maturity demonstrate that they would be able to represent an otherwise unrepresented facet of an Area may participate in C-PAB meetings, only with the approval of the Area CO. Juveniles shall not be permitted to participate in C-PAB voting matters or Goal-Oriented Committees.

Additionally, commanding officers should strive for C-PAB membership that is diverse in experience as well as viewpoints.

**Note:** To attain non-partisan membership, elected officials – including the paid or full-time volunteer staff of elected officials or political candidates – shall not be members of a C-PAB. However, elected officials and their staff are permitted and encouraged to participate in C-PAB meetings as a resource. Neither elected officials nor their staff may participate in any C-PAB voting matters or committees.

The C-PAB shall have two Co-Chairs and one Secretary. The Area Commanding Officer shall be one of the Co-Chairs and shall select the other Co-Chair as well as the Secretary from among the C-PAB members. Members shall serve at least one full term before becoming eligible for Co-Chair or Secretary. The terms for Co-Chair and Secretary are one calendar year, renewable at the sole discretion of the Area CO. There is no limit on the number of terms a member may serve as Co-Chair or Secretary, as long as the Area CO renews the member's term.

**Dismissal of Members.** Incidents may occur that warrant the dismissal of a member. When such incidents occur, the Area CO retains sole authority to remove a member. Due to confidentiality issues, an Area CO may not be able to provide the membership with an explanation for all removals; however, when it does not violate confidentiality, an explanation may be provided to reassure the C-PAB and the community that members are not being removed for arbitrary and/or capricious reasons.

In most cases, a member should not be removed because he or she does not agree with the position of the Department. Reasonable dissension should be allowed and is beneficial to the Department. This provides the Department with a different perspective relative to operations and can improve the effectiveness of the organization.

**Note:** Reasonable dissension will be determined by the Area CO, based upon the topic of dissension, manner in which the dissension is expressed, and its impact on the Area and Advisory Board's effectiveness.

Community-Police Advisory Board members can be dismissed for any of the following reasons:

Failure to fulfill the member requirements set forth by this section or Area bylaws;

Misconduct:

- Misrepresentation by a C-PAB member that he or she is a law enforcement officer or is employed by the Department;
- Misuse of the C-PAB identification card, including suggesting that he or she is a law enforcement officer or is employed by the Department;
- Participation in criminal activity;
- Violation of Area bylaws;
- Three unexcused absences from scheduled meetings or events during one calendar year; or,
- Any conduct deemed by the Area CO to be inappropriate for the C-PAB or the Department.

The Area CO shall make the final decision as to who will be removed.

**Terms.** Appointment as a Co-Chair or secretary will be limited to a renewable one-year term based on the Area CO's evaluation. An appointed Board member may be removed from his or her position according to the dismissal criteria to which each C-PAB member is subject.

**Finance.** There shall not be any financial requirements or membership fees associated with C-PAB membership, nor shall there be any compensation, either financial or otherwise, for membership in a C-PAB.

**Goals.** In order to facilitate planning for the upcoming year, each C-PAB shall identify goals and metrics consistent with the Area's Annual Work Plan (AWP).

**Area Community-Police Advisory Board Coordinator's Responsibilities.** The Area Community Relations Office, Officer in Charge, or his or her designee, shall be the C-PAB Coordinator and shall:

- Ensure that C-PAB members are notified of meetings and events;
- Ensure that the Department's Community Volunteer Application is completed in its entirety for each prospective C-PAB member as indicated in the volunteer checklist;
- Ensure that C-PAB members and non-member attendees are supervised at all times while inside a Department facility;
- Ensure that C-PAB members and non-member attendees are prohibited access to any law enforcement sensitive data, databases, Department equipment, vehicles or weapons;
- Collect all City-owned property from the C-PAB member upon his or her separation or resignation;
- Ensure that meeting materials are provided in needed languages;
- Ensure minutes are recorded by the Secretary at every C-PAB meeting and are kept by each respective Area, and made available for review upon request by the Area CO or CODD;
- Ensure that CODD is updated on changes in membership; and,
- Meet with CODD personnel on an annual basis for training and C-PAB strategizing.

**Area Commanding Officer's Responsibilities.** The Area CO shall:

- Ensure that C-PAB membership is diverse and representative of the communities the Area serves;
- Ensure that goals are developed and a metric identified consistent with the Area's AWP;

- Disseminate information to C-PAB on high priority City or Department sponsored community-oriented events;
- Continually assess the bylaws, quality and meaningfulness of meeting and member relationships to ensure that community members are not deterred from participating in C-PABs;
- Be responsible for final decisions made regarding membership. This includes selection and removal of C-PAB members and/or committee participants;
- In conjunction with the C-PAB, determine the usefulness of having any Goal-Oriented Committees;
- Ensure there are no financial requirements associated with being involved in C-PABs;
- Ensure there are no conflicts of interest for individuals applying for membership to C-PAB;
- Ensure continual training is provided to C-PAB members on Department policy, procedures and community engagement; and,
- Notify the CO, CODD, regarding any significant problems, concerns or issues with their C-PAB.

**Geographic Bureau Commanding Officer's Responsibilities.** Each Geographic Bureau Commanding Officer shall:

- Ensure the Areas under his or her command are adhering to the directives within this Section; and,
- Meet at least once semiannually with the C-PAB co-chairs to discuss the direction, goals, and strategies of the Area.

**Community Outreach and Development Division, Commanding Officer's Responsibilities.** The CO, CODD, shall:

- Ensure a master file of bylaws from each Area is maintained at CODD;
- Ensure a master database of Department-wide C-PAB membership is maintained at CODD; and,
- Monitor the C-PAB process on a citywide basis and address any related issues or problems identified by Department personnel or C-PAB members (e.g., membership, interpretation of C-PAB responsibilities, or disputes involving the role of C-PAB).

**Assistant to the Director, Office of Operations Responsibilities.** The Assistant to the Director, Office of Operations shall:

- Monitor the C-PAB process on a Citywide basis and address any related issues or problems (e.g., membership, interpretation of C-PAB responsibilities, or disputes involving the role of the C-PAB) identified by Department personnel or C-PAB members;
- Periodically inspect C-PAB meetings and complete necessary reports; and,
- Ensure the Areas within their command adhere to this Manual section.

**092.90 AUTHORITY REVIEW FOR PRODUCT EVALUATIONS.** The Director, Office of Support Services, is the Reviewing Officer for all product evaluations.

## **093. COMMITTEES.**

### **093.10 UNIFORM AND EQUIPMENT COMMITTEE.**

**Responsibilities.** The Uniform and Equipment Committee shall be responsible for:

- Considering all requests for changes in the uniform and equipment items worn, utilized, or deployed by Department personnel in the course of their duties (including Department challenge coins) and making recommendations for approval of these items directly to the Chief of Police;

- Considering all requests for approval of product evaluations for uniform and equipment items, and reviewing and making recommendations directly to the Chief of Police for all completed product evaluations of uniform and equipment items worn, utilized, or deployed by Department personnel;

**Note:** Based on a needs assessment of currently approved uniform or equipment specifications, the Uniform and Equipment Committee may recommend and/or initiate product evaluations for uniform and equipment items. In these instances, the Department Uniform and Equipment Coordinator shall notify the Office of Constitutional Policing and Policy (OCP) of these actions via an Intradepartmental Correspondence, Form 15.02.00.

**Exception:** Items whose specifications are created by Motor Transport Division, Information Technology Bureau, Forensic Science Division, and Technical Investigation Division do not fall under the authority of the Uniform and Equipment Committee.

- Maintaining and publishing, semi-annually, a roster of authorized uniform dealers and their addresses, and publishing without delay the names and addresses of any dealers added to or deleted from the list;
- Maintaining, updating, and publishing the Department Uniform and Equipment Manual;
- Originating and maintaining all correspondence concerning uniforms, uniform standards, and approved equipment;
- Publishing notices concerning all newly approved uniform and equipment items;
- Publishing notices concerning all uniform and grooming standards;
- Notifying the Department of General Services of newly approved uniform and equipment items and initiating contract actions on behalf of the Department as they relate to City procurement contracts;
- Liaising with the Department of General Services regarding pending bids and bid specifications for uniform and equipment items;
- Supplying authorized dealers with copies of the Department Uniform and Equipment Manual and related Department directives;
- Acting as point of contact, along with OCP, for vendors wishing to present items for Department use and approval;
- Inspecting and approving the facilities of dealers wishing to provide the Department with uniform and personal equipment items and ensuring they meet Department specifications; and,
- Reviewing and considering complaints or recommendations regarding uniforms, uniform standards, and equipment items.

**Note:** Employees with complaints or recommendations regarding uniforms, uniform standards, or equipment items may submit an Employee's Report, Form 15.07.00, to the Chairperson, Uniform and Equipment Committee.

**Membership.** The Committee shall be comprised of:

- The Commanding Officer, Training Bureau, as Chairperson;
- The Commanding Officer, Administrative Services Bureau, as the Co-chairperson;
- Two commanding officers from any geographic Area, selected by the Director, Office of Operations;
- The Commanding Officer, Counter-Terrorism and Special Operations Bureau or his or her designee; and,
- Two sworn directors from the Los Angeles Police Protective League.

**Note:** A quorum is necessary for the Committee to convene.

The supervisor assigned as the Department Uniform and Equipment Coordinator shall be the designee for all matters within the jurisdiction of the Uniform and Equipment Committee and shall be responsible for presenting all items and product evaluations of items being considered for approval to the Committee.

The Chief of Police reviews and approves all matters within the jurisdiction of the Uniform and Equipment Committee. Recommendations by the Uniform and Equipment Committee shall be presented directly to the Chief of Police by the Chairperson and the Department Uniform and Equipment Coordinator for final approval.

**093.20 EXECUTIVE FLEET SAFETY COMMITTEE.** The Executive Fleet Safety Committee (EFSC) will be convened by the Department Traffic Coordinator (DTC) to review all traffic collisions involving “A” or “K” injuries; traffic collisions that resulted from the consumption of alcohol or drugs or which may result in a criminal filing; or a traffic collision(s) resulting in an employee accruing eight or more points or four preventable traffic collisions within 36 months. The EFSC consists of:

- Department Traffic Coordinator — Chairperson;
- Office of Constitutional Policing and Policy;
- Involved employee's commanding officer;
- Involved employee's bureau commanding officer;
- Commanding Officer, Training Division;
- Commanding Officer, traffic division of occurrence, or traffic division from the employee's bureau of assignment if the collision occurred outside the City; and,
- Peer member (same rank) of the involved employee, as selected by the Chairperson of the Executive Fleet Safety Committee; and,
- Assistant to the Director, Office of Operations.

When a committee member is unavailable, an alternate may serve with approval of the EFSC Chairperson. The DTC may grant permission for a Command Staff member to observe the proceedings, with no participation.

The involved employee(s) and their representative may be present during the presentation of the traffic collision facts before the EFSC. They may not be present during the Committees' deliberations.

The EFSC will make a recommendation for adjudication to the Chief of Police (COP). The Commanding Officer (CO), Emergency Operations Division (EOD), will submit the EFSC recommendation to the COP within 30 business days. The COP will make the final adjudication within 30 business days. The employee will be notified in writing of the decision by the CO, EOD. The employee has 30 business days to submit a written appeal (pursuant to Manual Section 3/207.50).

#### **093.45 HOME GARAGING REVIEW COMMITTEE.**

**Responsibilities.** The Home Garaging Review Committee shall be responsible for:

- Managing the Department’s Home Garaging Program in accordance with the policies and procedures set forth by the Board of Police Commissioners and the City Council;
- Establishing a submission schedule for renewal applications;
- Reviewing all home garage applications annually; and,
- Determining which applications comply with those policies.

**Membership.** The Home Garaging Review Committee shall be comprised of the following:

- The Director, Office of Support Services, as Chair;
- The Director, Office of Special Operations;
- The Chief of Staff; and,
- The Director, Office of Operations.

**Reviewing Authority.** The Chief of Police is the Reviewing Authority for this committee.

### **093.57 LIABILITY MANAGEMENT COMMITTEE.**

**Responsibilities.** The Liability Management Committee (LMC) is responsible for developing strategies to improve risk management policies, procedures, and foster better coordination between Department entities as well as the City Attorney's Office.

**Membership.** The LMC, chaired by the Department Risk Manager (DRM), is comprised of representatives from the following Department entities:

- Office of Support Services (OSS);
- Work Environment Liaison Section (WELS);
- Office of Constitutional Policing and Policy (OCPP);
- Legal Affairs Division (LAD);
- Office of the Chief of Staff (COS);
- Employee Relations Group (ERG);
- Professional Standards Bureau (PSB);
- Internal Affairs Division (IAD);
- Workplace Investigation Unit (WIU); and
- Also invited to attend committee meetings are representatives of the Office of the City Attorney (OCA) and the Office of the Inspector General (OIG).

**Reviewing Officer.** The Chief of Police is the Reviewing Authority for this committee.

### **093.75 OPERATIONS COMMUNICATIONS COMMITTEE.**

**Responsibilities.** The Operations Communications Committee shall be responsible for developing communications procedures affecting both the operations bureaus and Communications Division. The Committee shall not establish policy, but instead meet as needed to develop procedures based on existing Department policy.

**Membership.** The Committee shall be comprised of:

- The Commanding Officer, Communications Division as Chair;
- A Staff or command officer, Counter Terrorism and Special Operations Bureau;
- The Commanding Officer, Risk Management and Policies Division;
- Nine representative members from the Office of Operations (to include traffic divisions and detectives) selected by the Director, Office of Operations;
- One command officer, designated by the Director, Office of Support Services; and,
- Officer in Charge, Radio Planning Section.

**Note:** Selection of representative members shall be based upon their productive contribution to communications issues and anticipated permanency in their assignments.

**Reviewing Officer.** The Director, Office of Support Services, is the Reviewing Officer for all matters within the jurisdiction of the Operations Communications Committee.

### **093.85 RIFLE REVIEW COMMITTEE.**

**Responsibilities.** The Rifle Review Committee (RRC) is responsible for the following:

- Review of all requests and referrals to restore a Rifle Certified Officer (RCO) to Active status, maintain an RCO's Inactive status, or Decertify an RCO;

**Note:** Any assessment of decertification shall include a review of the proper deployment, use, retention, tactics and maintenance of the cadre member's rifle, as well as a review of the judgement exercised by the RCO.

- Hear referral presentations made by commanding officers, when requested;
- Initiate changes to an RCO's status to include Active, Inactive or Decertified status;

**Note:** Immediate decertification may be initiated by the RRC or the Chief of Police, based upon, but not limited to, any referrals, direct observations, video footage, Use of Force adjudications or other information brought to the Department's attention.

- Evaluate patrol rifle policies and procedures as they relate to deployment, use, retention, tactics, and maintenance;
- Determine RCO's continued participation in the Rifle Cadre;
- Review and approve/deny RCO appeals to be restored to the Rifle Cadre;
- Provide direction on the necessary steps for Inactive or Decertified RCOs to attain restoration; and,
- Meet on a quarterly basis, as needed.

**Note:** An RCO is defined as any officer authorized to deploy the rifle (as defined in Manual Section 4/245.30).

The RRC will review all submitted referrals/requests pertaining to the status of a Rifle Cadre member. After reviewing all of the related documents, video footage, and any written response from the involved employee, the RRC will determine the appropriate status (Active, Inactive, or Decertified) for the member in question and direct corrective measures necessary to restore the member to Active status at a later date, if appropriate. These corrective measures may include, but are not limited to, successful qualification and/or recertification, completion of a weapon manipulation test, repeat of Patrol Rifle School, or other training. The RRC can make a final determination on a member's status (Active or Decertified) either at the time of the committee meeting, or defer the determination to a future meeting after a specified period of time, or after the RCO has completed the specified corrective actions (e.g., training, qualification).

At the completion of each RRC meeting, the Committee shall provide written correspondence notifying the involved officer(s), via his or her chain of command, and In-Service Training Division of the RRC's determination including any restorative actions that shall be completed and the date for completion, if applicable.

**Membership.** The RRC is comprised of a representative from the following Department entities:

- Training Bureau (Chair);
- Involved employee's bureau commanding officer;
- Commanding Officer, Critical Incident Review Division;

- Officer in Charge, Firearm Training Section, In-Service Training Division;
- Officer in Charge, In-Service Training Division, Rifle/Slug Unit;
- Commanding Officer, Risk Management Legal Affairs Group; and,
- Patrol Rifle Cadre Peer Member.

**Reviewing Officer.** The Director, Office of Support Services, is the Reviewing Officer on all status determinations within the jurisdiction of the RRC. If the Reviewing Officer disagrees with the RRCs restoration or decertification determination, he or she can present the determination to the Chief of Police for a final decision.

### **093.95 RISK MANAGEMENT EXECUTIVE COMMITTEE.**

**Responsibilities.** The Risk Management Executive Committee (RMEC) reviews, processes, and makes recommendations to the Chief of Police regarding Department-wide risk and liability issues.

**Reporting.** The RMEC Support Unit is assigned to Risk Management and Legal Affairs Division.

**Membership.** The RMEC membership shall be comprised of the following command level personnel or their command level designee:

- Director, Office of Constitutional Policing and Policy, as Department Risk Manager and Committee Chair;
- Chief of Staff;
- Director, Office of Operations;
- Director, Office of Support Services;
- Director, Office of Special Operations;
- Commanding Officer, Risk Management and Legal Affairs Division;
- Commanding Officer, Community Safety Partnership Bureau;
- Commanding Officer, Employee Relations Group;
- Commanding Officer, Behavioral Science Services;
- Commanding Officer, Professional Standards Bureau; and,
- City Attorney's Office Representative (Legal Advisor).

Present as Observers.

- Inspector General's Office Representative.

**Reviewing Officer.** The Chief of Police is the Reviewing Officer for all matters within the jurisdiction of the RMEC.

**093.96 TACTICS TRAINING REVIEW COMMITTEE – DEFINED.** The Tactics Training Review Committee (TTRC) is organized to develop the best practices in tactics, firearms, use of force policy, and training to the recruit and in-service training curriculum.

**Tactics Training Review Committee Members.** The Commanding Officer, Training Bureau (TRB), shall serve as the committee chair. The following are standing members of the TTRC:

- Commanding Officer, TRB, Chair;
- Commanding Officer, Training Division, (TD);
- Commanding Officer, In-Service Training, TD;
- Director, Police Training and Education (PTE);

- Commanding Officer, Critical Incident Review Division (CIRD);
- Officer in Charge, Firearms and Training Section, TD;
- Assistant Officer in Charge, Firearms and Training Section, TD;
- Officer in Charge, Field Operations Training Section, TD;
- Assistant Officer in Charge, Field Operations Training Section, TD;
- Officer in Charge, Field Training Services Unit, PTE;
- Representative from the Los Angeles City Attorney's Office;
- Representative from Legal Affairs Division (LAD);
- Representative from the Office of the Inspector General (OIG), who will not have voting rights. All recommendations from the OIG representative shall be present via the TTRC to the Chief of Police (COP) for consideration; and,
- Representative Director from the Los Angeles Police Protective League (LAPPL), who will not have voting rights. All recommendations from the LAPPL Director shall be presented via the TTRC to the COP for consideration.

**Tactics Training Review Committee Responsibilities.** The TTRC shall be responsible to perform the following:

- Provide advice and recommendations to the COP regarding reliable and safe field tactics;
- Provide advice and recommendations regarding the appropriate manner in which to train Department employees;
- Review and approve changes to existing tactics and firearms training prior to implementation; and,
- Cross-staff with the Use of Force Best Practices Committee, and other appropriate entities to prepare Use of Force-Tactics Directives for signature by the COP.

**Reviewing Officer.** The Director, Office of Support Services, is the Reviewing Officer for all matters within the jurisdiction of the TTRC.

**093.97 USE OF FORCE BEST PRACTICES COMMITTEE - DEFINED.** The purpose of the UOFBPC is to analyze issues on an as needed basis and trends arising from significant use of force incidents. The UOFBPC is subcommittee of the TTRC.

**Use of Force Best Practices Committee Members.** The Commanding Officer, CIRD, will serve as the committee chair. The following are standing members of the UOFBPC:

- Commanding Officer, Critical Incident Review Division, Chair;
- Assistant Commanding Officer, Training Bureau;
- Two personnel selected from TD who are use of force trainers;
- Four personnel selected from the Office of Operations;
- Representative from the Los Angeles Police Protective League;
- One use of force expert or legal counsel from outside the Department;
- Representative from the Los Angeles City Attorney's Office;
- Representative from LAD; and,
- Representative from Professional Standards Bureau.

**Use of Force Best Practices Committee Responsibilities.** The UOFBPC will be responsible to perform the following:

- Provide insight into significant or notable use of force incidents to assist in adjudication and identify lessons learned;

- Make recommendations regarding investigative protocols/tactics, or other issues arising from the analysis of use of force incidents;
- Make recommendations regarding improvements to field procedures; and,
- Provide advice and recommendations to the Chief of Police regarding improvements in field procedures, investigative protocols and tactics or other issues arising from the analysis of use of force incidents as needed.

**Meetings.** The UOFBPC will meet on an as-needed basis as determined by the Chief of Police or Director, Office of Support Services.

**Reviewing Officer.** The Director, Office of Support Services, is the Reviewing Officer for all matters within the jurisdiction of the Use of Force Best Practices Committee.

## **094. BOARDS OF INQUIRY AND AD HOC COMMITTEES.**

### **094.05 TERMINOLOGY.**

**Convening Authority.** The convening authority for Department boards of inquiry and ad hoc committees shall be the Chief of Police.

**Precept.** A Department precept is a document issued by the convening authority to activate a board of inquiry or ad hoc committee. The precept designates the chair, names the membership, sets forth the rules of assembling, clearly states the matter that is to be investigated, describes the scope of jurisdiction, and gives explicit instructions as to what the final report shall include, and any pertinent information relevant to the course of action to be taken.

**Note:** Boards of Inquiry and ad hoc committees are primarily fact finding bodies and, unless specifically directed by the convening authority in the precept to express opinions or make recommendations, shall confine themselves to findings of fact.

**094.10 BOARDS OF INQUIRY.** A Department board of inquiry shall consist of Department personnel assembled in compliance with a precept for the purpose of investigating a particular matter or alleged incident involving Department personnel or equipment. Some of the proceedings of a Department board of inquiry may, under certain conditions, become evidence before a Board of Rights or other administrative tribunal. When the nature of the board of inquiry is such that the findings may be prejudicial to a Department employee, the concerned employee shall be afforded the opportunity to appear before the board and present facts in his or her own behalf. In such cases, or when the employee appears at the request of the board of inquiry, the employee shall be informed of the nature of the inquiry prior to offering information in his or her own behalf. At the discretion of the chair, the employee may be permitted to present a reasonable number of witnesses in support of relevant issues raised by him or her before the board.

**Exception:** These requirements shall not apply if, in the opinion of the convening authority, the subject matter is such that revealing it would likely hinder the chances of a complete and thorough investigation. In such cases, the precept and the board's report shall be classified or reclassified as "Confidential." The chair shall recommend to the convening authority whenever, in his or her opinion, the inquiry should be classified as confidential. The inquiry shall be classified as confidential when the disclosure of the inquiry would be contrary to the best interest of the City.

When the proceedings reveal that an employee may be the subject of a personnel complaint involving a **prosecutable offense**, the employee shall be advised of his or her Miranda rights as a private person and allowed to exercise the same rights afforded a private person under similar circumstances.

**094.15 AD HOC COMMITTEES.** A Department ad hoc committee shall consist of Department personnel assembled in compliance with a precept for the purpose of gathering and studying information pertaining to policies, procedures, programs, or conditions that affect the Department.

**094.20 MEMBERSHIP.** Department boards of inquiry and ad hoc committees shall be comprised of members of appropriate class, rank, and seniority designated by the convening authority. The composition of such boards or committees shall be regulated by the circumstances to be investigated. The number of members to constitute such bodies shall be determined by the convening authority, who will consider the importance of the subject matter and the qualifications of Department employees to serve as members.

**094.25 CHAIR - RESPONSIBILITY.** The chair of a Department board of inquiry or ad hoc committee shall be responsible for providing administrative supervision on such matters within the jurisdiction of the board or committee, maintaining a record of the minutes of all meetings, and providing staff and clerical support.

**Note:** The precept will recognize the chair's capability to provide staff and clerical support from his regular assignment and will assign additional support when required.

The chair shall submit a final, and any other related, report to the convening authority via the reviewing officer when one has been designated. The final report shall contain the findings and, when appropriate, recommendations of the board or committee. Upon approval of the final report by the convening authority, the board or committee shall be deactivated.

**Note:** Dissenting members of a board or committee may prepare a minority report and submit it with the final report. The chair may comment on the minority report by separate correspondence to the convening authority.

**094.30 REVIEWING OFFICER - RESPONSIBILITY.** At his or her discretion, the convening authority **may** designate an officer senior in rank to the chair to act as Reviewing Officer on all matters within the jurisdiction of a particular Department board of inquiry or ad hoc committee. The reviewing officer shall provide administrative staff supervision and submit appropriate reports concerning the activities and progress of the board or committee to the convening authority.