

INTRADEPARTMENTAL CORRESPONDENCE

March 24, 2021
14.2

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: JUVENILE NOTIFICATION PROCESS INSPECTION (AD NO. 20-001)

RECOMMENDED ACTION

It is recommended that the Board of Police Commissioners REVIEW and APPROVE the attached Juvenile Notification Process Inspection.

DISCUSSION

Audit Division (AD) conducted a Juvenile Notification Process Inspection to determine if the Department's compliance rate improved since the last audit that was conducted in 2018. The purpose of the Inspection was to assess the completeness of the Juvenile Arrest Supplemental Report (JASR) and the notification process for the period of October 1, 2019, through March 31, 2020.

If additional information regarding this audit is required, please contact Director Lizabeth Rhodes, Office of Constitutional Policing and Policy, at (213) 486-8730.

Respectfully,



MICHEL R. MOORE
Chief of Police

Attachments

LOS ANGELES POLICE DEPARTMENT

Juvenile Notification Process Inspection

(AD No. 20-001)



Conducted by
AUDIT DIVISION

MICHEL R. MOORE
Chief of Police

February 2020

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JUVENILE NOTIFICATION PROCESS INSPECTION

Conducted by
Audit Division
2020

OVERVIEW

In addition to lawful arrest and booking requirements, the *Department Manual* and the *Juvenile Manual* have specific requirements for handling juveniles that are arrested and booked, including the requirement of notifications to the juvenile's parent or guardian in a timely manner. The officer also has the responsibility to advise the juvenile of his or her right to phone calls. The notification process requires that this information be documented on the Arrest Report and Juvenile Arrest Supplemental Report (JASR).

With these requirements in mind, Audit Division (AD) conducted a Juvenile Notification Process Inspection to determine whether the Department's compliance rate improved since AD's last audit conducted in 2018. Specifically, in 2018 auditors identified two areas in need of improvement: 1) Parental Notification (79%); and, 2) Documentation of Telephone Calls (71%). At that time, auditors recommended revising the Department Manual to be consistent with the JASR regarding the use of the word "immediate" and effective July 30, 2019, Administrative Order No. 11 was issued revising Department Manual Section 4/218.80, *Notification to Parents – Juvenile Arrest*. The revised Order clarified that when an officer takes a juvenile arrestee to a place of confinement, the officer shall, no later than one hour after the juvenile has been taken into custody, notify the juvenile's parent, guardian, or responsible relative that the juvenile is in custody and indicate where the juvenile is being held.

Thus, this Inspection assessed the completeness of the JASR and the notification process for the period of October 1, 2019, through March 31, 2020. The following findings were noted:

- A current and completed JASR was attached to each arrest report 96 percent of the time (*Objective No. 1*);
- Notification of a juvenile's arrest to a parent and/or guardian within a one-hour was documented in the JASR 78 percent of the time. The time exceeding the one-hour requirement varied [*Objective No. 2(a)*];
- Advisement of the juvenile's right to make a telephone call while in custody was documented in the JASR 75 percent of the time [*Objective No. 2(b)*];
- The juvenile's telephone calls were documented in the JASR 64 percent of the time [*Objective No. 2(c)*]; and,
- Timeliness of juvenile telephone calls was achieved 54 percent of the time. The remaining calls were made outside of the stipulated timeframe, or the status was not properly documented and not accompanied by descriptive comments [*Objective No. 2(d)*].

SCOPE AND METHODOLOGY

Auditors obtained a data run of arrests made by Department personnel of individuals under the age of 18 years during the audit period and identified an inspection population of 865 arrests.¹ Auditors then obtained a statistically valid and stratified random sample of 80 Arrest Reports/JASRs to test.² Table No. 1 summarizes the findings by objective and, where applicable, compares them to the 2018 findings:

Table No. 1 – Summary of Findings by Objective

Objective No.	Description of Objectives	2018 Percent Meeting Standards This Inspection	2020 Number Meeting Standards / Evaluated ³	2020 Percent Meeting Standards This Inspection
1	Completeness of the JASR	N/A	75/78	96%
2	Timeliness of Parental Notification			
2(a)	Parental Notification	79%	58/74	78%
2(b)	Advisement of Telephone Calls	N/A	56/75	75%
2(c)	Documentation of Telephone Calls	71%	49/76	64%
2(d)	Timeliness of Juvenile’s Telephone Calls	N/A	33/61	54%

DETAILED FINDINGS

Objective No. 1 – Completeness of the Juvenile Arrest Supplemental Report

Criteria

The *Department Manual* states:

Prior to obtaining booking approval, the arresting officer shall: Attach a completed Juvenile Arrest Supplemental Report, Form 05.02.06, to the Arrest Report, Form 05.02.00, as the next to the last numbered page of the Arrest Report.⁴

Inspection Procedures

Auditors reviewed each arrest report to determine whether a completed JASR was attached to the next to last numbered page of the report. Auditors also reviewed the JASR to determine whether

¹ Auditors excluded all infractions and non-custodial arrests, including Welfare Institution Code (WIC) Sections 300(A) Dependent Children, 340/777 Delinquents and Wards of the Juvenile Court because complete arrest reports may not have been generated.

² Audit Division applied a one-tail test with a 95 percent confidence level and an error rate of five percent for the sample selection.

³ Deselections were made from each objective and explained in the Detailed Findings.

⁴ See *Department Manual*, 3rd Quarter 2020, Vol. 4 “Line Procedures,” Section 218.60, “Approval for Juvenile Booking.”

the current version was used.⁵ If a current JASR was included with the Arrest Report, and completely filled out, the Department met the standards for this Objective.

Of the 80 Arrest Reports and associated JASRs reviewed, two were deselected. One report was deselected since the arrest was made by an outside agency, and the second report was deselected since it was a felony warrant that contained a booking approval but did not include an Arrest Report.⁶ Therefore, AD deselected these two reports from all Objectives. For Objective No. 1, 78 JASRs were reviewed.

Findings

Seventy-five of the 78 JASRs (96%) met the standards. Three JASRs were completed on outdated forms (2015 JASRs). These outdated forms did not contain the necessary fields to fully document the telephonic notification process: the form lacked fields to document parent/responsible adult identity, and status of the juvenile(s) telephone calls (refusals/attempted calls/contact). Therefore, these outdated forms did not meet the standards.

Table No. 2 – Objective No. 1 Findings

Bureau	Area/Division	DR/Booking No.	Date of Arrest	Date of JASR Form Used
Central	Central	190124192	10/2/2019	04/2015
West	Pacific	191423472	11/8/2019	04/2015
Transit Services	Central Traffic	201306844	02/20/2020	04/2015

Objective No. 2 – Timeliness of Parental Notification

This Objective included an evaluation of the timeliness of the parental notification, officer advisement of a juvenile’s rights to make phone calls, and documentation and timeliness of the juvenile’s phone calls.

Objective No. 2(a) – Parental Notification

Criteria

In addition to a reference within the *Juvenile Manual* and the WIC, the *Department Manual* states:

When an officer takes a juvenile arrestee to a place of confinement (i.e., Area station, juvenile detention center), the officer shall, no later than one hour after the juvenile has been taken into custody, notify the juvenile’s parent, guardian or responsible relative that the juvenile is in custody and of the location where the juvenile is being held. Any

⁵ Auditors did not accept JASR forms dated on or prior to 2015. After 2015, the JASR was amended to better document the parental and juvenile notification process. Specifically, fill-in boxes were added to include the identity of the parent/adult, and results of the telephone calls (Refusal/Attempted/Contacted check boxes).

⁶ The two deselected reports in Objective No.1, were also deselected for Objective No. 2(a-d).

deviation from procedure shall be articulated within the Comments Section of the [JASR].⁷

Inspection Procedures

Auditors reviewed each JASR to determine whether the arresting officers documented the necessary attempt to notify the juvenile’s parents or guardians within one hour of the juvenile being taken into custody. If the JASR indicated parental notification was made within one hour after being taken into custody, the JASR met the standards for this Objective.

Of the 78 JASRs reviewed, four JASRs were excluded because of circumstances beyond the officer’s control. All four instances involved some form of refusal to make calls by either the juvenile or parent which negated the telephonic notification process. This resulted in 74 JASRs reviewed for Objective 2(a).

Findings

Fifty-eight of the 74 JASRs (78%) met the standards. Table No. 3 details the 16 that did not meet the standards.

Table No. 3 – Detailed Findings

Bureau	Area/Division	DR/Booking No.	Time of Arrest	Time of Notification	Minutes Exceeding One Hour
Central	Central	190124192	00:25	02:00	35
South	77th	191229414	23:22	01:30	68
South	Southeast	191824698	08:30	11:00	90
West	Pacific	191423472	11:59	Not completed ⁸	N/A
West	Olympic	190621564	11:45	14:20	95
Valley	West Valley	201000545	17:45	19:35	50
Valley	West Valley	191016433	10:20	11:35	15
Valley	North Hollywood	201505827	22:30	23:50	20
Valley	Foothill	201604352	15:55	15:30	25 prior ⁹
Valley	Mission	191921093	16:10	17:20	10
Valley	Topanga	192116464	16:45	18:00	15
Detective	Robbery Homicide	191301035	20:30	22:20	50
Detective	Gang & Narcotics	191322506	09:20	11:45	85
Transit Services	Central Traffic	201306844	23:00	01:48	108
Transit Services	Transit Services	200800587	22:00	Not completed	N/A
Transit Services	West Traffic	190719277	07:03	10:54	171

⁷ See *Department Manual*, 3rd Quarter 2020, Vol. 4 “Line Procedures,” Section 218.80, “Notification to Parents – Juvenile Arrest.”

⁸ On the two JASRs marked “Not completed”, the notification box was incomplete and therefore auditors were unable to determine the amount of time exceeding one hour.

⁹ One JASR was marked with a time of notification prior to the time of arrest and is included as a finding.

Objective No. 2(b) – Advisement of Telephone Calls

Criteria

The *Department Manual* states:

Immediately after taking a juvenile to a place of confinement, and no later than one hour after being taken into custody,¹⁰ the Department employee shall advise the juvenile of the right and provide the opportunity, to complete *at least* two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney).¹¹ The juvenile has the right to make *at least* one additional telephone call within three hours of arrest. **Note:** Any deviations from this procedure, or if the juvenile opts to make telephone calls outside of this time limit, will be articulated within the "Comments of Investigating Officer/Arresting Officer" section of the [JASR].¹²

Inspection Procedures

Auditors reviewed each JASR to determine whether the officer advised the juvenile of his or her right to make phone calls or if any deviations were articulated in the Comments Section.

Of the 78 JASRs reviewed, three were excluded because one case involved absentee booking, and the other two involved some form of refusal by the juvenile or the parent during the arrest which negated the telephonic notification process. Therefore, AD reviewed 75 JASRs for Objective No. 2(b).

Findings

Fifty-six of the 75 JASRs (75%) met the standards; JASRs not meeting the standards were communicated to the Office of Operations (OO) and Office of Special Operations (OSO). Table No. 4 lists the findings for the 19 JASRs that did not meet the standards.¹³

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¹⁰ The term "taken into custody" shall mean an arrest under Sections 601 or 602 of the WIC, and the time of custody begins at the actual time of the arrest in the field.

¹¹ If a juvenile does not wish to call an attorney, this declination does not negate the option of a second call to another responsible party.

¹² See *Department Manual*, 3rd Quarter 2020, Vol. 4, Line Procedures, Section 658.17, "Telephone Calls – Juvenile in Custody".

¹³ On one JASR, the advisement box was incomplete, and while a time of advisement was documented elsewhere on the JASR, the JASR is noted as incomplete on Table No. 4 and is considered a finding.

Table No. 4 – Detailed Findings Re: Timeliness of Advisement of Phone Calls

Bureau	Area/Division	DR/Booking No.	Time of Arrest	Time of Advisement	Minutes Exceeding One Hour
Central	Central	190124192	00:25	01:45	20
Central	Northeast	191100735	15:00	16:50	50
South	Harbor	190501063	15:00	17:00	60
South	Harbor	5764966	20:20	21:45	25
South	77th	191229414	23:22	00:30	8
South	77th	191226593	21:55	23:20	25
South	Southeast	191824698	08:30	10:00	30
West	Wilshire	5854547	15:40	18:50	130
West	Olympic	190621564	11:45	14:00	75
Valley	West Valley	201000545	17:45	19:00	15
Valley	North Hollywood	201505827	22:30	07:50	500
Valley	Foothill	191616026	14:00	17:15	135
Valley	Mission	191921093	16:10	17:15	5
Valley	Topanga	5863491	10:15	12:10	55
Valley	Topanga	192116464	16:45	18:00	15
Detective	Gang & Narcotics	191322506	09:20	11:05	45
Detective	Major Crimes	191323469	01:50	03:45	55
Transit Services	Central Traffic	201306844	23:00	Not completed	N/A
Transit Services	Transit Services	200800587	22:00	3:35	275

Objective No. 2(c) – Documentation of Telephone Calls

Criteria

Los Angeles Police Department policy dictates that all calls made by juvenile arrestees shall be documented on the JASR and on the Arrest Report narrative.¹⁴

A new section was added to the JASR after the 2018 audit stating, “DOCUMENTATION OF JUVENILE’S PHONE CALLS: Any deviation from procedure must be articulated within the comments section of this report.” Also added were Yes/No checkboxes for officers to document if a juvenile refused to make his or her allowed phone calls to a responsible adult, attorney, and a third phone call within three hours to a responsible adult or attorney. Fill-in boxes were added for the date, time, phone number, name of person contacted and relationship to the juvenile. These boxes guided officers to accurately record the required information.¹⁵

Inspection Procedures

Of the 78 JASRs reviewed, two were excluded because one was an absentee booking and the other involved parental involvement during the arrest process. Therefore, AD reviewed 76 JASRs for Objective No. 2(c).

¹⁴ See *Juvenile Manual*, 2017 Edition, Line Procedures, Section 17.140, Telephone Calls – Juvenile In Custody.

¹⁵ See *Special Order No. 20*, December 8, 2016, Taking Persons Into Custody-Revised; JASR, Form 05.02.06.

Findings

Forty-nine of 76 JASRs (64%) met the standards. Table No. 5 lists the 27 JASRs that did not meet the standards due to either juvenile refusals or deviations not documented by the officers, along with an outdated version of the JASR being used. All findings were due to refusal by the juvenile of a second or third call, or the deviation was not documented.

Table No. 5 – Detailed Findings for Documentation of Telephone Calls

Bureau	Area/Division	DR/Booking No.
Central	Central	190128739
Central	Central	190124192
Central	Hollenbeck	200400574
Central	Northeast	191117533
Central	Northeast	191115993
Central	Northeast	191100735
Central	Newton	191301035
South	Southwest	190301015
South	Southwest	190324070
South	Harbor	190517305
South	Harbor	190501063
South	77th	191229414
South	Southeast	191824698
South	Southeast	201304110
West	Wilshire	200704120
West	Pacific	191423472
West	Olympic	190621564
Valley	West Valley	201000545
Valley	West Valley	191016433
Valley	North Hollywood	201504893
Valley	Foothill	201604352
Valley	Devonshire	191720149
Valley	Devonshire	191917717
Valley	Mission	191901280
Detective	Juvenile	191615688
Transit Services	Central Traffic	201306844
Transit Services	Transit Services	200800587

Objective No. 2(d) – Timeliness of Juvenile’s Telephone Calls

Criteria

The *Department Manual* states:

Immediately after taking a juvenile to a place of confinement, and no later than one hour after being taken into custody, the Department employee shall advise the juvenile of the right and provide the opportunity, to complete *at least* two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney). The juvenile has the right to make *at least* one additional telephone call within three

hours of arrest. **Note:** Any deviations from this procedure, or if the juvenile opts to make telephone calls outside of this time limit, will be articulated within the "Comments of Investigating Officer/Arresting Officer" section of the [JASR].¹⁶

Inspection Procedures

Auditors reviewed each JASR to determine whether the documented calls were made within the stipulated time; first two calls within the first hour of the juvenile being taken into custody, and the third call within three hours to a responsible adult or attorney. If the calls were made in a timely manner, the Department met the standards for this Objective.

Of the 78 JASRs evaluated, 17 were not applicable because the juvenile refused the opportunity to make phone calls. Therefore, AD reviewed 61 JASRs for this Objective.

Findings

Thirty-three of 61 JASRs (54%) met the standards. Table No. 6 lists the 28 JASRs that did not meet the standards:

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¹⁶ See *Department Manual*, 3rd Quarter 2020, Vol. 4, "Line Procedures," Section 658.17, "Telephone Calls – Juvenile in Custody."

Table No. 6 – Detailed Findings

Bureau	Area/Division	DR/Booking No.	Minutes Exceeding Time Limit (First two calls/third call)
Central	Central	190124192	1
Central	Hollenbeck	190401479	70
Central	Northeast	191117533	10
Central	Northeast	191100735	50
Central	Newton	190819781	90
Central	Newton	191301035	60
South	Harbor	190517305	10
South	Harbor	190501063	60
South	77th	191229414	68/38
South	77th	191225805	15/45
South	Southeast	191824698	90
South	Southeast	191822764	215/90
West	Pacific	191423472	12
West	Olympic	190621564	95
Valley	West Valley	201000545	155
Valley	West Valley	191016433	80
Valley	North Hollywood	201504893	60/2
Valley	North Hollywood	201505827	330
Valley	Foothill	191616026	130, 132/15
Valley	Devonshire	191720149	10
Valley	Devonshire	191700873	35
Valley	Devonshire	191716601	5
Valley	Mission	191917311	10
Valley	Mission	191921093	10
Detective	Gang & Narcotics	191322506	85
Counter-Terrorism and Special Operations	Major Crimes	191323469	60
Transit Services	Central Traffic	201306844	Unable to determine the timeliness of phone calls as times were not indicated on JASR; old version of JASR used.
Transit Services	West Traffic	190719277	51

RECOMMENDATIONS

1. The Department should ensure that superseded versions of the JASR are purged and not used. An instruction sheet attached as a back page to the JASR should be considered [Objective Nos. 1-2(d)]; and,
2. The Department should ensure that officers and supervisors are adequately trained relative to JASR guidelines and completion and that supervisors thoroughly review each JASR for completeness. When approving the JASR, supervisors should consider cross-

referencing the data with the Secure and Non-Secure Juvenile Detention Logs since both forms share similar information regarding the advisement of telephone calls [Objective Nos. 1-2(d)].

ACTIONS TAKEN/MANAGEMENT'S RESPONSE

Auditors submitted a draft of this report to the respective commands: Office of Operations (OO), Office of Special Operations, Detective Bureau (DB) and Transit Services Bureau. All commands were in general agreement with the findings and indicated corrective actions would be taken; see 15.2 responses attached. Conversely, AD agreed with DB regarding two Arrest Reports (DR Nos. 191615688 and 191301035). The findings were initially attributed to Robbery Homicide Division and Gang and Narcotics Division. Subsequently, auditors amended this report to attribute the findings to Newton Division and Juvenile Division.

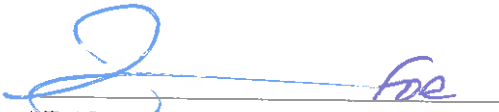
The OO issued a Notice dated September 15, 2020 as a reminder and clarification of the procedures established in Department Manual Section 4/218.80, *Notification to Parents – Juvenile Arrest* and Department Manual Section 4/658.17, *Telephone Calls – Juveniles in Custody*, states:

- *No later than one hour* after the juvenile has been taken into custody, officers shall inform the parent, guardian, or responsible relative the juvenile has been taken into custody;
- Additionally, *no later than one hour* after being taken into custody, officers shall advise the juvenile of his or her right and provide the opportunity to complete at least two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney). The juvenile also has the right to make at least *one additional telephone call within three hours of arrest*;
- If any juvenile refuses to make any of the telephone calls, the refusal must be documented by checking the appropriate boxes of the refusal section in the JASR; and,
- Watch commanders are responsible for the final review of reports and must ensure that refusal of phone calls and deviations from the required time periods are documented. Watch Commanders shall compare the arrest time to the times the notifications, advisements, and phone calls were completed to ensure deviations from the required time periods are documented.

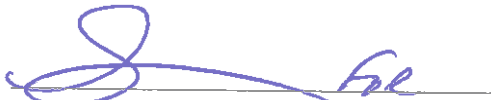
Additionally, during Deployment Period 11-2020, the Department issued the Standardized Roll Call Training Program that specifically addressed “Parental Notifications and Juvenile Phone Calls.” This training serves as a reminder of the procedures established in Department Manual Section 4/218.80, titled *Notification to Parents – Juvenile Arrest*, and Department Manual Section 4/658.17, titled *Telephone Calls – Juveniles In Custody*, to ensure awareness over the time sensitive deadlines when arresting juveniles and to emphasize the importance of proper documentation.

APPENDIX I

Audit Division Contact: Police Performance Auditor Adama D Franklin, (213) 486-8382 or N5815@LAPD.Online



ADAMA D. FRANKLIN
Police Performance Auditor, Project Manager
Audit Division



WENDY GAMBLE
Officer-In-Charge, Section-A
Audit Division



TRINA UNZICKER, Police Administrator
Commanding Officer
Audit Division

OFFICIAL CORRESPONDENCE REVIEW

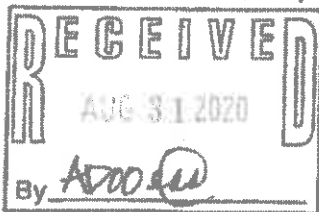
INITIATED BY: (NAME, BUREAU OR DIVISION, ETC) MICHAEL P. RIMKUNAS, Commander Assistant to the Director Office of Operations	DATE: August 28, 2020
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STAFF OFFICER ASSIGNED: (NAME, BUREAU OR DIVISION, PHONE EXTENSION, ETC)
 Kimberly Solis, Police Performance Auditor III, Office of Operations, 213-486-6050

2020 JUVENILE NOTIFICATION PROCESS INSPECTION RESPONSE

ATTN	REVIEWED BY:	ATTN	REVIEWED BY:
1	ASSISTANT TO THE DIRECTOR, OFFICE OF OPERATIONS <i>ms</i>		OPERATIONS-CENTRAL BUREAU
2	DIRECTOR, OFFICE OF OPERATIONS <i>(initials)</i>		OPERATIONS-SOUTH BUREAU
	CHIEF OF STAFF		OPERATIONS-VALLEY BUREAU
	OFFICE OF ADMINISTRATIVE SERVICES (OAS)		OPERATIONS-WEST BUREAU
3	AUDIT DIVISION		COUNTER TERRORISM AND SPECIAL OPERATIONS BUREAU
4	OFFICE OF OPERATIONS-INSPECTION UNIT		PROFESSIONAL STANDARDS BUREAU
	FISCAL OPERATIONS DIVISION		SPECIAL OPERATIONS BUREAU
	PERSONNEL DIVISION		EMERGENCY OPERATIONS DIVISION
	EMPLOYEE RELATIONS GROUP		CONSENT DECREE BUREAU
	FISCAL OPERATIONS DIVISION		OFFICE OF SUPPORT SERVICES
	OFFICE OF THE CHIEF OF POLICE		POLICE SCIENCES & TRAINING BUREAU
	COMMANDING OFFICER, RACR		INFORMATION TECHNOLOGY BUREAU
	BOARD OF POLICE COMMISSIONERS		ADMINISTRATIVE SERVICES BUREAU

#1548



RECEIVED
 SEP 09 2020
 Audit Division

INTRADPARTMENTAL CORRESPONDENCE

August 28, 2020
11.2

TO: Commanding Officer, Audit Division

FROM: Assistant to the Director, Office of Operations

SUBJECT: 2020 JUVENILE NOTIFICATION PROCESS INSPECTION RESPONSE

Audit Division (AD) conducted the 2020 Juvenile Notification Process Inspection which assessed the completeness of the Juvenile Arrest Supplemental Report (JASR) for the period covering October 1, 2019, through March 31, 2020.

Audit Division noted the following deficiencies:

- **Objective No. 2(a) – Officer Notification:** 58 (78%) out of 74 JASRs met the standard for this objective;
- **Objective No. 2(b) – Officer Advisement of Juvenile Phone Calls:** 56 (75%) out of 75 JASRs met the standard for this objective;
- **Objective No. 2(c) – Documentation of Juvenile’s Phone Calls:** 49 (64%) out of 76 JASRs met the standard for this objective; and
- **Objective No. 2(d) – Timeliness of Juvenile Phone Calls:** 33 (54%) out of 61 JASRs met the standard for this objective.

The Office of Operations will address the deficiencies noted above as follows:

- Work with Juvenile Division to clarify existing policy as it relates to documentation of parental notifications, juvenile advisements, and phone calls;
- Recirculate Department Manual Section 4/218.80, titled *Notification to Parents – Juvenile Arrest*, and Department Manual Section 4/658.17, titled *Telephone Calls – Juveniles In Custody*;
- Publish an Office of Operation’s Notice to reiterate the deficiencies noted in the report and highlight proper procedures to be followed when handling juveniles in custody;
- Direct juvenile detectives at all geographic Areas to perform roll call training regarding the aforementioned policies and procedures for seven consecutive days for all watches;
- Request for Training Division to post for one deployment period the aforementioned policies and procedures as part of Standardized Roll Call Training; and,

- Request the Records Management System (RMS) Unit to include the JASR as part of the new RMS rollout with system checks to notify officers of any issues related to the timeliness of phone calls. When this occurs, officers will be prompted to provide additional details related to any late parental notifications, juvenile advisements, and/or phone calls.

If you have any questions, please contact Lieutenant II Hayley Smith, Office of Operations, at (213) 486-6050.

A handwritten signature in black ink, appearing to read 'M. Rimkunas', with a stylized loop at the top and a long tail extending downwards.

MICHAEL P. RIMKUNAS, Commander
Assistant to the Director, Office of Operations

OFFICIAL CORRESPONDENCE REVIEW

INITIATED BY: (NAME, BUREAU OR DIVISION, ETC.)		DATE: 1/28/2021	
Captain III Anthony Oddo, Gang and Narcotics Division, (213) 833-3700			
STAFF OFFICER ASSIGNED: (NAME, BUREAU OR DIVISION, PHONE EXTENSION, ETC.)		Detective II Moises Ramirez, Staff Services Section, Gang and Narcotics Division, (213) 486-0810	
SUBJECT: 15.2 RESPONSE TO AUDIT DIVISION'S 2020 AUDIT OF JUVENILE ARRESTS AND BOOKINGS (Follow-up) / DB PROJECT NO. 106573043			
ATTN	REVIEWED BY:	ATTN	REVIEWED BY:
	OPERATIONS CENTRAL BUREAU	1 Bo	GANG AND NARCOTICS DIVISION
	OPERATIONS SOUTH BUREAU	2	ASSISTANT COMMANDING OFFICER, DETECTIVE BUREAU
	OPERATIONS WEST BUREAU	3	CHIEF OF DETECTIVES
	OPERATIONS VALLEY BUREAU		
	COMMERCIAL CRIMES DIVISION	4	AUDIT DIVISION
	DETECTIVE SUPPORT & VICE DIVISION		CHIEF OF STAFF
			OFFICE OF THE CHIEF OF POLICE

LAPD 15.75.0 (12/96)

DETECTIVE BUREAU

JAN 27 2021

#136

INTRADEPARTMENTAL CORRESPONDENCE

January 26, 2021

8.4

TO: Commanding Officer, Audit Division

FROM: Commanding Officer, Gang and Narcotics Division

SUBJECT: JUVENILE ARREST NOTIFICATION PROCESS INSPECTION

The purpose of this Intradepartmental Correspondence is to address the deficiencies noted in the Juvenile Arrest Notification Process Inspection recently conducted by Audit Division.

In accordance with the Fiscal Year (FY) 2019-2020 Annual Audit and Inspection Plan, Audit Division (AD) conducted a Department-Wide Juvenile Arrest Notification Process Inspection regarding the arrest and booking procedures related to juveniles. During this inspection, two Gang and Narcotics Division (GND) juvenile arrests were identified as not being in compliance with current Department policy.

The Summary Support for Findings that was provided to GND identified two arrest reports (DR# 1913-22506 & DR# 1916-15688) that did not meet the Department standards relating to juvenile arrest notification procedures. In researching the above listed arrest reports, a discrepancy was noted involving DR# 1916-15688, which was conducted by Juvenile Division investigators. No GND personnel were involved in the arrest or booking process for this investigation.

Gang and Narcotics Division is in general agreement with the audit findings of the one remaining report and has reviewed each objective which did not meet the Department standard. To best address these issues, GND has initiated the following changes to correct the deficiencies noted in the findings of the inspection report which are listed below.

Objective No. 2(a) Parental Notification

Finding

During the investigation related to DR# 1913-22506, it was noted by Audit Division that eighty-five minutes had elapsed after the one-hour time limit had expired for notifying the parent or guardian of the juvenile being taken into custody.

Response

Gang and Narcotics Division agrees with the finding. This juvenile arrest arose from a request by Newton Area Robbery Detectives (Detective Crystal Davis, Serial No. 37642) to the GND, Gang Field Unit (GFU) to locate and arrest a juvenile for Carjacking that occurred on November 18, 2019.

The GFU investigators were provided with the suspect's information by Detective Davis, and a surveillance team was assembled. The surveillance operation was initiated at the suspect's residence located in Panorama City, in Mission Area. The juvenile was taken into custody

without incident and then transported back to Newton Station for follow-up by Newton Area Robbery Detectives. This distance of approximately 28 miles on a weekday travelling during rush hour can conservatively take approximately 45 minutes to an hour to complete. In this instance, traffic was heavy and transport time of the juvenile took approximately an hour and twenty-five minutes. Upon arriving at Newton Station, the juvenile was seen by the Newton Area, Watch Commander (Sergeant Ryan Smith, Serial No. 35243) at 1045 hrs and taken to meet with the investigating officer. Detective Davis conducted her interview with the juvenile, while GND personnel began the process of completing the juvenile arrest report.

All sworn GND personnel will therefore be provided additional training and review materials relating to Department Manual Section 4/218.80, "*Notification to Parents – Juvenile Arrest.*"

Objective No. 2(b) Advisement of Telephone Calls

Finding

During the investigation related to DR# 1913-22506, it was noted by Audit Division that the juvenile detained was not advised of their right to make a phone call in a timely manner no later than one hour after being taken into custody as set forth by Department guidelines.

Response

Gang and Narcotics Division agrees with the finding. It is clearly stated on the Juvenile Arrest Supplemental Form Report (JASR), LAPD Form 05.02.06, that a juvenile, once taken into custody or a place of confinement, must be advised of their right to make a phone call within the first hour of being detained and a third call within three hours.

All sworn GND personnel will therefore be provided additional training and review materials relating to completion of the JASR and review of Department Manual Section 4/658.17, "*Telephone Calls-Juvenile in Custody.*"

Objective No. 2(c) Documentation of Telephone Calls

Finding

During the investigation related to DR# 1916-15688, it was noted by Audit Division that deviations in the documentation of the detained juvenile's telephone calls must be documented in the JASR and did not occur as required in this investigation.

Response

Gang and Narcotics Division disagrees with the finding. GND was not involved in this investigation. The investigation was initiated and handled by Juvenile Division investigators. A review of the arrest report for this investigation revealed that this arrest was initiated by Officer Javier Salazar, Serial No. 39068, and occurred while he was assigned to Juvenile Division. No GND personnel were involved in this investigation or arrest.

Objective No. 2(d) Timeliness of Juvenile's Telephone calls

Finding

During the investigation related to DR# 1913-22506, it was noted by Audit Division that eighty-

Commanding Officer, Audit Division

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five minutes had elapsed after the one-hour time limit had expired to advise and to provide opportunity for the juvenile to attempt or complete his two telephone calls and then a third call within three hours to a parent/guardian or attorney.

Response

Gang and Narcotics Division agrees with the finding. During this investigation, the JASR indicated that the juvenile, after contacting his parent, did not attempt his final two calls. There was no indication whether or not he refused.

In general, GND does not apprehend a significant number of juvenile suspects during the course of our operations. Therefore, a divisional update of current juvenile arrest and booking procedures will be sent via email to all divisional personnel by the GND Training Detail. This will include a review of Special Order No. 8, dated March 3, 2020, that details the updated Juvenile Arrest Supplemental Form as well as a copy of the Standardized Roll Call Training Program for Deployment Period 11-2020, which addressed "*Parental Notifications and Juvenile Phone Calls.*"

If you have any further questions or require additional information, please feel free to contact Detective Moises Ramirez, Gang and Narcotics Division, at (213) 846-0810.

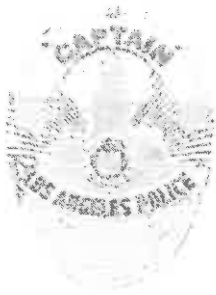
APPROVED:



ANTHONY ODDO, Captain
Commanding Officer
Gang and Narcotics Division



KRIS E. PITCHER, Deputy Chief
Chief of Detectives



LOS ANGELES POLICE DEPARTMENT



A NOTE FROM...

CAPTAIN TONY ODDO
GANG AND NARCOTICS DIVISION

Date: January 27, 2021

Kris E. Pitcher, Deputy Chief
Chief of Detectives

SUBJECT: 15.2 RESPONSE TO AUDIT DIVISION 2020 AUDIT OF JUVENILE ARRESTS AND BOOKINGS -
(DB PROJECT NO. 1065793)

As requested by Detective Bureau (DB), Gang and Narcotics Division (GND) has reviewed the 2020 Audit of Juvenile Arrests and Bookings and provided a response to the findings noted by Audit Division.

Please find the attached 15.2 correspondence to the Commanding Officer, Audit Division for your review.

If you have any questions, feel free to call me.

Tony

INTRADEPARTMENTAL CORRESPONDENCE

January 26, 2021

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TO: Commanding Officer, Audit Division

FROM: Commanding Officer, Robbery-Homicide Division

SUBJECT: RESPONSE TO 2020 AUDIT OF JUVENILE ARRESTS AND BOOKINGS

Robbery-Homicide Division (RHD) received and reviewed the draft 2020 Audit of Juvenile Arrests and Bookings, which contained findings regarding the Department-wide Juvenile Notification Process Inspection. The draft audit report indicated that, relating to a juvenile booked under DR No. 191301035, RHD:

- Exceeded the One-hour Parental Notification standard by 50 minutes;
- Failed to meet the standards of Documentation of Telephone Calls due to either juvenile refusal or deviations not documented, and;
- Failed to meet the standards of Timeliness of Juvenile's Telephone Calls by exceeding the time limit by 60 minutes.

Homicide Special Section (HSS) Lieutenant Daniel Thompson, Serial No. 27452, obtained and reviewed the multi-three arrest report of the juvenile booked pursuant to DR No. 191301035. It was revealed that Newton Division was responsible for the arrest and booking of the juvenile, and subsequently, meeting the above specific requirements for handling juvenile arrests and bookings in as set forth in the *Department Manual* and *Juvenile Manual*.

On October 15, 2019, at approximately 1740 hours, Newton Area Officers detained the above juvenile as a possible suspect for Assault with a Deadly Weapon on a Police Officer. At 1845 hours, RHD, HSS detectives respond to handle the criminal investigation. At 1937 hours, the juvenile was positively identified as the suspect and at approximately 2030 hours, he was placed under arrest and transported to Newton Station by unknown Newton Area officers. At 2120 hours, RHD detectives responded to Newton Division. The Juvenile Arrest Supplemental Report documents that the juvenile's first phone call was facilitated by a Newton Officer at 2220 hours. Robbery-Homicide Division Detectives had their first contact with the juvenile at 2250 hours at Newton Station when he was interviewed.

Robbery-Homicide Division disagrees with the findings in the draft audit report, where Audit Division lists RHD as being responsible for Objective No. 2(a) – Parental Notification, Objective No. 2(c) – Documentation of Telephone Calls and Objective No. 2(d) – Timeliness of Juvenile's Telephone Calls. The proper responsible Division for the above objectives should be listed as Newton Division. Newton was responsible for the arrest, booking and completion of the Juvenile Arrest Supplemental Report. Robbery Homicide Division was responsible for the

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criminal investigation and did not have any contact with the juvenile until he was interviewed at 2250 hours, which fall outside the scope of this audit.

Should you have any questions, please contact Detective III Sharlene Johnson, Robbery-Homicide Division, at (213) 486-6850.

REVIEWED:



JONATHAN L. TIPPET, Captain
Commanding Officer
Robbery-Homicide Division



KRIS E. PITCHER
Deputy Chief
Chief of Detectives