

**INTRADEPARTMENTAL CORRESPONDENCE**

March 24, 2021  
14.2

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** OPERATIONS-VALLEY BUREAU DETECTIVE COMMAND  
ACCOUNTABILITY PERFORMANCE AUDIT (AD No. 20-007)

**RECOMMENDED ACTIONS**

It is recommended that the Board of Police Commissioners REVIEW and APPROVE the attached Operations-Valley Bureau Detective Command Accountability Performance Audit (CAPA).

**DISCUSSION**

Audit Division conducted the Operations-Valley Bureau Detective CAPA to evaluate arrests made by detectives, case clearances, felony warrant packages, probationary detective evaluations, and whether these arrests were made within Department policies and procedures.

If additional information regarding this audit is required, please contact Trina Unzicker, Commanding Officer, Audit Division, at (213) 486-8480.

Respectfully,



MICHEL R. MOORE  
Chief of Police

Attachment

LOS ANGELES POLICE DEPARTMENT  
*Operations - Valley Bureau Detective  
Command Accountability  
Performance Audit*  
(AD No. 20-007)



Conducted by  
AUDIT DIVISION

MICHEL R. MOORE  
Chief of Police

February 2021

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AD No. 20-007

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**OPERATIONS-VALLEY BUREAU DETECTIVE  
COMMAND ACCOUNTABILITY PERFORMANCE AUDIT**

**Conducted by  
Audit Division  
2020**

**OVERVIEW**

In accordance with the Los Angeles Police Department (Department) Annual Audit Plan for 2020, Audit Division (AD) conducted the Operations-Valley Bureau (OVB) Detective Command Accountability Performance Audit (CAPA). The audit included the evaluation of arrests made by detectives (AMBD), case clearances, felony warrant packages, probationary detective evaluations, and whether these arrests were made within Department policy and procedures.<sup>1</sup> The CAPAs are also designed to assess potential risk management issues associated with detective operations.

In assessing a sample of AMBD during a six-month period between January 1, 2020 and June 30, 2020, AD found that:

- Arrest packages were consistently completed and approved by chain of command 78 percent of the time; legality of arrest was articulated in the Arrest Reports 100 percent of the time; Miranda Rights were given 100 percent of the time; Marsy's Rights cards were provided 100 percent of the time; and, medical treatment was provided when needed 100 percent of the time (Objective Nos. 1a-1e);
- AMBDs were correctly categorized 62 percent of the time (Objective No. 1f);
- Unfounded case clearances and cases cleared as "other" were completed correctly 100 percent of the time (Objective Nos. 2a and 2b);
- Felony warrant packages met standards 97 percent of the time (Objective No. 3); and,
- Probationary detective summary checklists and probationary detective summary of performance were completed 89 percent of the time.

While it was not directly within the objectives audited, auditors noted that OVB detectives could improve the completion of detention logs by ensuring that a watch commander (WC) signed each log. This issue was discussed with management at the Areas identified.

**BACKGROUND**

Detectives investigate crimes and identify, arrest, and assist with the prosecution of law violators. Additionally, the Department makes every reasonable effort to recover property, identify the rightful owner, and ensure that property is returned.<sup>2</sup> Each geographic Area has a detective section consisting of a variety of investigative tables.

The OVB is comprised of seven Areas: Van Nuys, West Valley, North Hollywood, Foothill, Devonshire, Mission, and Topanga which have investigatory responsibilities relative to autos, burglary, crimes against persons, major assault crimes, robbery, and theft. This is AD's first OVB Detective CAPA, but related audits were conducted in Operations-West Bureau in 2017, Operations-South Bureau in 2018, and Operations-Central Bureau in 2019.

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<sup>1</sup> Auditors conducted this audit in accordance with the U.S. Government Accounting Office, *Generally Accepted Government Auditing Standards*, July 2018 Revision.

<sup>2</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 1, "Functional Objectives," Section 130.30 "Apprehension of Offenders," and 130.40, "Recovery and Return of Property".

## **SCOPE AND METHODOLOGY**

This audit covered a six-month period between January 1, 2020 and June 30, 2020, and included a review of AMBD case packages, Detective Case Envelopes, Form 15.15.00, Arrest Reports, Form 05.02.00, and associated documents, such as Investigative Reports (IR), Form 03.01.00, Follow-Up Investigations, Form 03.14.00, Detective Felony Arrest Warrant Packages, and Probationary Detective Performance Checklists (Checklist), Form 01.87.05. Auditors reviewed the work product for supervisor and detective roles and adherence to Department policies and procedures.

- For Objective No. 1(a-f), AD used Detective Case Tracking System (DCTS) to identify a population of 109 cases of AMBD from which a random sample of 45 cases was selected.<sup>3</sup>
- For Objective No. 2(a), AD used DCTS to identify a population of 631 cases cleared as “Unfounded” from which a random sample of 59 cases was selected.
- For Objective No. 2(b), AD conducted a query of the Detective’s Monthly Crime Clearance Report to identify a population of 4,551 cases cleared as “Cleared Other” from which a sample of 63 cases was selected.
- For Objective No. 3, AD used the Department Fugitive Warrant System to identify a population of 63 warrants, from which a random sample of 38 cases was selected.
- For Objective No. 4, auditors reviewed the Department Local Area Network (LAN) Personnel Divisional Rosters and Transfer Orders and identified a population of nine probationary detectives assigned to OVB geographic Areas, from which all nine were selected as a sample.

## **SUMMARY OF FINDINGS**

Table No. 1, which follows, summarizes each Area’s degree of compliance for each of the four principal objectives:

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<sup>3</sup> Auditors applied a one-tail test with a 95 percent confidence level and a five percent error rate to samples obtained through the DCTS to yield statistically valid random samples.

**Table No. 1 – Findings by Objective and Geographic Area**

Objective No.	Audit Objectives	Number Meeting Standards/Number Evaluated (Percent Meeting Standards)							TOTAL
		VNYS	WVAL	NHWD	FTHL	DEV	MISN	TOP	
<b>1</b>	<b>Evaluation of Arrests Made by Detectives</b>								
1(a)	Approval/Consistency of the Arrest Packages	2/4 (50%)	4/7 (57%)	10/11 (91%)	8/9 (89%)	3/5 (60%)	4/5 (80%)	4/4 (100%)	35/45 (78%)
1(b)	Legality of Arrest	3/4 (75%)	6/7 (86%)	11/11 (100%)	9/9 (100%)	5/5 (100%)	5/5 (100%)	4/4 (100%)	43/45 (96%)
1(c)	Miranda Rights	4/4 (100%)	5/5 (100%)	10/10 (100%)	7/7 (100%)	5/5 (100%)	4/4 (100%)	3/3 (100%)	38/38 (100%)
1(d)	Marsy's Rights Card	4/4 (100%)	7/7 (100%)	11/11 (100%)	9/9 (100%)	5/5 (100%)	5/5 (100%)	4/4 (100%)	45/45 (100%)
1(e)	Medical Treatment Provided When Required/Needed	4/4 (100%)	7/7 (100%)	11/11 (100%)	9/9 (100%)	5/5 (100%)	5/5 (80%)	4/4 (100%)	45/45 (100%)
1(f)	Arrests Made by Detectives Correctly Categorized	3/4 (75%)	3/7 (43%)	7/11 (64%)	8/9 (89%)	4/5 (80%)	3/5 (60%)	0/4 (0%)	28/45 (62%)
<b>2</b>	<b>Evaluation of Case Clearances</b>								
2(a)	Unfounded Cases	9/9 (100%)	9/9 (100%)	8/8 (100%)	5/5 (100%)	6/6 (100%)	8/8 (100%)	14/14 (100%)	59/59 (100%)
2(b)	Cleared Other Cases	8/8 (100%)	8/8 (100%)	10/10 (100%)	7/7 (100%)	9/9 (100%)	12/12 (100%)	9/9 (100%)	63/63 (100%)
<b>3</b>	<b>Evaluation of Felony Warrant Packages</b>	3/4 (75%)	3/3 (100%)	13/13 (100%)	4/4 (100%)	7/7 (100%)	2/3 (67%)	3/4 (75%)	35/38 (92%)
<b>4</b>	<b>Evaluation of Probationary Detective Performance</b>								
4(a)	Probationary Detective Summary Checklist	NA	1/1 (100%)	3/3 (100%)	3/4 (75%)	NA	1/1 (100%)	NA	8/9 (89%)
4(b)	Probationary Detective Summary of Performance	NA	1/1 (100%)	3/3 (100%)	3/4 (75%)	NA	1/1 (100%)	NA	8/9 (89%)

“NA” indicates there were no items identified.

## **DETAILED FINDINGS**

### **Objective No. 1 – Evaluation of Arrests Made by Detectives**

Auditors reviewed the work for supervisor and detective roles to determine if detectives conducted investigations and made arrests in accordance with the law and Department policies and procedures.

Specifically, auditors evaluated whether:

- Detectives' work product contained indications of patterns of conduct;
- Actions taken were legal (i.e., arrests and searches);
- Investigations conducted were thorough and complete;
- Miranda admonitions were given;
- Discrepancies were not identified within the work product;
- Arrest and booking reports indicated proper supervisory approval; and,
- There were no significant departures from Department policies and procedures.

### **Objective No. 1(a) – Approval/Consistency of the Arrest Packages**

#### **Criteria**

**Arrest Reports** - Consistent with current procedure, the watch commander or a supervisor designated by the watch commander shall review all reports related to the arrest for appropriateness, legality, and conformance with Department policies and procedures taking into account the booking recommendation. Additionally, the watch commander or supervisor shall examine the reports for authenticity by ensuring that the reports do not contain any "canned" language, inconsistent information, or fail to articulate the legal basis for the action, or any indication that the information in the report(s) is not authentic or correct. Subsequent to review, the watch commander or his or her designee shall indicate approval by signing (including serial number) the report(s).<sup>4</sup>

Detective supervisors shall review the Detective's Case Envelope and its contents for completeness and accuracy. Each supervisor shall complete the approving supervisor checklist portion after review.<sup>5</sup>

#### **Audit Procedures**

Auditors reviewed the Arrest Report within the case package to determine if it was approved by a WC or designee. Auditors also reviewed each Detective's Case Envelope to determine whether there were any inconsistencies within the package. The Department met the standards

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<sup>4</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 4, "Line Procedures," Section 216.01, "Advice/Approval on Felony Bookings."

<sup>5</sup> See *Detective Operations Manual*, 5<sup>th</sup> ed., March 2020, Vol. II, Section 500.00, "Report Completion," Subsection 500.20, "Detective's Case Envelope, Form 15.15.00," p. 111-112.

for this Objective if an arrest report was approved by a WC or designee and there were no inconsistencies within the associated Detective’s Case Envelope.

**Findings**

Thirty-five of the 45 AMBDs case packages (78%) met the standards. Table No. 2 details the 10 case packages that did not meet standards:

**Table No. 2 – Approval/Consistency of the Arrest Packages**

Area	Division of Records No.	Description
Van Nuys	200904932	Missing Property Report, Form 10.01.00 and Receipt for Property Taken Into Custody, Form 10.10.00, despite the Detective Case Envelope box being checked off. The Arrest Report was approved by a detective who was not the documented WC or designee.
	201907971	Supervisor’s signature missing from the Investigator’s Final Report, Form 05.10.00. Master DR No. 200906829
West Valley	201005909	Receipt for Property Taken Into Custody missing from the case package.
	201005450	Missing Booking Approval, Form 12.31.00. Check boxes on the Detective Case Envelope were not checked off for Property Reports. The Booking Approval was missing and the Property Report was signed by a detective who was also involved in the search and therefore should not have been a signatory.
	191018142	Property Reports box was not checked off on Detective Case Envelope.
North Hollywood	191519716	Supervisor’s signature missing from the Investigator’s Final Report, Form 05.10.00.
Foothill	201607991	All boxes on Detective Case Envelope were left blank.
Devonshire	181714385 201706228	Supervisor’s signature missing from the Investigator’s Final Report, Form 05.10.00.
Mission	201908878	Supervisor’s signature missing from the Investigator’s Final Report, Form 05.10.00.

**Objective No. 1(b) – Legality of Arrest**

**Criteria**

What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation and different facts may justify either an investigation, a detention, a search, an arrest, or no action at all. The requirement that legal justification be present imposes a limitation on an officer’s action. In every case, officers must act reasonably within the limits of their authority as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected.<sup>6</sup>

<sup>6</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 1, “Policy,” Section 508, “Police Action Based on Legal Justification.”



## **Audit Procedures**

Auditors evaluated the legality of each arrest by reviewing each detective's Arrest Report narrative and associated documents for indications of legal detentions, arrests, or searches. If auditors found no indications of abuse, fraud, illegal acts, or violations of the law, the Department met the standards for this Objective.

## **Findings**

Forty-five of the 45 AMBD case packages (100%) met the standards.

### **Objective No. 1(c) – Miranda Rights**

#### **Criteria**

**Interrogating Officers – Responsibilities.** When officers are conducting a custodial interrogation, the following procedures shall be followed:

Officers shall read the Miranda admonition verbatim as delineated in the Officer's Notebook, Form 15.03.00...;

Officers shall document the suspect's responses to the Miranda admonition in the appropriate report...<sup>7</sup>

## **Audit Procedures**

Auditors reviewed each of the 45 AMBD case packages to determine if detectives read the Miranda admonition to the arrestee and whether responses were documented in the report. If an Arrest Report within the case package indicated that the detectives read the Miranda admonition and the responses were noted in the report, the Department met the standards for this Objective.

## **Findings**

Seven of the 45 AMBD case packages did not require the arrestee to be admonished; therefore, 38 case packages were applicable for this Objective. All of the 38 case packages (100%) met the standards for this Objective.

### **Objective No. 1(d) – Marsy's Rights Card**

#### **Criteria**

**Area and Specialized Detective's Responsibility.** Area and specialized detectives shall verify that if a Marsy's Rights Card was not provided to the victim(s) or person reporting during the initial contact, one is provided to them during the follow-up investigation and documented on the Follow-Up Investigation Report, Form 03.14.00.<sup>8</sup>

<sup>7</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 4, "Line Procedures," Section 202.10, "Interrogation of Suspects-Admonition of Miranda Rights."

<sup>8</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 4, "Line Procedures," Section 203.34, "Marsy's Law."

## **Audit Procedures**

Auditors reviewed each of the 45 AMBD case packages to determine whether detectives or officers provided a Marsy's Rights Card to the victim(s) at the time the report was taken, or if one was provided during the follow-up investigation. If the Marsy's Rights Card was provided to the victim, the Department met the standards for this Objective.

## **Findings**

All 45 of the AMBD case packages (100%) met the standards for this Objective.

## **Objective No. 1(e) – Medical Treatment Provided When Required/Needed**

### **Criteria**

**Medical Treatment of Unbooked Arrestees.** An officer having custody of an unbooked arrestee who is, or complains of being ill, injured, or in need of medication shall:

Ensure the arrestee is examined at a Department Jail Dispensary, at the Los Angeles County Medical Center, or a hospital;...<sup>9</sup>

## **Audit Procedures**

Auditors reviewed each of the 45 AMBD case packages and related documents to determine if an Arrest Report documented that the arrestee received medical attention when required or needed. The Area met the standards for this Objective if medical treatment was provided.

## **Findings**

All of the 45 AMBDs (100%) met the standard for this Objective.

## **Objective No. 1(f) – Arrests Made by Detectives Correctly Categorized**

### **Criteria**

In order to recap an AMBD, the arrest must be personally effected by a detective and meet the following criteria:

Person effecting the arrest must hold the rank of Detective, Detective Trainee or Sergeant participating in the Supervisory Cross-Training program;

Made a physical arrest at scene (e.g. handcuffing the suspect) or at scene directing an arrest;

Complete and sign the Arrest Report (Face Sheet) Form 05.02.00; and,

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<sup>9</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 4, "Line Procedures," Section 648.10, "Medical Treatment of Unbooked Arrestees."

Complete Arrest narrative, when applicable.

If the above criteria are met, the arresting and/or booking employee must:

Ensure the name of the detective is placed in the Arresting Officer(s) box located on the Booking Approval, Form 12.31.00.<sup>10</sup>

### **Audit Procedures**

Auditors obtained a copy of each of the 45 Arrest Reports and ABMD case packages to verify whether the above criteria were met for the AMBD. If so, the Department met the standards for this Objective.

### **Findings**

Twenty-eight of the 45 AMBDs (63%) met the standards. The 17 findings that did not meet the standards are detailed in Table No. 3 as follows:

*This section intentionally left blank.*

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<sup>10</sup> See *Detective Operations Manual*, 5<sup>th</sup> ed., March 2020, Vol. II, Section 500.00, "Report Completion," Subsection 500.70, "Arrests Made by Detectives," pp. 114-115.

**Table No. 3 – Arrests Made by Detectives**

Area	Division of Records No.	Description
Van Nuys	201907971	The arrest was made by a patrol unit per the Booking Approval. Master DR No. 200906829.
West Valley	201009704	The arrest was made by a patrol unit per the Arrest Report and Booking Approval.
	191018142	The arrest was made by a patrol unit per the Arrest Report and Booking Approval.
	201004900	The arrest was made by a patrol unit per the Arrest Report and Booking Approval. The detective signed as an advising supervisor.
	191012964	The reporting officer's name was left blank on the Arrest Report.
North Hollywood	201504289	The arrest was made by a patrol unit and not by a detective.
	201511304	The arrest was made by patrol unit and not by a detective.
	201508549	The transporting officers were listed as arresting officers on the Booking Approval.
	201507269	The reporting officer's name was left blank on the Arrest Report.
Foothill	201606055	The arrest was originally made by a patrol unit per the Arrest Report and the Booking Approval; however, the Booking Approval was missing.
Devonshire	201708671	The arrest was made by the Gang Enforcement Detail.
Mission	191921143	The detective advised officers to conduct the arrest but was not personally present during the arrest.
	201908878	The detective advised officers to conduct the arrest but was not personally present during the arrest.
Topanga	202108574	The arrest was made by a patrol unit per the Arrest Report and Booking Approval.
	202105382	The Booking Approval indicated officers made the arrest, but the Arrest Report narrative listed a detective.
	202108117	The arrest was made by a patrol unit per the Arrest Report and Booking Approval.
	202100580	The arrest was made by a patrol unit per the Arrest Report and Booking Approval.

**Objective No. 2 – Evaluation of Case Clearances**

Auditors obtained IRs and the Follow-Up Investigation Reports, Form 03.14.00, for OVB cases from ICARS and/or Area-site visits that indicated a case was cleared as “Unfounded” or “Cleared Other.” Auditors evaluated each case for completeness, proper documentation of clearance, appropriateness of the clearance based on Department policy and procedure, and whether the report should have been reclassified as another crime or classification.

### Objective No. 2(a) – Unfounded Cases

#### Criteria

“Report Unfounded” shall be indicated when:

The crime or incident alleged in the original report did not occur (e.g., victim recants), **or** did not occur in the City of Los Angeles.

The same crime or incident has been reported more than once. (The most accurate and thorough crime report shall be retained. Any additional report may be unfounded).

“Specific intent” is a necessary element of the original crime, and the District Attorney, City Attorney or detective supervisor determines that investigators have failed to prove specific intent exists.

**NOTE:** If the incident, absent the element of specific intent, is still a crime, the original report shall be reclassified to that crime.<sup>11</sup>

#### Audit Procedures

Auditors identified and reviewed 59 “Unfounded” cases. The AD evaluated the IR and Follow-Up Investigation Report that was cleared as “Unfounded” to determine whether the classification was appropriate based on Department policies and procedures. If the report was correctly classified, the Department met the standards for this Objective.

#### Findings

All 59 of the “Unfounded” cases (100%) met the standards.

### Objective No. 2(b) – Cleared Other Cases

#### Criteria

“Cleared Other” shall be indicated when a case has progressed to a point where further action cannot be reasonably taken and **all four** of the following circumstances exist:

The identity of the perpetrator has definitely been established, **and**

A location at which the perpetrator could be arrested is known to the detective, **and**

There is sufficient, admissible information and/or evidence to support an arrest, the filing of a complaint based on the offense(s) under investigation, and submission of the case to a court for prosecution, **and,**

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<sup>11</sup> See *Detective Operations Manual*, 5<sup>h</sup> ed., March 2020, Vol. I, Section 105.00, “Follow-Up Investigation, Form 03.14.00,” Subsection 152.30, “Report Unfounded,” p. 15.

The reason further action cannot be taken is outside of police control...

**NOTE:** Sufficient, admissible information and/or evidence to support the filing of a complaint means that there is a strong and reasonable expectation the arrestee would be convicted in trial. This determination is to be made within the Department.<sup>12</sup>

### **Audit Procedures**

Auditors identified and reviewed 63 cases. The AD evaluated the IR and Follow-Up Investigation Report to determine if the case was classified as “Cleared Other.” If the case was properly classified as “Cleared Other” when the above criteria was met as stated in the *Detective Operations Manual*, the Department met the standards for this Objective.

### **Findings**

All 63 of the “Cleared Other” cases (100%) met the standards.

### **Objective No. 3 – Evaluation of Felony Warrant Packages**

#### **Criteria**

Auditors evaluated whether the felony arrest warrant packages at each OVB geographic Area were maintained and tracked based on Department policies and procedures.

Area detective division and specialized detective division commanding officers shall establish an adequate system and control to ensure accountability for maintenance of warrant packages.<sup>13</sup>

#### **Audit Procedures**

Auditors conducted a query of the Fugitive Warrant Section Database to identify 38 active felony arrest warrants during the audit period. Auditors reviewed these felony warrant packages to determine whether each item was present, maintained, and tracked in a separate file from the arrest case packages within the Area. If the warrant packages were present, maintained and tracked as required pursuant to the *Detective Operations Manual*, the Department met the standards for this Objective.

#### **Findings**

Thirty-five of the 38 felony warrant packages (92%) met the standards for this Objective.<sup>14</sup> The three packages that did not are identified in Table No. 4 as follows:

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<sup>12</sup> See *Detective Operations Manual*, 5<sup>th</sup> ed., March 2020, Vol. I, Section 105.00, “Follow-Up Investigation, Form 03.14.00,” Subsection 152.20, “Cleared Other,” p. 11.

<sup>13</sup> See *Detective Operations Manual*, 5<sup>th</sup> ed., March 2020, Vol. II, Section 1300.00, “Due Diligence,” “Subsection II/1300.16, “Warrant Package Control,” p.165.

<sup>14</sup> The sample size was determined by utilizing a one-tail test and then stratified by Area.

**Table No. 4 – Evaluation of Felony Warrant Packages**

Area	Division of Records No.	Warrant No.	Description
Van Nuys	200910061	LAVLA0928091	The warrant package was not located by auditors.
Mission	201905251	LASPA09477101	The warrant package was not located by auditors.
Topanga	192101156	LAVLA09223101	The warrant package was not located by auditors.

**Objective No. 4 – Evaluation of Probationary Detective Performance**

The Checklist must be completed with the probationary detective evaluated as “Competent” in all categories and tasks by the end of the six-month probationary period. The Checklist establishes specific measures to document performance of a probationary detective in the categories of Primary Investigative Activities, Follow-Up (Investigative) Activities, Court Related Activities, Workload Management, Analysis, and Communication. These categories ensure that probationary detectives develop the skills they need to satisfactorily perform the duties of a detective.

The Checklist replaces the existing Standards Based Assessment (SBA) for probationary Detectives, and detective supervisors actively observe and document the progress of the probationary detective on the Checklist. The Checklist essentially consists of two auditable attributes: 1) Objective 4(a) – “Completion of Probationary Detective Performance Checklist,” and, 2) Objective 4(b) - “Probationary Detective Summary of Performance.”

For Objective No. 4(a) and 4(b) the population was nine and the entire population was tested.

**Objectives No. 4(a) – Probationary Detective Summary Checklist**

**Criteria**

The Probationary Detective Performance Checklist, Form 01.87.05, shall be completed for probationary detectives.<sup>15</sup>

**Audit Procedures**

Auditors reviewed the Checklist for each probationary detective to determine if the Checklist was completed in its entirety. If so, the Department met the standards for this Objective.

Eight of the nine Checklists (89%) met the standards for Objective No. 4(a). Table No. 5 details the one that did not:

<sup>15</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 3, “Management Rules and Procedures,” Section 760.40, Probationary Service Rating Reports.”

**Table No. 5 – Completion of Probationary Detective Summary Checklist**

Area	Details
Foothill	The Checklist was not completed by the end of the probation period.

**Objective No. 4(b) – Probationary Detective Summary of Performance**

**Criteria**

Detective supervisors shall evaluate performance on an ongoing basis and regularly document the progress on the Checklist. Each probationary detective must complete the training by being signed off as "Competent" in all categories and tasks by the end of the six-month probationary period.<sup>16</sup>

**Audit Procedures**

Auditors reviewed nine Checklists to determine if the probationary detectives were signed off as "Competent" and a supervisor signed off in all categories at the end of the six-month period.<sup>17</sup> If the probationary detectives were signed off as "Competent," the Department met the standards for this Objective.

**Findings**

Eight of the nine Checklists (89%) met the standards for this Objective. Table No. 6 details the one that did not:

**Table No. 6 – Timely Completion of Probationary Packages**

Area	Description
Foothill	The probationary package was not completed and the final rating determination was left blank/unsigned by all responsible parties.

**OTHER RELATED MATTER**

During a review of the Detention Logs for Objective 1(e)-Evaluation of Medical Treatment on AMBD, two Detention Logs did not include the WC's signature.<sup>18</sup> The logs listed below were discussed with the respective Areas:

<sup>16</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 3, "Management Rules and Procedures," Section 760.40, "Probationary Service Rating Reports."

<sup>17</sup> See *Department Manual*, 3<sup>rd</sup> Quarter 2020, Vol. 3, "Management Rules and Procedures," Section 760.40, "Probationary Service Rating Reports."

<sup>18</sup> There is no specific policy regarding the form completion for a detention log; therefore, these concerns are not considered findings, but are brought to management's attention for potential process improvement.



1. North Hollywood Area – No. 201504289: The Detention Log was not signed by a WC or designee.
2. Mission Area – No. 201908878: The Detention Log was not signed by a WC or designee.

### **RECOMMENDATIONS**

1. It is recommended that the Operations-Valley Bureau Detective Coordinator (OVBDC) collaborate with Detective Supervisors and Table Coordinators to enhance warrant package in-house control procedures. During sample collection by auditors, considerable time was required to locate several warrant packages that were not housed in file cabinets as required (Objective No. 3).
2. It is recommended that the OVBDC collaborate with Detective Supervisors and Table Coordinators to review reference materials related to the documentation of probationary detectives (*Special Order No. 19*, October 8, 2015, and *Department Manual*, 4<sup>th</sup> Quarter 2019, Vol. 3, Section 760.40, “Probationary Service Rating Reports”) and ensure that proper procedures are followed pertaining to the completion of the Detective Probationary Package (Objective Nos. 4(a-b)).

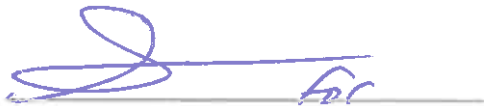
### **ACTIONS TAKEN/MANAGEMENT’S RESPONSE**

Auditors presented these findings to the Command Staff of OVB who agreed with and validated the findings through each of the Area commands. OVB immediately took the following actions:

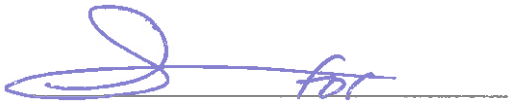
- Each of the OVB Detective Commanding Officers provided AMBD training to their detective personnel regarding the findings of this audit;
- Detective personnel were briefed on the Detective Operations Manual Section addressing the criteria for AMBD and warrant control and adherence to procedures; and,
- OVB Detective Coordinator established training for detectives and Table Coordinators regarding revised criteria concerning AMBD.

## APPENDIX I

**Audit Division Contact:** Detective III Hector A. Sanchez, (213) 486-8371 or  
34258@lapd.online

A handwritten signature in blue ink, appearing to be 'R Bassett', written over a horizontal line.

RALPH BASSETT  
Detective, Project Manager  
Audit Division

A handwritten signature in blue ink, appearing to be 'W Gamble', written over a horizontal line.

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

A handwritten signature in blue ink, appearing to be 'T Unzicker', written over a horizontal line.

TRINA UNZICKER, Police Administrator  
Commanding Officer  
Audit Division



A note from the desk of...

Addendum

**JORGE R. RODRIGUEZ**  
OPERATIONS-VALLEY BUREAU

October 15, 2020

TO: Commanding Officer, Audit Division

RE: OVB CAPA Audit Responses

Detective Sanchez,

Recently, personnel from Audit Division (AD) completed a CAPA Audit of Detective Commands within Operations-Valley Bureau (OVB). The AD findings related to this audit were reviewed by the Area Command Staff and Myself. Attached are the respective Area responses to the anomalies identified in the audit by AD. I have reviewed the responses and believe they are accurate.

Should you have any questions, concerns, or need for additional information or documentation, please contact Sergeant Tim Walters, OVB, at (818) 644-8080

A handwritten signature in black ink, appearing to be "Jorge R. Rodriguez". The signature is written in a cursive style with a large, sweeping initial "J".

Jorge

**INTRADEPARTMENTAL CORRESPONDENCE**

November 19, 2020

1.7

**TO:** Commanding Officer, Audit Division

**FROM:** Commanding Officer, Operations-Valley Bureau

**SUBJECT:** COMMAND ACCOUNTABILITY PERFORMANCE AUDIT

We have received and reviewed the final draft response to the Operations-Valley Bureau's Command Accountability Performance Audit and we agree with the findings.

If you have any questions, please contact my Adjutant, Lieutenant Manny Chavez, Operations-Valley Bureau, at 818-644-8080.

A handwritten signature in blue ink, appearing to read "Jorge R. Rodriguez". The signature is stylized and includes a large, sweeping flourish at the end.

JORGE R. RODRIGUEZ, Deputy Chief  
Commanding Officer  
Operations-Valley Bureau