



County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



LEROY D. BACA, SHERIFF

February 28, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**RESPONSE TO THE AUDITOR-CONTROLLER'S PHASE II FINDINGS OF ALLEGED  
IMPROPRIETIES WITHIN THE LOS ANGELES COUNTY SHERIFF'S  
DEPARTMENT'S AERO BUREAU**

The Board requested the Los Angeles County Sheriff's Department (Department) to report back in 60 days on the status of implementing all of the recommendations in the Auditor-Controller's (Auditor) Phase II Findings of Allegations of Improprieties within the Department's Aero Bureau (Aero). Attached is the Department's response to the Auditor's Phase II Findings dated December 20, 2012. The Department's corrective action for each of the recommendations is contained in the attachment.

If there are questions regarding the Department's response, please contact Acting Division Director Glen Dragovich at (323) 526-5191.

Sincerely,

LEROY D. BACA  
SHERIFF

**RESPONSE TO THE AUDITOR-CONTROLLER'S PHASE II FINDINGS OF ALLEGED IMPROPRIETIES WITHIN THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT'S AERO BUREAU**

**RECOMMENDATION 1:**

Take appropriate disciplinary and/or corrective action against Subject 6.

**DEPARTMENT'S RESPONSE:**

Agree. The Department conducted an administrative review of Subject Six's actions pertaining to the flights in question and determined there were negative findings. As a result, Subject Six was given discipline as prescribed by the Department's guidelines.

**RECOMMENDATION 2:**

Strengthen procedures for recordkeeping and monitoring of aircraft usage, including documenting all passengers on a flight, and each reason for a flight when there is more than one purpose.

**DEPARTMENT'S RESPONSE:**

Agree. The Department's Aero Bureau has designed the "Aero Bureau Special Mission Request Form" for flights on King Air. This form documents each flights' purpose and passenger manifest. The form requires every King Air flight be approved using the form.

**RECOMMENDATION 3:**

Strengthen existing policy to clarify appropriate use of aircraft, the levels of approvals required, including approvals above the rank of personnel on the flight.

**DEPARTMENT'S RESPONSE:**

Agree. The Department's Aero Bureau has revised its existing policy to require a review be conducted by two personnel from Aero Bureau's Operations Command staff. The two-level review and approval will ensure the appropriate use of aircraft and reduce the opportunity for incomplete information.

**RECOMMENDATION 4:**

Document the evaluation and higher level management oversight of alternative modes of transport before each use of the King Air plane for cross-country trips.

**DEPARTMENT'S RESPONSE:**

Agree. The Department's Aero Bureau has revised the policy to document the evaluation and management oversight as to the appropriateness of using the King Air for cross-country trips.