

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) INTRODUCTION & PURPOSE	Section Number: SEO-100
	Effective Date: 12/19/2022
	Approved By:  Chief Deputy

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100 INTRODUCTION & PURPOSE

Special Enforcement Operations (SEO) Division of Adult Investigative Services Bureau (AISB) functions independently and in collaboration with community representatives, local law enforcement, criminal justice and community-based agencies. The operation enforces probation conditions throughout Los Angeles County and the State of California to facilitate positive client behavioral change to provide for safer communities. SEO consists of armed Deputy Probation Officers (DPOs), who are tasked to focus on offenders who pose the greatest threat to public safety.

For this manual, the terms “subject” and “supervised population” refer to adult and youth probationers (clients), Post-Release Supervised Persons (PSP), and all other supervised persons under the jurisdiction of the Los Angeles County Chief Probation Officer.

101 PROGRAM VISION STATEMENT, GOALS, AND OBJECTIVES

SEO’s vision is to support the Probation Department’s (Department) mission to promote and enhance public safety, ensure victim’s rights and facilitate the pathway for positive behavioral change of Probation’s supervised population through multi-level enforcement of conditions of supervision.

Goals of SEO are to collaborate to accomplish the following:

- Ensure court orders are enforced by facilitating pathways for appropriate treatment and services;
- Remove contraband, illegal weapons and narcotics from the community and from the residences of the supervised population; and
- Enhance community safety and quality of life for Los Angeles County residents and visitors through immediate intervention when the supervised population is not in compliance with their terms and conditions of supervision.

Through enforcement, surveillance, and apprehension activities, the objectives of the SEO Division are as follows:

- Conduct field, street-level suppression and enforce conditions of supervision (e.g., gang and drug activity, possession of dangerous and deadly weapons, search and seizure, compliance checks, curfew checks, new law violations, etc.);
- Conduct joint law enforcement operations such as sweeps, bench warrant apprehensions, compliance checks, etc.;
- Maintain knowledge and expertise of organized criminal behavior and criminal trends;
- Communicate, cooperate, and collaborate with other criminal justice agencies;
- Participate on task forces with law enforcement partners;
- Gather and share intelligence with criminal justice agencies and appropriate Department staff;

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- Hold the supervised population accountable for negative behavior and facilitate pathways for treatment and services by recommending appropriate sanctions/responses to violations;
- Prepare and provide the courts with quality reports that document a clear and concise perspective of each supervised person's current offense, history and appropriate recommendation(s); and
- Remove subjects from the community who present a danger to themselves and/or others by applying appropriate custodial sanctions to ensure the overall safety of the community.

102 SEO STAFF DUTIES & RESPONSIBILITIES

The duty statements that follow provide an overview of the duties and responsibilities for staff. Detailed specifications for each class can be found on the Los Angeles County Department of Human Resources web site at <http://dhr.mylacounty.info>. To qualify for a position in SEO, staff must be armed, and physically, emotionally, psychologically and mentally fit. In addition, staff must demonstrate capable and safe handling of firearms. Refer to Arming Policy, AISB-SEO-200 & AISB-SEO-800 for additional information.

102.1 DIRECTOR

The SEO Director facilitates and coordinates program activities and serves as the formal liaison between the Department, police agencies, District Attorney, City Attorney, parole agencies, courts, elected officials and community-based organizations. The SEO Director shall receive, approve, and delegate requests for SEO assistance from Department staff. The Director will assess training needs of armed DPOs and provide necessary training to develop expertise in all issues related to arming and to the duties outlined herein. The SEO Director works with the AISB Bureau Chief and Senior Director to develop policies, procedures, and Directives related to arming and acts as a chairperson for designated committees that address arming and the use of force. Additional duties include, but are not limited to reviewing uses of force, complaints, inquiries and addressing any matters of non-compliance with policy.

102.2 SUPERVISING DEPUTY PROBATION OFFICER (SDPO)

In addition to supervisory duties, the SEO SDPO coordinates operations with various police and prosecutorial agencies, other criminal justice agencies, community partners and community-based organizations. The SEO SDPO supervises and participates in mandated activities, including field operations performed by the SEO DPO. Additional duties include but are not limited to monitor SEO DPOs' compliance with Department Directives and policies, prepare reports on program activities, review and approve appropriate court reports and operation plans, oversee the booking of evidence and criminal filings, and acts as a liaison between the SEO DPO and management.

SEO SDPOs are leaders and mentors to DPOs and are expected to be present to provide leadership, guidance and direction.

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102.3 DEPUTY PROBATION OFFICER (DPO)

SEO DPOs are required to perform field-related activities such as: police ride-a-longs, large scale sweeps, search and seizure operations, warrant apprehensions, court reports, research of subjects and locations, court appearances, participation in community meetings and preparation of detailed target search locations and operational planning. Additional duties include but are not limited to:

- Identify, prioritize, and investigate the supervised population within the identified target group;
- Monitor and enforce terms and conditions of supervision for the supervised population;
- Document all areas of identified non-compliance in the adult and juvenile case management systems;
- Effect timely detection and verification of violations and ensure violations lead to timely and appropriate sanctions and/or modification of conditions of supervision;
- Effect appropriate arrests of offenders found to be in violation of their conditions of supervision;
- Write detailed operation plans and court reports;
- Collaborate with local police agencies with the sharing of intelligence, as appropriate;
- Accompany law enforcement/police in a police vehicle during the commencing of police duties (e.g., ride-along) to monitor the supervised population compliance with regard to conditions of supervision such as curfew, gang associations, gang activity, alcohol and narcotic usage, weapons possession, etc.;
- Maintain awareness of gang and criminal activity and crime trends in the community;
- Maintain efforts to reduce gang activity to minimize the impact of gang activity within a targeted area;
- Work a flexible schedule including days, nights and weekends to monitor high risk offenders in the community;
- Document and identify in interested parties and pertinent information in Adult Probation System (APS), Probation Case Management System (PCMS) and other criminal justice systems (i.e., Justice Data Interface Controller (JDIC), Consolidated Criminal History Reporting System (CCHRS), Trial Court Information System (TCIS), etc;
- Provide assistance and respond to armed assistance requests from field DPOs as approved by the SEO SDPO and/or Director; and
- Report through the chain of command any cases that may be high profile and account for any situation or subject that may present a threat to officer safety.

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201 INTRODUCTION

Special Enforcement Operation (SEO) and Armed on Request (AOR) deputies are committed to exercise authority judiciously and with respect for human rights, dignity, and life, without prejudice to anyone. Armed deputies carry a firearm, are peace officers by statute, and have authority and roles of armed deputies per policy and mandates. Armed deputies are to conduct themselves in accordance with lawful and constitutional standards and shall understand the Probation Department considers firearms defensive weapons, to be used only for self-defense or the defense of others in life-threatening situations.

Recognizing the use of firearms as defensive weapons, this policy establishes procedures for carrying a firearm, training requirements, and standards for using firearms.

To recognize the authority and ability to take a human life is one of the gravest responsibilities one can assume and it demands the highest moral and ethical principles. Armed deputies must place an emphasis on the safety of themselves and reverence for human life whenever making a decision to unholster their firearm.

202 ARMING POLICY PURPOSE

The peace officer status of armed deputies is located in Penal Code § 830.5. Under the statute, armed deputies may carry firearms only if authorized and under those terms and conditions specified by their employing agency. The armed deputies' use of peace officer powers is defined and limited to on-duty hours by statute, court decisions and opinion of the California Attorney General's Office.

The arming policy will provide Los Angeles County Probation Peace Officers with guidelines regarding the authority to carry, handle, use and store firearms; training and qualification requirements; and reporting, review, investigation and analysis of every incident involving a firearm. This policy will define the use of firearms for self-defense or the defense of others in life-threatening situations and define the legal authority of Probation Department staff classified as peace officers per 830.5 PC.

202.1 GENERAL ARMING ADMINISTRATIVE INFORMATION

No employee of the Los Angeles County Probation Department shall carry a firearm while on-duty, either on their person, in a vehicle operated for official business or have a firearm in an office or job location without prior, expressed, and written approval of the Chief Probation Officer or their designee.

The Chief Probation Officer may authorize the arming of Deputy Probation Officers (DPOs), Supervising Deputy Probation Officers (SDPO) and managers assigned to special units, assignments, or under such special circumstances as outlined in this policy. Such special circumstances could include where there is a serious threat against the life of an armed deputy and sufficient cause exists to believe the individual making the threat has both the

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ability and the means to carry out the threat.

In the case of a request for mutual aid or other emergency circumstance, an armed deputy (SEO) may be redeployed to assist and work under the direction of the requesting agency. This redeployment will be considered "on-duty" for the purposes of the authorization to carry a firearm.

When permission to carry firearms is granted, the authorization will be in writing, and subject to periodic review by the Chief Probation Officer or their designee for continued authorization.

Deputies permitted to carry firearms pursuant to this policy must meet the training requirements of 832 PC, qualify with the firearm at least quarterly, as well as successfully complete any Department mandated training(s).

A firearm shall be regarded as a weapon and will be used by sworn Probation Department officers authorized to carry firearms only for defensive purposes to protect human life and/or to prevent serious bodily injury as further defined in Department policies.

202.2 LEGAL AUTHORITY TO CARRY & USE A FIREARM

The peace officer status of Deputy Probation Officers and corrections services officers is located in 830.5 PC, which reads in pertinent part:

"The following persons are peace officers whose authority extends to any place in the state while engaged in the performance of the duties of their respective employment and for the purpose of carrying out the primary function of their employment or as required under Sections 8597, 8598, and 8617 of the Government Code. Except as specified in this section, these peace officers may carry firearms only if authorized and under those terms and conditions specified by their employing agency:

(a) "A ... probation officer, deputy probation officer . . .

(b) "...any superintendent, supervisor, or employee having custodial responsibilities in an institution operated by a probation department, or any transportation officer of a probation department."

Deputy Probation Officer's use of peace officer powers is limited by statute in 830.5 PC, subdivision (a), which reads in pertinent part:

"Except as otherwise provided in this subdivision, the authority of these . . . probation officers shall extend only as follows:

(1) 'To conditions...of probation... by any person in this state on... probation.

(2) 'To the escape of any inmate or ward from a state or local institution.

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- (3) *"To the transportation of persons on...probation, mandatory supervision, or post release community supervision.*
- (4) *'To violations of any penal provisions of law which are discovered while performing the usual or authorized duties of his or her employment.*
- (5) *'To the rendering of mutual aid to any other law enforcement agency.'*

As designated in 830.5 PC, the peace officer powers of a Deputy Probation Officer are limited. Armed deputies, therefore, will not pre-empt other law enforcement agencies in enforcing the law.

Probation Department's sworn officers' authority to carry and use firearms shall be consistent with Department's provisions of the Penal Code and shall be limited by the provisions specified in these policies. Nothing in the Department's policies and procedures shall be considered or construed as providing a sworn officer authority beyond that granted in the Penal Code.

Deputies authorized to carry firearms are required, pursuant to 830.5 PC, subdivision (d), to meet the training requirements of 832 PC and to qualify with the firearm at least quarterly. Nothing in the Department's policy or procedures shall be construed to modify the requirements of the Penal Code. Deputies authorized to carry firearms must comply with requirements of the Penal Code and departmental policies and procedures including but not limited to:

- Satisfactorily complete departmental training courses including, legal aspects and departmental policies relating to firearms; and
- Succeed in current departmental qualification course(s) by an approved Rangemaster/Firearm Instructor. Qualification and re-qualification must be with the firearm to be carried or used while assuming the duties of an armed position.

203 REQUIREMENTS, AUTHORIZATION, & RESTRICTIONS

203.1 REQUIREMENTS FOR AUTHORIZATION TO CARRY FIREARMS

Authorization to carry and use a firearm on-duty requires a deputy to agree to provisions included but not limited to:

1. Adhere to all departmental policies and procedures regarding the carrying and use of firearms; and
2. Successfully complete all Department required firearms training, range qualification requirements, and pass a medical examination by a County Physician and psychological examination by a departmental approved psychologist prior to being armed.

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The Department will not require a deputy to be armed. Deputies must volunteer to be armed. Deputies in the Department may be armed via the SEO recruitment process or the Armed on Request (AOR) program.

SEO and AOR are two distinct arming programs within the Department. SEO teams conduct enforcement and suppression type activities in the community. Staff armed via AOR are armed in their current assignment and capacity; their existing job functions do not change. They are armed due to the high-risk factors and the nature of their current assignment and associated job function(s).

Special Enforcement Operation (SEO)

SEO is the Department's armed operations to which staff participate and are selected through a recruitment process. Recruitment of staff into the SEO program is completed via a departmental Special Recruitment Notice (SRN). Once a staff has successfully completed the SEO Arming Process (Letter of Interest, Orientation, Internal Background Check, Panel Interview, Medical Evaluation, Psychological Evaluation, and SEO Arming Academy), the staff is placed in a six (6) month Field Training Officer (FTO) program and is assigned to a SEO program. See Section 300 Special Enforcement Operations (SEO) Programs.

ARMED ON REQUEST (AOR)

The Department implemented a process to allow arming available to qualified staff due to the nature of their assignments, high-risk factors, and other circumstances the Department may recognize. AOR is voluntary and must be initiated by the staff requesting to be armed. Staff who are armed via AOR are only approved to be armed for their specific assignment at the time of application and approval. Any time a staff changes that assignment/duty, the armed approval will be revoked, and the firearm shall be returned to the Department.

Staff who believe their current assignment requires a firearm shall fully complete and submit an original Armed on Request to be armed in the performance of duties application (Appendix A), for review and approval. Once approved for arming, the staff will need to successfully complete the entire AOR Arming Process (Internal Background Check, Medical Evaluation, Psychological Evaluation, and AOR Arming Academy); regardless, if the staff has previous arming experience or has prior SEO Arming Academy completion, AOR and SEO are two distinct arming programs with differing job functions, mandates, and responsibilities (armed for enforcement/suppression vs. armed in their current assignment and duties).

Those whose approval to be armed has been revoked due to a change in assignment/duty and wish to be armed in their new capacity, must follow the process defined in Section 203.6.

203.2 AUTHORIZATION TO CARRY A FIREARM

The authorization to carry a firearm shall be in writing and signed by the Chief Probation Officer or designee using the Application to Possess and Use a Firearm (Appendix B), upon

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completion of the training and approval to carry a firearm on-duty, the Agreement to Carry a Firearm (Appendix C) document is completed. No armed deputy shall carry a firearm while on-duty without prior written authorization of the Chief Probation Officer obtained pursuant to departmental policies and procedures.

The request to carry a firearm shall contain the following information:

1. The name of the deputy;
2. Verification that the deputy has completed medical and psychological testing and is certified to be physically and psychologically fit to carry a firearm;
3. A description of the type of weapon and ammunition that the deputy is authorized to carry and use; and
4. A statement of any special conditions

The authorization must be countersigned by the deputy indicating their understanding, acceptance, and compliance with the following conditions:

1. Understands and agrees to adhere to all departmental policies;
2. Satisfactorily completed all required training and qualifications;
3. Qualified by an approved Rangemaster/Firearm instructor in the use of the firearms;
4. Complete any and all ongoing training and qualifications required by policies and by their immediate supervisor;
5. Voluntarily request to be armed under no duress or coercion;
6. Carry a badge and identification as a sworn officer of the Los Angeles County Probation Department while carrying a firearm pursuant to Chief Probation Officer authorization under 830.5 PC;
7. Complete psychological testing and has been certified as fit to carry a firearm;
8. Complete all required physical screening/qualification;
9. Acknowledge any violation of policy will be investigated by the Department and any improper action may result in disciplinary action, as well as criminal and/or civil action;
10. Acknowledge the Chief Probation Officer may revoke the authorization at any time, for any reason, and without cause; and
11. Acknowledge approval for an armed position within SEO may be eligible for Additional Responsibility Bonus Pay.

Note: If an armed deputy is reassigned from the armed position, the Additional Responsibilities Bonus Pay will be terminated upon reassignment.

The signed authorization to carry a firearm shall be kept in the Master Personnel File.

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203.3 ON-DUTY/ OFF-DUTY

Armed deputies are not permitted to possess any non-department issued firearm while in any building or vehicle owned or leased by the Los Angeles County Probation Department. Armed deputies are not authorized to carry their department issued firearm while off-duty. Armed deputies shall transport their Department-issued firearm in their personal vehicles, locked in the department issued portable safe, while traveling directly to and from their residences and work location(s). Armed Deputies may carry their department issued firearms on their person while driving their county vehicles to and from their county vehicle's designated parking location. Armed deputies may not carry any non-department issued firearm while on-duty unless authorized in writing by the Chief Probation Officer or designee. Any liability arising from such possession or use of a non-approved firearm shall be the sole liability of the armed deputy.

On-Duty

Armed deputies designated by the Chief Probation Officer to carry a departmental issued firearm may only carry the firearm on-duty when authorized pursuant to and in accordance with departmental policies.

An armed deputy is considered on-duty during their assigned working hours and whenever called back to duty by a supervisor or due to respective assignment, when required to respond to a probation-related situation.

Off-Duty

The off-duty use of any weapon is considered to be outside the scope of employment. Any armed deputy who carries a concealed weapon off-duty, including armed deputies licensed under Penal Code Section 25400 A(2) without the authorization of the Chief Probation Officer will be deemed to be acting outside the scope and course of their employment and to be acting completely and independently at their own risk. The County does not assume any liability or responsibility for such use.

Any consequence or liability arising out of any act or incident involving unauthorized use or carrying of any personal firearm during off-duty hours shall be the sole, personal responsibility of the armed deputy taking the action or involved in the incident.

The Los Angeles County Probation Department will not provide legal defense in any claim or lawsuit arising out of the off-duty use of a weapon. Likewise, the County will not pay a claim or judgment against an individual arising from an incident involving the off-duty use of a weapon.

203.4 RESTRICTIONS ON CARRYING FIREARM

Deputies who have been authorized to carry and use a firearm on-duty are prohibited from

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carrying or using firearms under the following conditions:

- After consuming alcoholic beverages, any controlled substances, or taking any drugs that would affect the deputy's senses or judgment;
- When using prescription or over the counter medication that may impair or adversely affect motor skills, reflexes, vision, or judgment;
- While injured or physically incapable, on light duty and/or emotionally distressed causing inability to use a firearm properly;
- While on leave of absence without pay, or other period of unpaid absence from the Department or while on workers' compensation status and not working;
- While on disciplinary suspension or when the subject of an investigation that may result in being ineligible to carry a firearm;
- Any armed officer who is absent 30 days or longer, or is not performing the full duties of an armed deputy, shall surrender their firearm to a Department Rangemaster/Firearms Instructor at the discretion of SEO Management for safekeeping until the armed deputy returns to duty;
- When authorization to carry a firearm on-duty has been revoked by the Chief Probation Officer, management, or other supervising officer; and
- At such other times when prohibited by law, by policy, or as ordered.

SEO's Special Assistant will provide Performance Management (PM) and Internal Affairs (IA) with the current SEO and AOR Rosters that includes, names, bureaus and employee numbers each month.

Performance Management and Internal Affairs shall notify the Special Assistant and Bureau Chief of the current bureau when an armed officer (AOR and SEO) is under investigation, has a Law Enforcement contact or any restraining order, in which the armed deputy may become ineligible to carry a firearm. The Bureau Chief of the identified armed deputy will make a determination of the circumstances and if there is a potential of firearm ineligibility. The Bureau Chief will notify the armed deputy and SEO to arrange a firearm surrender with the Rangemaster.

SEO's Special Assistant will provide the armed deputy's respective bureau (BC/Special Assistant) a roster of their AOR employees each month so they can notify SEO if any employee needs to surrender their firearm due to being out on leave, on light duty, and/or has a change in job assignment.

203.5 REVOCATION OF AUTHORITY TO CARRY A FIREARM

The Chief Probation Officer or designee may revoke the authorization to carry a firearm at any time at their sole discretion. The authority to temporarily revoke the authorization and seize the firearm is delegated to management and supervisory personnel at their sole

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discretion pending final approval by the Chief Probation Officer or designee. The armed deputy shall immediately be informed of the temporary revocation. A copy of the revocation shall be provided to the armed deputy within five (5) working days.

Upon notification of revocation of authorization by the Chief Probation Officer or supervisory personnel, the armed deputy shall immediately cease carrying the firearm on-duty and shall return the firearm to a Rangemaster, an armed supervisor or manager qualified to handle a firearm. The returned firearm shall be logged by a Rangemaster and stored until further notice.

Upon making the decision to temporarily revoke authorization, the manager shall immediately submit a written report to the Chief Probation Officer via the chain of command. The report must indicate the circumstances in support of the revocation. The Chief Probation Officer shall then make a final determination to revoke or not revoke the authorization. If it is determined that the firearm authorization is revoked, a memo shall be given to the deputy within five (5) working days following the determination by the Chief Probation Officer.

Temporary and/or permanent revocations shall neither be considered disciplinary action nor subject to the grievance/arbitration procedures. Failure to surrender the firearm will result in disciplinary action.

203.6 CHANGING ARMED ASSIGNMENT AND RE-ARMING IN NEW CAPACITY

Pursuant to AISB Policy Section 203.1, any time a staff changes assignment, the armed approval will be revoked, and the firearm shall be returned to the Department. Those whose authority to carry a firearm has been revoked, due to a change in assignment, and wish to be armed in their new capacity, must complete the following process:

203.6.1 PROCESS FOR TRANSFER FROM ARMED ON REQUEST TO NEW ARMED ON REQUEST CAPACITY

When a currently armed, AOR deputy changes assignment by either a lateral transfer or promotion from an armed AOR capacity to another position in which they would like to be armed via AOR, they must return the firearm and apply to be rearmed through their new assignment's Bureau Chief. Should the approval be made and approved within three (3) months of transfer, the firearm reissuance will be streamlined.

Upon approval of the Bureau Chief in the new assignment, the deputy will need to requalify with the Rangemaster prior to reissuing the firearm. To avoid having to repeat the AOR academy and pass medical, background and psychological exams, this request should be made as soon as possible, and the rearming process must be completed within three (3) months from the start date of their new position. It is at the discretion of the approving Bureau Chief if they require the staff to go through a new background, medical, and psychological clearance. Should the applicant not pass the

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requalification course of fire with Probation's Rangemaster(s), staff will be subject to qualification guidelines in section 204.3.

203.6.2 PROCESS FOR TRANSFER FROM SPECIAL ENFORCEMENT OPERATIONS TO ARMED ON REQUEST ASSIGNMENT

Those transferring from SEO to AOR will have the option to complete or waive armed academy courses in which they are current in their training as verified by STO, as long as the rearming from SEO to AOR takes place within three (3) months of transfer out of SEO. The deputy is also able to waive the LASD Firearms qualification section of the AOR Academy; however, in lieu of the LASD Firearms training, the deputy is required to complete and pass the firearms refresher course of fire with Probation's Rangemaster(s). A waiver form (Attachment G) will need to be completed and signed by the deputy indicating which classes are being waived. Should the deputy choose to waive the LASD Firearms course and/or any other academy classes in which they are current and verified by STO, and not pass the course of fire with Probation's Rangemaster(s), the deputy will not qualify to be armed at this time, pursuant to section 204.3.

203.6.3 PROCESS FOR ARMED ON REQUEST TO SPECIAL ENFORCEMENT OPERATIONS ASSIGNMENT

Due to the change in job functions, those who change job functions from AOR to SEO, must complete the full SEO academy.

203.6.4 PROCESS FOR SEO TO SEO INTERNAL MOVEMENT

Since all SEO assignments require arming, any armed SEO deputy who moves from an armed assignment within SEO to another armed assignment within SEO shall continue to be armed without surrendering their firearm.

203.7 EMERGENCY RESPONSE STATUS

SEO deputies trained in the defensive use of a firearm may be directed by the Chief Probation Officer or designee to respond to an emergency or exigent circumstance, either within the Department or as a response to a request for mutual aid. Despite the variance from the SEO deputies normally assigned duties, location and hours of work, this response is considered on-duty for the purposes of the authorization to carry a firearm.

In the case of responding to a request for mutual aid, a SEO deputy may be temporarily assigned to work with and under the direction of the requesting agency. SEO deputies are expected to continue to act in accordance with their training and experience and conduct themselves in a manner that reflects positively on the Probation Department. SEO deputies shall communicate with their unit supervisor if any confusion or conflicts occur regarding their

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role or duties in a mutual aid situation.

203.8 USE OF FIREARMS FROM OR AT MOVING VEHICLES

The use of firearms against moving motor vehicles is inherently dangerous and almost always ineffective. An armed deputy threatened by an oncoming motor vehicle shall move out of its path instead of discharging a firearm at it or its occupants and allow the vehicle to pass and utilize other tactical or investigative means to identify or apprehend the suspect. Armed deputies shall make every effort not to position themselves or remain in the path of a moving vehicle or a stationary suspect vehicle that might become mobile. An armed deputy shall not discharge a firearm from or at a motor vehicle or its occupant(s) in response to a threat posed solely by the vehicle unless the member has an objectively reasonable belief that:

- The vehicle or suspect poses an immediate threat of death or serious physical injury to the armed deputy or another person; and
- The armed deputy has no reasonable alternative course of action to prevent the death or serious physical injury.

204 TRAINING & QUALIFICATION

204.1 RESPONSIBILITY FOR TRAINING

Any armed deputy authorized or applying for authorization to carry a firearm, must participate in all required Department approved training and must meet all requirements set forth in policies or otherwise required by the Department.

Each armed deputy and their supervisor are responsible for compliance with the training requirements, including the scheduling and completion of any ongoing or specialized training and qualification. The trainings and qualifications are extremely important in maintaining perishable skills and meeting state mandates; therefore, supervisors and armed deputies shall make every effort to schedule and complete the required training within the scheduled months. Any failure to attend the training and/or qualifications will be reviewed by SEO Management and rescheduled by Rangemaster or designee on a case by case basis when a valid and unforeseen reason exists for missing and not rescheduling the training within the scheduled timelines.

Any staff at the level of supervisor or higher who supervises an armed AOR deputy must complete the Use of Force and Arming Policy training.

204.2 TRAINING REQUIREMENTS

Required training shall include the successful completion of an approved course on firearms pursuant to 832 PC, a course on the Department's firearms policies, and other

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trainings including but not limited by the Arming Academy, as set forth in departmental policies or otherwise required by the Department.

All training and qualification must be satisfactorily completed prior to approval for an armed deputy to carry a firearm. All firearm training outside the Department shall be approved by a Rangemaster/Firearm Instructor, and SEO Management.

The SEO Bureau Chief, Range Master or designee shall monitor all legislative and policy changes relating to the use of firearms by peace officers and shall provide necessary updated training in a timely manner.

Rangemaster/Firearm Instructor or designee shall maintain records of firearms training of all deputies authorized to carry firearms. If an armed deputy is out of compliance with training requirements, a notification shall be sent to the armed deputy, their supervisor and Director, along with a notice to the Chief Probation Officer via the chain of command.

SEO and AOR course training requirements are adopted from the Chief Probation Officers of California (CPOC) guidelines and shall include, but is not limited to the following:

Monthly training, quarterly qualifications, and practical demonstrations for armed deputies include but are not limited to:

- Firearm safety
- The care and cleaning of an authorized weapon
- Shooting proficiency
- Defensive Tactics shall take place quarterly at a minimum

Additional courses, as directed by respective supervisor or manager, are coordinated with the Staff Training Office (STO). Available courses include but are not limited to:

- Cardiopulmonary Resuscitation (CPR) and First Aid certification; and
- Officer Safety:
 - Verbal alternatives to the use of force
 - Tactical Communications
 - Mental Health
 - Management of assaultive behavior
 - Disengagement
 - Chemical agents

All of the above trainings are provided on a recurring basis to maintain the armed deputy's skills and knowledge, and to keep current with any required certification.

Rangemaster/Firearm Instructor will issue a Department weapon to the armed deputy, for

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training purposes only, if the armed deputy has not been issued a service weapon. Such weapons will be returned to a Department Rangemaster/Firearm instructor when not being used for training. Rangemaster/Firearm Instructor will provide a firing range program for use by Department personnel. In given approved circumstances additional range(s) may be utilized.

Note: Armed deputies may participate in additional training conducted by their assigned law enforcement team(s) with the prior review and approval of a Rangemaster/Firearms Instructor, Director, and Bureau Chief.

204.3 QUALIFICATIONS

Rangemaster/Firearm Instructors administer the qualification program for firearm certification in liaison with the Department to ensure competency of all deputies authorized to carry firearms. The qualifying score of Pass/Fail is established. Any deputy authorized to carry and use a firearm must have current certification from a Rangemaster/Firearm Instructor. Qualifying, remediation opportunity, and disqualifying factors include:

- Qualification standards are based on current best practices and shall be determined by the CPO or designee.
- Any armed deputy who fails to qualify shall be given the opportunity to remediate under the direction and supervision of a Rangemaster/Firearm Instructor. The armed deputy will be provided the opportunity to remediate during the same qualification month;
- Armed deputies who fail to qualify quarterly, will be required to attend an internal Standards and Training for Corrections (STC) certified remediation class within the current qualification month. The curriculum will cover the fundamentals of handling a firearm and includes one (1) practice course of fire. At the conclusion of the course, the armed deputy will have two (2) opportunities to successfully complete qualification;
- Armed deputies who fail to qualify after attending the internal STC certified remediation class shall immediately surrender their firearm to a Rangemaster and will be scheduled to retake the 50 Round Handgun Course with the Los Angeles County Sheriff's Department (LASD). Note: Retaking the 50 Round Handgun Course will be based on LASD's schedule and availability;
- Armed deputies who fail the 50 Round Handgun Course shall immediately surrender their firearm to a Probation Department Rangemaster and will be removed from any and all armed programs. The impacted armed deputy may re-apply for the armed programs after one (1) year from the date of removal. The reapplication process will require passing all phases, as outlined in the applicable Armed Reserve Pool Academy Special Recruitment Notice and Armed on Request process;
- Armed deputies who pass the 50 Round Handgun Course must immediately qualify

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with a Probation Department Rangemasters. If the deputy qualifies, the firearm will be re-issued. If the armed deputy fails to qualify, they shall immediately surrender their firearm to a Rangemaster and will be removed from any and all armed programs. The impacted deputy may re-apply for the armed programs after one (1) year from the date of removal. The reapplication process will require passing all phases, as outlined in the applicable Armed Reserve Pool Academy Special Recruitment Notice and Armed on Request process;

- Any armed deputy that fails quarterly qualification twice within a calendar year, but qualifies through the remediation process, shall be required to complete and successfully pass the 50 Round Handgun Course with all previously noted conditions, including surrendering of the firearm until the retaking of the course;
- Armed deputies shall qualify with their Department issued firearm quarterly or as directed. Armed deputies not qualified with a department issued weapon are not authorized to carry that weapon until they become qualified with it;
- All armed deputies who qualify shall be issued a Weapon Qualification Card (See Appendix D) to reference their quarterly qualification status. The card will list the armed deputy's First and Last Name, Employee Number, Weapon Model, Weapon Serial number, qualification data, and a Rangemaster that records the score;
- Any armed deputy who is not performing the full duties of an armed staff, shall surrender their firearm to a Department Rangemaster/Firearms Instructor at the discretion of SEO Management for safekeeping until the deputy returns to duty;
- Rangemaster/Firearm Instructor shall prepare and submit a quarterly firearm qualification report to the Chief Probation Officer, with copies to the appropriate Bureau Chief and Director; and
- An armed deputy may, with the Supervising Deputy Probation Officer's approval, be authorized additional on-duty hours for practice to improve proficiency in the use of a firearm. Arrangements will be made for additional firearm practice under the supervision of, or with the approval of, a Department Rangemaster/Firearm Instructor. Armed deputies are not to train or practice with a department issued weapon on their own or without the supervision of a Department Rangemaster/Firearm Instructor.

204.4 RANGEMASTER/FIREARM INSTRUCTOR

Rangemaster/Firearm Instructor must be qualified through a Peace Officer Standards and Training (POST) certified firearms course approved by the Department. Department's Rangemaster/Firearm Instructor's duties consist of the following but is not limited to:

- Establish and conduct fire range programs and additional firearms related training for Probation Department personnel. Consider assistance of a Department approved Range Safety Officer while conducting training;
- Conduct firearm qualification and re-qualification as required by firearm policies;

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- Establish and enforce rules of conduct on shooting range as deemed necessary for the safe operation of the shooting range and the safety of those using it;
- Notify the Director in writing of any armed deputy who fails to qualify after the second attempt on the same day. Provide remediation attempt process and protocol to the affected staff within the same qualification's month;
- Maintain firearms training records for all armed deputies authorized to carry firearms;
- Maintain inventory of all weapons, ammunition, and equipment issued to armed deputies and/or weapons, ammunition, and equipment that armed staff are authorized to use;
- Coordinate annual safety (and more frequent, if deemed necessary) inspections of Department-issued weapons; and
 - Observe the handling of firearms by armed deputies, report any firearms safety violations, and take any other action deemed necessary, including confiscation of an armed deputy's firearm
 - Inspect weapons, ammunition, and equipment for safety; to maintain inspection records; and to take any action deemed necessary, including the confiscation of an armed officer's weapon, ammunition, and equipment when unsafe weapons, ammunition, and/or equipment are discovered;
- Confiscate a Department authorized firearm of any armed deputy who fails to achieve a qualifying score and/or exhibits inappropriate behavior while on the range. A written report must be submitted to the Chief Probation Officer within one (1) working day of any incident involving the confiscation of a firearm or ammunition.

205 FIREARMS & MAINTENANCE

205.1 AUTHORIZED FIREARMS, AMMUNITION, AND HOLSTERS

Deputies authorized to carry firearms shall carry and use only the firearms, ammunition and holsters authorized by the Department pursuant to the following:

- The Department will issue the appropriate firearm, holster, and ammunition for use by the armed staff. Only Department issued equipment shall be authorized;
 - Armed deputies are authorized to carry and use only the firearm with which they have successfully completed the prescribed training course. They must have current qualification on the range with that weapon and holster.
- All Department issued firearms will be registered to the Probation Department. The Department will maintain records indicating to whom the firearm is issued, the date, make, model, serial number, and the date of armed officer's certification;
- The firearm, holster, and ammunition issued by the Department shall not be altered in any manner, unless previously approved in writing. Personalized grips, grip

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- adapters or adjustments may be made by a Rangemaster/Firearm Instructor or Armorer;
- The armed deputy will check all safety devices on the firearm provided by the manufacturer and ensure they are intact and functioning at all times; and
- All firearms shall be certified annually by a Rangemaster/Firearm Instructor or Armorer.
- AOR deputies shall be issued both the duty holster (non-concealment) and concealment holster which have been approved by the Rangemaster. The employee shall obtain permission from their respective Bureau Chief as to which holster (non-concealment and/or concealment) they shall utilize based on their policy, function and safety needs.

205.2 FIREARMS SAFETY AND STORAGE

Armed deputies authorized to carry firearms are charged with the responsibility to observe and practice the following safety regulations:

- Every firearm shall be treated as a loaded firearm until the armed deputy has personally inspected and cleared the weapon;
- Never point a firearm at anything you do not intend to shoot or destroy;
- Keep your finger off the trigger until you have made the decision to shoot;
- Be sure of your target, backstop, and beyond before firing;
- Firearms shall not be fired, dry-fired, cleaned, repaired, exhibited, loaded, or unloaded in any manner that could result in negligent discharge;
- Firearms shall not be carelessly handled at any time;
- Armed deputies shall not use any firearm with which they have not been qualified except under the supervision of a Rangemaster/Firearm Instructor;
- All firearms equipped with safety devices shall be placed in a "safe" position except when use is imminent;
- Armed deputies shall wear Department issued body armor at all times while engaged in field activities, firearms training or transportation activities while carrying a firearm, unless otherwise authorized by the Chief Probation Officer or designee; and
- When practical, the loading/unloading of Department weapons will take place on the firing line at an approved range under the supervision of a Rangemaster/Firearm Instructor. Probation Department or Sheriff's Department loading barrels are an acceptable alternative, absent practical access to a range.

Firearm safety and security is the responsibility of the armed deputy to whom the firearm is

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assigned. Firearms are not to be stored overnight in a county vehicle. When a firearm is taken to the armed deputy's residence, and/or not being carried or worn, the firearm shall be kept in a personal or Department-issued locked box where it is inaccessible to other individuals, especially children, in compliance with Penal Code Section 25100(a):

Except as provided in Section 25105, a person commits the crime of "criminal storage of a firearm of the first degree" under the following conditions:

- *The person keeps any loaded firearm within any premises that are under the person's custody or control.*
- *The person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian.*
- *The child obtains access to the firearm and thereby causes death or great bodily injury to the child or any other person or the person prohibited from possessing a firearm or deadly weapon pursuant to state or federal law obtains access to the firearm thereby causes death or great bodily injury to themselves or any other person.*

205.3 CLEANING & INSPECTION

It is the responsibility of the armed deputy to whom a firearm is assigned to complete all cleaning that is necessary to maintain and make sure the firearm is in good working order. The firearm will be cleaned after use and inspected each time the armed officer qualifies on the firing range or more frequently if a Rangemaster/Firearm Instructor deems necessary. Cleaning of firearms by armed staff is conducted in Department approved settings or facilities. Armed staff are prohibited from cleaning firearms in Department area offices and work sites. Rangemaster/Firearm Instructors may conduct maintenance in designated areas, such as the armory or Probation Department or Sheriff's Department loading barrels.

205.4 MAINTENANCE

All repairs and servicing of authorized firearms will be performed by or under the direction of a Rangemaster/Firearm Instructor or Armorer. The only exception will be the normal cleaning of firearms (field stripping). All weapons must be inspected annually by the armorer as arranged by a Rangemaster/Firearm Instructor.

Any armed deputy whose firearm has been dropped and any/or who has a question regarding the safety condition or proper functioning of the firearm shall notify their supervisor and a Rangemaster/Firearm instructor, who will have the firearm inspected by an Armorer.

When a weapon is taken for repair or servicing, a replacement weapon of the same make, model and caliber will be issued. The armed staff shall qualify with the replacement weapon and on an approved range.

When the regularly issued firearm is returned to the armed staff, the staff must simultaneously return the temporarily issued firearm to the Department.

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206 CARRYING, UNHOLSTERING, AND USE OF FIREARMS

206.1 CARRYING THE FIREARM

Deputies authorized and approved to carry a firearm must carry firearm in an encased and approved holster. Said armed deputies shall have in their possession, whenever carrying a firearm, their department issued badge and identification card. The display badge shall be worn on the belt next to the weapon at all times. The firearm shall be fully loaded with a duty round chambered when it is carried or worn on-duty.

SEO staff carrying a firearm on-duty shall always wear fully designated uniforms with safety equipment and badge, unless otherwise exempted below:

- Non-field operations (e.g., meetings, presentation, training, court subpoenas);
- Assignments that involve/require surveillance and other specialized undercover functions; and
- Any additional exemptions authorized by the Chief Probation Officer or designee.

AOR officers carrying a firearm on-duty shall wear the applicable clothing/uniform as their assignment dictates with safety equipment. Generally, AOR officers carry their firearm concealed while in the field due to the nature of their assignment and job function, any exemptions shall be authorized by the Chief Probation Officer or designee.

Any armed officer equipped with a duty firearm, shall have the following:

- Protective vest
- Handcuffs
- OC Spray/Gel
- Firearm holster
- Taser (SEO Only)
- Magazine holder with additional issued magazines
- Display badge

Armed staff shall not carry a department issued firearm when boarding an aircraft without specific written permission given by the Chief Probation Officer or designee. If such permission is given, the armed staff shall comply with all regulations set forth by the Federal Aviation Administration and local jurisdiction.

206.2 FIREARM SAFETY

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An armed staff authorized to carry a firearm shall not brandish any firearm unless its actual use in the situation would be proper pursuant to Department's policies.

The firing of warning shots presents a danger to both the armed deputy and innocent bystanders and is prohibited.

Firearms are not designed or intended to be used as clubs and shall not be used to strike another person, except as a last resort in a serious bodily injury or life-threatening situation.

Firearms installed with weapon lights are not designed or intended to be used as handheld flashlights and shall not be used in place of a handheld flashlight.

An armed staff shall not surrender their firearm to any person other than an armed supervisor, Rangemaster/Firearm Instructor, or another law enforcement official acting in a legitimate official capacity.

206.3 STOLEN OR LOST FIREARMS

Armed staff shall file a report with local law enforcement and their supervisor immediately upon discovery that their firearm is missing. The supervisor will notify the Director of the lost or stolen firearm through the chain of command.

All armed staff involved in or witnessing such an incident shall prepare a Special Incident Report (Appendix E) containing the details regarding the loss or theft of the firearm. The armed staff shall provide that report to the supervisor before the end of the first working day. That report will be forwarded to the Director, through the chain of command.

Armed staff having missing firearms are subject to disciplinary action and shall reimburse the Department in the event a firearm and related equipment are lost through the negligence of the deputy.

206.4 UNHOLSTERING & USE OF FIREARM

Except for cleaning purposes, training, and storage, the firearm shall not be removed from the holster unless there are sufficient and compelling reasons for doing so. In making that determination, it is not necessary for the armed officer to wait until an individual is actually being assaulted or otherwise under attack before the firearm can be drawn.

If an armed staff determines there is a potential threat to life through the behavior of another, the firearm may be drawn in preparation of a need to respond to that danger. If, however, that threat fails to materialize or is otherwise controlled, the firearm shall be re-holstered as soon as it is safe to do so.

Armed deputies are authorized to draw their weapon from its holster under the following conditions:

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- When circumstances surrounding the incident create a reasonable belief that a potential threat of death or serious bodily harm exists to the armed deputy and/or members of the public and the use of a firearm may be necessary to protect life;
- A SEO deputy is requested to provide backup by a law enforcement agency in a potentially life-threatening situation. This may include high-risk entry situations;
- For maintenance and inspection. The armed staff shall ensure the firearm is empty of ammunition prior to cleaning or inspection;
- For training purposes; whenever utilizing the firearm in an approved training course, practice session, or qualification with a Rangemaster/Firearm instructor; or
- When conducting a protective/safety sweep of a residence during a search.

206.5 DISCHARGE OF A FIREARM WITHOUT INJURY

Whenever an armed staff inadvertently discharges a firearm, except on a supervised range or in an approved training exercise, and there is no resulting injury, the armed deputy involved in the incident or witnessing the incident, as soon as safety permits, shall:

- Report the incident up the chain of command immediately;
- Submit a Use of Force Report up the chain of command, as soon as practicable and prior to the end of the next working day; and
- Immediately report the discharge to the local law enforcement agency with jurisdiction. Remain at the scene if requested by the local agency unless it is unsafe to do so.

Upon receipt of the notification, the supervisor will report the incident to their Director and Special Projects Team (SPT) and respond to the scene. The Director or supervisor shall obtain copies of related reports, if any, from other agencies and forward them through the chain of command.

The highest ranking on-scene Probation Department personnel at the time of the Officer Involved Shooting (OIS) shall preserve the scene and establish a perimeter. Location and scene preservation responsibility will be transferred to SPT upon arrival. Any evidence such as spent casings shall not be removed nor touched.

206.6 DISCHARGE OF A FIREARM INVOLVING DEATH, INJURY, OR POSSIBLE FELONY CRIMINAL VIOLATION BY A PEACE OFFICER

Whenever an armed staff intentionally or negligently discharges a firearm in the course of their employment and a death, injury, or possible felony criminal violation occurs, the armed officer shall, as soon as safety permits:

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1. Secure and preserve the scene of the incident to the best of the armed deputy's ability, including handcuffing all suspects;
2. Assess the situation and determine the condition of any injured person. If there are injured persons, the armed deputy will summon emergency aid and render first aid, if appropriate;
3. Notify the local law enforcement agency with jurisdiction using 911;
4. Notify their immediate supervisor. The supervisor along with Director and Bureau Chief will respond to the scene;
5. Remain at the scene until dismissed by the local law enforcement agency and/or supervising Professional Standards Bureau Investigator, unless it is unsafe to do so, or the armed deputy is injured and needs medical treatment;
6. Protect the weapon for examination and when requested, the firearm shall be immediately surrendered to the local law enforcement agency or armed supervisor, Director or Bureau Chief for purpose of examination or for investigative purposes; and
7. When an armed deputy has surrendered their firearm following a shooting, unless exigent circumstances exist, a replacement weapon of the same make, model and caliber may be temporarily issued. The armed deputy shall qualify with the replacement weapon at an approved range under the supervision of a Department's Rangemaster/Firearm Instructor. When the regularly issued firearm is returned to the armed staff, the temporarily issued firearm shall be promptly returned to the Department.

The local law enforcement supervisor on the scene is responsible for the collection and preservation of evidence, and for contacting the District Attorney's Office.

Any armed staff who discharges their firearm and any other armed officers at the scene shall not discuss the incident except as provided below:

- Armed staff will provide information to the supervisor to provide a Public Safety Statement (Appendix F), protect the scene, and preserve evidence; and
- Once enough information is gathered for the initial incident report, the armed staff will be advised of the time and place of further interview(s). Such interview(s) shall take place as soon as practicable and shall not unreasonably delay an investigation.

Armed staff shall not comment to anyone from the media, general public, or others not directly involved in the investigation. Only the Chief Probation Officer or designee will respond to media inquiries. All armed staff on the scene involved or witnessing the incident shall submit

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a full, complete, and accurate written Special Incident Report to the supervisor. Generally, the appropriate law enforcement investigators will handle in-depth interviews with the armed staff involved in the shooting.

206.7 CRITICAL INCIDENT SCENE RESPONSE

When an armed staff becomes involved in a shooting incident, an investigation shall typically be conducted by the Los Angeles County Sheriff's Department or local law enforcement agency with jurisdiction and the District Attorney (DA). A concurrent administrative investigation by the Probation Department will not be conducted; however, a review of the events leading up to the shooting and after the shooting will commence. See Section 206.9 Agency Review of Officer-Involved Shooting (OIS) Incidents.

Notification

When notified of an officer-involved shooting incident as part of the Department notification procedure, the supervisor receiving the notification will obtain all necessary information, including but not limited to the following:

- Emergency services contacted
- Events leading up to and after the shooting
- Officer(s) involved
- Date, time, and location of incident
- Reporting party
- Nature and extent of injuries (name, role, and agency, if applicable)
- Agencies involved (names and titles)
- Name of supervisor

The supervisor will then notify the Director via the chain of command. Once the Director notifies the Bureau Chief of the discharge of a firearm, the Special Projects Team (SPT) will respond to the scene of the incident and assume control of the scene in conjunction with the law enforcement agency with legal jurisdiction.

Prior to the arrival of the Special Projects Team (SPT), the highest ranking or senior officer on the scene who was not involved in the shooting shall assume the leadership role as incident commander and do the following:

1. Notify Los Angeles Sheriff's Department or local law enforcement agency with jurisdiction;
2. Designate an armed deputy or designee to document all pertinent information and record the timeline of events leading up to and after the shooting incident (i.e., time of shooting, arrival of supervisor, arrival of law enforcement, arrival of medical support staff, etc.);

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3. Notify their supervisor or manager. The supervisor or manager will notify Executive Management and Union Leadership using the EDL-PROB OIS group email;
4. See to the welfare of the involved armed staff;
5. Separate or remove involved armed staff from the scene;
6. Assign a chaperone to each armed staff involved in the shooting; and
7. Direct involved armed staff and witnesses not to discuss incident until interviewed by investigators.

The Special Projects Team (SPT) shall proceed as follows:

1. With due consideration for the preservation of life and the arrest of a suspect, protect the crime scene and preserve all the evidence until properly relieved by local law enforcement or other appropriate investigative agency personnel with legal jurisdiction;
2. Cooperate with the local law enforcement agencies conducting the investigation(s);
3. Identify witnesses and document any witness statements;
4. Follow the chain of evidence if the firearm is being relinquished for investigative purposes;
5. Provide all information gathered to local law enforcement or other appropriate investigative agency personnel as soon as possible;
6. If necessary, call additional probation personnel to the scene to assist;
7. If there has been a death or injury as a result of the discharge of a firearm, assign a probation staff member to remain with the armed deputy involved in the shooting to provide aid and assistance. If possible, this will be a person of armed deputy's choice. The person assigned shall not inquire about the facts of the incident;
8. If the armed deputy involved in the shooting needs transportation, assign a probation staff member to provide transportation. The armed deputy involved shall avoid driving; and
9. Inform the involved armed staff that unless required for defensive purposes, the weapon shall be secured in the holster for later collection. Unless the circumstances dictate an immediate need, or unless directed by the law enforcement agency with legal jurisdiction, the involved armed staff shall not be disarmed while in the field.

206.8 CRITICAL INCIDENT FOLLOW-UP

The Department will request an inspection of the firearm by a person of expert to determine its mechanical and/or functional condition, in addition to any other physical examinations that may

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be necessary as part of the investigation. A replacement weapon of the same make, model and caliber may be temporarily issued, if appropriate and available. When the regularly issued firearm is returned to the armed deputy, the temporarily issued firearm shall be immediately returned to the Department.

When the discharge of a firearm by an armed deputy results in injury or death to another person, the armed deputy shall be immediately relieved of duties and placed on administrative leave, without loss of pay or benefits until authorized to return to duty by the Chief Probation Officer. This action does not imply improper conduct by the armed staff.

While on administrative leave, the armed staff must remain available for official interviews. The armed staff shall not discuss the incident with anyone except the law enforcement agency handling the investigation, the District Attorney, Department personnel assigned to the investigation, the armed staff's private attorney, the armed staff's union representative, the armed staff's mental health professional, the armed staff's chosen cleric, and the armed staff's immediate family. The armed staff's supervisor and director shall make minimum monthly calls to check in on the wellness of the armed staff who is relieved of duty and shall not discuss the incident.

Any armed staff involved in or witness to an incident where a firearm was discharged resulting in injury or death of another person, shall be required to undergo a debriefing session with a Department designated psychologist as soon as possible following the incident. The purpose of the debriefing session is to allow the armed staff to express their feelings and to deal with the moral, ethical, and psychological after-effects of the incident. The debriefing session shall not be related to the Department investigation of the incident. The debriefing session shall remain protected by the privileged doctor-patient relationship.

Before the armed staff returns to work from an administrative or other leave resulting from the shooting incident, they must undergo a psychological evaluation and be cleared for return to duty. A psychological evaluation may also be required before an armed staff, who was reassigned as a result of a shooting incident, can be returned to the previous work assignment.

206.9 AGENCY REVIEW OF OFFICER-INVOLVED SHOOTING (OIS) INCIDENTS

Within 30 days of the initial shooting, the Probation Department will conduct an internal review of the events leading up to and after the OIS incident. The Probation Department will neither investigate nor review the shooting until after the conclusion of the LE and DA investigation. Once the law enforcement agency and DA's office complete its investigations, the Probation Department will conduct a review of all available information.

The Probation Department's review team will consist of management from SEO, Staff Training Office, Performance Management, Internal Affairs, and County Counsel. The review team will submit all findings and recommendations to the Chief Probation Officer.

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As necessary, the Chief Probation Officer or designee will submit requests to the Internal Investigations Office to investigate the facts and findings surrounding the shooting incident and whether staff adhered to departmental rules, regulations, policies, and procedures. The Chief Probation Officer has the authority to accept or reject the findings of the Board.

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APPENDIX A



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

REQUEST TO BE ARMED IN PERFORMANCE OF DUTIES

I. REQUESTING TO BE ARMED

Pursuant to the Memoranda of Understanding for bargaining units 701 (AFSCME Local 685, Deputy Probation Officers Union) and 702 (SEIU 721, Supervising Deputy Probation Officers Union), the Los Angeles County Probation Department ("Department") provides this Request to Be Armed in Performance of Duties form ("form"). Employees in the above-stated bargaining units may use the form to initiate a written request to Department management to be armed on-duty. The form does not apply to requests to be armed off-duty.

An employee who believes his or her assignment requires a firearm shall fully complete the form before submitting it to the Human Resources Division.

The Chief Probation Officer has sole authority to decide whether employees may carry firearms on-duty. Publication of the form does not in any way alter or supersede recruitment or qualification requirements of any previously-established armed units in the Department. Additionally, no employee will be approved to carry a firearm on-duty without first meeting all current legal and Departmental requirements, qualifications, and training standards. These include, but are not limited to: background check; medical evaluation; psychological evaluation; specific armed training, testing and qualification; any performance requirements; and any terms and conditions specified by the Department and Chief Probation Officer.

Submission of the form, and anything related to the form, shall not be subject to the grievance or arbitration process of the applicable MOU.

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APPENDIX A-2

County of Los Angeles – Probation Department

II. EMPLOYEE INFORMATION

Employee Name:	Bureau: Select
Employee #:	Unit:
Payroll Title:	Current Assignment:

DATE OF SUBMISSION: _____

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APPENDIX A-3

County of Los Angeles – Probation Department

III. REASONS FOR REQUEST TO CARRY ON-DUTY FIREARM

You must fully complete this section by including specific information about the nature of your assignment; any high risk factors that you believe exist; and why you believe a firearm would be useful in your specific assignment.

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APPENDIX A-4

County of Los Angeles – Probation Department

IV. PROCESSING (DEPARTMENT ONLY)

Date Received by Human Resources: _____

ARMING POLICY

APPENDIX B



LOS ANGELES COUNTY PROBATION DEPARTMENT
APPLICATION TO POSSESS AND USE A FIREARM
 9150 E. IMPERIAL HIGHWAY --- DOWNEY, CALIFORNIA 90242
 (562) 940-2554

**A. Employee Information**

Last Name:		First Name:		M.I.:
Title:	Employee Number:		Badge Number:	

I request authorization to possess and use a firearm in the performance of my duty within the course and scope of my employment as a Deputy Probation Officer/Supervising Deputy Probation Officer/Director. I understand that final approval of this request shall be contingent upon Department of Justice clearance, psychological and medical clearance, successful completion of the Department approved PC 832 Firearms Course and successful completion of the Department's Arming Academy. The Chief Probation Officer or designee may temporarily revoke the authorization to carry a firearm at any time at his/her discretion. The Chief Probation Officer is the final decision maker in revocations. Revocations shall not be considered disciplinary action nor subject to the grievance procedure.

Employee Signature – Employee Number _____

Date _____

B. Qualifying Employee Information

1. Department of Justice Clearance ☐ Cleared ☐ Disqualified		Verified by:	Date:
2. Psychological Clearance ☐ Cleared ☐ Disqualified		Verified by:	Date:
3. Medical Clearance ☐ Cleared ☐ Disqualified		Verified by:	Date:
4. PC 832 Firearms ☐ Pass ☐ Fail Completion Date: _____ Verified by: _____ ☐ Remediation Required ☐ Pass ☐ Fail Completion Date: _____ Verified by: _____ Rangemaster/Firearms Instructor			
5. Armed Academy Completion Date:		Academy No.:	Verified by:
6. Firearm Requalification: ☐ Pass ☐ Fail		Completion date:	Verified by: Rangemaster/Firearms Instructor

Original: Arming File
 CC: Personnel File
 Revised 01/2019

ARMING POLICY

APPENDIX B-2

C. Recommendations/Approval		
☐ Recommended	☐ Not recommended	
		Rangemaster/Firearms Instructor
		Date
☐ Recommended	☐ Not recommended	
		Director/Sr. Director
		Date
☐ Recommended	☐ Not recommended	
		Bureau Chief
		Date
☐ Approved	☐ Denied	
		Chief Probation Officer
		Date

D. Temporary Authorization Issued: I understand this temporary authorization to possess and carry a firearm is contingent upon the successful completion of the field practicum. This does not guarantee that I will be authorized to carry a firearm at the completion of this training.			
Employee Signature		Employee Number	Date
☐ Approved			
Authorized by SEO Management		Date	Authorized by Chief Probation Officer
		Date	Date

E. Authorization Issued: I understand this authorization to possess and carry a firearm is contingent upon the proper scope of the duties as an Armed Deputy Probation Officer. The authorization can be renounced at any moment by the Chief Probation Officer or designee.			
Employee Signature		Employee Number	Date
☐ Approved			
Authorized by SEO Management		Date	Authorized by Chief Probation Officer
		Date	Date

F. Authorization Revoked: Pursuant to CA Penal Code 830.5(a), peace officers (Deputy Probation Officers) may carry firearms (on-duty) only if authorized and under those terms and conditions specified by their employing agency. Revocations shall not be considered disciplinary action nor subject to the grievance procedure.	
☐ Revoked	
Authorized by Chief Probation Officer	
Date	

G. Department Issued Firearm	
Type of firearm issued: Smith and Wesson M&P 9MM	Weapon Serial #
Department firearm issued by:	
Rangemaster/Firearm Instructor	Date

ARMING POLICY

APPENDIX C

Employee No. _____

LOS ANGELES COUNTY PROBATION DEPARTMENT
AGREEMENT TO CARRY FIREARMEmployee Initial

- _____ I am voluntarily agreeing to be armed.
- _____ I understand and acknowledge that I may be assigned to any armed position within the Department.
- _____ Officers approved for an armed position may be eligible for an Additional Responsibility Bonus Pay. However, if an officer is later reassigned from the armed position for any reason, the Additional Responsibilities Bonus Pay will be terminated upon reassignment.
- _____ I have reviewed and agree to adhere to the policies and procedures as set forth in the Los Angeles County Probation Department Arming Policy.
- _____ I understand that the authorization to possess and carry a firearm will be reviewed by the safety committee annually. The arming committee will present their recommendations to the Chief Probation Officer for final decision.
- _____ I have successfully completed First Aid and CPR and acknowledge that it is my responsibility to maintain my certification pursuant to the American Red Cross standards.
- _____ I will remain current in all areas of training required by department firearms policies and procedures.
- _____ I understand and acknowledge that it is my responsibility to qualify quarterly with my Department issued firearm under the supervision of a Department Rangemaster/Firearm Instructor.
- _____ I understand and acknowledge that I am not permitted to carry my Department issued firearm off duty.
- _____ I agree not to modify my Department-issued weapon in any manner without the written authorization of a Department Armorer.
- _____ I will carry a badge and identification as a probation officer at all times when carrying a Department authorized firearm.
- _____ A Department Rangemaster/Firearm Instructor may suspend the Authorization to Carry a firearm at any time for training reasons or reasons of safety.
- _____ I will surrender my weapon to a Department Rangemaster/Firearms Instructor, Armed Supervising Deputy Probation Officer, Armed Director, Bureau Chief or Chief Probation Officer at any time, upon their request, for any reason, and without cause.

Employee Name (Print) / Signature_____
Date_____
Rangemaster/Firearm Instructor_____
Date_____
Director (Special Services Bureau)_____
Date_____
Bureau Chief (Special Services Bureau)_____
DateOriginal: Arming File
CC: EmployeeCreated 4/22/2013
Revised 3/1/2014

ARMING POLICY

APPENDIX D

LOS ANGELES COUNTY PROBATION DEPARTMENT
ARMED DEPUTY**ADOLFO GONZALES**
Chief Probation Officer**WEAPONS QUALIFICATION CARD**
REFER TO PENAL CODE SECTION 830.5

NAME: _____

EMPLOYEE NUMBER: _____

WEAPON MODEL: _____ SERIAL# _____

QUALIFICATION DATA

RANGE MASTER

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-200
ARMING POLICY	

APPENDIX E

COUNTY OF LOS ANGELES PROBATION DEPARTMENT <i>SPECIAL INCIDENT REPORT</i>					INCIDENT REPORT NO: _____ INCIDENT CODE (TYPE): _____ <i>(SEE ATTACHED FOR CODES)</i>				
DATE OCCURRED:		TIME OCCURRED:		DATE REPORTED:		REPORTED BY:		PHONE NO:	
NATURE OF INCIDENT:									
LOCATION OF INCIDENT: <i>(Be specific, include facility address, Department area and/or room number)</i>									
PERSON (S) INVOLVED IN THE INCIDENT: <i>(Check appropriate block(s))</i>									
☐ COUNTY EMPLOYEE(S) ☐ VISITOR (S) Department Assigned or Visiting _____									
DESCRIPTION OF INCIDENT: <i>(Be Concise, Include Who, What, When, Where, and How)</i>									
<i>(Use Continuation Sheet If Necessary)</i>									
<u>SUSPECT INFORMATION:</u> <i>(If Applicable)</i>									
County Employee? ☐ Yes ☐ No ☐ Unknown Gang Related? ☐ Yes ☐ Unknown									
SUSPECT NAME: <i>(If Known)</i>		Age	Race	Sex	Height	Weight	Color eyes	Color/Style Hair	
Distinguishing Characteristics: <i>(Facial Hair, Scars, Tattoos, etc.)</i>					Apparel:				
VEHICLE: <i>(If Applicable)</i>			Year	License Number		Color	Distinguishing Features		
Make/Model: _____									
Employee Witnesses (If Applicable)									
Emp. #	Last Name			First Name			Middle Name		
Emp. #	Last Name			First Name			Middle Name		
Emp. #	Last Name			First Name			Middle Name		
Emp. #	Last Name			First Name			Middle Name		
Non-Employee Witness (If Applicable)									
Last Name			First Name		Middle name		Age	D.O.B.	

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-200
ARMING POLICY	

APPENDIX E-2

Street Address	City	Zip Code	Contact #'s	
Last Name	First Name	Middle name	Age	D.O.B.
Street Address	City	Zip Code	Contact #'s	
Last Name	First Name	Middle name	Age	D.O.B.
Street Address	City	Zip Code	Contact #'s	
<u>OUTSIDE AGENCY SUMMONED OR INVOLVED:</u> (Law Enforcement, Safety Police, Medical, etc)				
Date/Time Notified _____ Agency Department, Division and Branch _____				
Agency Report/File No. _____ Disposition: _____				
Arrest Made? ☐ Yes ☐ No				
REPORT SUBMITTED BY:	DATE	PHONE NO.	REVIEWED BY:	DATE
FORWARD COPY TO:				
☐ Safety Officer Probation Facilities Management 9150 E. Imperial Hwy., Room C-68 Downey, CA 90242				
☐ Other: (Specify) _____				
☐ Other: (Specify) _____				

ARMING POLICY

APPENDIX E-3

INCIDENT CODES FOR COMPLETION OF SECURITY INCIDENT REPORT

- A. Burglary: Entering a closed building or a locked vehicle with the intent to commit a theft.
 - 1. Burglary of a County Building (459 P.C.)
 - 2. Burglary of a County Vehicle (459 P.C.)
 - 3. Burglary of a private vehicle (459 P.C.)
 - 4. Burglary alarm – no evidence of a crime
- B. Robbery: The taking of property from a person by force or fear.
 - 1. Robbery of a County facility or employees performing their job (211 P.C.)
 - 2. Robbery of a person, including employees not performing their job (211 P.C.)
- C. Arson: The intentional setting fire to any object. It is not necessary to destroy the object. The mere charring is sufficient for arson.
 - 1. Arson of a County Building (447 P.C.)
 - 2. Arson of a County Vehicle (447 P.C.)
 - 3. Arson of private property (including vehicles) (447 P.C.)
- D. Rape: Forced sexual intercourse with the opposite sex.
 - 1. Rape of a County employee (261 P.C.)
 - 2. Rape of other than a County employee (261 P.C.)
 - 3. Other sex related incidents
- E. Assault: The physical battering of another person.
 - 1. Assault with a weapon (245 P.C.)
 - 2. Assault without a weapon but requiring hospitalization of victim (245 P.C.)
 - 3. Assault with only minor injuries and no weapon was used (242 P.C.)
- F. Theft of or from a vehicle.
 - 1. Theft of a County vehicle (487.3 P.C.)
 - 2. Theft of a private vehicle (487.3 P.C.)
 - 3. Theft from a County vehicle – no forced entry (488/487 P.C.)
 - 4. Theft from a private vehicle – no forced entry (488/487 P.C.)
- G. Theft not involving a vehicle
 - 1. Theft of County property valued less than \$400.00 (484 P.C.)
 - 2. Theft of County property valued more than \$400.00 (487 P.C.)
 - 3. Theft of private property (excluding vehicles) (484/487 P.C.)
- H. Disturbances: No actual crime need be committed. The disruption of routine business constitutes a disturbance.
 - 1. Disturbance of a County employee or facility (415 P.C.)
 - 2. Disturbance created by a County employee and/or spouse involving a “domestic issue”
 - 3. Disturbance not involving County employees
 - 4. Threats (verbal or written to a County employee)
 - 5. Refusal to be searched
- I. Vandalism: This classification includes all forms of intentional damage to property or vehicles except arson (refer C).
 - 1. Vandalism to County property (594 P.C.)
 - 2. Vandalism to private property (594 P.C.)
 - 3. Vandalism to a County vehicle (594 P.C.)
 - 4. Vandalism to a private vehicle (594 P.C.)
- J. Miscellaneous: Crimes/activities not covered in any of the above classifications.
 - 1. Suspicious activity by a non-employee
 - 2. Suspicious activity by a County employee (explain)
 - 3. Hostage situations
 - 4. Bomb threat
 - 5. Suspicious packages
 - 6. Bomb or explosive devices actually found
 - 7. Power failure
 - 8. Equipment failure
 - 9. Other activity not covered in any other classification (explain)
- K. Person sick, injured or mental condition not the result of criminal activity.
 - 1. Rescue responded
 - 2. Person sent to a hospital
 - 3. First aid given by other than Rescue personnel
 - 4. Handled by Security personnel
 - 5. Person refused treatment
 - 6. Other (explain)
- L. Confiscation of contraband.
 - 1. Weapons (gun, knife, club, etc)
 - 2. Narcotics (any non-prescription drug)
 - 3. Other (specify)

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-200
ARMING POLICY	

APPENDIX F

The Public Safety Statement is a compelled statement for the purpose of securing the scene of an Officer Involved Shooting. The scope of questions appropriate for a Public Safety statement are as follows:

1. Approximately how many rounds did you fire and in what direction did you fire them?
2. Approximately where were you when you fired the rounds?
3. Is anyone injured? If so, where are they located?
4. Do you know if any other person fired any rounds? If so, from what direction were the shots fired?
5. Are there any outstanding suspects? If so, what is their description and direction and mode of travel? How long have they been gone? What crime(s) are they wanted for? What weapons are they armed with?
6. Are you aware of any witnesses? If so, what is their location?
7. Can you identify the crime scene?
8. Are there any weapons or evidence that needs to be secured/protected? If so, where are they located?

These questions should be followed by the order not to discuss the incident with anyone, prior to the arrival of the assigned investigators, with the exception of legal representatives.

ARMING POLICY

APPENDIX G

ADOLFO GONZALES
Chief Probation OfficerCOUNTY OF LOS ANGELES
PROBATION DEPARTMENT

ACADEMY WAIVER FORM

Those transferring from SEO to AOR will have the option to complete or waive armed academy courses in which they are current in their training, as long as the transition to from SEO to AOR takes place within 3 months. The applicant is also able to waive the LASD Firearms qualification section of the AOR Academy; however, In lieu of the LASD Firearms training, the applicant will need to complete and pass the firearms refresher course of fire with Probation's Rangemaster(s). Should the applicant choose to waive the LASD Firearms course and/or any other academy classes in which they are current, and not pass the course of fire with Probation's Rangemaster(s), the applicant will not qualify to be armed at this time.

By signing below, I acknowledge reading and understanding the Academy waiver process described above.

Print name _____ Employee number _____

Signature _____

Director

Print name _____ Employee number _____

Signature _____

Rebuild Lives and Provide for Healthier and Safer Communities

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) SPECIAL ENFORCEMENT PROGRAMS	Section Number: SEO-300
	Effective Date: 12/19/2022
	Approved By: <u>K. D. Walker</u> , Chief Deputy

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LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-300
SPECIAL ENFORCEMENT OPERATIONS (SEO) PROGRAMS	

300 SPECIAL ENFORCEMENT OPERATIONS (SEO) PROGRAMS

SEO is the Probation Department's armed operations. Programs within the SEO Division include but are not limited to the following:

1. Community Law Enforcement and Recovery (CLEAR): The CLEAR program facilitates the recovery of high crime and gang-infested communities with a co-located partnership with Los Angeles City and Los Angeles Police Department;
2. Developing Increased Safety through Arms Recovery Management (DISARM): DISARM is a specialized program administered by the Probation Department which works in collaboration with local agencies to provide street-level enforcement of probation conditions;
3. Prop 63 Armed Teams: Conduct activities similar to DISARM: The focus is on individuals who are going through the court process where a Prop 63 search and seizure condition has been ordered by the court for firearm relinquishment; and
4. AB 109 Armed Teams (contingent of the AB 109 program): The teams focus on enforcement of conditions of supervision for Postrelease Supervised Person (PSPs) and Mandatory Supervision (Split-Sentence) individuals.

301 COMMUNITY LAW ENFORCEMENT AND RECOVERY (CLEAR)

The purpose of the Community Law Enforcement and Recovery (CLEAR) unit is to facilitate the recovery of communities experiencing high crime and gang activity. This is accomplished by an infusion of coordinated resources into targeted areas of high crime and to decrease gang violence and promote community recovery. This mission is accomplished through an effective collaboration among several cities, county, and state criminal justice agencies and through partnerships between CLEAR core collaborative agencies (LAPD, City Attorney's Office, District Attorney's Office, and Probation), Community-Based Organizations and individuals in the targeted communities.

Currently, there are nine (9) operational sites. These nine (9) CLEAR sites are located at LAPD facilities: 77th Division, Rampart Division, Hollenbeck/Estrada, Hollenbeck Ramona Gardens, Southwest Division, Southeast Division, Newton Division, Foothill Division, and Northeast Division.

SEO Deputy Probation Officer (SEO DPOs) work closely with an assigned LAPD Division and are the direct liaisons between the Probation Department and law enforcement agency. The SEO DPO provides information about high level offenders and assists respective Divisions with criminal research and custodial sanctions.

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-300
SPECIAL ENFORCEMENT OPERATIONS (SEO) PROGRAMS	

302 DEVELOPING INCREASED SAFETY THROUGH ARMS RECOVERY/ REDUCTION MANAGEMENT (DISARM)

In 2000, the Developing Increased Safety through Arms Recovery/Reduction Management (DISARM) collaboration was established by Board of Supervisor Michael Antonovich. DISARM formed from the tragic August 1999 shootings at the North Valley Jewish Community Center and the murder of a postal worker by Buford Furrow, an armed felon on probation from Washington State. The ideation of the unit entails pairing SEO Deputy Probation Officers with local law enforcement personnel to perform unannounced searches of subjects at their home, as a condition of supervision, and targets the confiscation of guns, drugs, and other contraband.

It is the intent of DISARM to identify subjects in possession of guns and in violation of their active supervision conditions in an effort to deter their involvement in the commission of a new offense. DISARM goals include:

- Reduce the number of subjects in possession of weapons
- Deter subjects from obtaining weapons or committing violent acts with weapons
- Enhance subjects' accountability
- Remove subjects from the community who pose the greatest threat to public safety
- Enforce the terms and conditions of Probation's supervised populations
- Increase participation in joint law enforcement special operations such as sweeps, seizures, and warrant enforcement
- Increase communication with other criminal justice agencies.

Partner agencies are as follows:

- Department of Justice
- Los Angeles Police Department
- Los Angeles County Sheriff's Department
- California Highway Patrol
- US Marshals
- Federal Drug Enforcement Agency
- Federal Alcohol, Tobacco, and Firearms
- Federal Bureau of Investigations
- Department of Children and Family Services
- Department of Homeland Security
- U.S. Postal Service
- 88 incorporated cities

DISARM is a countywide unit which covers the greater Los Angeles County and services the various local law enforcement agencies which protect and serve those areas.

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-300
SPECIAL ENFORCEMENT OPERATIONS (SEO) PROGRAMS	

303 POST-RELEASED COMMUNITY SUPERVISION (PRCS) – AB 109

All subjects under Post-Release Community Supervision (PRCS) are referred as “Postrelease Supervised Persons” (PSPs). Under PRCS, sanctions for violation of the terms of PRCS are served in county jail for a maximum of 180 days.

SEO Deputy Probation Officers are tasked with conducting compliance checks to ensure a supervised person is in compliance with their conditions of supervision and the law. Compliance check activities include the following:

- Development of an operational plan which indicates, time, location, PSP’s information, local law enforcement agency, nearest trauma hospital, and a list of all staff involved in the compliance check.
- Clearing the residence to ensure that all occupants of the residence are accounted for and moved to a secure area within the home or on the property.
- A search of the supervised person’s residence or places in the residence under the supervised person’s control.
- A search of all common areas of the residence where the supervised person has access.
- A search and forensic evaluation of all computer equipment (including laptops, cellular phones, tablets) and other electronic devices that can access the internet for supervised persons with a specific electronic search condition.
- Search of the area surrounding the residence to ensure there is no indication of continued criminal activity or storage of weapons or contraband.
- Search of supervised person’s vehicle(s), if on site.

304 PROPOSITION 63 (PROP 63)

In November of 2016, California voters passed Proposition 63 to make California the first state in the nation to require all people convicted of firearm-prohibiting crimes to provide proof to the courts that they relinquished, sold or transferred their firearms after conviction. Beginning January 1, 2018, Proposition 63 required courts to order people convicted of firearm-prohibiting felonies and other serious crimes to relinquish their firearms (through a third-party designee) and provide defendants with a standard Relinquishment Form at the time of conviction. The form must accomplish, but is not limited to the following:

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SPECIAL ENFORCEMENT OPERATIONS (SEO) PROGRAMS	

- Inform subjects they are required to relinquish all firearms within a specified time period by selling or transferring the firearms to a licensed firearms dealer or to local law enforcement.
- Inform subjects of the requirement to declare any firearms they possessed at the time of conviction; upon relinquishment of a firearm to an SEO DPO, provide the subject with a name or law enforcement agency to which the firearm will be relinquished to, on the subject's behalf, if applicable; and/or
- Require the subject or designee to file the completed Relinquishment Form with the court-assigned Deputy Probation Officer (DPO), along with receipts from the law enforcement agency or licensed dealer who took possession of the subject's firearms, verifying that the subject relinquished all firearms prior to sentencing, as required.

This law requires an assigned DPO to notify the court about whether the subject properly relinquished all firearms indicated on the Relinquishment Form or by California's automated database of firearm sale records. Courts are generally required to verify that relinquishment occurred before final disposition of the defendant's case. If the court finds probable cause that the defendant failed to relinquish all firearms, as required, the court will order the search for and removal of the subject's firearms at any location where the judge has probable cause to believe the subject's firearms are located.

This relinquishment process implements best practices from California's domestic violence protective order and gun violence restraining order laws by providing clear and mandatory procedures to all prohibited subjects, by expressly requiring proof of relinquishment, and by requiring further enforcement action if the subject illegally retains their weapons after conviction.

Prop 63 SEO teams conduct court ordered searches of prohibited persons' residences/dwellings in an attempt to recover firearms that have yet to be relinquished by a subject.

305 CANINE DETECTION TEAM (CDT)

The Canine Detection Team (CDT) is a unit comprised of SEO DPO canine handlers and their canine partners. The teams are trained in specific areas of detection and provide field and institutional support to the various bureaus within the Department by conducting searches and enforcing conditions of supervision related to Weapons, Narcotics and Media Devices (Please see SEO Manual Section 1300 for additional information related to CDT).

306 LAW ENFORCEMENT AGENCIES CITY CONTRACTS AND TASK FORCES

The SEO DPO provides services to various cities within Los Angeles County and State and Federal Level Task Forces which entail the following:

- Supervise court ordered juvenile and adult probationers/Postrelease supervised Persons who live in the contracted communities;
- Monitor and enforce terms and conditions of supervision on assigned and non-assigned supervised populations and

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SPECIAL ENFORCEMENT OPERATIONS (SEO) PROGRAMS	

- Maintain awareness of gang and criminal activity through intelligence gathering.
- Perform warrant apprehensions of high risk/high profile subjects, which may include out-of-state and out-of-county extraditions

The SEO DPO provides services to contracted cities which entail the following:

- Maintain a strong presence in the community by working closely with community groups, local law enforcement, and other service providers;
- Conduct home calls, police “ride-a-longs”, and serve in a support capacity within various law enforcement operations; and
- Collaborate with the contract city’s office of public safety and Los Angeles County.

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) FIELD TRAINING OFFICER (FTO) PROGRAM	Section Number: SEO-400
	Effective Date: 12/19/2022
	Approved By:  , Chief Deputy

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LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-400
FIELD TRAINING OFFICER (FTO) PROGRAM	

400 FIELD TRAINING OFFICER (FTO) PROGRAM

Special Enforcement Operation (SEO) Deputy Probation Officers (DPOs) who successfully complete the firearm training course pursuant to Penal Code § 832 must also complete a six-month field training officer program. Deputy Probation Officers who graduate from the SEO Armed Academy, must train within all SEO units which include but are not limited to; CLEAR, DISARM, AB 109 and Prop 63. DPOs are required to perform various law enforcement duties under the guidance and supervision of their assigned Supervising Deputy Probation Officer (SDPO). The DPO's performance is evaluated by the SDPO on a weekly basis. Evaluation of the DPO should be immediate, constant, and fair. The evaluations shall describe the DPO's successes, challenges, improvements, digressions, and attempts to manage each of these occurrences. For complete FTO program guidelines please refer to the SEO Post Academy training booklet (Appendix A).

FTO program has a training philosophy that ensures each trainee is given the maximum opportunity to show they are capable to perform the required duties of a SEO DPO. To accomplish this, the program creates a positive environment in which learning is maximized to allow DPOs to perform to the best of their ability. The approach is fair, firm, friendly, and professional. Evaluations are sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. DPOs will not be treated in a way that deprives them of their dignity. Every effort is made to ensure pressure felt by the DPO is not from the words nor actions of field training officers.

The FTO program is designed to develop competent armed DPOs. Unfortunately, this level of competency is not always attainable by all who attend the training program. It is presumed that not all DPOs will be qualified to perform all tasks required of SEO DPOs. For this reason, DPOs may be allowed to remediate and given an additional opportunity to succeed in the FTO program.

At the discretion of the SDPO's recommendations and upper management, DPOs may have their field training extended to allow them time to master complex tasks; however, this is not a guarantee that every DPO has the right to an extension. The decisions to extend are based on performance review and other relevant information (i.e., time to obtain diagnosed and documented problems). If, after a reasonable amount of training has been provided, the DPO continues to fail to meet the acceptable standards, they will be removed from the SEO assignment and returned to their unit of origin, if available.

In all circumstances, when a DPO passes or fails the FTO program, a memoranda and other relevant reports and/or evaluations are completed and maintained in their file to document the field training performance.

401 SEO ACADEMY TRAINING AND EVALUATION

401.1 INTRODUCTION

The Probation Department wants to ensure that conditionally armed personnel within Special Enforcement Operations (SEO) demonstrate they are fully capable of

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-400
FIELD TRAINING OFFICER (FTO) PROGRAM	

responding appropriately and timely to critical situations that arise during the routine performance of their duties, and/or in critical situations where an armed DPO is providing assistance and/or back-up to an unarmed staff. Additionally, there may be situations where SEO Deputy Probation Officers (DPOs) may be called upon to respond to mutual-aid situations preparatory to being authorized for full armed status.

All potential applicants for the SEO Arming Academy are advised during the SEO Pre-Academy Orientation Meetings that upon successful graduation from the SEO Arming Academy, if offered a position as a conditionally armed trainee, participation in a six-month SEO Post-Academy Training and Evaluation Program is mandatory.

401.2 PURPOSE

The purpose of the six-month SEO Post-Academy Training and Evaluation Program is for the conditionally armed and assigned trainee's performance to be assessed by qualified supervisory-level staff, or higher, to determine whether or not the individual meets the criteria to be armed at the conclusion of the training and evaluation period. Note: "Trainee" references either a DPO or a Supervising Deputy Probation Officer (SDPO) and "supervisor" references a SDPO or a Director.

401.3 CONDITIONAL ARMED ASSIGNMENT OFFER

Upon successful completion of the SEO Arming Academy, if/when a trainee accepts a conditional armed assignment position, the trainee's position becomes opened to the bid process and the trainee will then be placed into the six-month SEO Post-Academy Training and Evaluation Program.

401.4 CONDITIONAL ARMED ASSIGNMENT NOT OFFERED

Upon successful completion of the SEO Arming Academy, if a trainee is not offered an armed position, the trainee will be returned to their previous position (area office and assignment) and offered the opportunity to be placed in the SEO Armed Reserve Pool. The trainee may be offered an armed position in the future.

401.5 ORIENTATION MEETING: POST-ACADEMY TRAINING PROGRAM

Upon completion of the SEO Arming Academy and acceptance of the offer of a conditionally armed assignment, trainees are provided an orientation for a six-month SEO Post-Academy Training and Evaluation Program prior to the initiation of the training program. Representatives from bargaining units 702 (SDPO Union) and 685 (DPO Union) will be provided the opportunity to address the trainees during the orientation meeting.

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401.6 TRAINING PERIOD ASSIGNMENTS

During this six-month training and evaluation period, trainees are required to spend one-month rotations within each of the three SEO Programs: CLEAR, DISARM, and AB 109 Armed. At the conclusion of each one-month rotational training period, trainees are reassigned to another operational assignment. Each change in assignment will result in a change in supervisor. It should also be noted that during the six-month training and evaluation period, Rangemasters will also be present during field operations to assess any issues or errors related to the firearms. The Rangemasters' assistance will occur on non-range dates.

At the conclusion of the third training rotation (week 12), a two-week transition period will occur wherein existing and fully armed permanent staff will transition to new assignments (CLEAR, DISARM or AB 109 Armed) if requested; and the trainees will be assigned to fill remaining vacancies within CLEAR, DISARM, or AB 109 Armed based on operational needs. The trainees will remain in this assignment for the remaining 10-weeks of the training period. Upon successful completion of the training period, it is anticipated the trainees will remain in the assignment, until the next rotation opportunity to transfer. It should be noted however, that the needs of SEO may necessitate a different assignment for the trainee at the conclusion of the training period.

During the six-month training and evaluation period, if the trainee misses more than one day in a rating period (2 weeks), they will need to repeat that rating period.

401.7 SUPERVISORY ASSESSMENT

SEO supervisors, in conjunction with Rangemaster(s) will provide training, guidance and direction to the trainees on an ongoing basis. At the end of each two (2) week training period, the SEO Supervisor will complete a SEO Post-Academy Training and Evaluation Worksheet, which will be utilized to assess the trainee's performance on a bi-weekly cumulative basis for each training assignment.

401.8 SUPERVISOR-TRAINEE MEETINGS

At the end of the second training week and every two weeks thereafter until the end of each rotational training period, SEO Supervisor will formally meet with each direct supervised trainee and review the trainee's progress over the previous two-week period, as well as cumulatively since assigned to that particular assignment (CLEAR, DISARM or AB 109 Armed).

Supervisor will note the areas of competency, as well as areas where growth is needed. Supervisor shall also provide feedback to the trainee regarding any areas of critical concern, as well as areas where the trainee is excelling. If

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there are performance or policy violations, they will be addressed in writing in accordance with departmental policy.

Both Supervisor and trainee shall sign the SEO Post-Academy Training and Evaluation Worksheet in the section for that bi-weekly evaluation period. A copy of the SEO Post-Academy Training and Evaluation Worksheet shall be provided to the trainee for their records at the end of each two-week period. The master copy shall be retained by the Supervisor, and a copy shall be provided to the Director overseeing the SEO Post-Academy Training and Evaluation Program.

401.9 SUPERVISOR-DIRECTOR MONTHLY REVIEW MEETING

At the end of each training rotation, and at the end of each four-week training period during the final ten-week rotation, SEO supervisors, Rangemaster(s), and Directors shall meet to review and discuss the progress of each trainee, with particular attention to operational strengths and weaknesses.

This meeting shall also be utilized as a mechanism for transferring trainees from one section (CLEAR, DISARM or AB 109 Armed) to the other at the end of the rotational training period.

During this meeting, trainees who are experiencing ongoing and/or serious difficulties with the training program will be assessed relative to the need for: 1) additional specialized training; 2) reassignment to a different supervisor; 3) extension of the training period; or 4) separation from the program. Separation shall generally only be considered when all other options/remediation efforts have been exhausted.

When the SEO Director initially perceives a trainee is experiencing significant difficulty with the program and other remedial options are being considered, both the trainee and their SEO Union Steward are advised of the situation and the trainee's options are discussed. The meeting members include trainee, their representative(if desired), Supervisor and Director. The outcome of this meeting is formally documented by the Director and a copy provided to the employee.

401.10 FULLY ARMED ASSIGNMENT OFFER

Upon successful completion of the SEO Post-Academy Training and Evaluation Program, the trainee may be offered full arming status as a DPO or SDPO as appropriate, and assigned to a position within SEO (CLEAR, DISARM or AB 109 Armed).

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401.11 SEPARATION FROM THE SEO POST-ACADEMY TRAINING PROGRAM

When the Department determines a trainee is experiencing significant difficulty with the program and has not responded satisfactorily to remediation efforts, the trainee may be subject to separation from the SEO Post-Academy Training and Evaluation Program. Generally, separation shall only be considered when all other remediation efforts and options have been exhausted. Notwithstanding the foregoing, however, trainees may be subject to separation from the program for a serious violation of the SEO policies and procedures, or serious violations of other departmental policies and procedures.

Upon separation from the SEO Post-Academy Training and Evaluation Program being initiated, the trainee (and their SEO Union Steward or other representative, if desired) is to be advised of this decision and the trainee's post-academy assignment options is discussed in a meeting with the Supervisor and Director. The outcome of this meeting is formally documented by the Director and a copy is provided to the employee.

Insofar as possible, SEO will work with the employee, the bargaining unit and the Department to facilitate the employee's return to their previously assignment if desired and available. If the position is not available, the Department will work with the employee and the bargaining unit to administratively place the employee in another assignment.

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402 FTO EVALUATION CHECKLIST

402.1 FTC EVALUATION CHECKLIST FORM (REVISED 060119)



SEO POST-ACADEMY TRAINING & EVALUATION PROGRAM

Trainee: _____

Employee #: _____

Rotation START / END Dates

Rotation Training Supervisor

Rotation 1: _____ / _____

Rotation 1: _____

Rotation 2: _____ / _____

Rotation 2: _____

Rotation 3: _____ / _____

Rotation 3: _____

Rotation 4: _____ / _____

Rotation 4: _____

Remediation: _____ / _____

Remediation: _____

Scoring Guide: 0 (Needs Improvement); 1 (Competent); N/A (Not Applicable)

TOPIC / AREA COVERED	Rotation 1 - DISARM			Rotation 2 - CLEAR			Rotation 3 - AB 109 Armed			Rotation 4 - AB 109 Armed								Avg. Score for All Rotations
	Week 2	Week 4	Rotation Average	Week 2	Week 4	Rotation Average	Week 2	Week 4	Rotation Average	Week 2	Week 4	Week 6	Week 8	Week 10	Week 12	Rotation Average		
Arming Policy (Directive 1354)																		
1. Introduction & Purpose (Section 801)																		
a. Role of Armed Probation Officer																		
b. Use of Firearm																		
2. General Policies and Authority (Section 802)																		
a. Firearm as a Defensive Weapon																		
b. Penal Code Section 835(a)																		
c. Penal Code Section 196																		
d. On & Off Duty Carry																		
3. Requirements, Authorization, and Restrictions (Section 803)																		
a. Departmental Policies and Procedures																		
b. Arming is Voluntary																		
c. Non-Departmental Issued Firearms and County Property																		
d. Definition of On-Duty & Off-Duty Carry Liability and Responsibility																		
4. Training and Qualification (Section 804)																		
a. Specialized Training																		
b. Monthly Firearms Training																		
c. Quarterly Firearms Qualification																		
5. Firearms and Maintenance (Section 805)																		
a. Department Issued Only																		
b. Firearm Safety																		
c. Firearm Storage																		
d. Firearm Maintenance																		
e. Cleaning & Inspection																		
6. Carrying, Unholstering, and Use of Firearms (Section 806)																		
a. Required Equipment																		
b. Proper Use of Firearm																		
c. Stolen or Lost Equipment																		
d. Discharge of Firearm																		
7. Investigation of Unholstering & Shooting Incidents (Section 807)																		
a. Officer Involved Shooting																		
b. Critical Incident Scene Response and Follow-Up																		

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403 HANDBOOK/BENCHMARKS

403.1 ADMINISTRATIVE MANUAL

ARMING POLICY

- 403.1.1 DPO to read policy section
- 403.1.2 FTO discuss and review section with DPO

USE OF FORCE

- 403.1.3 DPO to read policy section
- 403.1.4 FTO discuss and review section with DPO

DEPARTMENTAL FLEET VEHICLES (DIRECTIVE DEPARTMENTAL FLEET VEHICLES)

- 403.1.5 DPO to read Fleet policy
- 403.1.6 FTO discuss and review policy with DPO

403.2 FIREARMS AND SAFETY EQUIPMENT

WEAPONS

- 403.2.1 DPO's firearm shall be kept clean, maintained, and properly loaded at all times
- 403.2.2 Firearm needs to be properly holstered and readily accessible
- 403.2.3 FTO to inspect DPO's on-duty firearm periodically (no less than two times per month)

SAFETY EQUIPMENT (ON PERSON)

- 403.2.4 DPO's safety equipment shall be kept clean, maintained, and in operable condition
- 403.2.5 All safety equipment needs to be readily accessible on DPO
- 403.2.6 FTO to inspect DPO's safety equipment periodically

403.3 FIREARMS AND QUALIFICATION MONTHLY FIREARM TRAINING

- 403.3.1 DPO to attend and successfully complete monthly firearm training, if applicable
- 403.3.2 If failure, discuss, remediate, and retest with Rangemaster
- 403.3.3 Rangemaster to communicate issues/concerns with FTO and management

QUARTERLY FIREARM QUALIFICATION

- 403.3.4 DPO to attend and successfully complete quarterly firearm training
- 403.3.5 If failure, discuss, remediate, and retest with Rangemaster
- 403.3.6 Rangemaster to communicate issues/concerns with FTO and

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management

403.4 UNIFORM/DRESS

GROOMING

- 403.4.1 Read and review Directive 1113
- 403.4.2 All staff are required to be neat, clean, well-groomed, and must conform to considerations of safety, professionalism, and modesty

UNIFORM

- 403.4.3 Read and review Directives 1054 and 1113
- 403.4.4 Black polo shirt, charcoal gray or green tactical pants, black boots/shoes, and County approved safety equipment

403.5 GENERAL CONDUCT

ATTENDANCE

- 403.5.1 Fully dressed and ready to be deployed to the field at start of watch

TARDINESS

- 403.5.2 If not fully dressed and ready to be deployed to the field at start of watch; need to properly notify SDPO and/or Investigating DPO verbally via phone call

COMPORTMENT

- 403.5.3 All staff should be professional, courteous, and respectful to the public and peers at all times

HANDLING THE PUBLIC

- 403.5.4 All staff should be professional courteous, and respectful to the public and peers at all times
 - Consider training
 - Mental Health
 - Developmentally Disabled
 - Cultural Awareness
 - Children, Elderly and Disabled Present

COMMUNICATION SKILLS

- 403.5.5 Effectively communicates needed operational information with co-workers and superiors verbally
- 403.5.6 Effectively communicates detailed information in all written communicationssuch as Special Incident Reports, Critical Incident Reports, Use of Force report and Security Incident Report
- 403.5.7

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PERSONAL RELATIONS

- 403.5.8 DPO is respected by peers, superiors, outside agencies and the community.
- 403.5.9 DPO is able to accept appropriate constructive feedback. DPO is able to accept appropriate constructive criticism from peers and superiors and incorporate into their job performance without becoming defensive or argumentative

403.6 PLANNING

PACKET PREPARATION

- 403.6.1 Exercise due diligence when selecting targets and locations; ensure that all information has been verified
- 403.6.2 DPO to demonstrate competency in conducting computer checks as outlined in the Probation Systems checklist
- 403.6.3 Ensure all justice systems are run and reviewed including outside counties when applicable

OPERATIONS PLAN

- 403.6.4 Verify all targets, staff assignments and all participating agencies prior to operation
- 403.6.5 Complete all required approvals and notifications prior to operation

403.7 FIELD TACTICS- VEHICLE

OPERATIONS

- 403.7.1 Comply with all vehicle policies including but not limited to garaging, vehicle audits, obeying laws, cell phone usage, accident reporting, no vehicle rental or modification without Director approval

FIELD OBSERVATION AWARENESS

- 403.7.2 Be aware of their location and surrounding at all times
- 403.7.3 Distinguish potential safety concerns, threats and improper conduct in the field

COMMAND PRESENCE

- 403.7.4 Display confidence, professionalism and competence without being condescending or controlling
- 403.7.5 Maintain effective group control over the clients and others in emergency situations

CONTACT AND COVER

- 403.7.6 DPO has proper awareness of cover when making contact with

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- client and approaching a vehicle or residence
- 403.7.7 Give appropriate verbal commands during contact and communicate with support staff

BASIC ENTRY TACTICS

- 403.7.8 Maintain proper line of sight and trigger-finger placement
- 403.7.9 Maintain proper movement while in an entry formation and communicate threats to team members
- 403.7.10 Review and discuss appropriate entry tactics based on situation
- Setting Perimeter (Positioning)
 - Two-person
 - Contact/ search: Team
 - Contact/ search: Higher Risk Entry
 - Review/Discuss
 - Security Sweep
 - Plain View Search
- 403.7.11 Review/Discuss following concepts {Numbering Building, Stack/Stick, Tap Up, Announcing, Knock/Notice and Posting Up}
- 403.7.12 FTO to have DPO partake in basic entry training

BASIC RADIO SKILLS

- 403.7.13 Understands basic radio skills including but not limited to how to switch between channels, use emergency channels and maintaining proper radiodiscipline

CONDUCTING FIELD CONTACTS

- 403.7.14 Has good situational awareness and is able to appropriately identify potential violations while maintaining proper group control and safety
- 403.7.15 Complete proper forms and system entries completely and timely

403.8 SEARCH AND SEIZURE

4TH AMENDMENT

- 403.8.1 DPO is always aware of "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures," {4th amendment}; and does not inappropriately expand the search condition to persons, devices or locations not defined by the search condition

ELECTRONIC DEVICES (NOTICE 1711)

- 403.8.2 Searches of electronic devices are not conducted without "a warrant, specific consent or a waiver taken in court"

EVIDENCE RETRIEVAL & STORAGE

- 403.8.3 DPOs maintain integrity of crime scene, completes proper documentation, completes property receipt(s) and notifies local

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law enforcement when necessary

VEHICLE SEARCHES

- 403.8.4 Review/discuss vehicle search methods
- 403.8.5 Review/discuss search guidelines when 4th waiver in vehicle- scope of search based on 4th waiver location
 - Driver
 - Passenger (Front/ Rear)
 - Trunk

RESIDENCE SEARCHES

- 403.8.6 Confirmation/verification of location
- 403.8.7 Review/discuss policies regarding residential searches
 - Storage of personal items
 - Common area
 - Accessibility (keys, codes, etc.)
- 403.8.8 DPO Safety Concern
 - Safety equipment (Gloves, mirrors, etc.)
 - Prior questioning
- 403.8.9 Review/Discuss search methods
 - Left/Right
 - Quadrants
 - Multi-person search (meeting points)
 - Attics/Hidden compartments
- 403.8.10 Assigning searches
- 403.8.11 Consensual searches

PERSON SEARCHES

- 403.8.12 Discuss/review reasons for pat-down / search
 - Reasonable suspicion
 - Consent
- 403.8.13 Discuss/review methods and policies for pat-down/ person searches
 - Male searches
 - Female searches
 - Transgender Searches

403.9 ARRESTS**PROBATION RE-ARRESTS (VIOLATIONS)**

- 403.9.1 Review/Discuss procedures and requirements for Probation Re-Arrest
 - Approvals/forms required
 - Office
 - Field
- 403.9.2 Exigent circumstance arrest

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- 403.9.3 Procedures for all probation offices (notifications, back up DPOs, etc.)
- 403.9.4 Review forms, booking form, 1203.2 PC Judgement holds, AB 109 holds, flashes etc.

NEW FELONY ARRESTS

- 403.9.5 Review/Discuss procedures and requirements for new felony arrest
- 403.9.6 Local Police Department vs Los Angeles Sheriff Department
- 403.9.7 Adult vs Juvenile
- 403.9.8 Probable cause/declarations
- 403.9.9 Probation violations in conjunction with new criminal arrest

WARRANT ARRESTS

- 403.9.10 Review/discuss procedures for bench warrants
 - Felony vs Misdemeanor
 - Juvenile vs Adult
 - Sheriffs Warrant - verification and abstracts
 - Filing of 777 (a) petition in conjunction with warrant

DETENTION /HANDCUFFING / CUSTODY

- 403.9.11 Evaluate DPOs use and application during field operations
- 403.9.12 Provide remedial training, as necessary

TRANSPORTATION

- 403.9.13 Search of vehicle
- 403.9.14 Search of Probationer
- 403.9.15 Placement in the vehicle
- 403.9.16 Communication
- 403.9.17 Route selection
- 403.9.18 Opposite gender transportation requirements

PROCESSING / BOOKING

- 403.9.19 Review/discuss jail booking procedures and differences
 - Male vs Female
 - Different Jails
 - Property booking
- 403.9.20 DPO to competently conduct and understand booking procedures of (2) male and (2) female suspect (if feasible)
- 403.9.21 Remediate as necessary

MEDICAL CLEARANCES

- 403.9.22 Notify chain of command when a medical clearance is necessary

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- 403.9.23 Ensure all necessary medications are taken with the probation/ PSP to the hospital
- 403.9.24 Ask the probationer/PSP prior to transport if they are suffering any from medical or mental health conditions
- 403.9.25 Ensure medical clearances are done on all probationers/PSPs whenever there are any injury or use of force

403.10 WRITTEN REPORTS

641 REPORT

- 403.10.1 Makes appropriate detention decisions and receives approval from Supervisor
- 403.10.2 Includes all necessary information, arrest reports and attachments to justify detention
- 403.10.3 Ensures the report has appropriate signatures and is delivered on time to court

241 REPORT

- 403.10.4 Discuss detention and recommendation with the DPO of Record
- 403.10.5 Makes appropriate recommendations and receives approval from the Supervisor
- 403.10.6 Ensures the report has necessary signatures and is delivered to court on time
- 403.10.7 Effectively communicates all requested and necessary information to justify recommendation

FLASH/ 1203.2 PC/ 3455(c) PC Postrelease Community Supervision Act

- 403.10.8 Clears all detentions with SDPO and inform the DPO of Record
- 403.10.9 Chrono's all detentions in APS and/or PCMS in timely manner with appropriate details
- 403.10.10 Ensures that flash/hold is delivered to Jailer/Wants and Detainers
- 403.10.11 Ensures that a copy of the hold is scanned and emailed to the AB 109 PRCS email address

SPECIAL INCIDENT REPORT (SIR)

- 403.10.12 Properly completes a Special Incident Report (SIR) for all matters that may require special handling, could reflect negatively or positively on the department, may put the department at risk or may result in press coverage
- 403.10.13 Completes all notifications of the chain of command in timely manner (as soon as safety permits)

SECURITY INCIDENT REPORT

- 403.10.14 Completes a Security Incident Report on all matters regarding the safety of county employees or County's facilities

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JUVENILE HALL ENTRANCE FORM

- 403.10.15 Receive approval from Supervisor for Booking and clears the detention with the appropriate Juvenile Hall Intake Detention Control (IDC)
- 403.10.16 Completes the Juvenile Hall Entrance Form completely in advance of booking of the youth at juvenile hall
- 403.10.17 Includes all of the appropriate contact information for the youth and their parents
- 403.10.18 Notifies parents of detention location and court date

LOS ANGELES COUNTY JAIL BOOKING FORM

- 403.10.19 Clears booking for Supervisor and receives all the appropriate clearances prior to booking
- 403.10.20 Completes all appropriate documents required for booking and follows all LASO or Local PD booking procedures

PROBABLE CAUSE DECLARATION FORM (PCD)

- 403.10.21 Clears booking for Supervisor and receives all the appropriate clearances prior to booking
- 403.10.22 Completes all appropriate documents required for booking and follows all LASO or Local PD booking procedures

777(a) WIC REPORT

- 403.10.23 Receive Supervisor approval for recommendation and detention, if necessary
- 403.10.24 Include all appropriate information including a youth and parent statement.
- 403.10.25 Notifies and consults with the DPO of Record regarding recommendation and detention.

403.11 ARMED UNIT SUPERVISOR

REVIEW OF INDIVIDUAL TARGET PACKET

- 403.11.1 Reviews the packet for conditions of probation, search condition, address confirmation, system checks, booking checks and all other required and appropriate information

REVIEW OF PRE & POST OPERATIONS PLAN

- 403.11.2 Review operation plans for safety concerns, staffing and assignment, outside law enforcement agencies, notifications, outside agency notifications and verifies all information as accurate prior to forwarding to Director for final approval
- 403.11.3 Ensure that all post operation paperwork and chronos are done for all locations and targets

REVIEW OF ALL WRITTEN REPORTS

- 403.11.4 Reviews all written reports for thoroughness, completeness,

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- 403.11.5 appropriateness and policy compliance
- 403.11.5 Ensure that all written reports are submitted in a timely manner

OVERSIGHT OF FIELD ACTIVITIES

- 403.11.6 Ensure that all conduct safely and within policy addressing any safetyand policy concerns as soon as safely possible
- 403.11.7 Ensures that all staff are on time and appropriately equipped
- 403.11.8 Conducts random inspections to ensure all staff equipment is workingappropriately
- 403.11.9 Ensure all proper notifications and documentation is completed in a timelymanner

COMPLAINTS

- 403.11.10 Controls employee behavior and conducts ongoing training on properbehavior to minimize complaints
- 403.11.11 Investigates all complaint thoroughly and without bias from thecommunity or employee
- 403.11.12 Makes all the proper referrals when requires by law and/or policy

PROPERTY DAMAGE

- 403.11.13 Minimizes damage through proper planning and conduct
- 403.11.14 Documents all damage appropriately and completes all requirednotifications and paperwork
- 403.11.15 Notifies owner of property damage immediately leaves property reimbursement form with the owner

PROVIDE MONTHLY UNIT STATISTICS

- 403.11.16 Ensures that all statistical data is maintained and submitted by DPOs on time
- 403.11.17 Completes the statistical reports on time and completely and submits toDirector

SPECIAL PROJECTS

- 403.11.18 Works well under a deadline
- 403.11.19 Able to analyze data and project outcomes and patterns
- 403.11.20 Detail oriented and communicates well in writing and verbally

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) DOCUMENTATION AND REPORTS FOR ADULT AND JUVENILE CASES	Section Number: SEO-500
	Effective Date: 12/19/2022
	Approved By: <u>K. Miller</u> , Chief Deputy

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DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES	

500 DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES

This section covers the required documentation for Special Enforcement Officers when conducting compliance operations for adult and juvenile supervised population and when finding violations of supervision.

501 OFFENDER SEARCH PACKETS & OPERATION PLANS

Deputy Probation Officers (DPOs) must prepare search packets and operation plans for submission and approval by the Supervising Deputy Probation Officer (SDPO) prior to conducting the operation and ensure the following systems are run and included in the plan.

Search packets contain the following items listed on the DPO Pre-Operation Checklist (Appendix A):

- LA CLEAR CHECKS
 - APS/PCMS ENTRIES
 - APS/PCMS ADDRESS
 - APS/PCMS CONDITIONS
 - APS/PCMS RISK LEVEL PRINTOUT
 - BOOKING PHOTO
 - DMV-DRIVER INQUIRY
 - DMV-REGISTRATION INQUIRY
 - FIREARM INQUIRY
 - CCHRS/RAPS INQUIRY
 - SEX/ARSON/GANG REGISTRATION INQUIRY
 - SUPERVISED RELEASE FILE INQUIRY (AAPPS)
 - WANTED PERSON INQUIRY
 - ADDRESS CHECK FOR WARRANTS (Street #, Name, Type, City)
 - PAROLE LEADS
 - LEXIS-NEXIS INQUIRY
 - PGIS PRINTOUT
 - CAL-GANGS
 - GOOGLE MAPS STREET VIEW <http://maps.google.com/help/maps/streetview/>
 - CASELOAD D.P.O. NOTIFICATION
- CONTACTED NAME: _____
- SCORE: _____
- RESULTS: _____
- DATE: _____
- DATE: _____

Operation Plan (Appendix B) shall accompany all planned operations where identified offenders are to be targeted. The Operations Plan must be accurately and thoroughly completed by the lead DPO/Investigating Officer (I/O) and reviewed by the respective SDPO preferably forty-eight (48) hours prior and no less than twenty-four (24) hours to the commencement of the planned operation. The Operation Plan and SEO Rollback and Medical

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Ops Form (Appendix C) shall be completed in its entirety by the lead DPO/Investigating Officer (I/O) prior to departing any targeted offender location or medical facility.

Upon completion of the operation and within 24 to 48 hours, the I/O shall complete and submit a SEO Contact Recap Form (Appendix D) to the respective SDPO. The SDPO shall review, sign and date the SEO Contact Recap form and return the form to the DPO to enter into the shared drive. The I/O also shall document all facts related to the compliance check and enter notes in the Adult Probation System (APS) with chrono entries, as soon as possible and no later than 24 hours of the conclusion of the operation. Additionally, I/O is also responsible for entering all statistics related to the operation by the end of the month.

502 MONITORING/TRACKING OF NON-ASSIGNED CASES

A primary function of SEO is to monitor the compliance of targeted offenders in the community, particularly the enforcement of street-level conditions of supervision such as gang activity, gang association, keep away orders, curfew, etc. Targeted offenders include gang members and/or those with a history of weapons, violence, sex crimes and narcotic offenses. As these cases are not assigned to SEO for supervision responsibility, frequent communication with the DPO of Record is mandatory. The SEO DPO shall notify the supervision DPO as soon as possible of any violation, emergent situation, or field contact. The SEO DPO is to make any appropriate entries in departmental computer systems (i.e., PCMS and APS) within 24 hours of the compliance check/operation. The SEO DPO is to provide pertinent information and/or assistance to the assigned supervision DPO and the prosecuting agency to ensure appropriate disposition(s), sentencing and/or imposition of requisite conditions of supervision.

503 NOTIFICATION & DOCUMENTATION OF ADULT AND JUVENILE HIGH-PROFILE CASES

To ensure SEO operational standards are met and management is notified in a timely manner of potential high-profile cases, SEO DPOs shall comply with notification procedures by notifying their SDPO and ensuring the adult or juvenile bureau in which the case is assigned is notified by sending an e-mail notification to the assigned adult or juvenile bureau's DPO and SDPO within 24 hours of any arrest or violations found. The SEO DPO will also follow-up with by inputting a notation of activities/actions in APS or PCMS

SEO's arrest/violation of a subject who is actively supervised, in warrant status or investigation status, involving high profile urgent matters, such as when the person has been involved in a shooting, pursuit, homicide, case receiving media attention or other crimes of a serious nature, require SEO DPOs to immediately contact their SDPO and Director via e-mail and telephone. The SEO Director will in turn contact the SEO Senior Director and Bureau Chief via e-mail and telephone and the adult or juvenile bureau's Director of the assigned case. The SEO Bureau Chief or designee will contact the Department's Executive Leadership Team and the active case's Bureau Chief. Upon notification to the above, SEO DPOs shall next telephone and compose an e-mail to the DPO of Record, so the case's assigned bureau can complete the High-

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Profile Notification Form and protocols. The SEO DPO will also follow-up by inputting a notation of activities/actions in APS or PCMS.

504 3454(c) PC POST-RELEASE COMMUNITY SUPERVISION ACT OF 2011 FLASH INCARCERATION

Flash incarceration may be used to detain a Postrelease Supervised Persons (PSP) up to 10 days for failure to follow their terms and conditions of Post-Release Community Supervision (PRCS). The number of days in custody will start from the date of the arrest and may not exceed 10 calendar days from the arrest date. The SEO DPO imposing the flash incarceration shall complete and submit a PRCS Detention Instructions Notification – Flash Incarceration (Appendix: F) to their SEO SDPO for approval. Once the flash incarceration is approved, the SEO DPO will arrest the PSP and distribute the completed Detention Instructions Notification-Flash Incarceration form as follows:

- (a) One copy scanned/emailed to the “EDL-PROB AB 109FlashIncarcerations” email (PROBAB109FlashIncarcerations@probation.lacounty.gov);
- (b) One copy faxed to the LA County Sheriff’s Inmate Reception Center at (213 217-4973 or respective jailer; and
- (c) One copy emailed to the DPO of Record (if applicable).

The arresting SEO DPO shall follow-up with a detailed chrono entry of the arrest in Adult Probation System (APS) within 24 hours of the arrest and update other APS screens- RPDD, DFID, DCID).

505 3455(c) PC POST-RELEASE COMMUNITY SUPERVISION ACT OF 2011 PRCS HOLD

A PRCS hold is used to keep a PSP in custody pending the formal filing of a petition to revoke PRCS. The SEO DPO imposing the PRCS Hold is responsible for obtaining the Probable Cause Declaration (PCD) or police report. The SEO DPO imposing the hold shall scan/email the PCD or police report to the DPO of Record, when applicable, within one business day so that the DPO of Record may complete the revocation petition. The SEO DPO shall complete a Detention Instructions Notification-PRCS Hold (Appendix: G) and submit it to the SDPO for approval. Once completed, the form needs to be distributed as follows:

- One copy scanned to the “EDL-PROB AB 109PRCSHolds” email (PROBAB109PRCSHolds@probation.lacounty.gov)
- One copy e-mailed to the LA County Sheriff’s Inmate Reception Center at (ircrecph@lasd.org) using the subject line format: PRCS No Bail Hold – PSP First & Last Name, Booking Number,
- One copy emailed to the DPO of Record (if applicable)
- One copy emailed to the SDPO of Record (if applicable)

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- The arresting SEO DPO shall complete a detailed chrono entry of the arrest in the APS system within 24 hours of the arrest.
- (f) The following APS screens shall be updated: RPDD, DFID, DCID

506 1203.2 PC JUDGMENT FORMAL PROBATION HOLD

A formal probation hold detains a probationer who is in custody on another matter and brings that probationer before the court that granted probation for a violation hearing. A hold must be placed, when necessary, to ensure the protection of a victim or the community. A hold is also placed when a probationer has violated their terms and conditions of probation and the violation meets the current custody criteria. SEO DPOs may place a hold on an in-custody probationer when the facts of the new arrest or other information suggest that the probationer presents a danger to the community, victim, self, or is a flight risk. The hold shall be approved by a Supervising Deputy Probation Officer (SDPO). SEO DPOs must complete a Probation Hold Form (Appendix H) and provide specific instructions to the custody agency to bring the probationer before a court granting probation within two (2) judicial days/48 judicial hours of the placement of the hold. However, if the probationer was arrested on a new open charge, the probationer must be present before the court granting probation within three (3) judicial days/72 judicial hours.

It is the responsibility of the SEO DPO imposing the hold, to prepare and submit a Prob 641 report (Appendix K) with details of the arrest, hold, and/or new arrest. If the probationer has a new charge with a new arrest, the arresting law enforcement agency must provide a copy of the police report. The SEO DPO must scan email the police report to the DPO of Record within 24 hours. The details regarding the hold must be documented by submitting a chrono entry in the APS system. The DPO of Record shall complete any further continuance violation reports requested by the court.

507 JUVENILE SUPERVISION VIOLATION REPORTS

SEO DPOs have the authority conferred by law upon peace officers listed in § 830.5 of the Penal Code (283 WIC) to arrest juveniles under probation supervision. SEO DPOs are to obtain SEO SDPO and Director approval prior to arresting youth. DPOs effecting the arrest must file a 777 (WIC) petition with the appropriate court and request a court hearing within 48 business hours of arrest. The 777 report must provide all details regarding the violation of probation. Youth shall be booked at an age appropriate facility.

508 SUMMARY PROBATION

Summary Probation is a conditional sentence. Per Penal Code § 1203 (a), suspension of the imposition of a sentence and the order of provisional and revocable release in the community subject to conditions established by the court without the supervision of a DPO. It is the intent of the Legislature that both a conditional sentence and probation are authorized whenever probation is authorized for infractions or misdemeanors.

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SEO DPOs are not allowed to place no bail holds on summary probation cases. If a subject is found to be in violation of the terms and conditions ordered by the court, the DPO shall place a \$10,000 bail on the subject. SEO DPOs must complete and submit a Probation Hold Alert Form (Appendix H) to the custodial agency. Additionally, SEO DPOs must also complete and submit to the appropriate court a Prob 641 Report (Appendix I), detailing the violations of the terms and conditions of the court order.

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APPENDIX A

DPO PRE-OPERATION CHECK LIST

REGION: Five

DATE OF OPERATION: _____ DPO: _____

YES NO N/A

☐	☐	☐	LA CLEAR CHECKS	CONTACTED NAME: _____
☐	☐	☐	APS/PCMS ENTRIES	
☐	☐	☐	APS/PCMS ADDRESS	
☐	☐	☐	APS/PCMS CONDITIONS	
☐	☐	☐	APS/PCMS RISK LEVEL PRINTOUT	SCORE: _____
☐	☐	☐	BOOKING PHOTO	
☐	☐	☐	DMV-DRIVER INQUIRY	
☐	☐	☐	DMV-REGISTRATION INQUIRY	
☐	☐	☐	FIREARM INQUIRY	
☐	☐	☐	CCHRS/RAPS INQUIRY	
☐	☐	☐	COPLINKS INQUIRY	
☐	☐	☐	SUPERVISED RELEASE FILE INQUIRY (AAPPS)	
☐	☐	☐	WANTED PERSON INQUIRY	
☐	☐	☐	ADDRESS CHECK FOR WARRANTS (Street #, Name, Type, City)	
☐	☐	☐	PAROLE LEADS	RESULTS: _____
☐	☐	☐	LEXIS-NEXIS INQUIRY	
☐	☐	☐	PGIS PRINTOUT	
☐	☐	☐	BOOKING INQUIRY	IN CUSTODY: YES _____ NO _____
☐	☐	☐	GOOGLE MAPS STREET VIEW	http://maps.google.com/help/maps/streetview/
☐	☐	☐	CAL GANGS:	DATE: _____

DATE OF REVIEW: _____

REVIEWING SDPO: E. NEWBY

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APPENDIX B-1

RIB #'s:	None Required (Probation Searches)
----------	------------------------------------

I. SITUATION

II. MISSION

DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES

APPENDIX B-2

III. CONCEPT OF OPERATION

PERSONNEL PARTICIPATING IN THE OPERATION WILL ASSEMBLE AT THE _____. A COMPREHENSIVE BRIEFING WILL BE CONDUCTED BY DPO _____. THE I/O WILL BE RESPONSIBLE FOR OVERSEEING EACH RESIDENTIAL ENTRY/ SEARCH. ADULT PROBATIONERS FOUND IN VIOLATION WILL BE TRANSPORTED AND BOOKED AT _____ **STATION JAIL**. JUVENILE PROBATIONERS FOUND IN VIOLATION WILL BE TRANSPORTED TO _____ **JUVENILE HALL**.

ENCOUNTERING DOGS OR OTHER VICIOUS ANIMALS:

IF NECESSARY, WITHDRAW AND CONTAIN AREA.

FLEEING SUSPECT:

THE _____ **LASD/POLICE DEPARTMENT** WILL BE THE PRIMARY AGENCY IN A VEHICLE PURSUIT.

REACT TO CIRCUMSTANCES; COMMUNICATE DEVELOPING SITUATIONS; DO NOT PURSUE ON FOOT. BROADCAST SUSPECT'S DESCRIPTION.

ESTABLISH PERIMETER, IF ON FOOT.

ESTABLISH INNER AND OUTER CONTAINMENT OF IMMEDIATE AREA.

DO NOT BREAK CONTAINMENT OR COMPROMISE CONTAINMENT TO GO IN FOOT PURSUIT.

SHOTS FIRED PRIOR TO ENTRY:

REACT TO THREAT.

ESTABLISH PERIMETER OR MOVE TO SAFE ZONE (RALLY POINT).

IF NECESSARY, WITHDRAW AND ESTABLISH EXTERIOR PERIMETER.

ACCOUNT FOR PERSONNEL.

ESTABLISH COMMAND POST.

SHOTS FIRED AFTER ENTRY OR BARRICADED SUSPECT:

REACT TO THREAT.

EVACUATE INJURED PERSONNEL.

HOLD EXISTING POSITION OR MOVE TO SAFE ZONE (RALLY POINT).

IF NECESSARY, WITHDRAW AND ESTABLISH EXTERIOR PERIMETER.

ACCOUNT FOR PERSONNEL.

ESTABLISH COMMAND POST; NOTIFY S.E.B.

DEPUTY DOWN – INTERIOR OR EXTERIOR:

REACT TO THREAT.

EVACUATE INJURED PERSONNEL.

HOLD EXISTING POSITION OR MOVE TO SAFE ZONE (RALLY POINT).

ACCOUNT FOR PERSONNEL.

ESTABLISH COMMAND POST.

APPENDIX B-3

A. COMMAND RESPONSIBILITY

Incident Commander:	
Field Incident Commander	
Investigating Officer	

TEAM/UNIT: DISARM - NORTH

AGENCY/UNIT[illegible]

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APPENDIX B-4

* (entire location table can be copied and pasted for more locations)

	NAME/ DOB	ADDRESS	CHARGE(S)	COMMENTS:	X/NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

C. BRIEFING TIMES /LOCATIONS

BRIEFING:
 RADIO CHECK:
 2ND STAGING SITE:
 PROBATION CHECK:

Refer to Tactical Plan attachments for information specific to individual locations. Entry supplementary reports must include team members and assignments.

V. ADMINISTRATIVE INSTRUCTIONS

A. FIELD COMMAND POST:

B. STAGING AREA (S):

C. COMMUNICATIONS	STATION:	FREQ. DISPATCH:
PORTABLE:		MODE: FREQ:
CAR:		MODE: FREQ:

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APPENDIX B-5

TACTICAL:				MODE:		FREQ:	
D. LOGISTICS							
	BINOCULARS		CROW BAR-PICK		MOBILE PHONE		NIGHT SCOPE
	BOLT CUTTERS		SCANNER		VIDEO CAMERA		ENTRY RAM
	35 MM CAMERA		FLEX CUFFS		POLAROID		ARWEN
	BALLISTIC SHIELD		VEH TRACK DEVICE		BODY WIRE		TAPE RECORDER

E. MEDICAL PROCEDURES	
1. Deputy personnel:	(NEAREST TRAUMA HOSPITAL)
2. Suspects:	PARAMEDIC PREFERENCE

F. REPORTING PROCEDURES
All departmental reporting procedures shall remain in effect. Incidents regarding shots fired, use of pepper spray or other use of force, injured deputies, etc., shall be communicated through channels to the operations commander immediately and appropriate notifications and documentation completed.

G. EMERGENCY NUMBERS	NOTIFICATIONS (Who, When, By Whom)

DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES

APPENDIX C-1

Specialized Enforcement Operation
Operation Plan-Role Back/ High Profile Medical Transportation Version

Case I/O _____ Type of Activity _____ Date / Time _____
(i.e., Search Warrant, Buy-Bust, Surveillance, etc.)

Location of Activity _____ Coordinating Supervisor _____

Roll Call / Briefing _____ Staging Area _____

Thomas Guide Info _____ Radio Freq. _____ Type of Crime _____

Additional Location Info: Security Bars ☐ Dogs ☐ Children ☐ Elderly / Handicapped ☐ Phone # _____
(Area Code & Number, if Known)

Nearest Trauma Hospital _____ Phone# _____ RA Phone # _____

SUSPECT INFORMATION and Risk Score:

#1 Name: _____ Physical: _____

Address: _____ Vehicle: _____

#2 Name: _____ Physical: _____

Address: _____ Vehicle: _____

THREAT ASSESSMENT: *(list pertinent information: i.e., Risk score, use or availability of weapons, prior violent behavior, drug use, etc.)*

Suspect #1 - Criminal Record: Yes ☒ No ☐ RISK SCORE: _____

Suspect #2 - Criminal Record: Yes ☐ No ☐ _____

ASSIGNED PERSONNEL: *(Include radio designations, names, serial nos., and assigned duties)*

UNIT	NAMES	DUTIES	UNIT	NAMES	DUTIES
SEO					

EQUIPMENT CHECKLIST: *(Note: body armor is mandatory for all personnel on search warrant service)*

List Additional:

Raid Jacket ☐ Body Armor ☒ Camera ☐ Flashlight ☒ Hand-held Radio ☒ Ram ☐ _____

Binoculars ☐ Evidence Tags ☐ Pencils ☒ Prob Status ☒ S & S verified ☒ Tape ☐ _____

NOTIFICATIONS:

LAPD Division Notified? Yes ☐ No ☐ Division _____ Person Contacted _____ Date/Time _____

LASD Station Notified? Yes ☐ No ☐ Station _____ Person Contacted _____ Date/Time _____

Outside Agency notified Yes ☐ No ☐ Agency / Person _____ Date/Time _____

LA CLEAR checked? Yes ☐ No ☐ Director Notified? Yes ☐ No ☐

Copy to SDPO/Director? Yes ☐ No ☐ High Profile? Yes ☐ No ☐

(See Page 2 for Diagram of Location, Narrative of Plan, and Photos)

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-500
DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES	

APPENDIX C-2

Specialized Enforcement Operation Operation Plan-Role Back/ High Profile Medical Transportation Version

NARRATIVE:	MAPS & PHOTOS:

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DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES	

APPENDIX C-3
Specialized Enforcement Operation
Operation Plan-Role Back/ High Profile Medical
Transportation Version

Medical Transportation Recap

DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES

APPENDIX D
LOS ANGELES COUNTY PROBATION DEPARTMENT
SEO CONTACT RECAP

Region _____

☐ Adult ☐ Juvenile

DPO _____

Date: _____ Police Agency Present: ☐ LAPD ☐ LASD ☐ Other _____

Probationer: _____ DOB _____ JAI/X #: _____ PDJ #: _____

Address: _____ City: _____ Zip: _____ District: _____

Reason: ☐ Compliance Check ☐ Warrant ☐ DPO Request ☐ PD Request ☐ Court RequestDoor Knock: ☐ No answer ☐ Probationer not home ☐ Probationer at home

Force Entry Made: _____ If so, By Who: _____

Searches Conducted: ☐ Residence ☐ Persons #: _____ ☐ Vehicles #: _____Compliance: ☐ Probationer in compliance ☐ Probationer not in compliance

Violations: _____

Arrests: ☐ Warrant ☐ Probation Violation ☐ Open Charge _____
☐ Detained ☐ Not Detained ☐ Hold Placed (1203.2 PC) ☐ 777 WIC
☐ Non-Probation Arrest (charge) _____ ☐ Parolee at large _____

Weapons Seized: ___ Rifles/Shotguns ___ Assault Rifles ___ Handguns ___ BB Guns ___ Knives ___ Other

Weapon serial #: _____

☐ Logged in APS _____ (Date) ☐ Logged into JCMS _____ (Date)
☐ Property Receipt Given _____ ☐ Court Report completed (Type of Report) _____

Drugs Seized: ___gg Cocaine ___gg Marijuana ___gg Heroin ___gg Meth ___gg PCP \$ ___ Cash

Occupants contacted during the entry and search: (Name and DOB)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES

APPENDIX E

ADULT AND JUVENILE SERVICES BUREAUS HIGH PROFILE CASE – NOTIFICATION FORM

The Area Office Director and Bureau Staff Assistant are to be notified immediately on all High Profile cases. This Notification form serves that purpose.

Area Office Responsibility (investigation and Supervision) – DPO completes the following:

DPO Name: _____ Telephone No.: _____
 Case Name: _____ X-Number/PDJ Number: _____
 Court Number: _____ Court Date: _____
 Dept./Div.: _____ Charge: _____
 If court report ordered, specify type: _____

Reason case classified as High Profile:

- | | |
|--|---|
| ☐ Probation Employee | ☐ Public Official |
| ☐ Relative Public Official | ☐ High Publicity Crime |
| ☐ Relative Probation Employee | ☐ Celebrity |

Clarifying Information: (Example: Probation employee works for "Name of Area Office"; Defendant is related by marriage to "Name")

Director Completes:

Notification Form Received (Date): _____
 Bureau Staff Assistant Notified by Phone (Date): _____
 Notification Form faxed to HDQs (Date): _____ Given to Head Clerk (Date): _____

FSB Headquarters Staff – Bureau Staff Assistant Completes:

Date of Call or Fax: _____ Time Call or Fax Received: _____
 Caller: _____
 Bureau Chief Notified: _____ Date: _____ Time: _____
 Executive Committee Notified: _____ Date: _____ Time: _____
 Comments: _____

Area Office and Headquarters Staff:

If Future Court Report is Ordered, Enter Date Received by Director: _____
 Director Delivers/Faxes Copy of Report to Headquarters: _____
 Bureau Staff Assistant Received Copy: _____
 Bureau Chief Received Copy: _____

FSBFEB04

DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES

APPENDIX F



**LOS ANGELES COUNTY PROBATION DEPARTMENT
POSTRELEASE COMMUNITY SUPERVISION
DETENTION INSTRUCTIONS NOTIFICATION**



Agency:	Los Angeles County Sheriff's Department		Today's Date:	
Attention: Jailer/Warden and Detainer Unit			Arrest Date:	
Inmate/PSP Information	Name:		Booking #:	
	X #:	PB#:	CII#:	
DPO of Record Information	Name:		Phone #:	
	Caseload #:	Area Office:	Cell #:	

DETENTION INSTRUCTIONS

☐	FLASH INCARCERATION	This notification is your authority to flash incarcerate, the above PSP pursuant to PC 3454(c) for _____ () consecutive days for a violation of the Terms and Conditions of Postrelease Community Supervision.
☐	RELEASE FROM FLASH INCARCERATION	This notification is your authority pursuant to PC 3454(c) to release the above PSP from the Flash Incarceration issued on ____ effective today, ____.

PROBATION USE ONLY

- ☐ ASSIGNED DPO IS TO COMPLETE THE INTERMEDIATE SANCTIONS FORM TO ACCOMPANY THE FLASH INCARCERATION.
☐ ARREST WARRANT (COURT ONLY) ☐ NEW FEL. ARREST ☐ NEW MISD. ARREST ☐ VIOLATION OF T&C OF PRCS

DPO Name:		SDPO Name:	
DPO Signature:		SDPO Signature:	
Date:		Date:	

Director Name:	
Director Signature*:	
Date:	

*Director Signature Required if 2+ custodial sanctions

PROBATION DISTRIBUTION:

- One copy scanned/mailed to "EDL-PROB AB109FlashIncarcerations" email (PROBAB109FlashIncarcerations@probation.lacounty.gov)
- One copy faxed to the LA County Sheriff's Inmate Reception Center at (213) 217-4973
- One Copy emailed to the DPO of Record (if applicable)

IMPORTANT NOTICE: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, or exempt from disclosure under applicable federal or state law. If the reader of this material is not the indicated recipient or the employee of agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, copying of this communication is strictly prohibited. If you receive the communication in error, please call the above phone number immediately.

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-500
DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES	

APPENDIX G



**LOS ANGELES COUNTY PROBATION DEPARTMENT
POSTRELEASE COMMUNITY SUPERVISION
DETENTION INSTRUCTIONS NOTIFICATION**



Agency:	Los Angeles County Sheriff's Department		Today's Date:	
Attention: Jailer/Warden and Detainer Unit			Arrest Date:	
Inmate/PSP Information	Name:		Booking #:	
	X #:	PB#:	CII#:	
DPO of Record Information	Name:		Phone #:	
	Caseload #:	Area Office:	Cell #:	

DETENTION INSTRUCTIONS		
☐	PRCS HOLD	This notification is your authority, pursuant to PC 3455(c) to hold the above Postrelease Supervised Person (PSP) without bail pending their first appearance date in Department 83 of the Central Arraignment Court.
☐	REMOVE PRCS HOLD	This notification is your authority to remove the PC 3455(c) Hold for the above PSP issued on _____. REMOVE HOLD EFFECTIVE _____.

PROBATION USE ONLY	
☐ ASSIGNED DPO IS TO COMPLETE THE INTERMEDIATE SANCTIONS FORM TO ACCOMPANY THE FLASH INCARCERATION. ☐ ARREST WARRANT (COURT ONLY) ☐ NEW FEL. ARREST ☐ NEW MISD. ARREST ☐ VIOLATION OF T&C OF PRCS	

DPO Name:		SDPO Name:	
DPO Signature:		SDPO Signature:	
Date:		Date:	

PROBATION DISTRIBUTION:

- One copy scanned to the "EDL-PROB AB109PRCSHolds" email (PROBAB109PRCSHolds@probation.lacounty.gov)
- One copy e-mailed to the LA County Sheriff's Inmate Reception Center at (jrcrcph@lasd.org). Subject line to include "No Bail Hold, First Name Last Name, PSP Booking Number".
- One copy emailed to the DPO of Record (if applicable)
- One copy emailed to the SDPO of Record (if applicable)
- Teletype or fax to detaining agency/jailer for non LASD agencies only (see Attachment 2 for sample) in addition to e-mail to (PROBAB109PRCSHolds@probation.lacounty.gov)

IMPORTANT NOTICE: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, or exempt from disclosure under applicable federal or state law. If the reader of this material is not the indicated recipient or the employee of agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, copying of this communication is strictly prohibited. If you receive the communication in error, please call the above phone number immediately.

DOCUMENTATION, REPORTS OF ADULT AND JUVENILE CASES

APPENDIX H



Adolfo Gonzales
Chief Probation Officer

Los Angeles County Probation Department
Special Enforcement Operations
DISARM
Downey Probation Annex
9525 E. Imperial Highway Ste. 100
Downey, CA 90242
(818) 429-8444 Direct



PROBATION HOLD ALERT

Agency: L.A. C.O. PROBATION

Date: _____

From: _____

Re: _____

Booking No.: _____

CII Number: _____

This is your authority to arrest and hold without bail, Defendant _____

Charge 1203.2 P.C. (Violation Of Probation). Defendant is to be transported to Superior Court,

Department: _____, under Court case number: _____ located at:
_____, on _____ at 0830 Hrs.

Refer to: Los Angeles County Probation Department, Downey Probation Annex, 9525 E.
Imperial Hwy. Suite 100. Downey, CA 90242

Attention: _____ Employee No.: _____

Cell: _____

Important Note: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential or exempt from disclosure under applicable Federal or State law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited.

If you have received this communication in error, please call the above phone numbers immediately.
Thank you.

APPENDIX I
SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES
PROBATION OFFICER'S REPORT

500-21

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) LEGAL AUTHORITY TO CARRY AND USE A FIREARM	Section Number: SEO- 600
	Effective Date: 12/19/2022
	Approved By: <u>Kathleen</u> , Chief Deputy

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601 PENAL CODE (PC) § 830.5 PEACE OFFICERS

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APPENDIX B: AUTHORIZATION TO CARRY FIREARM AGREEMENT

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-600
SPECIAL ENFORCEMENT OPERATIONS (SEO)	

600 LEGAL AUTHORITY TO CARRY AND USE A FIREARM

The peace officer status of Deputy Probation Officers (DPOs or deputies) is outlined in Penal Code (PC) § 830.5 Peace Officers. Under the statute, DPOs and Supervising Deputy Probation Officers (SDPOs) may carry firearms only if authorized and under those terms and conditions specified by their employing agency. DPO and SDPO use of peace officer powers is defined and limited to on-duty hours by statute, court decisions and opinion of the California Attorney General's Office.

601 PENAL CODE § 830.5 PEACE OFFICERS

Related to peace officers' authority while engaged in the performance of the duties, 830.5 PC subdivision (a) states in part:

Except as otherwise provided in this subdivision, the authority of these parole or probation officers (Deputy Probation Officers) shall extend only as follows:

1. To conditions of parole, probation, mandatory supervision, or post-release community supervision.
2. To the escape of any inmate or ward from a state or local institution.
3. To the transportation of persons on parole, probation mandatory supervision, or post-release community supervision.
4. To violations of any penal provisions of law which are discovered while performing the usual or authorized duties of employment.

Only the Chief Probation Officer can authorize a deputy to carry a firearm. The arming authorization shall be in writing and shall be signed by the Chief Probation Officer using the Application to Possess and Use a Firearm (Appendix A) and sign the Authorization to Carry Firearm Agreement (Appendix B). Deputy Probation Officers authorized to carry a firearm are always encouraged to carry their weapon while on-duty. It should be noted, the Department will not require DPO or SDPO to be armed, arming is voluntary.

SEO DPOs who are authorized to carry firearms are required to agree to the following conditions:

- Armed deputies shall only carry departmental issued firearms as approved by the Chief Probation Officer.
- The authorized and approved firearm must be encased in a holster approved by the Rangemaster.
- Deputies shall have in their possession, whenever carrying a firearm, their department issued badge and identification card. The badge shall be displayed next to the weapon.
- The firearm shall be fully loaded with a round chambered when it is carried or worn on-duty.

LOS ANGELES COUNTY PROBATION DEPARTMENT	SEO-600
SPECIAL ENFORCEMENT OPERATIONS (SEO)	

- Deputies shall always wear department authorized body armor while on-duty and engaged in field activities, unless otherwise authorized by the Chief Probation Officer or designee.
- Deputies who are performing administrative duties (i.e., office work, court appearance, etc.), may carry the firearm in any approved holster.
- Deputies must meet the training requirements of PC § 832 Peace Officers and qualify with the firearm at least quarterly.

602 UNIFORMS

Deputies who are authorized to carry a firearm on-duty shall wear fully designated uniforms with safety equipment and shall always display their issued badge next to their firearm, unless otherwise exempted below:

- Non-field operations (meetings, presentation, training, court subpoenas);
- Assignments that involve/require surveillance and other specialized undercover functions; or
- Any additional exemptions authorized by the Chief Probation Officer or designee.

Regardless of any exceptions, any DPO equipped with a duty firearm, shall also have the following:

- Protective Vest
- Handcuffs
- OC Spray/Gel
- Expandable Baton
- Taser (pending)
- Firearm holster
- Magazine holster with additional issued magazines
- Display badge

Armed deputies shall not carry a firearm when boarding an aircraft without specific written permission given by the Chief Probation Officer or designee. If such permission is given, the deputy shall comply with all regulations set forth by the Federal Aviation Administration and local jurisdiction.

603 REQUIRED FIREARMS QUALIFICATION CARDS

Upon successful completion and passing all required tests during the firearms qualification course, the Rangemaster shall issue and sign the county qualification card. The card shall contain the following information:

- Deputy Probation Officer's name and badge number;
- Firearm model and serial number; and

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- Qualification date and Rangemaster's signature.

Armed DPOs shall ensure they are in possession of the qualification card at all times while on-duty.

Pursuant to AISB-SEO Arming Policy Section 204, Armed deputies who fail the firearms qualification course, shall be given an opportunity to remediate under the supervision of the firearm instructor as soon as reasonably possible. Continued failure to qualify will result in revocation of the authorization to carry a firearm.



Last Name:		First Name:		M.I.:
Title:	Employee Number:		Badge Number:	

I request authorization to possess and use a firearm in the performance of my duty within the course and scope of my employment as a Deputy Probation Officer/Supervising Deputy Probation Officer/Director. I understand that final approval of this request shall be contingent upon Department of Justice clearance, psychological and medical clearance, successful completion of the Department approved PC 832 Firearms Course and successful completion of the Department's Arming Academy. The Chief Probation Officer or designee may temporarily revoke the authorization to carry a firearm at any time at his/her discretion. The Chief Probation Officer is the final decision maker in revocations. Revocations shall not be considered disciplinary action nor subject to the grievance procedure.

Employee Signature – Employee Number

Date _____

1. Department of Justice Clearance ☐ Cleared ☐ Disqualified		Verified by:	Date:
2. Psychological Clearance ☐ Cleared ☐ Disqualified		Verified by:	Date:
3. Medical Clearance ☐ Cleared ☐ Disqualified		Verified by:	Date:
4. PC 832 Firearms ☐ Pass ☐ Fail Completion Date: _____ Verified by: _____ Rangemaster/Firearms Instructor ☐ Remediation Required ☐ Pass ☐ Fail Completion Date: _____ Verified by: _____ Rangemaster/Firearms Instructor			
5. Armed Academy Completion Date:		Academy No.:	Verified by:
6. Firearm Requalification: ☐ Pass ☐ Fail		Completion date:	Verified by: _____ Rangemaster/Firearms Instructor

SPECIAL ENFORCEMENT OPERATIONS (SEO)

C. Recommendations/Approval

☐ Recommended ☐ Not recommended		
	Rangemaster/Firearms Instructor	Date
☐ Recommended ☐ Not recommended		
	Director/Sr. Director	Date
☐ Recommended ☐ Not recommended		
	Bureau Chief	Date
☐ Approved ☐ Denied		
	Chief Probation Officer	Date

D. Temporary Authorization Issued: I understand this temporary authorization to possess and carry a firearm is contingent upon the successful completion of the field practicum. This does not guarantee that I will be authorized to carry a firearm at the completion of this training.

Employee Signature		Employee Number		Date
☐ Approved				
	Authorized by SEO Management	Date	Authorized by Chief Probation Officer	Date

E. Authorization Issued: I understand this authorization to possess and carry a firearm is contingent upon the proper scope of the duties as an Armed Deputy Probation Officer. The authorization can be renounced at any moment by the Chief Probation Officer or designee.

Employee Signature		Employee Number		Date
☐ Approved				
	Authorized by SEO Management	Date	Authorized by Chief Probation Officer	Date

F. Authorization Revoked: Pursuant to CA Penal Code 830.5(a), peace officers (Deputy Probation Officers) may carry firearms (on-duty) only if authorized and under those terms and conditions specified by their employing agency. Revocations shall not be considered disciplinary action nor subject to the grievance procedure.

☐ Revoked		
	Authorized by Chief Probation Officer	Date

G. Department Issued Firearm

Type of firearm issued: Smith and Wesson M&P 9MM	Weapon Serial #
Department firearm issued by:	
Rangemaster/Firearm Instructor	Date

SPECIAL ENFORCEMENT OPERATIONS (SEO)

APPENDIX B: AUTHORIZATION TO CARRY A FIREARM AGREEMENT

Employee No. _____	
LOS ANGELES COUNTY PROBATION DEPARTMENT AGREEMENT TO CARRY FIREARM	
<u>Employee Initial</u>	
_____	I am voluntarily agreeing to be armed.
_____	I understand and acknowledge that I may be assigned to any armed position within the Department.
_____	Officers approved for an armed position may be eligible for an Additional Responsibility Bonus Pay. However, if an officer is later reassigned from the armed position for any reason, the Additional Responsibilities Bonus Pay will be terminated upon reassignment.
_____	I have reviewed and agree to adhere to the policies and procedures as set forth in the Los Angeles County Probation Department Arming Policy.
_____	I understand that the authorization to possess and carry a firearm will be reviewed by the safety committee annually. The arming committee will present their recommendations to the Chief Probation Officer for final decision.
_____	I have successfully completed First Aid and CPR and acknowledge that it is my responsibility to maintain my certification pursuant to the American Red Cross standards.
_____	I will remain current in all areas of training required by department firearms policies and procedures.
_____	I understand and acknowledge that it is my responsibility to qualify quarterly with my Department issued firearm under the supervision of a Department Rangemaster/Firearm Instructor.
_____	I understand and acknowledge that I am not permitted to carry my Department issued firearm off duty.
_____	I agree not to modify my Department-issued weapon in any manner without the written authorization of a Department Armorer.
_____	I will carry a badge and identification as a probation officer at all times when carrying a Department authorized firearm.
_____	A Department Rangemaster/Firearm Instructor may suspend the Authorization to Carry a firearm at any time for training reasons or reasons of safety.
_____	I will surrender my weapon to a Department Rangemaster/Firearms Instructor, Armed Supervising Deputy Probation Officer, Armed Director, Bureau Chief or Chief Probation Officer at any time, upon their request, for any reason, and without cause.
_____	_____
Employee Name (Print) / Signature	Date
_____	_____
Rangemaster/Firearm Instructor	Date
_____	_____
Director (Special Services Bureau)	Date
_____	_____
Bureau Chief (Special Services Bureau)	Date
Original: Arming File CC: Employee	Created 4/22/2013 Revised 3/1/2014

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) RESTRICTION ON CARRYING FIREARMS	Section Number: SEO- 700
	Effective Date: 12/19/2022
	Approved By:  , Chief Deputy

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700 RESTRICTION ON CARRYING FIREARMS

The Chief Probation Officer has the absolute discretion to revoke the authorization to carry a firearm at any time. If a deputy has their authorization to carry a firearm revoked, the deputy shall immediately cease carrying a firearm on-duty and surrender their firearm to a Department's Rangemaster, an armed supervisor or manager qualified to handle a firearm.

Authorized armed Deputy Probation Officers (DPOs or deputies) are prohibited from carrying or using a firearm under the following circumstance:

- Consumption of any alcohol or any drugs that would affect the deputy's senses or judgment (this includes prescription or over the counter medication that may impair or adversely affect motor skills, reflexes, vision, or judgment);
- While injured or physically incapable (i.e., eye injury, broken arm, etc.), emotionally, or mentally distressed causing inability to use a firearm properly; deputies who experience a debilitating mental health condition or physical condition;
- While on disciplinary suspension or when the subject of an investigation;
- Any deputy who will be absent from work for 30-days or longer will surrender their firearm to a Department Rangemaster/Firearms Instructor, Armed Supervising Deputy Probation Officer (SDPO), or armed manager for safekeeping until the deputy returns to duty;
- While on leave of absence without pay, or other period of unpaid absence from the Department or while on workers' compensation status and not working;
- When authorization to carry a firearm on-duty has been revoked by the Chief Probation Officer, management or other supervisory personnel;
- Failure to attend and succeed in the required classroom or range training;
- Failure to adhere to Department's firearms policy;
- Arrest for an offense punishable as a felony; and
- For any other good cause that may be related to the deputy's ability to carry a firearm.

701 REVOCATION OF AUTHORITY TO CARRY A FIREARM

The Chief Probation Officer or designee may revoke the authorization to carry a firearm at any time at their sole discretion. The authority to temporarily revoke the authorization and seize the firearm is delegated to management and supervisory personnel at their sole discretion pending final approval by the Chief Probation Officer or designee. The deputy shall immediately be informed of the temporary revocation. A copy of the revocation shall be provided to the deputy within five (5) working days.

Upon notification of revocation of authorization by the Chief Probation Officer or supervisory personnel, the deputy shall immediately cease carrying the firearm on-duty and shall return the firearm and armed ID to a Rangemaster, an armed supervisor or manager qualified to handle a

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firearm. The returned firearm and armed ID shall be logged by a Rangemaster and stored.

Upon making the decision to temporarily revoke authorization, the manager shall immediately submit a written report to the Chief Probation Officer via the chain of command. The report must indicate the circumstances in support of the revocation. The Chief Probation Officer shall then make a final determination to either permanently revoke authorization, temporarily revoke the firearm authorization pending a medical or psychological clearance or not revoke the authorization. A memo shall be provided by SEO Management to the deputy within five (5) working days outlining the determination by the Chief Probation Officer.

Temporary and/or permanent revocations shall not be considered disciplinary action nor subject to the grievance/arbitration procedures. Failure to surrender the firearm will result in disciplinary action.

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) FIREARM EQUIPMENT, MAINTENANCE AND SAFETY REGULATIONS	Section Number: SEO-800
	Effective Date: 12/19/2022
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800 FIREARM EQUIPMENT, MAINTENANCE, AND SAFETY REGULATIONS

Deputy Probation Officers (DPOs or deputies) must successfully complete an approved course on firearms pursuant to Penal Code (PC) § 832 Peace Officers, a course of the Probation Department's firearms policies and other trainings set forth in these policies or otherwise required by the Department. During the training, deputies must pass a physical agility test and firearms qualification course and will be exposed to oleoresin capsicum (OC) spray. Additionally, deputies must become knowledgeable about departmental policy.

During the firearm qualification process, DPOs shall comply with the Rangemaster's policies and directions and demonstrate proficiency by:

- Firearm assembling and disassembling;
- Safe manipulation and deployment of the firearm;
- Clearing all malfunctions incurred while shooting; and
- Passing the quarterly qualification course of fire.

801 REQUIRED EQUIPMENT FOR FIREARMS TRAINING

All deputies who report for firearms training shall ensure they wear all required safety equipment. This includes the following:

- Badge
- (2) Handcuffs in their holder.
- (5) Magazines
- Expandable Baton.
- County ID Card with authorization to carry a firearm on duty
- Firearm Qualification Card.
- Ballistic vest.
- Flashlight
- Duty Ammunition
- Oleoresin Capsicum (OC) Spray.

The Rangemasters shall ensure that all deputies are wearing all required equipment and inspect all equipment to make sure they are serviceable. If for any reason a deputy reports for firearms training and is not wearing all the required equipment, the deputy shall not be allowed to participate in the training. The Rangemaster shall excuse the deputy and reschedule them for a later date.

802 ARMING EQUIPMENT

Deputies authorized to carry firearms shall carry and use only the firearm, ammunition and holsters authorized by the Department. The equipment must have been used at the time of firearm qualification.

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802.1 FIREARM

- The Department shall issue a Smith and Wesson (S&W) Military and Police (M&P) full-size 9mm semi-automatic pistol, holster, and ammunition for use by the deputy.
- All department issued firearms will be registered to the Probation Department. The Department will maintain records indicating to whom the firearm is issued, the date, the make, model, and serial number, and the date of certification.
- Deputies are not allowed to carry the department issued firearm off-duty.
- All firearms shall be certified annually by the Rangemaster/Firearm Instructor/Armorer.
- Deputies are authorized to carry and use only the firearm and holster with which they have successfully completed the prescribed training courses and qualified with on the range.

802.2 HOLSTERS

Deputies authorized to carry firearms shall carry and use only the holsters authorized by the Department and with which the deputy has qualified.

802.3 AMMUNITION

Deputies shall only use department issued ammunition and are not authorized to use personally purchased ammunition. Any lost or stolen ammunition must be reported immediately to their immediate supervisor.

803 SAFETY REGULATIONS

Deputies authorized to carry firearms are charged with the responsibility to observe and practice the following safety regulations:

- Every firearm shall be treated as a loaded firearm until the deputy has personally and visually inspected and cleared the weapon;
- Never point a firearm at anything you do not intend to shoot or destroy;
- Keep your finger off the trigger until you have made the decision to shoot;
- Be sure of your target, backstop, and beyond before firing;
- Deputies are not allowed to alter or change in any manner the firearm holster and ammunition issued by the Department. Only the Rangemaster has the authority to adjust or alter a holster;
- Firearms shall not be fired, dry-fired, cleaned, repaired, exhibited, or unloaded in any manner that could result in negligent discharge;
- Firearms shall not be carelessly handled at any time;

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- Deputies shall not use any firearm with which they have not been qualified except under the supervision of a Rangemaster/Firearm instructor;
- All firearms equipped with safety devices shall be placed in a “safe position” except when use is imminent; and
- Deputies shall always wear department issued body armor while engaged in field activities, firearms training or transportation activities while carrying a firearm, unless otherwise authorized by the Chief Probation Officer or designee.
 - When practical, the loading/unloading of department weapons will take place on the firing line at an approved range under the supervision of a Rangemaster/Firearm Instructor. Probation Department or Sheriff's Department loading barrels are an acceptable alternative, absent practical access to a range.

804 STORAGE

Firearm security is the responsibility of the authorized armed deputy to whom the firearm is assigned. **Armed deputies shall be aware that negligent storage of a firearm could result in criminal prosecution under Penal Code § 25100.**

- When not being carried or worn, the firearm and ammunition shall be stored in a designated gun safe (personal or department issued) that is not accessible to unauthorized persons. Only department issued firearms are to be stored in the department issued gun safe and department issued gun safe shall be used solely for department issued firearms. If possible, the firearm should remain in the holster when being stored;
- To the extent that an armed deputy uses their firearm or gun safe for non-authorized purposes or for personal firearms, the Department will neither defend nor indemnify them against any liability and they will be subject to personal liability.
- Firearms are not to be stored overnight inside in a county vehicle or private vehicle.
- Upon entering a restricted building, such as a correctional facility or juvenile facility, the deputy shall secure the weapon as prescribed by the Director of each facility.
- When DPO takes a firearm to their residence, it shall be kept inside a personal or department issued locked box where it is inaccessible to unauthorized persons or children, in compliance with 25100 PC Criminal Storage of Firearm subdivision (a), which reads:
 - (a) Except as provided in 25105 PC Criminal Storage of Firearm, person commits the crime of “criminal storage of a firearm of the first degree” if all of the following conditions are satisfied:
 - The person keeps any loaded firearm within any premises that are under the person's custody or control;

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- The person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian; and
- The child obtains access to the firearm and thereby causes death or great bodily injury to the child or any other person or the person prohibited from possessing a firearm or deadly weapon pursuant to state or federal law obtains access to the firearm thereby causes death or great bodily injury to themselves or any other person.

805 CLEANING AND INSPECTION

Armed deputies are responsible for all cleaning necessary to maintain the firearm and magazines in good working condition. Armed deputies shall clean the firearm after every use and inspect the firearm each time the deputy qualifies on the firing range. Additionally, cleaning clearing of firearms in an office setting is prohibited with the exception of the Rangemasters.

806 SERVICE AND REPAIR

The Rangemaster/Armorer shall be the only person authorized to repair or modify any department owned firearm. All firearms shall be inspected by the Rangemaster/Armorer annually.

In the event a firearm is dropped or there is a question about the safety condition or proper functioning of the firearm, the armed DPO must immediately report the incident to their supervisor and Rangemaster.

Firearms that need to be repaired or serviced shall be replaced temporarily with a firearm of the same make, model, and caliber. The deputy shall qualify with the replacement weapon. Deputies must return the temporarily issued firearm promptly when the regular issued firearm is returned to the deputy.

807 LOST OR STOLEN FIREARMS

Armed deputies shall immediately file a report with the local law enforcement agency and their supervisor in the event their firearm is lost or stolen. A Special Incident Report (SIR) containing all the details regarding the theft or loss of the firearm shall be completed by all staff who were involved or witnessed the incident. The report shall then be submitted to their Supervisor, following the chain of command.

Armed deputies may be issued a temporary or permanent firearm if the Chief Probation Officer or designee authorizes such issuance. The deputy must qualify with the newly issued firearm. The deputy may be required to reimburse the Department in the event that a department owned firearm and related equipment is lost through negligence of the deputy.

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808 UNHOLSTERING OF A FIREARM

The unholstering of the firearm should be based on the deputy's experience and determination that there is a potential threat to life through the behavior of another. However, the firearm should be re-holstered as soon as it is safe to do so. Deputies are authorized to draw their firearm from its holster under the following circumstances:

- (a) For maintenance and inspection;
- (b) For training purposes, under the supervision of a Rangemaster/Armorer;
- (c) When conducting a protective sweep of a residence/dwelling during a search or warrant apprehension;
- (d) When there is imminent danger to the deputy's life or serious bodily harm exists to the deputy or members of the public; or
- (e) The rendering of mutual aid to any other law enforcement agency.

809 DISCHARGING A FIREARM

An authorized deputy is expected to use sound judgment in making a determination that the use of deadly force is necessary. It is the policy of the Department that deputies shall assess all reasonable means of self-protection and the protection of others in the DPO's presence before resorting to the use of a firearm.

Deputy Probation Officers who are authorized to carry a firearm are authorized to discharge the firearm in the line of duty under the following circumstances:

- (a) Departmentally approved training;
- (b) Practice at currently approved range under the supervision of the Probation Department's Rangemaster;
- (c) Qualification purposes;
- (d) To protect themselves or others from what they reasonably believe to be an immediate threat of death or serious physical injury to themselves or others based on the totality of circumstances known to or perceived by the deputy at the time; and
- (e) To affect the capture of or to prevent the escape of a suspect where the deputy has probable cause to believe the suspect poses a significant and immediate threat of death or serious physical injury to the deputy or others.

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) 900 RANGEMASTER/ FIREARM INSTRUCTOR RESPONSIBILITIES	Section Number: SEO-900
	Effective Date: 12/19/2022
	Approved By: <u>K. M. H. H.</u> , Chief Deputy

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900 RANGEMASTER/FIREARM INSTRUCTOR RESPONSIBILITIES

Rangemaster/Firearm Instructors shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced. Rangemasters shall be qualified through an approved Rangemaster school. Rangemasters' responsibilities include the following but are not limited to:

- Facilitate firearms training, qualification and re-qualification;
- Provide a firing range program for use by Probation Department personnel;
- Supervise and utilize the Range Safety Officers (RSO) in the performance of their daily duties related to range activities;
- Establish and enforce rules of conduct on the shooting range as deemed necessary for the safe operation of the shooting range;
- Maintain records of required firearms qualification for each armed staff and confiscate the firearms of those who fail to qualify;
- Provide loaner firearms to staff whose firearm is surrendered for reasons, such as OIS, repairs, etc.
- Notify the immediate supervisor of those who fail to qualify;
- Report any firearm safety violations and take the appropriate action as deemed necessary, including confiscation of DPO's firearm;
- Maintain records of all deputized staff members authorized to carry firearms;
- Maintain an inventory of all department owned weapons, ammunition, and equipment including make, model and serial number and keep a record of all items assigned to armed staff.
- Coordinate the Arming Academy Firearm Training(s) for SEO and Armed on Request
- Coordinate and provide oversight over the Pre-Academy Shooting Sessions
- Conduct Quarterly Firearms Qualifications for all armed staff
- Conduct monthly firearms training
- Coordinate and schedule firearms trainings at various locations (CIM and PDC)
- Monitor courses for compliance with Departmental Directives/Policies
- Process and review Staff Training Rosters
- Track class attendance and schedule make-up classes as necessary
- Coordinate with Staff Training Office on training certifications to ensure all lesson plans are updated to current standards
- Conduct firearm inspections and maintenance as necessary
- Update and revise all current certifications in use
- Write and implement certifications for upcoming trainings

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- Provide individual remediation training for armed officers who fail to qualify during quarterly qualifications
- Track and monitor all Department ammunition, which include Duty, Ball and Shotgun ammunition.
- Maintain weapons log and keep track/control of all firearms issued and returned within the Department and conduct periodic firearms audits with Range Staff and Armed Managers.

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) USE OF FORCE	Section Number: AISB-SEO-1000
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	Approved By:  , Chief Deputy

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1000 USE OF FORCE

The purpose of this policy is to provide Armed Deputy Probation Officers with guidelines on the reasonable use of force. DPOs shall use only the amount of force deemed objectively reasonable to bring an incident under control. The powers and authority granted to deputies by the State of California to use force represents a great responsibility and requires deputies to have an understanding and appreciation for the authority vested upon them. Deputies are expected to follow these guidelines in a manner that is professional, impartial and respects the value of all human life. Deputies shall endeavor to use prevention efforts, warnings, and tactical communication to de-escalate a situation and prevent the need to use force whenever reasonably possible.

1001 LEGAL STANDARDS

This policy is consistent with Penal Code § 835, California's Board of State; and is aligned with the United States Supreme Court's decision *Graham vs. Connor*, 490 U.S. 386 (1989) which mandates when force is used, trained deputies (peace officers) shall utilize an objectively reasonable standard to ensure the level(s) of intervention utilized are reasonable.

1002 DE-ESCALATION STRATEGIES

De-escalation strategies are designed to successfully resolve conflicts while they arise and minimize situations that may require the use of force. The strategies include the application of conflict resolution and disengagement. Deputies shall strive to de-escalate crises through maintaining effective awareness and communication skills (e.g., speak with a firm, calm and non-threatening manner), by providing warnings (e.g., requesting compliance with instructions) and/or asking other deputies to assist to minimize the need to use force.

Note: When addressing crises situations, deputies shall consider the state of mind of the client and what influences the crises such as narcotic usage, a history of trauma and/or mental illness.

1003 DEFINITIONS OF FORCE

Force – Any physical effort used to control or restrain another or to overcome the resistance of another. The application of physical tactics, chemical agents or weapons to another person.

Reasonable Force – The amount of force that an objective, trained, and competent peace officer, faced with similar facts and circumstances, would consider necessary and reasonable to subdue an attacker, overcome resistance, effect custody, or gain compliance with a lawful order.

Deadly Force – Deadly force is any use of force that is likely to result in death. California law permits the use of deadly force in self-defense or in the defense of others if the person claiming the right of self-defense or the defense of others actually and reasonably believed that they or others were in imminent danger of great bodily injury or death. 197 PC Homicide; *People v. Randle* (2005)

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35 Cal.4th 987, 994 (overruled on another ground in *People v. Chun* (2009) 45 Cal.4th 1172, 1201); *People v. Humphrey* (1996) 13 Cal.4th 1073, 1082; see also, CALCRIM No. 505.

1004 AUTHORITY TO USE FORCE

Penal Code §835-

(a) The legislature finds and declares all of the following:

(1) That the authority to use physical force, conferred on peace officers by this section, is a serious responsibility that shall be exercised judiciously and with respect for human rights and dignity and for the sanctity of every human life. The legislature further finds and declares that every person has a right to be free from excessive use of force by officers acting under color of law.

(2) As set forth below, it is the intent of the legislature that peace officers use deadly force only, when necessary, in defense of human life. In determining whether deadly force is necessary, deputies shall evaluate each situation in light of the particular circumstances of each case, and shall use other available resources and techniques if reasonably safe and feasible to an objectively reasonable officer.

(3) That the decision by a peace officer to use force shall be evaluated carefully and thoroughly, in a manner that reflects the gravity of that authority and the serious consequences of the use of force by peace officers, in order to ensure that officers use force consistent with law and agency policies.

(4) That the decision by a peace officer to use force shall be evaluated from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances known to or perceived by the officer at the time, rather than with the benefit of hindsight, and that the totality of the circumstances shall account for occasions when officers may be forced to make quick judgments about using force.

(5) That individuals with physical, mental health, developmental, or intellectual disabilities are significantly more likely to experience greater levels of physical force during police interactions, as their disability may affect their ability to understand or comply with commands from peace officers. It is estimated that individuals with disabilities are involved in between one-third and one-half of all fatal encounters with law enforcement.

(b) Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use objectively reasonable force to effect the arrest, to prevent escape, or to overcome resistance.

(c) (1) Notwithstanding subdivision (b), a peace officer is justified in using deadly force upon another person only when the officer reasonably believes, based on the totality of the circumstances, that such force is necessary for either of the following reasons:

(A) To defend against an imminent threat of death or serious bodily injury to the officer or to another person.

(B) To apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the officer reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended. Where feasible, a

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peace officer shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

(2) A peace officer shall not use deadly force against a person based on the danger that person poses to themselves, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the peace officer or to another person.

(d) A peace officer who makes or attempts to make an arrest need not retreat or desist from their efforts by reason of the resistance or threatened resistance of the person being arrested. A peace officer shall not be deemed an aggressor or lose the right to self-defense by the use of objectively reasonable force in compliance with subdivisions (b) and (c) to effect the arrest or to prevent escape or to overcome resistance. For the purposes of this subdivision, "retreat" does not mean tactical repositioning or other de-escalation tactics.

(e) For purposes of this section, the following definitions shall apply:

(1) "Deadly force" means any use of force that creates a substantial risk of causing death or serious bodily injury, including, but not limited to, the discharge of a firearm.

(2) A threat of death or serious bodily injury is "imminent" when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the peace officer or another person. An imminent harm is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed.

(3) "Totality of the circumstances" means all facts known to the peace officer at the time, including the conduct of the officer and the subject leading up to the use of deadly force.

Penal Code §196-

Homicide is justifiable when committed by peace officers and those acting by their command in their aid and assistance, under either of the following circumstances:

(a) In obedience to any judgment of a competent court.

(b) When the homicide results from a peace officer's use of force that is in compliance with Section 835a.

1005 DUTY TO INTERCEDE

Any deputy present and observing another deputy using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. A deputy who observes another employee use force that exceeds the degree of force permitted by law shall promptly report these observations to a supervisor.

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1006 USE OF FORCE ON ANIMALS

Use of force on animals is authorized when an animal poses an imminent threat to human safety. However, force on animals shall only be utilized for self-defense or the defense of others in life threatening situations.

1007 SITUATIONAL USE OF FORCE OPTIONS

It is the responsibility of deputies to exercise discretion in determining the appropriate use of force to utilize. The Department utilizes the Use of Force Options Model. Deputies shall be aware of departmental policy and laws concerning self-defense. This policy does not require for a deputy to sustain a physical injury before applying reasonable force.

Situational Use of Force Options Chart (Appendix A) provides a visual aid that depicts the Department's policy with respect to options available to deputies when they handle certain types of situations/conditions. The following four categories of individual behavior were identified with respect to potential citizen contacts. Each category of behavior was analyzed for the type of force response which may be appropriately applied if force is perceived to be necessary by the deputy. The listings should **not** be construed as meaning that the force options are to be used only in the order listed.

1007.1 CATEGORY 1: COOPERATIVE

"Cooperative" means that individuals respond in a positive way to DPO's mere presence and are easily directed with verbal requests and commands such that no physical force is needed to gain cooperation. Those that require control or searching allow this to take place without resistance. Cooperation is often achieved by non-verbal acts such as gestures, stance, and facial expressions.

Deputy Use of Force Options:

If an individual behavior falls into the cooperative category, the following options are available:

- Non-verbal: That which is expressed without the use of words (gestures, posturing, facial expressions, etc.);
- Professional Command Presence: Visual appearance and confidence projected to others;
- Verbal: That which is communicated by the use of words (inflection, pitch, tone)
- Control/Search Handcuffing: To control in a case and manner authorized by law (firm grip, escort, etc.);
- Visually and physically examine a person for contraband/weapons; concealed (visual, cursory); and
- To restrain a person by use of authorized handcuffs

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1007.2 CATEGORY 2: RESISTIVE

"Resistive" behavior is defined as physical or verbal resistance to lawful orders and commands. If the resistance is verbal, the subject has refused to follow orders given by the deputy. However, if the resistance is physical, the subject may display a number of actions such as running away, arms flailing, or pulling away. There are two categories of resistance: passive and active.

Examples of physical resistance can include the subject assuming an aggressive posture or stance, running away, physically resisting the deputy's efforts to secure/handcuff/control or obscene gestures to lawful presence or request. An individual's verbal/non-verbal physical actions can be interpreted as, they will not comply with orders or requests made and will resist so as to not allow control to be exerted over themselves. The subject may not be "attacking" the deputy and does not fully intend to assault or batter the deputy. Measures and options to address these behaviors are meant to obtain and secure control of the situation.

The First Amendment of the United States Constitution protects a certain amount of verbal criticism and peaceful challenge of officers. Verbal complaints, insults, and peaceful challenge to officers, where an individual is otherwise cooperative, do not constitute "resistive" behavior.

DPO Use of Force Options:

If an individual's behavior falls into the resistive category, the following options are available:

- Control Holds: To restrain the movements of another by utilizing arms and hands (firm grip, escort, wrist locks, etc.).
- Firm Grip: Solid and stable grasp of another's arm by the use of one's hands for purpose of control-gaining compliance, usually applied to the arm/shoulder area;
- Defensive Tactics: Weaponless maneuvers used to overcome resistance;
- Intermediate Weapons Control Techniques: controlling another by the use of an impactweapon; and
- Chemical Agents: Department-issued Oleoresin Capsicum (OC) Spray/Gel

1007.3 CATEGORY 3: ASSAULTIVE/HIGH RISK

The assaultive/high-risk category is defined as an unlawful threat or attempt to do physical harm to another, causing a present fear of immediate harm, a violent physical attack, a situation in which the totality of the articulated facts/circumstances which causes an objectively reasonable deputy to form the opinion that a significant credible threat of violence exists. The assaultive subject is one who has crossed the line of resistance and is threatening to assault or has physically assault of the deputy or a citizen. This category also deals with a high-risk situation, such as a fleeing subject who is hiding in a yard. In this category, the likelihood of the deputy (or citizen) to be injured is heightened based on the subject's deliberate assaultive actions or other significant potential actions.

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DPO Use of Force Options:

If an individual's behavior falls into the assaultive/high risk category, then the following options are available:

- Impact Weapons: Collapsible Baton;
- Chemical Agents: Department-issued OC Spray/Gel;
- Personal Weapons: Body parts used to impact another (e.g., hands, feet, arms, etc.); and
- Taser: Short or long range deployment

1007.4 CATEGORY 4: LIFE THREATENING/SERIOUS BODILY INJURY

The "life threatening" category encompasses actions which are likely to result in serious bodily injury or possible death of deputies or of another. Utilizing firearms, impact weapons, chemical agents, personal weapons or taser to vital areas of the body is reasonable to employ at this level in self-defense, the defense of others, and in conjunction with other available options to ultimately gain control of the situation.

Justification for the use of deadly force is limited to what reasonably appears to be the facts known and totality of circumstances perceived by the deputy at the time the deputy decides to shoot or use an assaultive or high-risk option. Deputies must have an independent basis to use deadly force and shall not base actions solely on the observation of another peace officer. Facts unknown to the deputy and which could not reasonably have been expected to be known by the deputy cannot be considered later in determining whether the use of deadly force is justified. The justification will be assessed by the legally-authorized agency or department.

Deputies may use deadly force to protect themselves or others from what they reasonably believe would be an imminent threat of death or serious bodily injury. In determining whether the circumstances justify the use of deadly force, the deputy shall consider and give relative weight to the following factors:

- Whether a firearm has been displayed or any article that can be used as a weapon by an individual in a threatening manner that might reasonably cause the death or serious bodily injury to the deputy or another person;
- Whether the subject is known to the deputy to have a record and/or history of violent behavior;
- Whether the deputy has information from a reliable source (such as a spouse, law enforcement official, employer, or landlord) that the individual is or may be armed and dangerous;
- Whether there have been auditory or visual indicators at the scene of the potential threat (such as the sound of gunshots, screaming, or cries, or sounds or signs of an altercation in process); or
- Whether the deadly force can be tactically utilized.

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DPO Use of Force Options:

If an individual's behavior falls into the life-threatening/serious bodily injury category, then the following option are available:

- Firearms: Use of authorized firearms (See Arming Policy for additional information); and
- Impacting vital areas: Striking an individual in the head, neck, clavicle, spine or other vital areas with any impact weapon.

1008 REPORTING PROCEDURES

1008.1 DEPUTIES AND NON-SWORN RESPONSIBILITIES INVOLVING USE OF FORCE

All deputies and staff who use, assist with, or witness a reportable use of force option are required to ensure immediate verbal notification to a SDPO and their immediate supervisor or higher (depending on the ranking of the deputy/staff involved in the use of force) as soon as safely possible. In addition, deputy and staff are required to submit a Use of Force Report (or Special Incident Report) (Appendix B) containing clear and concise details regarding the incident prior to the end of the same working shift. In extenuating circumstances, or with SDPO or management approval, deputies may prepare a report no later than 24-hours after the incident. All staff who are present at the scene who do not witness the use of force shall also submit a Special Incident Report (SIR) indicating their location at the time of use of force and any relevant details related to the incident.

The following incidents constitute reportable force for the purpose of this policy:

- Any use of force that resulted in visible injury, complaint, unconsciousness, or continuing pain to the subject;
- Any use of force which is greater than that required for un-resisted department approved searching or handcuffing, control holds or ride-along; and
- Use of Force Options:
 - Defensive Tactics
 - Intermediate Weapons Control Techniques;
 - OC Spray/Gel (Chemical Agents)
 - Hobble
 - Impact Weapon
 - Impact to vital areas
 - Taser
 - Firearm*

*Note: Staff are referred to the Arming Policy, for policies and procedures to report a use of force with firearm.

Deputies and staff involved in or a witness to a use of force shall submit a Use of Force Report and/or Special Incident Report promptly and accurately. Deputies shall describe their authority to be present, knock and notice, details leading up to the use of force and details describing the use of force incident, including the actions of the subject necessitating the use of force

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and the specific force used in response to the subject's actions. Any injuries or complaints of injuries, and any medical treatment or refusal of medical treatment shall be fully documented in related reports and whenever practical should be witnessed by another deputy and/or medical personnel.

1008.2 SUPERVISOR RESPONSIBILITIES INVOLVING USE OF FORCE

Supervising Deputy Probation Officer (SDPO) shall be on site during all probation led compliance checks and warrant apprehensions. While SDPOs may be involved in the use of force when warranted, the role of the SDPO during a use of force is to direct staff, coordinate a safe and effective use of force and be an objective observer during the incident.

If a use of force incident occurs when a SDPO is not present, such as deputies working with a task force, the SDPO shall respond without unnecessary delay. The SDPO shall immediately advise the Director who will advise the Senior Director and Bureau Chief of any incidents of force. In addition, the SDPO shall be responsible for the following:

- Obtain the basic facts from the involved deputy(s);
- Ensure that any injured parties are examined and treated;
- Separately interview the subject(s) upon whom force was applied;
- Ensure that photographs have been taken of any areas involving injury or complaint of pain as well as overall photographs of uninjured area;
- Identify any witness not already included in related reports; and
- Review and approve all related reports.

Prior to the end of the next working day, complete and route to the Director the Supervisor's Use of Force packet summarizing the use of force incident that includes the Supervisor's Use of Force Report (Appendix C) and the Operational Plan/Search Packet. The supervisor's review should include appropriate recommendations, including whether or not the use of force was within policy, the need for additional training, and whether or not additional investigation is required. If a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor or authorized designee is expected to complete as many of the above items as circumstances permit.

Should the SDPO be involved in the use of force, the review responsibilities will fall upon the SDPO's Director.

1008.3 DIRECTOR RESPONSIBILITIES INVOLVING A USE OF FORCE

Directors shall respond without unnecessary delay to any incident involving reportable force and shall immediately advise the Senior Director and Bureau Chief of any incidents of force. In addition, the Director shall do the following:

- Obtain the basic facts from the SDPO

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- Review and approve all related documents, reports, photographs, and the operational plan to ensure that all applicable departmental policies, procedures, and Directives were followed.
- Maintain a log of all the use of force incidents to include the following:
 - Date
 - Time
 - Staff involved
 - Reason for force and summary of injury
 - Summary of treatment provided by staff and medical personnel
- Within three working days, complete and route to the Bureau Chief the Supervisor's Report along with a Director's report recommending incident closure or further investigation of the incident. The Director's report shall concur or disagree with the supervisor's written report as to whether the action of the deputy was appropriate pursuant to the Use of Force Policy.
- Should the Director determine that any application of force was not within policy, a separate internal administrative investigation shall be initiated.

In the event that the Director is unable to respond to the scene of an incident involving the reported application of force, the Director or authorized designee is expected to complete as many of the above items as circumstances permit.

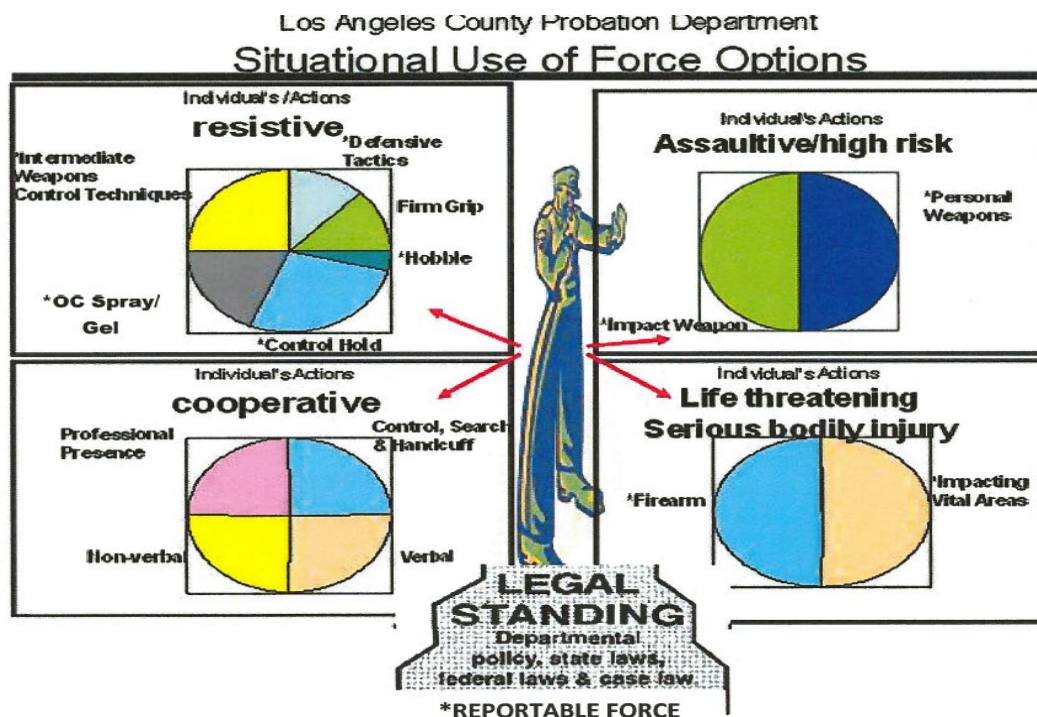
1009 RESPONSIBILITY FOR TRAINING

Deputy Probation Officers are mandated to complete a department approved training curriculum specifically focusing on 'Situational Use of Force Options' policy. The DPO is mandated to have a functional comprehension of said policy. DPOs must also be able to engage in the practical, reasonable application of said policy. DPOs are mandated to complete training at an acceptable level of proficiency as determined by the Department and comply with the department approved Use of Force Policy or be subjected to remediation and/or administrative actions by the Department.

USE OF FORCE

APPENDIX A: SITUATIONAL USE OF FORCE OPTIONS

The Situational Use of Force Options Chart was designed to be a visual aid which best depicts the Department's policy with respect to options available to deputies when they have to handle certain types of situations/conditions. The chart is intended to enhance the individual deputy's understanding of the utilization and application of force given a specific situation or set of circumstances. The arrows emanating from the figure in the middle of the chart depict how a deputy may choose any of the options available depending upon what they perceive about the incident (i.e., what the behavior or change in behavior is perceived). Escalation/de-escalation is achieved via the changing perceptions of the deputy involved and guidelines provided (i.e., force options identified to address each behavior exhibited by an individual). Once again, the deputy's perceptions and actions are based upon all the information the DPO takes into the incident. This is guided by the knowledge, understanding and confidence level the deputy has with respect to the potential options available to them depending on individual's actions perceived and understood. In addition, it is recognized that circumstances may arise in which deputies reasonably believe it would be impractical or ineffective to use any of the standard tools, weapons or methods provided by the Department. Deputies may find it more effective or practical to improvise their response to rapidly unfolding conditions they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree reasonably necessary to accomplish a legitimate law enforcement purpose.



USE OF FORCE

APPENDIX B-1: USE OF FORCE REPORT (EXCERPT)

**LOS ANGELES COUNTY PROBATION DEPARTMENT
FIELD SERVICES
USE OF FORCE REPORT**

Staff Information									
Employee # :		Last Name:		First Name:		Middle Name:			
Unit of Assignment:					Work Assignment:				
Incident Information									
Date:		Time:		Location:					
Type of Force:						Operations Plan Attached: YES ☐ NO ☐			
Injury/Damage:		Staff YES ☐ NO ☐		Subject: YES ☐ NO ☐		Witness: YES ☐ NO ☐		Other: YES ☐ NO ☐	
SDPO notified: YES ☐ NO ☐		SDPO Name				SDPO Rollout: YES ☐ NO ☐			
Time:									
Involved Employee									
Employee # :		Last Name:		First Name:		Middle Name:			
Unit of Assignment:					Work Assignment:				
☐ Injured		☐ Treated		☐ Declined Treatment		☐ Admitted		Hospital:	
Subject Information									
Last Name		First Name		Middle Name		X or PDJ #			
AKA Last Name		First Name		Middle Name		X or PDJ #			
Sex: ☐ M ☐ F		Race:		Street Address:		City:		Zip Code:	
Cell/Home Telephone/Work Number(s):			Age: yrs.		Height:		DOB		Weight: lbs.
									Armed? ☐
Booking #:		Primary Charge Code:			Secondary Charge Code:			Criminal History ☐	
EMT in attendance? ☐ YES ☐ NO		Name:			Unit:			Phone Number	
☐ Injured		☐ Treated		☐ Declined Treatment		☐ Admitted		Hospital:	
Hospital Address			Treating Physician				Phone Number		
Under Influence: ☐ YES ☐ NO ☐ UNK			Substance(s):				Mental Illness: ☐		
Coroner Case #:		Date of Death:							
Subject Interview									
Date:		Time:		☐ Audiotape		☐ Videotape		☐ Photos of Injuries	
								☐ Admits Hearing Announcements	
Non-Employee Witness(es)									
1. Last Name		First Name		Middle Name		Age yrs.		D.O.B.	
Street Address		City		Zip Code		Contact Numbers			
2. Last Name		First Name		Middle Name		Age yrs.		D.O.B.	
Street Address		City		Zip Code		Contact Numbers			
3. Last Name		First Name		Middle Name		Age yrs.		D.O.B.	
Street Address		City		Zip Code		Contact Numbers			

APPENDIX B-2: SPECIAL INCIDENT REPORT (EXCERPT)

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USE OF FORCE

APPENDIX C: SUPERVISOR'S USE OF FORCE REPORT (EXCERPT)

LOS ANGELES COUNTY PROBATION DEPARTMENT FIELD SERVICES SUPERVISOR'S USE OF FORCE REPORT								
Supervisor Information								
Employee # :		Last Name:		First Name:		Middle Name:		
Unit of Assignment:				Work Assignment:				
Incident Information								
Date:		Time:		Location:				
Type of Force:				Operations Plan Attached: YES ☐ NO ☐				
Injury/Damage: Staff YES ☐ NO ☐		Subject: YES ☐ NO ☐		Witness: YES ☐ NO ☐		Other: YES ☐ NO ☐		
SDPO notified: YES ☐ NO ☐		SDPO Name			SDPO Rollout: YES ☐ NO ☐			
Time:								
Involved Employee(s)								
E_	Employee # :		Last Name:		First Name:		Middle Name:	
	Sex: Male ☐ Female ☐		Race	Unit of Assignment:		Work Assignment:		
	Shift:	☐ Regular Shift ☐ OT Shift ☐ Off Duty			Age:	Height:	Weight:	
	☐ Injured ☐ Treated ☐ Declined Treatment ☐ Admitted Hospital: _____							
E_	Employee # :		Last Name:		First Name:		Middle Name:	
	Sex: Male ☐ Female ☐		Race	Unit of Assignment:		Work Assignment:		
	Shift:	☐ Regular Shift ☐ OT Shift ☐ Off Duty			Age:	Height:	Weight:	
	☐ Injured ☒ Treated ☐ Declined Treatment ☐ Admitted Hospital: _____							
E_	Employee # :		Last Name:		First Name:		Middle Name:	
	Sex: Male ☐ Female ☐		Race	Unit of Assignment:		Work Assignment:		
	Shift:	☐ Regular Shift ☐ OT Shift ☐ Off Duty			Age:	Height:	Weight:	
	☐ Injured ☐ Treated ☐ Declined Treatment ☐ Admitted Hospital: _____							
Subject Information								
Last Name		First Name		Middle Name		X or PDJ #		
AKA Last Name		First Name		Middle Name				
Subject Interview								
Date:		Time:		☐ Audiotape ☐ Videotape ☐ Photos of Injuries ☐ Admits Hearing Announcements				

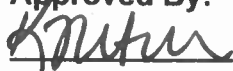
Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) CONTROL DEVICES AND TECHNIQUES	Section Number: SEO-1100
	Effective Date: 12/19/2022
	Approved By:  Chief Deputy

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1100 CONTROL DEVICES AND TECHNIQUES

To minimize altercation related injuries to Deputy Probation Officers (DPOs or deputies) and suspects, the Department authorized the use of control devices. Control devices include but are not limited to the following: oleoresin capsicum spray (OC) and impact weapons.

Department-approved control holds, and defensive tactics can be used in controlling a passive or actively resisting subject. DPOs shall only apply those techniques for which the deputy has received department approved training and only when the deputy reasonably believes that the use of such techniques appears necessary to further a legitimate law enforcement purpose. Deputies using such techniques should consider the totality of the circumstances, including but not limited to the following:

- Potential for injury to DPO or others if the technique is not used;
- Potential risk of serious injury to a subject being controlled;
- The degree to which the use of a technique may be controlled in application according to the level of resistance;
- The nature of the offense involved;
- Level of resistance of the subject(s) involved;
- Need for prompt resolution of the situation;
- If time permits (e.g., passive subject(s)), other reasonable alternatives; and
- Any other exigent circumstances.

The application of any control holds, and defensive tactics shall be discontinued once the officer determines that compliance has been achieved.

1101 OLEORESIN CAPSICUM (OC) SPRAY/GEL

The use of OC spray is permitted under Penal Code (PC) § 22820 Unlawful Use of Tear Gas in California. Only personnel who are properly trained and certified are authorized to use department issued OC Spray/Gel. Only DPOs who complete the departmental provided 832 PC Peace Officers, Chemical Agents course, are authorized to carry OC Spray/Gel while on duty (See Appendix A for Department OC policy ([PEPPER SPRAY POLICY \(sharepoint.com\)](https://sharepoint.com/Probnet/Notices%20and%20Directives/Pepper%20Spray%20Policy))/ Probnet>Notices & Directives>Pepper Spray Policy).

Use of OC Spray/Gel

OC Spray/Gel shall only be considered when a subject's behavior is physically resistive and/or aggressive. DPOs shall only administer the amount of spray/gel necessary and reasonable to accomplish the lawful objective.

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Deployment of OC Spray/Gel

Deputies shall give a verbal command to stop resistive/aggressive behavior before OC Spray is deployed. However, if a subject's behavior will clearly result in injury to a deputy, OC Spray may be used without warning. When used, deputies shall aim the canister at a subject's eye area and direct approximately one-second-long burst of spray/gel. If the deployment of OC fails to affect the subject, DPO may deploy repeated applications of OC Spray/Gel. Once the subject has been subdued, the deployment of OC Spray/Gel shall stop.

Decontamination of OC Spray/Gel

Persons who have been sprayed with or otherwise affected by the use of OC should immediately be decontaminated and promptly provided with clean cool water to cleanse the affected areas when reasonably possible. Emergency medical care must be summoned to provide additional treatment and decontamination. DPOs shall instruct subject(s) to relax and encourage subject(s) to open and close their eyes to help speed up the recovery process by creating natural tears. Subject(s) should also be moved to uncontaminated air.

1102 IMPACT WEAPONS

Deputies who carry a collapsible baton need to satisfactorily pass the basic certification course. The baton shall be used when, based upon the totality of circumstances perceived by a DPO, such force reasonably appears justified and necessary to result in the safe control of a subject. The need to immediately incapacitate a subject must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidney and groin should not intentionally be targeted except when DPO reasonably believes a subject may cause serious bodily injury or death to the deputy or others.

The Impact Weapons Striking Chart (Appendix B) serves as a visual aid which displays areas of the body to strike when such force is justified. Striking areas have been divided into three categories based on the likely effect of a properly accomplished strike. The categories of striking areas are defined as following:

Primary Striking Areas (See Striking Chart- Green Target Areas)

- Body parts pose the greatest potential or actual threat to the deputy (i.e., hands, arms, legs);
- Strikes in these areas normally result in minimal levels of trauma;
- Resultant injuries tend to be temporary rather than permanent;
- Striking bony areas/impact points may cause pain, breakage, and/or dysfunction of limb;
- Striking muscle mass may cause trauma and/or pain; and
- Striking motor point may cause pain or temporary motor dysfunction for five to ten minutes.

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Due to the potential direct threat posed by a subject's hands, arms, and legs, these striking areas are considered "Primary."

Secondary Striking Areas (See Striking Chart- Yellow Target Areas)

- Body parts/areas do not pose an inherent direct threat to DPO;
- Strikes in these areas normally result in moderate levels of trauma;
- Resultant injuries tend to be more serious and of longer duration;
- Striking the body areas/impact points may cause pain or breakage;
- Striking motor point may cause pain or temporary motor dysfunction for five to ten minutes; and
- Striking a body organ may cause intense pain, internal bleeding, and organ dysfunction.

These striking areas are considered "Secondary" in a progression or escalation of force situation. These targets may be chosen when strikes to "Primary" striking areas have proven ineffective in responding to a threat or attack. "Secondary" target areas may also be resorted to initially and immediately to counter immediately increased aggression, heightened levels of threats or sudden attacks justifying a higher level of initial force.

Vital Areas (See Striking Chart- Red Target Areas)

- Vital body parts as well as near vital body parts (i.e., head, facial area, neck, throat);
- Strikes in these areas normally result in the highest level of trauma;
- Resultant injuries more likely to be permanent and may include unconsciousness, shock, nervous system damage, paralysis, or death;
- Striking in these areas may cause intense pain, breakage, paralysis, organ dysfunction, asphyxiation hemorrhaging, unconsciousness, and death; and

Strikes to these areas are to be avoided except in situations which compel and justify a level of force which may result in the severe trauma described.

Once again, deputies are responsible for understanding the potential impact of various categories of force application. Deputies are expected to use good judgment and discretion in selecting the appropriate level of force.

SEO Management will work with the Staff Training Office each year to determine the required ongoing training that will be required related to the aforementioned force options.

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APPENDIX A-1: USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

LOS ANGELES COUNTY PROBATION DEPARTMENT USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

It is the policy of the Los Angeles County Probation Department that Oleoresin Capsicum (OC) spray may be used within the scope of peace officer authority to control, restrain or subdue imminent or actual violent behavior by subjects or others if such behavior presents a clear danger. OC shall not be used for punishment, retaliation or disciplinary purposes. The use of OC is permitted under Section 12403 of the California Penal Code. Only personnel who are properly trained and certified are authorized to use OC. All incidents of use require appropriate notification and documentation. Use of OC is limited to Adult Field Deputy Probation Officers assigned to the Domestic Violence (DOM), Sex Registrants (SRG), Child Threat (CTH), Adult Gang (GNG) caseloads.

CHARACTERISTICS

OC is a highly concentrated form of red cayenne peppers or similar synthetic substance that affects the mucous membranes of humans and animals. OC, when applied to the face, typically causes swelling of the mucous membranes, involuntary closing of the eyes, gagging, coughing, shortness of breath, and an intense feeling of burning on the exposed skin areas. Most persons encountering OC involuntarily bend at the waist or drop to their knees, regardless of their emotional or intoxicated state.

The major advantage of OC is that it is consistently effective when used against combative persons with reduced sensitivity to pain such as those under the influence of PCP. The symptoms are temporary but may last up to 45 minutes if left untreated. Decontamination is simpler and more effective than with other chemical agents. It is also effective against vicious animals.

PREREQUISITES

OC shall be the only chemical agent authorized to be carried or used by employees of the Department. Specific brands and hand-held applicators shall only be those authorized by the Department of Justice and issued by this Department. Only staff who have completed the departmentally provided 832 PC Chemical Agents course will be issued and authorized to possess OC spray while on duty.

Use of Department-issued OC spray is restricted to the conducting of official Department business.

- A. OC will only be used in self-defense when reasonably and lawfully necessary.
- B. Training in the use and the carrying of OC spray equipment is mandatory for all Deputies assigned to specialized supervision caseloads (DOM, SRG, CTH, GNG or any other specified by department policy) where

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LOS ANGELES COUNTY PROBATION DEPARTMENT USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

- C. Field contacts are necessary. Approved training in the use of OC spray must be completed within 90 days of the issuance of this policy or within

90 days of assignment to a DOM, SRG, CTH, GNG or other caseload authorized to carry OC. caseload in order to continue assignment to the specialized caseload. Failure to complete said training within the prescribed time frame may result in a reassignment.

- D. The completion and maintenance of Standard First Aid and CPR training/certification will be a requirement for the issuance of OC.
- E. All officers assigned to a DOM, SRG, CTH, or other authorized caseload must sign acknowledgement of receipt of the OC Spray Policy

NOTE: Non-sworn staff working in these functions is not permitted to carry OC spray while performing work assignments.

- F. When not on the DPO's person, the O.C. canister is to be kept in a safe and secure location to prevent unauthorized access.
- G. The use of OC during the course of employment with the Los Angeles County Probation Department must be done in compliance with the requirements as set forth in training and general Departmental policies.
- H. Any time OC is used in the course of duty, notification to the employees' immediate supervisor is required as soon as possible, but in every case within 24 hours of the incident. Upon being notified, the Supervisor shall immediately notify his or her Director, and the Director will cause an immediate review of the use of OC.
- I. Persons issued OC canisters by the Department are responsible for their proper maintenance and for assuring that the canister contains sufficient chemical.
- J. While in the field, all probation personnel shall secure the OC canister on his or her person. The canister shall be secured in an upright position, to a departmentally issued utility belt or other personal belt that is buckled securely about the staff member's waist in such a manner as to prevent anyone from pulling the canister away from the staff's person.

USE OF OC IN THE FIELD

The specific instructions given to authorized employees during training are to serve as the guide for performance and application. The following guidelines apply:

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- A. The primary objective for the deployment of OC is as a defensive force.
- B. The level of defensive force used is to be only that level which is necessary to control an aggressive or violent individual.
- C. Mere verbal threats of violence by a subject do not by themselves justify the use of OC spray, unless the situation is escalating.
- D. The level of force must be based on what is reasonable, appropriate and necessary given the totality of individual circumstances, including the behavior of the subject and other people involved.
- E. All methods of de-escalating a situation shall be considered before resorting to the use of force. These include, but may not be limited to:
 - Staff presence (presence of several staff)
 - Dialogue and counseling
 - Verbal commands
 - Intervention by SDPO whenever possible

The above listing is not to be construed as meaning that the force options are to be used only in the order listed.

Deployment of OC Spray

- A. Before OC spray is used, the DPO will give a verbal command to stop the behavior and warn the subject that OC spray is about to be applied.
- B. Aim the canister at the subject's facial area, and direct a one-second long stream of spray at the subject.
- C. Spraying shall be repeated if the first spray fails to effect compliance. In instances in which one application of OC spray fails to produce the desired results and stop the aggressive behavior, and repeated application(s) of the spray are necessary, staff shall clearly document the needs for additional discharges of the canister in the written report.
- D. The application of OC spray shall not be continued once the subject has been subdued.

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- E. Once the subject is subdued and no longer a threat, and the DPO has assessed that there are no other immediate threats to officer safety, the DPO is to immediately contact Police/Fire via 911 to obtain subsequent decontamination, medical treatment and possible arrest. The DPO will remain with the subject pending the arrival of EMS/law enforcement.
- F. Caution should be exercised so that other persons are not affected by the application of the OC spray. It is not wise to use OC in an automobile or other contained areas where others may be exposed to the chemical.

Follow-Up Procedures

The DPO is responsible for a subject's safety once OC has been applied. The DPO must take all reasonable precautions to ensure that the subject is not injured while incapacitated by the agent. The DPO will also ensure that the surrounding area is reasonably safe from any further threat to officer safety. This may result in the officer's relocation to a more secure environment, such as a locked vehicle or evacuation from the location.

If it is safe to proceed with decontamination, the following procedures shall be adhered to:

- A. Instruct the sprayed subject to relax; as a continued agitated state will only exacerbate the affects of the OC.
- B. Handcuff the subject as soon as possible and instruct the subject to breathe normally. The DPO should be careful to avoid contamination.
- C. Move the subject to uncontaminated air.
- D. Flush the affected area with cool tap water. The DPO should apply cold or cool water, when available, within 20 minutes of the deployment of OC. Never use warm or hot water. The subject shall be advised not to wipe his or her face as it may aggravate the effects of the chemical spray. The time the cool-water decontamination occurred is to be noted on the Probation Department Debriefing Report.
- E. The DPO shall continue to observe the subject until emergency medical personnel arrive to provide additional treatment and decontamination. The DPO will remain on scene until law enforcement arrives to take the subject into custody. The DPO will file a police report with regards to the incident and submit the Probation Department Debriefing Report.
- F. Should law enforcement personnel not arrive on scene in a timely manner, the DPO will contact his/her SDPO, for further instructions.

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APPENDIX A-5: USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

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Upon delivery of the affected individual to law enforcement personnel, the DPO will notify the police that the OC was utilized.

The SDPO or Director should weigh the used canister once the staff member returns to the office to determine that an excessive amount of OC spray was not utilized. The content of the canister shall be recorded.

REPORTING PROCEDURES

Anytime OC is deployed, except during training use, a report must be filed.

The person who applied the OC shall report by completing and submitting a Probation Department Debriefing Report (See below), including a narrative that details the following:

- Events leading to the application of OC spray
- Reason for OC spray usage
- Names and addresses of persons involved in the incident
- Date, time and location of the incident
- Subject's demeanor and attitude
- Any injuries and photos, if necessary
- Names and address of witnesses
- Date time and location cool water and first aid received
- Date, time and location medical treatment received

In the event OC spray is used on an animal and the animal remains aggressive or is injured, the Department of Animal Care and Control is to be notified.

DISTRIBUTION/REPLACEMENT/WEIGHING OF OC CANISTERS

Issuance of OC canisters will be completed as follows:

Upon successful completion of OC Spray Training and Standard First Aid/CPR certification, the DPO will sign for one canister of OC spray, distributed by Adult Field Service Bureau (AFSB) staff or designated personnel. The SDPO will be notified that the DPO has met all training requirements and that the canister was issued. AFSB or designated personnel will provide the SDPO with a copy of the signed issuance form, which will include the date of issue, the canister's initial weight, the canisters serial number and the employee's signature.

The SDPO will ensure that there is no unreported use of OC spray by weighing the OC canisters quarterly, and comparing the weight of the canister with the last recorded weight. During the quarterly weighing, the SDPO will also insure the serial number has not been altered, and that each DPO possesses the OC canister he or she was issued. All records will be maintained by the Office Director and will be made available to the Bureau Chief, upon request, for review.

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APPENDIX A-6: USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

LOS ANGELES COUNTY PROBATION DEPARTMENT USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

In the event that a staff member suspects that their canister is empty or not functioning properly, the staff shall immediately bring the matter to the attention of the SDPO (or Director in the SDPO's absence). The canister shall be replaced as outlined in the following paragraph.

Empty, lost or malfunctioning canisters shall be replaced upon a *Security Incident Report (SIR)* being prepared, which outlines the circumstances necessitating the replacement of the canister. The *SIR* shall be forwarded to the staff's immediate supervisor (or Director in the absence of the supervisor) for review. Upon the approval of the supervisor, the employee will be authorized to receive a replacement canister.

The DPO will secure a replacement canister from Property and Supply. The DPO will take the expired, malfunctioning or empty canister, along with written authorization for a replacement to be issued, to the nearest juvenile hall or to the Challenger Memorial Youth Center for replacement. The replacement canister will be issued through the institution's Property and Supply Warehouse. DPOs may report to the facilities during regular business hours (8AM to 5PM Monday through Friday). Field DPOs are expected to abide by all rules, policies, procedures and instructions for admittance to any juvenile facility. The DPO will take the canister back to his SDPO, who will record the weight, serial number and date of issuance.

Officers newly assigned to a Specialized Supervision Caseload that requires the issuance of OC Spray will report to one of the juvenile facilities listed above for the initial distribution of OC spray. The canister will only be issued if the DPO is in compliance with the requirements listed above, and the DPO has received written authorization from his immediate Director or SDPO to acquire a canister. The DPO will take the canister back to his SDPO, who will record the weight, serial number and date of issuance.

Lost canisters must be immediately reported to the unit SDPO in writing, via SIR.

MAINTENANCE AND STORAGE

The OC spray canisters issued by the Probation Department require very little maintenance. OC spray canisters are sealed devices whose contents are pressurized. OC spray is activated through the gentle shaking of the canister once each day. Staff is not authorized to "test-spray" their canisters to verify operability. Staff will not alter the OC canister in any way, including but not limited to altering the serial number, printed warnings, or mechanical components of the device.

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APPENDIX A-7: USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

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Collection of Canisters

The DPO will surrender the OC spray canister upon leaving the specialized caseload function. The canister will be returned to the DPO's immediate supervisor, along with any other county issued equipment, as part of a standard employee exit interview, conducted when an employee transfers to another work assignment, work location, county department, or leaves county service. The SDPO will record the final weight of the canister on the Adult Field Services Bureau OC spray Issuance form under "Retuned Weight" and submit a copy with the canister. The SDPO will also complete the "CHECK SHEET FOR ITEMS ISSUED TO/RETURNED FROM EMPLOYEE," pursuant to Probation Department Policy Manual section 25.4. The SDPO will be responsible for ensuring that the OC canister is returned to the Property and Supply Warehouse at one of the Juvenile Halls or CMYC.

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APPENDIX A-8: USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

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OLEORESIN CAPSICUM DEBRIEFING REPORT

Date and Time of Report: / / AM / PM

Person Submitting
Report: / / / /
Name Title Employee # Office

Date and Time of Incident: / / AM / PM

Address of Incident: / / / /

Person(s) deploying OC:

Name	Title	Employee #	Office

Individual upon which OC was administered:

Name	D.O.B.	Address	Phone #
	/ /		
	/ /		
	/ /		
	/ /		

Witnesses (If available):

Name	D.O.B.	Address	Phone #
	/ /		
	/ /		
	/ /		
	/ /		

O.C. may be an option when one or more of the following conditions are met. Check the appropriate box and provide an explanation under the "Summary of Incident" section.

- ☐ There is an immediate danger to the DPO or others due to the violent and uncontrollable behavior of the subject.
- ☐ A weapon is used by a subject to assault another person or in an attempt to escape.
- ☐ Subject exhibits violent behavior in an attempt to prevent the DPO from affecting and arrest.
- ☐ Efforts are made by an individual to overpower the DPO.

Before O.C. was deployed, the following Management of Assault Behavior options were utilized (explain under the "Summary of Incident" section):

- ☐ DPO Presence
- ☐ Verbal de-escalation / dialogue / counseling
- ☐ Verbal commands (Stop!)

Medical Treatment (explain under the "Summary of Incident" section):

Date	Time	Address	By whom:
/ /			
Treatment:			
Date	Time	Address	By whom:
/ /			
Treatment:			

APPENDIX A-9: USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

Law Enforcement Contacted	☐ Yes	☐ No	Time Requested	
			Time of Arrival	
			Agency Responding	
Defendant Detained	☐ Yes	☐ No	Location	
			Booking No.	

Summary of Incident (Who, What, Where, When, How and Why):

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☐ Continued on Next Page

[illegible]

Date: / /

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APPENDIX A-11: USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

**ADULT FIELD SERVICES BUREAU
O.C. SPRAY ISSUANCE**

Date: _____

To: _____
Employee Name

From: _____
Director's Name

_____, Employee Number _____ is
Employee Name
authorized to receive an O.C. Canister.

Issued Canister Serial Number _____
1st Issuance ☐

Initial Weight: _____

Returned Canister serial Number: _____

Reason for Return:

- ☐ Malfunction ☐ Empty ☐ Lost/Stolen
☐ Expired ☐ Transfer: Non-O.C. Spray Requirement

Issued by (Print Name)

Received by (Print Name)

Issued by (Signature)

Received by (Signature)

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APPENDIX A-12: USE OF OLEORESIN CAPSICUM (PEPPER) SPRAY

Adult Field Services Bureau
O.C. Canister Weight Record Check Sheet

Type te

SDPO				UNIT			
Name	Caseload Number	Date	Serial No	1 st Quarter Weight	2 nd Quarter Weight	3 rd Quarter Weight	4 th Quarter Weight

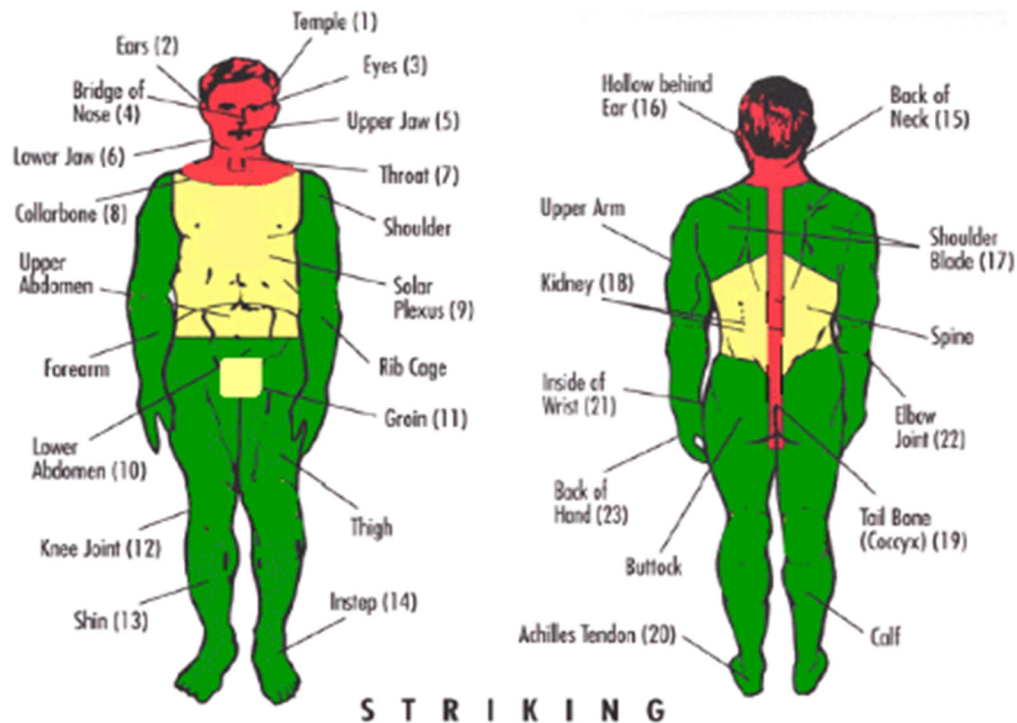
SDPO Signature

CONTROL DEVICES AND TECHNIQUES

APPENDIX B: IMPACT WEAPONS STRIKING CHART

The following chart serves as a visual aid which displays areas of the body to strike when such force is justified. Striking Areas have been divided into three categories based on the likely effect of a properly accomplished strike.

On the charts, the three categories of striking areas have been labeled "Primary" (green), "Secondary" (yellow), and "Vital" (red). For each category of striking areas, target body parts have been identified and are listed on the charts.



GREEN TARGET AREAS	YELLOW TARGET AREAS	RED TARGET AREAS
REASONING: Minimal level of resultant trauma. Injury tends to be temporary rather than long-lasting, however exceptions can occur. Except for the HEAD, NECK, and SPINE, the whole body is a Green Target Area for the application of baton blocking and restraint skills.	REASONING: Moderate to serious level of resultant trauma. Injury tends to be more long-lasting, but may also be temporary.	REASONING: Highest level of resultant trauma. Injury tends to range from serious to long-lasting rather than temporary and may include unconsciousness, serious bodily injury, shock or death.

Deputies are responsible for understanding the potential impact of various categories of force application. Deputies are expected and entitled to use good judgments and discretion in selection the appropriate level of force.

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	1482
Issued:	10/28/2022
Post Until:	11/28/2022

SUBJECT: SPECIAL ENFORCEMENT OPERATIONS (SEO) MANUAL

The following section of the SEO Manual has been approved for distribution. Staff assigned to support AIS Bureau - SEO are instructed to review the attached Directive.

1. Officer Involved Shooting section (AISB-SEO-1200) (*revised*), which includes the following sections:
 - Deputy Probation Officer Responsibilities Involving an Officer Involved Shooting (OIS)
 - Supervisor Responsibilities Involving an OIS
 - Director Responsibilities Involving an OIS
 - Manager Analysis Report
 - Officer Involved Shooting (OIS) Review Protocol
 - Officer Involved Shooting (OIS) Resulting in the Death or Serious Bodily Injury of an Unarmed Civilian Protocol

The policies are located on Prob-Net [Probation Manuals- [POLICIES, PROCEDURES AND MANUALS \(sharepoint.com\)](#) Probation Manuals-AISB-SEO]. Questions or concerns regarding this Directive shall be directed to the SEO Senior Director at (562) 774-8734.



Karen Fletcher, Chief Deputy
Adult & Juvenile Services



Date

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) OFFICER INVOLVED SHOOTING (OIS)	Section Number: SEO-1200
	Effective Date: 10/28/2022
	Approved By:  Karen Fletcher, Chief Deputy

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1200 OFFICER INVOLVED SHOOTING (OIS)

1200.1 DEPUTY PROBATION OFFICER (DPO or DEPUTY) RESPONSIBILITIES INVOLVING AN OFFICER INVOLVED SHOOTING (OIS)

Whenever an OIS takes place during an armed DPO's course of employment, armed deputies must follow the following guidelines, as soon as reasonable and safety permits:

- Secure the scene of the incident to the best of the armed DPO's ability, including handcuffing and searching all suspects;
- Assess the situation and determine the condition of any injured person. If there are injured persons, the deputy will summon emergency aid and render first aid, if appropriate and safe;
- Notify the local law enforcement agency with jurisdiction using 911 and District Attorney's Office's Command Post;
- Notify immediate Supervision Deputy Probation Officer (SDPO), following the chain of command;
- Remain at the scene until dismissed by local law enforcement agency or Probation Department (Department) Management;
- Protect the weapon for investigation and submit the firearm to the investigating law enforcement agency or the appropriate Department manager/Rangemaster upon request;
- Do not discuss the incident with anyone except authorized personnel directly involved in the investigation. Provide such information as is required for public safety and the preservation of evidence;
- When directed, armed deputies and staff shall submit a detailed Use of Force Report or Special Incident Report to their immediate supervisor, following the chain of command;
- When directed, all witnesses, and deputies involved shall submit a complete and accurate written Use of Force or Special Incident Report to a SDPO, following the chain of command and comply with the law enforcement agency conducting the OIS investigation;
- Only the Chief Probation Officer or designee will respond to media inquiries. DPOs or staff are not allowed to comment to anyone from the media, general public, or others not directly involved in the investigation and shall direct any request for information to the department's information office;
- When an armed deputy has surrendered their firearm following a shooting, a replacement weapon of the same make, model and caliber may be temporarily issued. The armed deputy must then qualify with the newly issued firearm prior to carrying the temporary firearm; and

OFFICER INVOLVED SHOOTING (OIS)

- When a discharge occurs that is not work related and does not take place within the scope of employment but occurs at home, off duty, etc., the armed deputy shall do the following:
 - For safety reasons, notify local law enforcement of the discharge and medical emergency services, if applicable;
 - Notify their immediate supervisor, following the chain of command; and
 - Complete and submit a Special Incident Report.

1200.2 SUPERVISOR RESPONSIBILITIES INVOLVING AN OFFICER INVOLVED SHOOTING (OIS)

Incidents involving an OIS must follow with an investigation which is typically conducted by the Los Angeles County Sheriff's Department or local law enforcement agency with jurisdiction and the District Attorney's Justice System Integrity Division. The Probation Department's Special Enforcement Operation's Bureau Chief or designee must also conduct an administrative investigation that does not include the actual shooting, but events up to and after the shooting. The Probation Department does not conduct an internal investigation of the shooting but will review the investigation conducted by the lead law enforcement Agency at the conclusion of the agency's investigation. When notified of a deputy involved shooting, Supervising Deputy Probation Officers (SDPOs) must obtain the following information for review:

- Deputy/deputies and staff involved
- Date, time, and location of incident
- Reporting party
- Nature and extent of injuries (name, role and agency, if applicable)
- Agencies involved (names and titles)

SDPOs shall take the following actions upon arrival of the scene of an incident involving an OIS:

- Notify the local law enforcement agency and District Attorney's Office Command Center at (213) 974-3607;
- Notify upper management, following the chain of command. Executive management and union leadership will be notified using the EDL-PROB OIS group email;
- Separate and remove involved personnel from the scene;
- Provide potential witness information to law enforcement agency conducting the investigation;
- If there has been death or injury as a result of the discharge of the firearm, assign a staff member, to remain with the DPO involved in the shooting to provide aid and assistance. The staff member must not inquire about the facts of the incident;
- Call additional probation personnel to the scene to assist;

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- A staff member must be designated to provide transportation to the DPO involved in the shooting. The DPO should avoid driving;
- Provide all information/evidence gathered to local law enforcement officers or other appropriate investigative agency personnel as soon as possible;
- If appropriate, the DPO who discharged the weapon may be relieved of their firearm when safe and reasonable. The firearm should be rendered safe and should be secured. Department Rangemaster will issue a replacement firearm to the DPO unless directed otherwise by the Chief Probation Officer. The DPO must qualify with the newly issued firearm prior to carrying it on duty.
- A property and chain of evidence form must be completed, if the firearm needs to be surrendered to the law enforcement agency conducting the investigation associated with the discharge.

1200.3 DIRECTOR RESPONSIBILITIES INVOLVING AN OFFICER INVOLVED SHOOTING

The Director must respond to the scene and assume the Incident Commander role, as soon as practical. Immediate preliminary notification of the incident shall be sent to Senior Director, Bureau Chief, Executive Management, and Union Leadership following the chain of command via outlook, OIS@probation.lacounty.gov. It is the responsibility of a Director to obtain all documents and reports from all involved deputies and forward them through the chain of command. A debrief of all deputies involved needs to be scheduled and conducted. After all documents have been gathered, the Director shall review all documents to ensure compliance with the Department's policies and directives was followed. The Director also needs to write a report summarizing the events leading up to the OIS and after the OIS and make any recommendations for a corrective action plan, when warranted.

1201 MANAGER ANALYSIS REPORT (OIS)

The Department will request an inspection of the firearm by a person of competent authority to determine its mechanical and/or function condition, in addition to any other physical examinations that may be necessary as part of the investigation. A replacement weapon of the same make, model and caliber may be temporarily issued, if such a weapon is available. When the regularly issued, firearm is returned to the deputy, the temporarily issued firearm shall be promptly returned to the Department.

When the discharge of a firearm by a DPO results in injury or death to another person, the deputy shall be immediately relieved of duties and placed on administrative leave, without loss of pay or benefits, until authorized to return to duty by the Chief Probation Officer. This action does not imply improper conduct by the deputy.

While on administrative leave, the DPO must remain available for official interviews. The DPO shall not discuss the incident with anyone except the law enforcement agency handling the

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investigation, the District Attorney, Department personnel assigned to the investigation, the DPO's private attorney, the DPO's union representative, the DPO's mental health professional, the DPO's chosen cleric, and the DPO's immediate family.

Any deputy involved in an incident where a firearm has been discharged, even if the discharge was by another DPO, shall be required to undergo a debriefing session with a Department designated psychologist as soon as possible following the incident. The purpose of the debriefing session is to allow the deputies to express their feelings and to deal with the moral, ethical, and psychological aftereffects of the incident. The debriefing session shall not be related to the Department's investigation of the incident. The debriefing session shall remain protected by the privileged doctor-patient relationship.

Before the deputy may return to work from an administrative or other leave resulting from the shooting incident, they must undergo a psychological evaluation and be cleared for return to duty. A psychological evaluation may also be required before a deputy, who was reassigned as a result of a shooting incident, can be returned to the previous work assignment.

1202 OFFICER INVOLVED SHOOTING (OIS) REVIEW PROTOCOL

A comprehensive review of every OIS shall take place by Probation's Shooting Review Board. The Probation Shooting Review Board team shall include management from the follow bureaus: SEO, Staff Training Office, Internal Affairs, Performance Management, and County Counsel. Initially, the Probation Department's Shooting Review Board will conduct a review of events before and after the shooting. This initial review will take place within 30 days of the OIS. The investigation of the shooting will be conducted by the law enforcement agency with jurisdiction and the Probation Department will not conduct a dual investigation of the shooting incident. The initial review will look for any 'lessons learned' and make recommendations for a Corrective Action Plan (CAP), if applicable, leading up to or following the shooting, that can improve any applicable policies or practices.

Upon completion of the law enforcement investigation and District Attorney's review of the investigation and findings, another Critical Incident Review will be conducted by the Shooting Review Board. This second review will take place to discuss the findings of the Law Enforcement agency who conducted the investigation of the OIS and District Attorney's Office's findings. The Shooting Review Board will make any additional appropriate recommendations of corrective action to improve the process for future events.

1203 OFFICER INVOLVED SHOOTING (OIS) RESULTING IN THE DEATH OR SERIOUS BODILY INJURY OF AN UNARMED CIVILIAN PROTOCOL

Under AB 1506, the California Department of Justice (DOJ) is required by law to investigate all incidents of an OIS resulting in the death of an unarmed civilian in the state. Pursuant to AB 1506, whenever an OIS results in the death of an unarmed civilian, the matter shall be referred to the State Prosecutor's Office for investigation. An unarmed civilian is anyone who is not in possession of a deadly weapon. Deadly weapons include, but are not limited to, any of the following: any loaded weapon, from which a shot, readily capable of producing death or other

OFFICER INVOLVED SHOOTING (OIS)

serious physical injury, may be discharged, or a switchblade knife, pilum ballistic knife, metal knuckle knife, dagger, billy club, blackjack, plastic knuckles, or metal knuckles.

OISs that meet the aforementioned criteria, shall be referred to the Attorney General's Office by the SEO Bureau Chief or designee at (213) 269-6000.

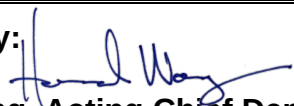
Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) CANINE DETECTION TEAM POLICY	Section Number: SEO-1300
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APPENDIX A - CANINE PURCHASE AGREEMENT

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1300 PURPOSE AND SCOPE

The policies and procedures contained in the Los Angeles County Probation Department's (the "Department" or "Probation") Canine Operations Manual are those of the Department and not of any other agency, organization, trainer, or training facility. This policy establishes guidelines for the Canine Detection Teams (CDTs).

Situations may arise that are not covered in this manual. In such situations, the Department will review the totality of the circumstances and apply a standard of reasonableness.

The canine detection unit's narcotics, electronics, and firearms program is designed to assist the Department in detecting narcotics, electronics, and firearms that those supervised by the Department may illegally possess. The canines deployed by the Department will be trained to be non-aggressive and will alert to contraband in a passive detection manner as defined by the National Police Canine Association (NPCA). The passive alert method is described as the canine placing its snout in the area of greatest concentration of odor with no signs of barking, scratching, or biting.

Unless otherwise authorized by a Chief Deputy or above, the CDTs shall not be involved in any searches or activities involving the canine if such activity is:

- Unrelated to individuals being supervised by the Department; or
- Unrelated to a law enforcement mutual aid request.

1301 MISSION

The CDTs help accomplish the Department's mission of re-socializing those supervised by the Department, increasing the supervised population's competency, enhancing community safety, and assisting victims. The CDTs do so by enhancing the safety and efficiency of Probation staff when performing search and seizure activities. The CDTs will also be available to aid other law enforcement agencies upon request (mutual aid) consistent with Departmental policies and procedures.

1302 PROGRAM GOALS AND OBJECTIVES

- Provide canine support to Probation staff as they conduct compliance checks (search and seizure) of those supervised by the Department by detecting the odor of contraband items, including but not limited to firearms, electronics, marijuana, heroin, cocaine, methamphetamine, and derivatives from these substances.
- Conduct searches at juvenile institutions and area offices as appropriate.
- Reduce the amount of time needed to conduct search and seizure activities.

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- Assist Probation staff by searching large areas, perimeters, cluttered areas, or areas that are difficult to search.
- Minimize danger to Probation staff by alerting them to areas where the canine detects the odor of illegal or contraband items prior to Probation staff searching that area.
- Deter those supervised by the Department from possessing contraband.
- Respond to mutual aid requests from other agencies
- Enhance the public's awareness of the Department's role in the legal system and the community by making public appearances and conducting canine demonstrations as appropriate.

1303 ORGANIZATION

CDTs are assigned to the Special Enforcement Operation (SEO) under the supervision of the Probation Director.

Operationally, the CDTs are under the direct supervision of the CDT Supervising Deputy Probation Officer (SDPO).

1304 CANINE DETECTION TEAM SUPERVISOR – DUTIES

The CDT Supervisor is responsible to perform their duties as required or directed by statute, Departmental policies, and procedures. The CDT Supervisor's duties and responsibilities include but are not limited to the following in accordance with Department policies:

- Supervision of all CDT DPOs assigned to the unit.
- Development and training of canine handlers, including the maintenance of a continuous training program.
- Conduct a weekly inspection of each canine within the operation to ensure overall fitness for duty is met. Additionally, the supervisor shall conduct a weekly general health evaluation which will include but will not be limited to an examining of such items as teeth, gumlines, paws, ears, and eyes.
- Ensuring that canine vehicles and equipment are maintained in good working order, and that all necessary repairs or replacements are made when necessary.

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- Reviewing all CDT reports.
- Preparing annual evaluations of canine handlers.
- Preparing quarterly reports to the Probation Director on the CDT's activities and utilization.
- Preparing and submitting to the Probation Director an annual budget for all canine-related expenses.
- Maintaining files on the CDTs including training reports, search reports, demonstration reports, veterinary reports, and damage reports.
- Maintaining, in a secured location, all reports and documentation for the working life of the canine.
- Maintaining a high level of expertise relating to the operation, training, and supervision of the CDTs.
- Ensuring that all training aids (e.g., narcotics, electronics, and weapons) are maintained as appropriate for training activities and secured when not in use.
- Ensuring that all training aids are inventoried monthly, and their presence and service condition noted in the monthly report to the SEO Director.

1305 CANINE HANDLER – DUTIES AND RESPONSIBILITIES

The Canine Handler is responsible to perform their duties as required or directed by statute, Departmental policies, and procedures. The Canine Handler's duties and responsibilities include, but are not limited to the following in accordance with Department policies:

- Responding to requests for assistance when and where the CDT's presence will further the Department's objectives.
- Providing for timely assistance upon approved request from law enforcement or other Department personnel.
- Maintaining required standards of proficiency through continual training.
- Conduct daily health inspections of the assigned canine. Additionally, the handler shall ensure that the canine is fit for duty daily.
- Caring for and maintain the assigned canine in the handler's home at County

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expense.

- Providing for medical care and treatment of the canine at County expense.
- Maintaining their service and training equipment in a clean and orderly manner that conforms to Department policy and procedure.
- All canine handlers shall record their work-related activities daily as directed. Additionally, all canine handlers shall complete and submit a weekly training log. This log shall be completed and submitted every Monday for the activities completed for the previous week. These records shall be maintained on the Probation Department's shared-access database with access limited to canine handlers, supervisors, and designated Director(s).
- Whenever a canine handler is off duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the Supervising Deputy Probation Officer (SDPO) so that appropriate arrangements can be made.
- When a handler is off duty for an extended number of days, the assigned canine vehicle should be stored at the Los Angeles County Probation Department facility.
- Maintaining an up-to-date affidavit of expertise for the CDTs.
- Maintaining files on the CDTs including training reports, search reports, demonstration reports, veterinary reports, and damage reports.
- Maintaining all reports and documentation in a secured location.
- Maintaining a high level of expertise relating to the training of the canine.
- Ensuring that all training aids (narcotics, weapons, and electronics) are maintained as appropriate for training activities and secured when not in use.
- Provide CDT Supervisor with all training aids to be inventoried and inspected on a monthly basis and noted in their monthly report.

1306 CANINE HANDLER QUALIFICATIONS

The following standards apply to all prospective and active canine handlers:

- Must currently hold and maintain status as an armed Deputy Probation Officer II (DPO II) or an armed Supervising Deputy Probation Officer (SDPO).

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- Must have completed all requirements for approval for on-duty arming by the Chief Probation Officer.
- Must have successfully completed a basic handler's course, and a narcotic, firearm, or electronic detection canine handler's course, whichever is applicable to the canine assigned.
- Must be capable of caring for the Department's canine 24-hours per day.
- Must have a minimum of one (1) year in the Probation Department's armed program as a Deputy Probation Officer II and or Supervising Deputy Probation Officer with the Los Angeles County Probation Department.
- Must be able to assume a physically demanding assignment, which includes but is not limited to being able to lift the canine as needed.
- Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the Supervising Deputy Probation officer (SDPO) as soon as possible.
- Must reside in a location no more than 100 miles from Probation Headquarters; thus, would allow a reasonable response time to work daily and when called out unexpectedly.
- Must commit to a minimum of three (3) years with the canine program.
- Must maintain a neat and orderly appearance as required by Probation policy.
- Must be willing to conduct public demonstrations as required by the Department.
- Must agree to submit their home to random and regular inspections of the canine kennel.
- Must have a home with a fenced yard, space for a kennel to be maintained out of the public's view, and a secure garage (or off-street parking) for the Probation canine vehicle.

1307 CANINE HANDLER SELECTION

All qualified SDPOs and DPO IIs who would like to be considered for the position of Canine Handler shall submit their letter of interest via the Special Recruitment Notice (SRN).

Handler selection will be made from the list of qualified candidates via the Handler

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Selection Criteria established by the Director of the Special Enforcement Operations.

1308 CANINE HANDLER – WORK SCHEDULE

All members of the CDT unit will maintain a 5/40 work schedule, Monday through Friday, with the flexibility to allow for training hours and Departmental operational needs. Handlers must be willing to work nights, weekends, holidays, and be available for after-hour callouts as needed. This schedule is subject to change based on operational needs.

The canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA).

The work day for a CDT unit member shall commence when the Department-owned canine is in its assigned vehicle and is departing for its work assignment within the boundaries of Los Angeles County.

1309 CANINE SELECTION

Los Angeles County Probation service dogs shall:

- Be suitable for Probation service as determined by the Canine Handler, Supervisor and Director.
- Be a minimum of 10-months of age, if untrained, or a maximum of one and a half (1.5) years of age if trained.
- Pass a general physical examination conducted by a County approved Veterinarian to include:
 - X-ray examination for hip dysplasia and no palpable abnormalities under sedation.
 - Complete orthopedic exam
 - Fecal examination
 - Rabies, Parvovirus, and DHL Booster
 - Oral evaluation
- Evaluation for fitness for Probation service will include the following characteristics.
 - Temperament: An acceptable canine will have a temperament suitable for conducting Probation Department business in a variety of environments

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including, but not limited to, demonstrations conducted in schools.

- Alertness
- High Play Drive
- Physical fitness
- Trainability

1310 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current minimum POST guidelines. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics, electronics and/or firearms also shall be trained and certified to meet current POST guidelines, nationally recognized standards, or other recognized and approved certification standards established for their skills.

Initial training

- Upon selection of a new canine team, the handler shall complete a department approved handler development course.
- The canine and handler shall complete a basic detection course and obtain certification as a detection team.

Ongoing training

- Training is crucial to the effectiveness of all the canine teams and ensures the field readiness of the handlers and their canines.
- The CDT shall be regularly evaluated on their performance.
- The CDT Supervisor shall approve all training.
- Handlers shall attend and pass all training sessions.
- Handlers shall report any injury and/or any bite occurring during training to the CDT Supervisor and file appropriate reports related to the injury.

The following ongoing detection training is recommended for all canine teams:

- Weekly – Per recommended POST guidelines, canine teams shall receive four (4)

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hours of group or individual training with other detection teams, in which the lead agency will be the Los Angeles County Probation Department. The training group will include numerous local law enforcement canine units and will incorporate new training environments, which will vary to provide diversity and new challenges for the canine and the handler.

- Daily - 15 to 20 minutes while on-duty, which can vary from basic obedience training to detection work.
- As needed to correct specific problems.
- Obedience training should be conducted daily and incorporated into detection training.

Each canine team shall thereafter be recertified to a current National Police Canine Association (NPCA), California Narcotics Canine Association (CNCA) or other recognized and approved certification standard on an annual basis. Additional training considerations are as follows:

- Canine handlers are encouraged to engage in additional training with approval of the canine supervisor.
- To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Los Angeles County Probation Department master canine trainer.
- Every three (3) months, the Los Angeles County Probation Departments master canine trainer will conduct odor specific training for all the department's canines. This training will consist of an odor recognition test.
- Recurrent Los Angeles County Probation Department's, master canine trainer will conduct weekly and regular training of all detection canines. At this training, all canine teams will meet at a pre-designated training location where detection, case law, and other types of training will be conducted.
- Annual certification will be coordinated through the Los Angeles County Probation Department's canine master trainer, six months after our last yearly certification. The Los Angeles County Probation Department's canine master trainer will coordinate a training day where all detection canine teams will be tested and "certified" to standards set by the National Police Canine Association (NPCA), or the California Narcotics Canine Association (CNCA). This certification will include:
 - All odors/items the team is trained to detect.

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- Numerous environments of the types typically encountered during regular deployments.
- Distraction odors and environments.
- A pass/fail requirement with a 100% accuracy by the team.
- If a team fails this certification, immediate assistance will be provided to correct any deficiencies and the team will be afforded the opportunity to attempt certification again after 24 hours. This will repeat until the team is able to certify.
- Any canine team that fails to certify will be taken out of service until they are able to successfully certify. If a detection canine team is unable to certify, they will be permanently taken out of service and the canine will be replaced.

Any canine team failing to graduate or obtain certification shall not be deployed in the field until graduation or certification is achieved. When reasonably practical, pending successful certification, the canine handler shall be temporarily reassigned to regular investigative duties when not involved in retraining/recertification activities.

Training Records

- The canine team handler shall be responsible for completing and submitting training reports for all detection and handler protection training.
- All training reports shall be submitted to the CDT Supervisor and assigned clerk who shall maintain a training file for each canine team in accordance with this Policy.
- Copies of any certificates earned by the canine team, as well as team evaluations, shall be entered into the training file.
- Each handler shall be responsible for maintaining a training log for their respective canine, as well as an up-to-date Affidavit of Expertise for their canine.

1311 GENERAL HANDLING OF THE CANINE

- The canine will be kept under the control of the handler in all areas to which the public has access.
- The canine shall not be left unattended in a manner in which the canine may have contact with the public.
- When the canine is left unattended in the canine vehicle, the canine vehicle will be secured, and available temperature controls and tamper sensors will be activated as needed to maintain a safe environment for the canine.

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- The canine handler shall not work with the canine after the handler has consumed any alcoholic beverages.

1312 CANINE TACTICS

- The canine handler, knowing the canine's abilities, determines the tactics in which a canine is to be used in a particular operation.
- If a question about tactics arises, a CDT Supervisor shall be contacted before proceeding with a canine deployment.

1313 RESTRICTIONS

- No person shall handle or train a Probation canine without proper certification or departmental approval.
- The canine handler shall not allow anyone to tease or antagonize a Probation canine.
- Detainees shall not be transported in a vehicle with a canine
- The canine shall not be used in conjunction with any off-duty employment by the assigned handler.

1314 REQUEST FOR CANINE DETECTION TEAMS

Sworn members of the Department may request the use of a CDT to assist in detecting narcotics, electronics and, or firearms that those supervised by the Department may illegally possess. Requests shall be made using the Armed Assistance/Canine Assistance Form.

1315 CANINE DEPLOYMENT

All canine sniffs shall be conducted within the provisions of this Procedural Manual.

In accordance with their training, the CDTs may be used for the following purposes:

- Narcotics, electronics, and firearm detection
 - Random exploratory sniffing of objects including but not limited to dwellings, structures, packages, vehicles, boats, and recreational vehicles.

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- Exploratory sniffing in public facilities (schools, placement facilities, etc.) shall, insofar as practical, be conducted with the consent of the facility manager.
- Exploratory sniffing shall be conducted without interference or annoyance to the public or interruption of facility operations.
- If a CDT Handler has a reasonable suspicion that a person(s) supervised by the Department possess firearms or narcotics, the Deputies may detain the supervised person(s) or the items at issue, to conduct a canine sniff.
- Canines may be used to sniff the interior/exterior of a motor vehicle under the following circumstance:
 - During a probation search where a person is supervised by Probation; and a CDT Handler has a reasonable suspicion that there may be firearms or narcotics in the vehicle; and the supervised person (i) is the registered owner of a vehicle; or (ii) a passenger in a vehicle; or (iii) is in control of a vehicle.

1316 CANINE DEPLOYMENT PROCEDURES – FIELD AND INSTITUTIONS SEARCH PROCEDURES

The following procedures shall apply to canine deployments to Probation's Field and Institution operations.

- The canine shall remain in a secured canine vehicle until the area to be searched by the CDT has been cleared and secured. The canine handler, if needed, may assist in securing the area.
- Once the area to be searched by the CDT is secured, the canine handler shall conduct a walk through and safety check of the area for potential hazards to the canine.
- The area will be secured so that no one enters the area during the canine sniff.
- To the extent possible, the area to be sniffed by the canine should not be hand-searched prior to conducting the canine sniff.
- The canine handler will, in all situations, make the final decision about whether it is safe to deploy the canine.
- The canine handler shall advise the officers conducting the compliance check of the results of the canine sniff and the location(s), if any, where it appeared the canine detected the odor of narcotics, electronics, or firearms. Upon notification,

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officers conducting the compliance check can initiate hand-searches as necessary.

- Should a canine find physical evidence, the canine handler will not be responsible for collecting or booking such evidence. The investigating officer or designee shall be responsible for collecting or booking any such evidence.

1317 SEARCH PROCEDURES – INSTITUTIONS

In addition to the procedures described in Section 1316, the following additional procedures shall apply to canine searches of Probation institutions (juvenile halls and camps):

- Institution searches can be conducted on a regular basis based on availability, need, or emergent special requests. All CDT requests shall be made pursuant to Section 1314.
- The Senior Director of each facility shall initiate emergent requests for non-scheduled institutional sniffs, and the Bureau Chief must approve all institutional sniffs.
- One institutional staff member, at the level of supervisor or higher, shall be assigned to act as the search coordinator to direct the sniff for the CDT.
- One or more institutional staff will be assigned to search areas where the canine detects the odor.
- Areas subject to sniff in an institution include all areas where those supervised by the Department, wards, or inmates may have access.
- If a canine alerts to potential illegal contraband in an area where employees have generally exclusive access, facility management shall comply with Government Code section 3309 which states, “No public safety officer shall have his locker, or other space for storage that may be assigned to him searched except in his presence, or with his consent, or unless a valid search warrant has been obtained or where he has been notified that a search will be conducted. This section shall apply only to lockers or other space for storage that are owned or leased by the employing agency” prior to initiating a search of the area.
- The CDT will search those areas that the assigned search coordinator requests be sniffed.

1318 REPORTING DEPLOYMENTS, BITES, AND INJURIES

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If a canine bites or causes injury to anyone, the canine handler's supervisor shall be notified immediately, and the injuries documented in a Special Incident Report. The injured person shall be promptly provided first aid and 911 shall be contacted immediately. The victim shall, as determined by paramedics, be transported to an appropriate medical facility by emergency medical services personnel for further treatment if needed. If first aid or other medical services are refused by the injured person, refusal shall be documented and signed by the injured person, and witness statements obtained.

Any bite and/or injury caused by a canine, whether on or off-duty, shall be reported immediately to the CDT Supervisor, who shall immediately notify the Director. The Director shall initiate notifications to the Senior Director and Bureau Chief.

If an individual alleges an injury, either visible or not visible, the CDT Supervisor shall be notified immediately and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current Departmental evidence-gathering procedures. The photographs shall be retained and made available to the Department's Risk Manager as necessary and appropriate.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements. However, the canine shall be made available for examination at any reasonable time if requested by the local health department. The canine handler shall also notify the local health department if the canine exhibits any abnormal behavior after a bite (Health and Safety Code § 121685).

1319 PROPERTY DAMAGE

In every case where property damage results from canine activity, the following shall occur:

- Once the canine is secured in the vehicle, the canine handler shall notify the property owner prior to leaving the site and, if possible, provide instruction on appropriate claims procedures.
- The damages should be photographed by the canine handler.
- Witness statements should be obtained by the canine handler.
- The canine handler shall document the damage in a Special Incident Report (SIR); and
- The canine handler shall notify the CDT Supervisor.

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The canine is the property of the County of Los Angeles Probation Department and will be licensed to the Department.

Daily care and feeding

- The canine handler shall be responsible for the daily care of the canine to include, but not be limited to, feeding the canine and maintaining the kennel in a clean and sanitary condition.
- The canine handler shall be appropriately compensated for the care and feeding of the canine, consistent with applicable FSLA standards.

Kenneling

- Home Kenneling
 - When off-duty, the canine shall be kept at the home of the handler. The canine will remain in the backyard of the handlers home in a kennel provided by the department. When the canine is kenneled at the handler's home, the door to the kennel shall be secured with a lock provided by the department
 - When off-duty, the canine may be let out of the kennel while under the direct control and supervision of the handler.
 - The kennel shall be kept in a clean, sanitary and safe condition at all times.
 - The canine must be kenneled while not in the presence of the handler and shall not be allowed to roam a yard or home at will.
 - If the handler is to be away from home, for period of less than 12 hours and the canine remains at the home, the handler may designate an appropriate individual to provide routine care of the canine. The CDT Supervisor and/or Director must approve the caretaker and the care that will be provided while the handler is away. The caretaker will be provided with the appropriate phone numbers to use in case of emergencies or to contact the CDT Supervisor. Any care beyond routine care needed by the canine will be handled by the CDT Supervisor or designee.
 - If the handler is away from home, for a period of more than 24 hours the canine must be kenneled at a department approved kenneling facility.

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- The canine shall never reside inside of a handler's home unless prior approval is obtained from the canine supervisor. Such approval may be granted upon request, due to inclement weather and or injury only.
- Out-of-Home Kenneling
 - The kennel must be approved by the CDT Supervisor.
 - The Probation Department will pay any kenneling costs.
- Injuries
 - Canine
 - If the canine becomes sick or injured the handler shall provide first aid and seek veterinary care as needed for the canine.
 - The handler shall notify the CDT Supervisor of the illness or injury, the treatment being performed, and the canine's status regarding fitness for duty. The handler shall keep the CDT Supervisor apprised of the condition of the canine.
 - The handler shall complete a Special Incident Report (SIR), as needed, for injuries or illness to the canine.
 - The handler may perform other duties as assigned by the CDT Supervisor while the canine is able to return to duty.
 - The Probation Department will request any person who intentionally assaults or injures a canine be prosecuted under Section 600 of the California Penal Code and seek reimbursement for the cost of treatment or replacement of the canine.
 - Handler – Unintentional Bites or Aggressive Behavior by Canine
 - In the event of an unintentional canine bite or aggressive behavior, team members should not rush to the handler or canine.
 - Call to the handler and ask if they can control or call off the canine.
 - Request assistance of another canine handler immediately.
 - Notification to the CDT Supervisor when safe.
 - Take necessary actions to provide medical treatment for the handler.

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- In the event that the canine is also injured, a list of veterinary offices and hospitals, broken down by County area, is in each canine vehicle. Call the veterinary hospital or office and advise them of the emergency and estimated arrival time. Request assistance of another handler to transport the canine if one is available.
- Veterinary Services
 - The canine handler will obtain veterinary services from a veterinarian approved of by the Probation Department to provide veterinary services. The Probation Department will pay all veterinary costs.
 - The canine handler is responsible for obtaining both preventative care and treatment of any illness or injury to the canine from an appropriate veterinarian as approved by the CDT Supervisor.
 - The canine handler shall be responsible to provide transportation of the canine to the veterinarian for treatment or preventative care.
 - The canine handler may obtain emergency medical care for the canine at the nearest emergency animal clinic or hospital. The canine handler shall notify the CDT Supervisor as soon, as is practical of the need for emergency medical treatment for the canine.
 - The canine handler shall complete a Canine Veterinary Report and submit it to the CDT Supervisor and unit clerk each time the canine is taken to the veterinarian.

1321 POSSESSION OF NARCOTICS FOR TRAINING

It shall be the policy of the Los Angeles County Probation Department that only actual narcotic substances be used in the training of canines. All narcotic substances used in the training of Los Angeles County Probation Department canines shall be legally requested by the Chief Probation Officer and obtained from the Los Angeles County Sheriff's Department (Narcotics Bureau Training Cadre). The narcotics obtained shall be used exclusively for:

- Training, which gives the canines experience in finding the substance.
- Providing the canines with scent awareness incidental to an actual search.

Both activities are critical to the effectiveness of a narcotic detection canine.

- The Supervising Deputy Probation Officer of the Special Enforcement Operations

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and the Deputy Probation Officers assigned as canine handlers are authorized to possess narcotics for the purpose of narcotic detection training pursuant to state and federal laws (21 USC § 823(f); Health and Safety code § 11367.5).

- The canine handlers, under the direction of the Supervising Deputy Probation Officer of the Special Enforcement Operations, will maintain custody and control of all controlled substances pursuant to Health and Safety Code sections 11367.5 (b) and (c).
- Upon acquiring training narcotics, the canine handlers and CDT Supervisor will weigh and repackage the narcotics in the desired amounts and packaging. Each package will be weighed, and the weight and date will be recorded in the Narcotics Training Logbook. In addition, a presumptive narcotics test will be performed on all training narcotics.
- The Narcotics Training Logbook shall be maintained and secured with the training narcotics by the CDT Supervisor.
- The Narcotics Training Logbook shall contain the following information:
 - Type of narcotic.
 - Date removed from storage locker.
 - Weight of narcotic when removed from the storage locker.
 - Results of a presumptive narcotics test.
 - Date returned to storage locker.
 - Weight of narcotic when returned to the storage locker.
 - Results of a presumptive narcotics test.
 - Signatures of handler and supervisor.
- Narcotics not being used for training will be stored in a locked metal cabinet in a locked storage room or office under the control of the CDT Supervisor.
- Only the canine handlers and the CDT Supervisor will have access to the locked metal cabinet that contains the training narcotics.
- Narcotics being used regularly for training purposes will be logged out, stored, and transported in a secured metal box bolted into the trunk of the canine vehicles.
- In the event that training narcotics are lost or spilled, the handler will attempt to have the loss or spill witnessed by another individual. In the event of a spill the handler will attempt to photograph the spill. The handler will submit a Special Incident Report documenting the spill or loss to the CDT Supervisor. Notification of the loss will be made to the dispensing agency pursuant to Health and Safety code section 11367.5 (c) (3).

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- Training narcotics will be replaced at least annually to ensure the efficacy of the narcotics for training purposes.
- Narcotics no longer needed for training or narcotics being rotated out of training after one (1) year will be returned to the dispensing agency pursuant to Health and Safety Code Section 11367.5 (c) (4) or upon the request of the dispensing agency transported to the Los Angeles County Sheriff's Department for destruction.

1322 NARCOTIC TRAINING AIDS

The CDT Supervisor will monitor the collecting and assigning of each handler's training aids. All narcotics training aids will be obtained from the Sergeant of the Los Angeles County Sheriff's Department Narcotics K9 unit. The training aids shall remain in the custody of the handlers until they are no longer usable. If the packaging of the training aids become damaged, it shall be returned to the Los Angeles County Sheriff's Department Narcotics K9 Unit, at which point, the Narcotics K9 Sergeant shall decide whether to have the substance repackaged or processed for destruction.

Handlers shall not loan or give their assigned training aids to anyone other than the CDT Supervisor or other Narcotics Detection Handler(s) under any circumstances.

Handlers must always ensure their assigned training aids are adequately secured. When off-duty, handlers may leave their training aids secured in their assigned vehicle in a locked drawer. Otherwise, the training aids must be secured in the handler's residence.

Handlers will be assigned a minimum of six (6) narcotics substances as training aids. The narcotics substances shall be packaged into various weight quantities, which will be recorded and documented upon issuance, return or exchange.

Each handler will be assigned the following six (6) narcotic substances as training aids:

- Cocaine (powder/HCL)
- Cocaine (rock)
- Heroin
- Marijuana
- Methamphetamine (ICE)
- Opium

Handlers may be assigned additional varieties of narcotic substances depending on narcotic trends with the approval of the Los Angeles County Sheriff's Department Narcotic K9 unit.

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The CDT Supervisor shall conduct a monthly audit and inspection of each handler's assigned training aids. Canine handlers shall inspect and inventory their assigned training aids daily. These audits shall be documented and recorded. If the handler is away from work for a period of five (5) calendar days or more, the K9 training aids must be delivered to SEO Headquarters, inspected, and secured in the SEO armory. Upon the handler returning to work, the training aids will be inspected and re-issued to the handler.

1323 FIREARM TRAINING AIDS

The CDT Supervisor is directly responsible for the security of, monitoring of, and use of firearm training aids.

The CDT Supervisor shall:

- Oversee the process of obtaining firearm training aids from the Firearms Rangemaster of the Los Angeles County Probation Department.
- Physically inspect each firearm assigned as a firearm training aid monthly and note the inspection on the firearm training aid log.
- Ensure that when the firearm training aids are not under the custody of the handler, firearm training aids are to be properly secured in the SEO armory, located at SEO Headquarters.
- Monitor the use of the firearm training aids as they are used in canine training.
- Sign out firearm training aids to the handler, noting the specific firearm assigned to each individual trainer. This information will be documented on the firearms training log and the CDT Supervisor will be responsible for returning the firearms to the SEO armory, located at SEO Headquarters.

The chain of Probation Department custody, control, and responsibility for firearm training aids shall be strictly maintained. Canine personnel shall not loan or give any firearm training aid to anyone other than the CDT Supervisor during canine training.

Handlers must always ensure any firearm training aids, temporarily assigned to them, are appropriately secured. Under no circumstances shall any firearm training aids be left in vehicles overnight. They shall be secured in the handler's residence in a designated, approved lockbox; or alternatively, turned over to the Department's armorer and placed in a Departmentally approved gun safe.

Handlers may be assigned firearm training aids temporarily as determined appropriate by the CDT Supervisor. Otherwise, the firearm training aids are to be secured in the armory

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at Special SEO Headquarters.

If the handler is away from work for a period of five (5) calendar days or more, the K9 training aids must be delivered to SEO Headquarters, inspected and secured in the SEO armory. Upon the handler returning to work, the training aids will be inspected and re-issued to the handler.

1324 EQUIPMENT

- Food
 - Food, vitamins, supplements, and/or other nutritional needs will be provided at department expense. The handler will either purchase food and nutritional supplies and the cost will be reimbursed to the handler; or the Probation Department will directly purchase food and nutritional supplies.
 - All food and nutritional supplies purchases will be made at the direction of the CDT Supervisor.
- Equipment
 - Canine team equipment needs will be provided at Probation Department expense. The handler will either purchase equipment and the cost will be reimbursed to the handler; or the Probation Department will directly purchase equipment.
 - Canine team equipment purchases will be made at the direction of the Canine Supervisor.
- Responsibilities
 - The canine handler is responsible for the care and condition of all equipment issued to the canine team. The handler is responsible for the care and control of the canine.
 - Equipment is to be inspected regularly and kept in good working condition. The handler is responsible to notify the CDT Supervisor of any equipment that needs to be repaired or replaced.
 - The CDT Supervisor shall on both a scheduled and random basis, inspect all equipment to ensure that it is in working order and shall maintain an inventory of issued equipment.

1325 VEHICLE

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The canine vehicle will be equipped as follows:

- The rear seat or rear portion of the vehicle will be replaced with a suitable kennel system designed for the type of vehicle to be used as a canine vehicle.
 - The kennel system will include a barrier between the front and rear seats that can be opened, and security covers for the rear windows allowing the rear windows to be opened while securing the canine in the kennel and protecting the canine from outside harm.
 - The vehicle's ignition and air conditioning system will be modified to allow the air conditioner to continue to run with the key out of the ignition and the vehicle secured. Additionally, the vehicle will be equipped with a temperature sensor that will alert the handler if the vehicle becomes too hot and will automatically roll down the rear windows to allow the vehicle and canine to cool.
 - The canine vehicle will be equipped with emergency lights, traffic control lights, siren, and loudspeaker in accordance with the California Vehicle Code (Sections 165, 25252, 25252.5, and 25259) and the California Penal Code (Section 830).

The canine vehicle will be assigned to the canine handler to be used as follows:

- In the performance of the handler's duties and other Probation Department related functions or as directed by the CDT Supervisor or designee.
 - The handler shall be responsible for the maintenance of the vehicle assigned to the handler, including regular testing of and facilitate maintenance of all vehicle safety and auxiliary systems as necessary and appropriate.
 - The handler shall be responsible for maintaining the canine vehicle in a manner that properly represents the Probation Department to the public.
 - The canine vehicle may be stored at the handler's residence during off-duty hours in a garage or other secure area away from public view, protected from theft, damage, or tampering.
 - All regulations, policies and procedures pertaining to County vehicles and equipment shall apply to the canine vehicles assigned to the handler.
 - The canine vehicle shall be operated in a manner consistent with departmental policy and procedure and applicable statutes.
 - Emergency lights and siren may be used to control a situation, or to provide assistance to law enforcement where there is an imminent threat or danger to

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public or officer safety. Warning lights and traffic control lights may be used to maintain the safety of the canine and vehicle during field operations.

1326 OUTSIDE AGENCY AND MUTUAL AID REQUESTS

All requests for canine assistance from outside agencies must be approved by the CDT Handlers' Supervisor and Director, and subject to the following:

- Canine teams shall not be used for any assignment that is not consistent with this policy.
- The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable. If declined, the CDT Supervisor shall be advised as time and circumstances permit.
- It shall be responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

1327 PUBLIC DEMONSTRATIONS

All public requests for a canine team for community support activities shall be reviewed and approved by the CDT Supervisor and Director. The canine handler is responsible for obtaining resources and coordinating involvement in the demonstration. Canine handlers shall not demonstrate any detection work unless authorized to do so by the CDT Supervisor and Director.

1328 EMERGENCY CANINE CARE

In the event that a canine suffers a medical emergency, such as an injury requiring urgent treatment or exposure to lethal narcotics, the canine handler shall determine the closest available emergency LA County approved veterinary office and transport the canine to receive care. The canine handler shall also notify their supervisor and the supervisor will notify the SEO Director.

1329 RETIREMENT OF CANINE

- The determination of the suitability for continued service of a Probation canine shall be made by the CDT Supervisor and the Director with input from the canine handler and veterinarian. Some factors to be considered will be:
 - The present performance level of the canine.

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- The canine's health.
- The length of time the canine can be expected to remain in service.
- Other factors not enumerated here may need to be considered in the decision to retire a probation canine.
- Canine retirement procedure.
 - When a probation canine is retired from service the currently assigned canine handler will be given the opportunity to assume ownership of the canine if approved by the Department and the Board of Supervisors. If the present handler does not desire to assume ownership of the canine, the previous handler, if there was a previous handler, will be given an opportunity to assume ownership. If there is no previous handler or the previous handler does not desire to assume ownership, every effort will be made to find a suitable home for the retiring canine.
 - The transfer of ownership of the canine does not include equipment.
 - Upon transfer of ownership of the canine or upon departure from the unit, the Probation Department will remove the home kennel and concrete slab and will leave the handler's residence "as is" per the waiver of liability agreement.
 - Upon assuming ownership of the canine, the new owner will sign a waiver of liability with the Probation Department and the County of Los Angeles stating that the canine is now the sole responsibility of the new owner, and that the new owner assumes all liability for the canine from that point forward (Appendix A).
 - The Probation Department and County of Los Angeles will have no responsibility for the care and maintenance of the canine once ownership has been transferred from the Probation Department.

APPENDIX A



Karen L. Fletcher
Interim Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9525 E Imperial Hwy.
Downey CA 90242



This agreement is for the sole intention of allowing the purchase of a departmental owned K-9 from the Los Angeles County Probation Department, to an employee of the County of Los Angeles.

DETAILS

- The Los Angeles County Probation Department owns a K-9, known as, _____, which the Probation Department trained for the use as a Detection K-9.
- _____, K-9 will be retired from county service, on _____ (Date).
- _____, (Purchaser) has informed the Los Angeles County Probation Department that he/she wishes to Purchase K-9 _____ (Name).

AGREEMENT

The K9 retirement agreement sale of an Animal and Waiver of Liability Agreement In consideration of the sum of \$1.00 (One) Dollar, and the transfer of ownership of a dog named, _____, from the Los Angeles County Probation Department in the County of Los Angeles, CA. to _____ [Purchaser], the Purchaser hereby releases and forever discharges the Probation Department and County of Los Angeles and its agents, employees, heirs and assigns from any and all claims for injury, disability, loss, or property destruction that may occur to anyone, as a result of contact with or actions by the above named retired Dog. The Purchaser accepts full responsibility and agrees to indemnify and hold harmless the Probation Department and the County of Los Angeles and its agents, employees, heirs, and assigns for any alleged injury or damage to any person or property that may occur or be caused by the Dog after the transfer of ownership, which is effective as of the date listed below, including reasonable costs of defending such claims. The undersigned is fully aware of the nature of the training the Dog received and the nature of the work that the Dog performed during the period of ownership by the Probation Department and the County of Los Angeles and understands the need to provide the Dog with suitable shelter and reasonable surroundings in keeping with its training and work experience.

The Parties have executed this Agreement on this _____ day of _____, 20____.

Date:

Purchaser:

Date: _____

K-9 Unit Director:

Date: _____

Chief Probation Officer:

Rebuild Lives and Provide for Healthier and Safer Communities

Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) REQUEST FOR ARMED ASSISTANCE	Section Number: SEO-1500
	Effective Date: 12/19/2022
	Approved By:  , Chief Deputy

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APPENDIX A – REQUEST FOR ARMED ASSISTANCE FORM

REQUEST FOR ARMED ASSISTANCE**1501 OVERVIEW**

Special Enforcement Operation (SEO) provides armed support to bureaus throughout the Probation Department. Bureaus may request armed assistance when a safety concern warrants a high level of risk and need that necessitates armed assistance. Note: Situations in the community that pose an imminent threat to safety shall be initially referred to local law enforcement by the bureau making the request.

1502 REQUEST PROCESS

Request for Armed Assistance form (Attachment A) shall be completed and submitted to respective supervisor or designee. Supervisor shall review for completion and submit to respective Director. Lastly, Director or designee shall email approved requests to ArmedAssistance@probation.lacounty.gov (EDL-PROB Armed Assistance) with a copy (cc) to their respective Bureau Chief and Senior Director.

1503 TYPES OF ARMED REQUEST

SEO deputies are available to assist when there are justified safety concerns that necessitate a high level of risk and need that require armed assistance. Below are some examples:

- Proposition 63 court ordered weapon seizure
- Intelligence received that indicates possession of weapons or contraband by a person supervised by the Department
- High risk transport with elevated deputy safety risks (armed escort(s))
- Absent without Leave (AWOL) from Probation institutions
- Other circumstances that may warrant armed assistance shall be discussed with Supervisor and Director prior to submitting request for armed assistance

1504 APPROVAL AND ASSIGNMENT PROCESS

Request for Armed Assistance forms are reviewed and processed by a SEO Director. SEO Director ensures complete and detailed information, and may contact requestor, requestor's Supervising Deputy Probation Officer (SDPO) and/or Director to clarify information and/or obtain additional information (i.e., armed assistance is needed immediately/without delay, afterhours may be necessary, or schedule during business hours). Note: Immediate and afterhours requests that may require overtime must be approved by Bureau Chief or designee prior to submitting a Request for Armed Assistance. These requests include but are not limited to court/minute orders. Copies of the court/minute order must be submitted along with the request.

Once a request is substantiated by SEO Director, SEO Director will assign the request to a SEO SDPO on a rotation basis or based upon the needs of the operation. SEO SDPO will coordinate with the requestor to complete the request for assistance; upon completion, SEO SDPO will notify the requestor and SEO Director or designee via e-mail, cc: EDL-PROB Armed Assistance and document the operation in appropriate systems (Adult Probation System, Probation Case Management System, etc.).

REQUEST FOR ARMED ASSISTANCE

APPENDIX A

**Los Angeles County Probation Department**
Special Enforcement Operations - Request for Armed Assistance

This form shall be used to request Armed Assistance by the requesting Bureau. The requestor shall complete the form and submit it to their Director or designee for approval. The Director or designee shall email approved requests to ArmedAssistance@probation.lacounty.gov (EDL-PROB Armed Assistance) with a copy (cc) to their respective Probation Bureau Chief and Senior Director.

INSTRUCTIONS

COMPLETE ALL RED FORM FIELDS AND SUBMIT AS AN ATTACHMENT WITH THE EMAIL TO EDL LISTED ABOVE

INDICATE IN EMAIL SUBJECT LINE: **Armed Assistance Request - Subject's Last Name, First Name, PDJ # / X #**

NOTE: PLEASE ENSURE FILLABLE FIELDS ARE COMPLETED IN TYPED TEXT. HANDWRITTEN FORMS WILL NOT BE ACCEPTED

REQUESTING BUREAU INFORMATION**Bureau**

Select from drop-down list

Area Office**Contacts**

Last:

First:

Office / Mobile #:

Last:

First:

Office / Mobile #:

Last:

First:

Office / Mobile #:

Last:

First:

Office / Mobile #:

REQUEST DETAILS**Request Priority**

Check One

Urgent (Complete Today, May Incur OT): ☐Routine (Complete During Regular Working Hours): ☐

if OT is anticipated, specify fund org

Fund Org: **Request Type**

Select from drop-down list

Specify details:

If Request Type is HQ / Other

NOTE: SEO attempts to handle all requests without incurring overtime. Should overtime be anticipated, the requesting party will be notified prior to initiation.

SUBJECT INFORMATION**Full Name**

Last:

First:

Middle:

PDJ # / X #

DOB:

Age:

Gender:

Ethnicity:

Select from drop-down list

Select from drop-down list

Contact Information

Home #:

Mobile #:

Availability:

Specify Days / Times

Address of Record

Address #, Street:

Residence Type

City, State, Zip Code:

Select from drop-down list

Specify any precautionary concerns with perimeter security, children or animals present at the location

SUBJECT HISTORY AND SAFETY CONCERNS**Important Details**

Controlling / Instant Offense:

Most Serious Offense:

Gang Affiliation:

Additional Comments:

Specify Any Officer Safety Concerns

REQUEST JUSTIFICATION

Specify Officer Safety Concerns which Require Armed Assistance

NOTE: All requests are subject to approval and require a detailed justification.