

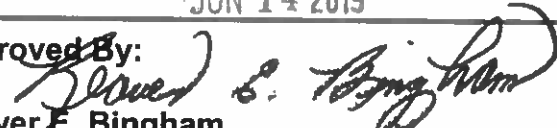
Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL SEO FIELD OFFICER TRAINING MANUAL	Section Number: AISB-200
	Effective Date: JUN 14 2019
	Approved By:  Reaver E. Bingham

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SEO FIELD OFFICER TRAINING MANUAL**200 INTRODUCTION****200.1 INTRODUCTION**

The Department wants to ensure that conditionally armed personnel within Special Enforcement Operations (SEO) demonstrate that they are fully capable of responding appropriately and timely to critical situations that arise during the routine performance of their duties, and/or in critical situations where an armed deputy is providing assistance and or back-up to an unarmed staff. Additionally, there may be situations where staff 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.

200.2 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 to criteria to be fully armed at the conclusion of the training and evaluation period. Throughout this document, "trainee" may reference either a DPO or a SDPO; and "supervisor" may reference a SDPO or a Director.

200.3 CONDITIONAL ARMED ASSIGNMENT OFFER

Upon successful completion of the SEO Arming Academy, and the offer and acceptance of a conditional armed assignment position, the trainee's position at their previous work location will be opened to the bid process and the trainee will then be placed into the six-month SEO Post-Academy Training and Evaluation Program.

200.4 CONDITIONAL ARMED ASSIGNMENT NOT OFFERED

Upon successful completion of the SEO Arming Academy, if the 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.

SEO FIELD OFFICER TRAINING MANUAL**200.5 ORIENTATION MEETING**

Upon completion of the SEO Arming Academy and acceptance of the offer of a conditionally armed assignment, the trainees will be provided an orientation to the 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.

200.6 TRAINING PERIOD ASSIGNMENTS

During this six-month training and evaluation period, the trainees will be required to spend one-month rotations each within the three SEO Programs: CLEAR, DISARM, and AB 109 Armed. At the conclusion of each one (1) month rotational training period, the trainee will be 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 this 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 (1) day in a rating period (2 weeks), they will need to repeat that rating period.

200.7 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.

SEO FIELD OFFICER TRAINING MANUAL**200.8 SUPERVISOR-TRAINEE MEETINGS**

At the end of the second training week and every two weeks thereafter until the end of each rotational training period, the SEO Supervisor will formally meet with each trainee assigned to them and review with the trainee 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).

The Supervisor will note the areas of competency, as well as areas where growth is needed. The Supervisor shall also provide feedback to the trainee regarding any areas of critical concern, as well as areas where the trainee is excelling. If there are performance or policy violations, they will be addressed in writing in accordance with Departmental Policy.

Both the Supervisor and the trainee shall sign the SEO Post-Academy Training and Evaluation Worksheet in the section for that particular 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.

200.9 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 of the trainees, with particular attention being paid 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 that 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 Admin initially perceives that the trainee is experiencing significant difficulty with the program and other remedial options are being considered, both the trainee and their SEO Union Steward are to be advised of this situation and the trainee's options discussed in a meeting with the trainee, their representative (if desired), the Supervisor and Director. The outcome of this meeting is to be

SEO FIELD OFFICER TRAINING MANUAL

formally documented by the Director and a copy provided to the employee.

200.10 FULLY-ARMED ASSIGNMENT OFFER

Upon successful completion of the SEO Post-Academy Training and Evaluation Program, the trainee will 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).

200.11 SEPARATION FROM THE SEO POST-ACADEMY TRAINING PROGRAM

When the Department determines that the 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 in a meeting with the Supervisor and Director. The outcome of this meeting is to be formally documented by the Director and a copy 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 held assignment if so 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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201 FTO EVALUATION CHECKLIST

201.1 FTO EVALUATION CHECKLIST FORM (REVISED 060119)



SEO POST-ACADEMY
TRAINING & EVALUATION
PROGRAM

Trainee: _____ Employee #: _____

Rotation STAC / DIO Days: _____ Rotation Training Supervisor: _____

Rotation 1: _____ Rotation 1: _____

Rotation 2: _____ Rotation 2: _____

Rotation 3: _____ Rotation 3: _____

Rotation 4: _____ Rotation 4: _____

Rotation 5: _____ Rotation 5: _____

Rating Guide: 0 (Needs Improvement), 1 (Competent), N/A (Not Applicable)

TOPIC / AREA COVERED	Rotation 1 - DISARM			Rotation 2 - CLEAR			Rotation 3 - ADIC9 Famed			Rotations 4 - TUSARN					Rotations 5 - All 100 Armed		Avg. Score for All Rotations
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	
Arming Policy (Effective 1994)																	
1. Introduction & Purpose (Section 801)	1	N/A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
a. Role of Armed Probation Officer	1	1	1	0	1	1	N/A	1	1	N/A	1	1	1	1	1	1	1
b. Use of Firearm	N/A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2. General Policies and Authority (Section 802)	0	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
a. Firearm as a Defensive Weapon	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
b. Penal Code Section 832(a)	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
c. Penal Code Section 196	0	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
d. On & Off Duty Carry	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
3. Requirements, Authorization, and Restrictions (Section 803)	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
a. Departmental Policies and Procedures	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
b. Arming as Voluntary	1	0	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
c. Non-Departmental Issued Firearms and County Property	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
d. Definition of On-Duty & Off-Duty Carry Liability and Responsibility	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
4. Training and Qualification (Section 804)	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
a. Specialized Training	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
b. Monthly Firearms Training	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
c. Quarterly Firearms Qualification	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
5. Firearms and Maintenance (Section 805)	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
a. Department Issued Only	1	N/A	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
b. Firearm Safety	1	N/A	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
c. Firearm Storage	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
d. Firearm Maintenance	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
e. Cleaning & Inspection	N/A	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
6. Carrying, Unholstering, and Use of Firearms (Section 806)	N/A	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
a. Required Equipment	N/A	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
b. Proper Use of Firearm	N/A	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
c. Stolen or Lost Equipment	N/A	0	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
d. Discharge of Firearm	0	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
7. Investigation of Unholstering & Shooting Incidents (Section 807)	0	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
a. Officer Involved Shooting	1	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1
b. Critical Incident Scene Response and Follow-Up	0	1	1	1	1	1	1	1	1	0	1	1	0	1	0	1	1

APPENDICES**202 HANDBOOK/BENCHMARKS****202.1 ADMINISTRATIVE MANUAL****ARMING POLICY (DIRECTIVE 1354) – Revised to AISB-100**

- Officer to read Policy Section
- FTO discuss and review section with officer

USE OF FORCE (DIRECTIVE 1370)

- Officer to read Policy Section
- FTO discuss and review section with officer

DEPARTMENTAL FLEET VEHICLES (DIRECTIVE 1378)

- Officer to read Policy Section
- FTO discuss and review section with officer

202.2 FIREARMS AND SAFETY EQUIPMENT**WEAPONS**

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

SAFETY EQUIPMENT (ON PERSON)

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

202.3 FIREARMS AND QUALIFICATIONS**MONTHLY FIREARM TRAINING**

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

QUARTERLY FIREARM QUALIFICATION

- Officer to attend and successfully complete quarterly firearm training
- If failure, discuss, remediate, and retest with Rangemaster
- Rangemaster to communicate issues/concerns with FTO and management

APPENDICES**202.4 UNIFORM/DRESS****GROOMING**

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

UNIFORM

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

202.5 GENERAL CONDUCT**ATTENDANCE**

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

TARDINESS

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

COMPORTEMEN

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

HANDLING THE PUBLIC

- 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

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

PERSONAL RELATIONS

- Officer is respected by peers, superiors, outside agencies and the community.

APPENDICES

- Officer is able to accept appropriate constructive criticism from peers and superiors and incorporate into his job performance without becoming defensive or argumentative.

202.6 PLANNING**PACKET PREPARATION**

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

OPERATIONS PLAN

- Verifies all targets, staff assignments and all participating agencies prior to operation
- Completes all required approvals and notifications prior to operation.

202.7 FIELD TACTICS**VEHICLE OPERATIONS**

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

FIELD OBSERVATION AWARENESS

- The officer is aware of his/her location and surrounding at all times
- The officer able to distinguish potential safety concerns, threats and improper conduct in the field

COMMAND PRESENCE

- The officer displays confidence, professionalism and competence without being condescending or controlling
- The officer has effective group control over the clients and others in emergency situations

CONTACT AND COVER

- The officer has the proper awareness of cover when making contact with a client and approaching a vehicle or residence.
- Gives appropriate verbal commands during contact and communicates with support staff

APPENDICES**BASIC ENTRY TACTICS**

- Maintains proper line of sight and trigger-finger placement
- Maintains proper movement while in an entry formation and communicates threats to team members
- 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
- Review/Discuss following concepts (Numbering Building, Stack/Stick, Tap Up, Announcing, Knock/Notice and Posting Up)
- FTO to have officer partake in basic entry training

BASIC RADIO SKILLS

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

CONDUCTING FIELD CONTACTS

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

202.8 SEARCH AND SEIZURE**4TH AMENDMENT**

- The officer is always aware of "The right of the people to be secure in their persons, houses, papers, and effects, against un reasonable 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)

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

EVIDENCE RETRIEVAL & STORAGE

- Officers maintains integrity of crime scene, completes proper documentation, completes property receipt(s) and notifies local law enforcement when necessary

APPENDICES**VEHICLE SEARCHES**

- Review/Discuss vehicle search methods
- Review/Discuss search guidelines when 4th waiver in vehicle – Scope of search based on 4th waiver location
 - Driver
 - Passenger (Front / Rear)
 - Trunk

RESIDENCE SEARCHES

- Confirmation/verification of location
- Review/Discuss policies regarding residential searches
 - Storage of Personal items
 - Common area
 - Accessibility (keys, codes, etc.)
- Officer Safety Concern
 - Safety equipment (Gloves, mirrors, etc.)
 - Prior Questioning
- Review/Discuss search methods
 - Left/Right
 - Quadrants
 - Multi-person search (meeting points)
 - Attics/Hidden Compartments
- Assigning Searches
- Consensual Searches

PERSON SEARCHES

- Discuss/Review reasons for Pat Down / Search
 - Reasonable Suspicion
 - Consent
- Discuss/Review methods and policies for pat-down / person searches
 - Male searches
 - Female searches

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

- Review/Discuss procedures and requirements for Probation Re-Arrest
 - Approvals/Forms required
 - Office
 - Field
- Exigent circumstance arrest
- Procedures for all probation offices (notifications, back up officers, etc.)
- Review forms, booking form, PC1203.2 holds, AB 109 holds, Flashes etc.

APPENDICES**NEW FELONY ARRESTS**

- Review/Discuss procedures and requirements for new felony arrest
- Local Police Department vs Los Angeles Sheriff Department
- Adult vs Juvenile
- Probable Cause/Declarations
- Probation Violations in conjunction with new criminal arrest

WARRANT ARRESTS

- 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

- Evaluate officers use and application during field operations
- Provide remedial training as necessary

TRANSPORTATION

- Search of Vehicle
- Search of Probationer
- Placement in the Vehicle
- Communication
- Route Selection
- Opposite Gender Transportation Requirements

PROCESSING / BOOKING

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

MEDICAL CLEARANCES

- Notify chain of Command when a medical clearance is necessary
- Ensures that the all necessary medications are taken with the Probationer/PSP to the Hospital
- Asks the probationer/PSP prior to transport if they are suffering any from medical or mental health conditions
- Ensures Medical Clearances are done on all Probationers/PSPs whenever there is any injury or use of force

APPENDICES**202.10 WRITTEN REPORTS****641 REPORT**

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

241 REPORT

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

FLASH/PC 1203.2/PC 3455(c)

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

SPECIAL INCIDENT REPORT (SIR)

- Properly completes a Special incident report 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
- Completes all notifications of the chain of command in timely manner (as soon as safety permits)

SECURITY INCIDENT REPORT

- Completes a Security Incident report on all matters regarding the safety of a County Employee or one of the County's facilities

JUVENILE HALL ENTRANCE FORM

- Receive approval from Supervisor for Booking and clears the detention with the appropriate Juvenile Hall Intake Detention Control (IDC)
- Completes the Juvenile Hall Entrance Form completely in advance of booking of the minor at juvenile hall
- Includes all of the appropriate contact information for the minor and his

APPENDICES

parents

- Notifies Parents of detention location and Court Date

LOS ANGELES COUNTY JAIL BOOKING FORM

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

PROBABLE CAUSE DECLARATION FORM (PCD)

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

777(a) WIC REPORT

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

202.11 ARMED UNIT SUPERVISOR**REVIEW OF INDIVIDUAL TARGET PACKET**

- 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

- Review operations plan 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
- Ensure that all post operation paper work and chronos are done for all locations and targets

REVIEW OF ALL WRITTEN REPORTS

- Reviews all written reports for thoroughness, completeness, appropriateness and policy compliance
- Ensure that all written reports are submitted in a timely manner

OVERSIGHT OF FIELD ACTIVITIES

- Ensure that all conduct safely and within policy addressing any safety and policy concerns as soon as safely possible

APPENDICES

- Ensures that all staff are on time and appropriately equipped
- Conducts random inspections to ensure all staff equipment is working appropriately
- Ensure all proper notifications and documentation is completed in a timely manner

COMPLAINTS

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

PROPERTY DAMAGE

- Minimizes damage through proper planning and conduct
- Documents all damage appropriately and completes all required notifications and paperwork
- Notifies owner of property damage immediately leaves property reimbursement form with the owner

PROVIDE MONTHLY UNIT STATISTICS

- Ensures that all statistical data is maintained and submitted by DPOs on time
- Completes the statistical reports on time and completely and submits to Director

SPECIAL PROJECTS

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

APPENDICES

APPENDIX A: ARMING POLICY

COUNTY OF LOS ANGELES
 PROBATION DEPARTMENT
DIRECTIVE

No.	1354 REVISED
Issued:	01/23/14
Post Until:	02/23/14


SUBJECT: ARMING POLICY

The Special Services Bureau – Arming Policy has been revised and is attached for reference and distribution. The attached policy replaces the policy distributed January 17, 2014. The Arming Policy is to be incorporated into the Special Services Bureau Manual which is currently in progress.

The Arming Policy includes the following sections:

- INTRODUCTION & PURPOSE
- GENERAL POLICIES AND AUTHORITY
- REQUIREMENTS, AUTHORIZATION, AND RESTRICTIONS
- TRAINING AND QUALIFICATION
- FIREARMS AND MAINTENANCE
- CARRYING, UNHOLSTERING, AND USE OF FIREARMS
- INVESTIGATION OF UNHOLSTERING & SHOOTING INCIDENTS

If you have any questions, contact the Field Services Consultant at (562) 940-2525.


 Jerry E. Powers
 Chief Probation Officer

Date

1/22/14

MANUAL HOLDERS: CROSS REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

APPENDICES

APPENDIX C: DEPARTMENTAL FLEET VEHICLES

COUNTY OF LOS ANGELES
 PROBATION DEPARTMENT

DIRECTIVE

No: 1378

Issued: 06/01/15

Post until: 07/01/15

SUBJECT: DEPARTMENTAL FLEET VEHICLES

This Directive supersedes 1296 issued July 3 2012.

This document re-establishes or clarifies policies and procedures governing the operation of Probation fleet vehicles. Fleet vehicles include sedans, trucks, vans and buses assigned to the Department.

General Policy

Staff shall maintain their respective appropriate class of California driver license, follow all automotive safety procedures and utilize all safety equipment (personal restraints) when operating departmental fleet vehicles. Probation staff must observe all driving laws and are responsible for all traffic and parking violations while operating departmental fleet vehicles.

Fleet vehicles housed at area offices shall be designated for use by staff to provide services to Probation clients and the public. Each area office Director and designated staff at Probation Headquarters shall utilize a vehicle reservation log that allows staff to reserve the fleet vehicle.

Staff must complete as scheduled, the required departmental fleet vehicle tracking and reporting forms. These forms along with lists of approved maintenance and fueling sites are available on Probnat under Fleet Management.

Definitions:

Employee Assigned Vehicle – County vehicle designated by the Chief Probation Officer only for use by one employee to perform County business. An Assigned Vehicle Agreement form must be on file with Fleet Management.

Pool Vehicle – County vehicle registered for use by more than one Probation and/or contract employee to perform County business. Pool vehicles are assigned and managed by the Bureau/District.

Certified - Authorized County vehicles used for County business.

Disposed Vehicle - County vehicle removed from Vehicle Inventory for sale/salvage.

Emergency Response – Response to unanticipated service requests, which cannot be postponed due to public health, safety or other critical governmental services reasons.

Field-Use Vehicles – Generally garaged at County facilities and normally have specialized, non-portable equipment or instruments installed, or are built or modified to carry special materials, to perform a specific job function for the Department.

Garaging Site – Location where a County vehicle is authorized to be stored where not in use.

APPENDICES

APPENDIX D: STAFF DRESS CODE AND GROOMING STANDARD

COUNTY OF LOS ANGELES
 PROBATION DEPARTMENT
DIRECTIVE

No.:	1113
Issued:	10-23-06
Post until:	11-23-06

SUBJECT: STAFF DRESS CODE AND GROOMING STANDARD

It shall be the policy of the Probation Department that staff will dress and groom themselves in a manner that is professionally acceptable and meets appropriate business standards. Dress and grooming play a significant role in the image we project for the Department, the respect we have for the duties we are entrusted with performing, and the professionalism we convey to our coworkers, partner agencies, and clients.

This Directive clarifies the appropriate dress and grooming standards for all Probation Department staff. Pending the issuance of uniforms to juvenile hall and camp staff, they shall adhere to the expectations of this Directive. A separate Directive outlining the dress code and grooming standards for uniformed staff will be issued in the near future.

The Probation Department Policy Manual (PDPM) Policy 15.1 states that employees shall project a positive professional image in their personal appearance, and dress appropriately for assigned duties and responsibilities. The PDPM policy extends to all representatives of the Department, including contract employees and volunteers.

All staff are required to be neat, clean, well groomed, and must conform to considerations of safety, professionalism and modesty. Visible piercings (eyebrows, tongue, lips, etc.) shall not be permitted during work hours except a maximum of two earrings per ear. Earrings or other jewelry should be of modest size. Juvenile hall and camp staff shall not wear large dangling earrings due to potential safety concerns. Visible body tattoos must be covered during work hours except tattoos on hands and above the neckline which practicality dictates cannot be covered. Facial hair will not be permitted for new hire Peace Officers until they have completed their probationary period. All facial hair shall be neatly groomed.

DRESS CODE FOR LINE STAFF ASSIGNMENTS

Non-supervisory staff assigned to field offices or community programs, schools, partner agencies, all staff attending training, and staff conducting business at Probation headquarters shall dress in a manner appropriate for interfacing with the public, colleagues and clients at all times. The appropriate standard of attire for field staff is defined as business casual and shall consist of the following properly fitted attire:

- Slacks (Dockers-type or other business casual slacks)
- Dress shirts, collared polo-style shirts (does not include Hawaiian-style shirts)
- Dress or casual shoes in good repair (does not include athletic footwear)
- Females: dresses, blouses, sweaters, slacks, dress sandals
- Socks, stockings or hose (as appropriate)
- Appropriate outerwear commensurate with weather conditions

APPENDICES

APPENDIX E: SEARCH AND SEIZURE OF ELECTRONIC DEVICES

COUNTY OF LOS ANGELES

PROBATION DEPARTMENT

NOTICE

No.: 1711

Issued: 02112/16

Post Until: 03112/16

SUBJECT: SEARCH AND SEIZURE OF ELECTRONIC DEVICES

As a result of the passage of Senate Bill 178 last year, the Probation Department is now required to obtain "specific consent" from the probationer prior to the search and seizure (S&S) of all electronic devices. Post Release Community Supervision (PRCS) offenders are subject to the same mandatory search and seizure clause.

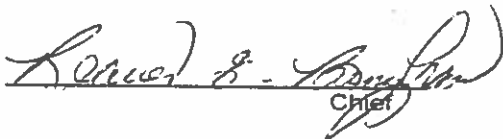
Effective immediately, the following is updated information regarding Penal Code 1546 et seq (aka SB178):

- Penal Code Section 1546 et seq only impacts S&S of electronic devices. This new law does not impact general searches of homes, cars, etc. where the supervised person is subject to search conditions.
- Search conditions imposed by the Court will no longer be sufficient to search electronic devices. Even specific search conditions that authorize searches of electronic devices do not meet the "specific consent" provision of this new law.
- In order to search electronic devices, you must have one of the following: a warrant, specific consent, or a waiver taken in Court.
- Specific consent means that the supervised person gives you (the Probation Department) consent to search his/her electronic devices.
- A waiver taken in Court means that at the time the electronic search conditions is imposed, the Court takes a waiver of the supervised person's rights under Penal Code 1546 et seq.

In the field, specific consent must be given to the entity who wants to search. This means that if you are out in the field with a partner law enforcement agency, consent given to your partner law enforcement agency is NOT sufficient. The consent must be given specifically to the Probation Department. (Likewise, consent given to our Department will not authorize our law enforcement partners to search, they must obtain their own consent).

Continued discussions with the DA and other prosecuting agencies is underway. Updates will be disseminated as more information is provided.

Questions or concerns regarding this Notice shall be direct to the Adult Consultant, at (562) 940-2525 or the Juvenile Consultant at (562)940-2533.


Chief

APPENDICES

**APPENDIX F: PUBLIC SAFETY REALIGNMENT (AB 109) BUREAU MANUAL
VIOLATION POLICY & MATRIX (PAGE 1)**

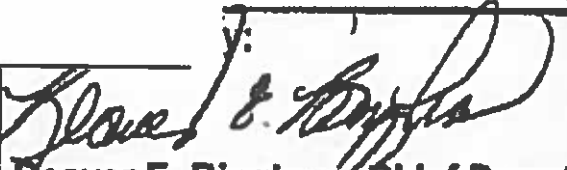
<p>Subject:</p> <p>PUBLIC SAFETY REALIGNMENT (AB 109) BUREAU MANUAL</p> <p>VIOLATION POLICY & MATRIX</p>	<p>Section Number: PSR-513</p>  <p>Reaver E. Bingham, Chief Deputy</p>
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APPENDICES**APPENDIX F: PUBLIC SAFETY REALIGNMENT (AB 109) BUREAU MANUAL
VIOLATION POLICY & MATRIX (PAGE 2)****513.1 INTRODUCTION**

The Violation Matrix was developed to provide AB 109 staff with guidelines for responding to violations in a swift, certain and consistent manner. Violations are categorized as either new crimes or "technical violations". Technical violations are behavior that is not by itself a criminal offense but is prohibited by the conditions of supervision. As with all probation casework, staff are required to research potential violations thoroughly and maintain records of all information that supports the response to the violation imposed in the Adult Probation System (APS). This means that DPOs should familiarize themselves with all aspects of a PSP's current case, criminal history, supervision history and any new violation or criminal activity in order to impose the appropriate response(s) based on all available information.

513.2 VIOLATION GUIDELINES

Prior to the execution of a sanction, the DPO/SDPO must ensure that the case is still active. The DPO is required to verify that neither the one year plus 30-day mandatory release date nor the three-year expiration date have reached expiration. The DPO will then utilize this policy and attached response grid (Appendix A) as a guide, as well as their professional expertise, training,

observations, victim information, and information provided by interested parties, local law enforcement, treatment providers or other sources involved in the PSP's supervision to determine and impose the appropriate response to address the PSP's non-compliance. DPOs (with SDPO approval) may make decisions outside of these guidelines based on the supervised person's criminal history and information obtained from Local Law Enforcement agencies, treatment providers, and community-based service providers. DPOs may not allow any potential violation of supervision conditions to go unaddressed and undocumented.

Following the application of any sanction or the revocation of supervision, the assigned DPO must assess the need to potentially adjust the PSP's level of supervision. This may include the addition of conditions that address the issues that contributed to the PSP's alleged violation of their supervision conditions. Appropriate responses to negative behavior are a necessary consequence for a failure to comply with conditions of community supervision. It is the DPO's responsibility to seek the best case management course of action that will assist the PSP in achieving the successful completion of supervision and reintegration into society while ensuring public safety.

513.3 RESPONSES TO NEW LAW VIOLATIONS

A PRCS Revocation Report shall be submitted to the Revocation Court when a PSP commits any new misdemeanor or felony law violation. The only exception is for non-violent drug possession (NVOP) cases Pursuant to Penal Code section 3063.1, PSPs shall not be subject to a custodial sanction due to a sole NVDP charge or violation of any drug related condition of supervision, without first being required to participate in and complete an appropriate drug treatment program as a condition of supervision. PRCS supervision shall be revoked if the

APPENDICES**APPENDIX F: PUBLIC SAFETY REALIGNMENT (AB 109) BUREAU
MANUAL VIOLATION POLICY & MATRIX (PAGE 3)**

violation is proved and a preponderance of the evidence establishes that the supervised person poses a danger to the safety of others.

If a situation occurs in which the supervised person was cited out or released on ball for a new law violation and Probation was not notified at the time of the citing or arrest to place a hold, the CPO has the discretion to submit either an In-custody or out-of-custody revocation report, depending on the supervised person's risk to the community. If the new law violation is a serious or violent offense or presents the PSP as a danger to the community, a PRCS Hold must be placed on the PSP and a Revocation Report must be submitted to the Revocation Court. The PSP must be taken into custody as soon as possible or if the PSP fails to report a warrant issued.

513.4 RESPONSES TO TECHNICAL VIOLATIONS

A PRCS Hold and Revocation report shall be submitted to the Revocation Court for the following technical violations:

- Violation of conditions of supervision that pose a risk to the community (e.g. keep away/restraining orders, GPS Inclusion or exclusion zone violations, gang conditions, weapons conditions, etc.)

Pursuant to Penal Code 3063.1, PSPs shall not be subject to a custodial sanction due to the sole violation of any drug-related condition of supervision, without first having the opportunity to participate in and complete an appropriate substance abuse treatment program.

For all other first-time technical violations, DPOs shall determine the appropriate response by using the AB 109 Violation and Response Grid (Appendix A) and selecting the response that corresponds with the PSP's behavior level and risk level.

The above information provides guidance for determining the appropriate response. However, if a PSP violates their conditions of supervision and receives lower level responses (e.g. verbal admonishment, referral for services, PAAWS, etc.) on two occasions, the third violation should be considered for an appropriate custodial sanction (flash incarceration or revocation, depending on the severity of the alleged violation). Furthermore, if a supervised person fails to complete an assigned sanction (e.g., "essay assignment", complete PAAWS, etc.), the DPO must respond by administering an increased level of response.

513.5 DOCUMENTATION OF RESPONSES ADMINISTERED

AB 109 Supervision DPOs are to use the AB 109 Supervision Imposition of Intermediate Sanctions Form (Appendix E) to administer all intermediate sanctions on PSPs. DPOs assist rehabilitation efforts by performing the following:

- Ensuring that the supervised person is clearly aware of any violations of supervision;
- Taking into account the PSP's view of the circumstances surrounding their alleged violation of supervision conditions; and

APPENDICES**APPENDIX F: PUBLIC SAFETY REALIGNMENT (AB 109) BUREAU
MANUAL VIOLATION POLICY & MATRIX (PAGE 4)**

- Ensuring Immediate accountability for non-compliant behavior by selecting a response that ensures public safety and is relevant to the alleged violation.

Through the use of the Imposition of Intermediate Sanctions Form (Appendix E), the DPO shall indicate what the alleged violations are and what the recommended response will be. The PSP must be afforded the opportunity to respond to the alleged violation either verbally or In writing. The DPO may take the PSP's statement In the event the PSP is unable to write one on his/her behalf. Once the Initial section of the form is completed, the document is to be submitted to the SDPO for clearance and approval.

The Intermediate Sanction serves as an informal violation process. The DPO must state clearly in the form what the alleged violation is and refer to APS condition codes, if necessary. The violations should be clearly explained to the PSP, ensuring that they understand the reason for the response. The response must be reviewed, cleared, and approved by the SDPO, before the execution of that response, including the Flash Incarceration.

If the DPO executing the Flash Incarceration is not the DPO of Record, the Intermediate Sanction documentation process must be completed by the caseload DPO after the PSP's release from custody. At the next office visit (typically 48 hours after release from custody), the DPO of Record will complete the Intermediate Sanction form and explain the following to the PSP:

1. The reason for the Flash Incarceration.
2. The information or evidence that was presented which justified the Flash Incarceration.
3. The flash incarceration is a custodial sanction resulting in the resetting of the mandatory release date to one year from the arrest date. After the reset of the mandatory release date, the PSP may be eligible for the discretionary release date of six (6) months.

Imposition of Intermediate Sanction Form

Once the response is determined and approved by the SDPO and presented to the supervised person, the DPO shall distribute it as follows:

- One copy to the PSP,
- One copy to the PSP's file,
- One Copy to the SDPO

The SDPO shall submit the completed form to clerical staff for submission to the AB109 Statistical Tracking Unit (AB109IntermediateSanctions@probation.lacounty.gov) for tracking and statistical purposes.

APS Documentation

All information pertaining to the response to the violation shall be appropriately and accurately recorded in the Adult Probation System (APS) Defendant Chrono Information Data (DCIO) screen. If it was a custodial sanction (flash incarceration or revocation), the disposition should be updated on Count Disposition Data (CNDD) screen and the Post Release Expiration Data (PRED) screen.

APPENDICES

**APPENDIX F: PUBLIC SAFETY REALIGNMENT (AB 109) BUREAU
MANUAL VIOLATION POLICY & MATRIX (PAGE 5)
AB 109 VIOLATION AND RESPONSE GRID**

Examples of Violation Severity ▼	Low/Medium Risk Level	High Risk Level	Very High Risk level
<p align="center">Minor Violation(s)</p> <p>Occasional or isolated incidents where there is no victim impact, however, the offender demonstrates some degree of cooperation and response to supervision and DPO expectations. (Examples: Missed appointment, positive drug tests, unemployment, missed appointment with counselor or treatment/skill development provider, dismissal from treatment, traffic citations or minor infractions.)</p>	<p>Verbal Warning(s)</p> <p>Increased Contacts: Reporting &/or Testing Add Additional T&Cs Referral to Programming or Treatment Essay Assignment Carey Guide Tools/Assignment</p> <p>INCARCERATION NOT AUTHORIZED</p>	<p>Verbal Warning(s)</p> <p>Increased Contacts: Reporting &/or Testing Add Additional T&Cs Referral to Programming or Treatment GPS</p> <p><u>Above Interventions Failed</u> FLASH 1-5 Days</p>	<p>Verbal Warning(s)</p> <p>Increased Contacts: Reporting &/or Testing</p> <p>Add Additional T&Cs Referral to Programming or Treatment GPS</p> <p><u>Above Interventions Failed</u> FLASH 3-10 Days</p>
<p align="center">Moderate Violation(s)</p> <p>A preliminary pattern of violation of supervision terms and conditions that is interfering with success at work, home, program or treatment, and the community. Previous interventions and sanctions have failed. The violation(s) may be related to the underlying commitment offense, drug use. Moderate violations indicate an increased risk that the offender may re-offend. (Examples: multiple minor violations with no apparent response to prior consequences; repeated contact with negative associates; absconding after some period of reporting, and general refusal to cooperate with specific terms and conditions.)</p>	<p>Any Minor response(s)</p> <p>Increase level of Treatment Previous Interventions & <u>Sanctions Have Failed</u> FLASH 1-3 Days Jail</p>	<p>Any Minor response(s)</p> <p>GPS with home restrictions Curfew Previous Interventions & <u>Sanctions Have Failed</u> FLASH 3-5 Days Jail</p>	<p>Any Minor response(s)</p> <p>GPS with home restrictions Curfew Previous Interventions & <u>Sanctions Have Failed</u> FLASH 6-10 Days Jail</p>
<p align="center">Serious Violation(s)</p> <p>Offender has demonstrated a significant pattern of varied violations of PRCS terms and conditions and has failed to respond to multiple interventions and sanctions. Offender represents a <u>risk to the community</u> and/or has been arrested for a new <u>felony or misdemeanor offense</u>. (Examples: behavior that demonstrates extreme disregard of terms and conditions of supervision such as absconding from supervision; unauthorized contact with a victim; and violation of gang terms or other specialized condition of supervision presenting a risk to the community such as significant criminal association, or violation of Court order.)</p>	<p>Any Moderate response(s)</p> <p><u>Technical Violations Only</u> Revocation 30-60 Days Jail <u>NLV+ Any Technical</u> Revocation 11-90 Days Jail</p>	<p>Any Moderate response(s)</p> <p><u>Technical Violations Only</u> Revocation 30-60 Days Jail <u>NLV+ Any Technical</u> Revocation 45-90 Days Jail</p>	<p>Any Moderate response(s)</p> <p><u>Technical Violations Only</u> Revocation 45-90 Days Jail <u>NLV+ Any Technical</u> Revocation 90-180 Days Jail</p>

APPENDICES

**APPENDIX F: PUBLIC SAFETY REALIGNMENT (AB 109) BUREAU
MANUAL VIOLATION POLICY & MATRIX (PAGE 6)
AB 109 INFORMAL PROBABLE CAUSE / IMPOSITION OF INTERMEDIATE
SANCTIONS**

Los Angeles County Probation Department
AB 109 Supervision Informal Probable Cause/Imposition of Intermediate Sanctions

PSP Name (Last, First):		Date:
X #: X-	CII #: A	Case #: PB
Controlling Charge (Code & Description):		
DPO Name (Last, First)		Caseload #:
DPO Telephone Number:		Area Office:
Reason for Sanction: (Check all that apply)		
<input type="checkbox"/> New Arrest/Filed (NA)	<input type="checkbox"/> Police Contact (PC)	<input type="checkbox"/> Dirty UA-HUB (DH)
<input type="checkbox"/> Violate Keep Away (VK)	<input type="checkbox"/> Refuse MH Treat (MH)	<input type="checkbox"/> Poss. Weapon (PW)
<input type="checkbox"/> Refuse Narc Treat (RT)	<input type="checkbox"/> Refuse Job Prep (RE)	<input type="checkbox"/> New Conviction (NC)
<input type="checkbox"/> Fail Attend Treatment (FT)	<input type="checkbox"/> General Property Crime (PR)	<input type="checkbox"/> Municipal Code Violation (MC)
<input type="checkbox"/> Treatment Terminated (TT)	<input type="checkbox"/> Violate Gang Injunction (GI)	<input type="checkbox"/> Fail to Report Residence (FA)
<input type="checkbox"/> Failed to Report as Instructed (FR)	<input type="checkbox"/> New Arrest/Not Filed (NN)	<input type="checkbox"/> Fail to Register Narc Offender (FN)
<input type="checkbox"/> Abscond 30 Days or Less (AL)	<input type="checkbox"/> Abscond 30 Days or More (AM)	<input type="checkbox"/> Violate Restraining Order (RO)
<input type="checkbox"/> Failed to Register Sex Offen. (FS)	<input type="checkbox"/> Serious Veh. Code Violation (VC)	<input type="checkbox"/> Other: _____ (OT)
<input type="checkbox"/> Fail to Register Gang Offend (FG)	<input type="checkbox"/> Fail to Comply Gang Conds. (GC)	
DPO's Statement:		
PSP's Statement:		
Intermediate Sanction Recommendation: (Check all that apply)		
<input type="checkbox"/> Verbal Warning (VW)	<input type="checkbox"/> Increase Reporting/Supervision Level (IR)	Referral to Treatment Program:
<input type="checkbox"/> Additional Conditions of Supervision (AC)	<input type="checkbox"/> APS Condition Codes: _____	<input type="checkbox"/> Program Type
<input type="checkbox"/> Probation Alternative Adult Work Service-PAAWS (PS)	<input type="checkbox"/> Flash Incarceration (FI) _____ Days	<input type="checkbox"/> Program Type
		<input type="checkbox"/> Monitoring
		<input type="checkbox"/> Refer for Revocation Hearing (RH)
DPO Full Name (Print)	DPO Signature	Date
PSP Full Name (Print)	PSP Signature	Date
SDPO Intermediate Sanction Approval: <input type="checkbox"/> I agree with the above recommendation		
<input type="checkbox"/> Verbal Warning (VW)	<input type="checkbox"/> Increase Reporting/Supervision Level (IR)	Referral to Treatment Program:
<input type="checkbox"/> Additional Conditions of Supervision (AC)	<input type="checkbox"/> APS Condition Codes: _____	<input type="checkbox"/> Program Type
<input type="checkbox"/> PAAWS (PS)	<input type="checkbox"/> Flash Incarceration (FI) _____ Days	<input type="checkbox"/> Program Type
		<input type="checkbox"/> Monitoring
		<input type="checkbox"/> Refer for Revocation Hearing (RH)
SDPO (Full Name)	SDPO Signature	Date
Director (Full Name)	Director Signature (required when 2+ custodial sanctions)	Date

Distribution: 1 Copy to PSP; 1 Copy to File; 1 Copy to SDPO
SDPO Scan and e-mail to AB109IntermediateSanctions@probation.lacounty.gov
Prob Form AB109-0000 5/17/2017