

PROBATION DEPARTMENT

DIRECTIVE

No.: 1334-REISSUED

Issued: 08/21/13

Post until: 09/21/13

SUBJECT: LEGAL ISSUES AND TIME CODING

This Directive is being issued to clarify existing policy found in Probation Department Policy Manual (PDPM) 616, ARRESTS. In keeping with the existing expectation that employees of the Probation Department conduct themselves in a manner consistent with the professional standards governing County employment and the stated expectations of the Chief Probation Officer, the following procedures have been established. These procedures apply to arrests, detentions, citations (except minor traffic violations), warrants, suspended/restricted licenses, restraining orders, involuntary psychiatric evaluations or observations or commitments, and all situations where an employee is named as a subject of an investigation:

Arrests, Detentions and Citations

The employee shall:

- Notify their supervisor or manager of the facts within 24 hours (next business day if on weekend or holiday) of the citation or release, immediately upon entering any Probation facility, or prior to beginning any county business; whichever occurs first. This applies to all employees including those on paid/unpaid leave;
- Cooperate with the supervisor or manager by fully disclosing basic and verifiable information needed in completing the Law Enforcement Contact (LEC) sheet; (The employee is not obligated to provide information that may jeopardize him/her in any criminal proceedings that may be brought against him/her.);
- Review and sign the LEC or follow up with their Supervisor in writing to ensure that the information has been properly reported; and
- Upon returning to work, report directly to the supervisor or manager, unless instructed otherwise, to be cleared to continue their normal working assignment.

The supervisor or manager shall:

- Complete the LEC sheet (review and approve if provided by the employee) and forward it to the location designated on the sheet; and
- Modify the employee's duties, if deemed necessary after consultation with the affected Bureau(s) and the Internal Investigations Office.

The Internal Investigations Office shall:

- Verify all available information and notify the Bureau in writing of the facts.

Bureau Chief or designee shall:

- Decide whether the employee's presence at their job assignment is a potential danger to persons or property or would interfere with normal operations; and
- Take appropriate departmental action.

Warrants, Suspended Licenses, and Restraining Orders

The employee shall:

- Notify their supervisor or manager of the basic facts surrounding the warrant, suspended/restricted license, or restraining order within 24 hours of becoming aware (next business day if on weekend or holiday); and
- Complete the LEC sheet and provide to the supervisor or manager.

The supervisor or manager shall:

- Forward the LEC sheet to the Bureau and the Internal Investigations Office; and
- Modify the employee's duties, if deemed necessary after consultation with the affected Bureau(s) and the Internal Investigations Office.

Internal Investigations Office shall:

- Verify all available information and notify the Bureau in writing of the facts.

Bureau Chief or designee shall:

- Decide whether the employee's presence at their job assignment is a potential danger to persons or property or would interfere with normal operations;
- Issue a written order instructing the employee to immediately resolve the warrant, suspended/restricted license, and/or restraining order, if feasible;
- Track and document the employee's compliance with the order;
- Take appropriate departmental action.

Involuntary Psychiatric Evaluations, Observations, and Commitments

The employee shall:

- Notify their supervisor or manager within 24 hours of their release or outcome of evaluation, regardless of time detained, (next business day if on weekend or holiday);
- Cooperate with the supervisor or manager by fully disclosing basic and verifiable information needed in completing the LEC sheet; and
- Obtain clearance to return to work from the Return to Work Unit prior to entering any Probation facility, or beginning any county business; (This applies to all employees including those on paid/unpaid leave).

The supervisor or manager shall:

- Immediately upon notification, complete the LEC sheet and forward it to the Return to Work Unit.

Return to Work Unit shall:

- Clear employee for return to work or modify the employee's duties, if deemed necessary, after consultation with the appropriate professionals.

All Other Law Enforcement Encounters and Criminal Court Proceedings

The employee shall:

- Notify their supervisor or manager in writing of all law enforcement encounters when named as a subject of an investigation and all criminal court proceedings within 24 hours (if a holiday or weekend, by the next business day); and/or
- Complete the LEC Sheet and provide to the supervisor or manager

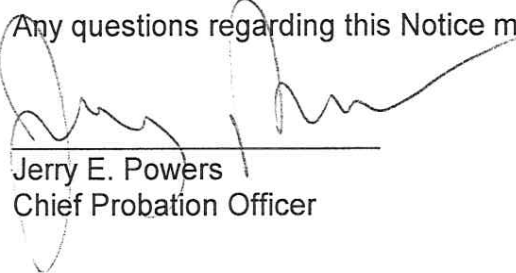
The supervisor or manager shall:

- Take appropriate steps following consultation with the Internal Investigations Office and the affected Bureau.

Use of Benefit Time to Resolve Legal Issues

Use of benefit time is prohibited to cover absences due to post-conviction incarceration and will be coded as time off without pay. This policy applies to all employees including those on paid leave (time will be adjusted accordingly).

Any questions regarding this Notice may be directed to your Bureau Special Assistant.



Jerry E. Powers
Chief Probation Officer

**LOS ANGELES COUNTY PROBATION DEPARTMENT
LAW ENFORCEMENT CONTACT (LEC)**

Employee Name: _____ Employee Number: _____

Position/Title: _____ Work Location: _____

Date Reported to Department: _____ Person Reporting Contact: _____

INCIDENT TYPE (Submit copy of citation, warrant, restricted / suspended license, court order, etc... if available)

- | | | | |
|---|--|-----------------------------------|----------------------------------|
| ☐ Arrest | ☐ Detention | ☐ Citation | ☐ Warrant |
| ☐ Suspended / Restricted License | ☐ Involuntary Psychiatric Eval., Observation, or Commitment | | ☐ Other |

INCIDENT DETAILS

Date of Incident: _____ Time of Incident: _____ ☐ AM ☐ PM

Contacting Agency: _____ Office/Substation: _____

Location of Contact: _____
(address, business and/or cross streets etc...)

Is employee detained? ☐ No ☐ Yes: Where? _____

ADDITIONAL INFORMATION (if applicable/ known)

Court Date: _____ Case #: _____ Next Court Appearance: _____
(If different than previous date)

Location: _____

EMPLOYEE ACKNOWLEDGEMENT: ☐ Employee Unavailable for Review and Signature

I affirm that I have reviewed this document and find the information contained herein to be correct and complete to the best of my knowledge.

Employee Signature: _____ Date: _____

LEC COMPLETED BY:

Print Name / Title: _____ Date: _____ Phone / Ext.: _____

LEC SUBMITTED BY:

Office Head: _____ Title: _____ Phone / Ext.: _____

Copies Sent to: ☐ Employee Date: _____

☐ Bureau Chief Date: _____

☐ Internal Investigations Office Date: _____

Arrest Unit

9150 East Imperial Highway

Downey, CA 90242

(562) 658-2306 (fax)

Email: EDL-PROB IA or IA@probation.lacounty.gov