

PROBATION DEPARTMENT

DIRECTIVE

No.: 1359

Issued: 05/06/14

Post until: 06/06/14

SUBJECT: ARREST NOTIFICATION AND USE OF BENEFIT TIME

This Directive is being reissued 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 infractions), 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 Affairs Office.

The Internal Affairs 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

Manual Holders: Please cross reference this Directive to your manuals where applicable.

- 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 annually.

The supervisor or manager shall:

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

Internal Affairs 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
- Complete the LEC Sheet and provide to the supervisor or manager annually

The supervisor or manager shall:

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

Use of Benefit Time to Resolve Legal Issues

Use of benefit time is prohibited to cover absences due to 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 Directive may be directed to your Bureau Special Assistant.



Jerry E. Powers
Chief Probation Officer

Authority: Notice #
Review Date January 2016

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

Employee Name:

Employee Number:

Position/Title:

Work Location:

Date Reported to Department:

Person Reporting Contact:

☐ I HAVE NOT been arrested or convicted of any crime during the previous 12 months and there are no other reportable incidents in which I have failed to notify the Department. If no, complete employee acknowledgement section below and submit.

☐ I HAVE been arrested and/or convicted of a crime during the previous 12 months with the Los Angeles County Probation Department. If yes, please complete and submit this form in accordance with Probation Directive 1334, the Law Enforcement Contact Sheet, Legal Issues and Time Coding.

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

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

INCIDENT DETAILS

Date of Incident:

Time of Incident:

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 Affairs Office / Arrest Unit Date:

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