

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

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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

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- 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

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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.